



Security and Safety

Parking and Traffic Regulations

Working to serve you better.

General Information

1. The university reserves the right to regulate the use of motor vehicles on the campus and to forbid the use of a motor vehicle by any person whose conduct in any way indicates that he or she is not complying with the university regulations. In addition, all federal, state and local laws governing the operation of a motor vehicle must be observed.
2. The university assumes no financial responsibility for theft or damage to motor vehicles or their contents when the vehicles are parked or operated on campus or elsewhere.
3. The registrant of a motor vehicle shall be held responsible for all parking citations issued against the vehicle.
4. All registration fees and fines are charged to the student's account and are payable at the Business Office.
5. An individual is considered a student (24 hours a day, seven days a week) when they are enrolled for the present semester. Regardless of the number of classes an individual is taking or what vehicle is being driven, a student (undergraduate or graduate) is not to park in any guest, faculty or staff space between 7:00 a.m. and 4:30 p.m., Monday through Friday.
6. The use of loud mufflers or other unusual noise-making devices on a motor vehicle is not permitted on campus.
7. A citation for a traffic violation need not be discussed with the security officer or Administrative Assistant as he or she has no authority to settle the matter once a ticket has been issued. Such matters should be handled via the appeal process set forth below.
8. A student's possession and use of a motor vehicle on the campus is a privilege and may be revoked at any time by the university. Reasons for revoking this privilege may include, but are not restricted to, the following:
 - A. Possession or use of alcoholic beverages or drugs while operating a vehicle. This would be in addition to any action taken by the Office of Campus Life.
 - B. Irresponsible operation of a vehicle.
 - C. Leaving the scene of an accident.
 - D. Failure to report an accident involving personal injury or property damage.
 - E. Falsifying vehicle registration or gaining such registration under false pretenses.
9. All Lipscomb students are required to carry a valid Lipscomb ID card at all times while on campus. This ID card must be surrendered to any Lipscomb University faculty, staff or security officer upon request.

Additional Parking

The high school football field, located at the corner of Caldwell Lane and Lealand Lane, and the old Stokes School, just north of McFarland Hall of Science on Belmont Boulevard, are additional lots.

Regulations

1. University registration of motor vehicles (including motorcycles and motor scooters) for faculty, staff and all students, including full-time, part-time and graduate students, is required upon beginning school or employment.
2. To register a motor vehicle, go to my.lipscomb.edu and click on the appropriate student or employee tab. Then, select "Banner Self-Service" and click the "Vehicle Registration" link. Then, come by the Lipscomb Security and Safety Office in the basement of Elam Hall to pick up your decal. You will need the following information to register your car:
 - A. Lipscomb University ID number
 - B. Vehicle year, make, model, color and license plate number.
3. Each student is required to register his/her vehicle at the beginning of his/her enrollment. The decal issued will be valid for as long as he/she owns the vehicle or until his/her residence status changes. Please inform Lipscomb Security and Safety of any vehicle changes or a change in student status, for example, if he/she moves off campus after having lived in a residence hall. The responsibility falls on the student to inform Lipscomb Security and Safety immediately of any changes via the website or in person.
4. The motor vehicle registration decal must be obtained and **COMPLETELY ATTACHED TO THE OUTSIDE REAR WINDSHIELD IN THE LOWER LEFT HAND CORNER (DRIVER'S SIDE) OF THE VEHICLE.** (Decals affixed by scotch tape are not acceptable). The only exception is with convertibles and Jeeps (soft top only). The decal should be attached to the rear driver's side bumper; any exception to this rule must be approved by the director of Lipscomb Security and Safety.
5. Decals are not transferable. Each student, faculty member or staff member who operates a vehicle on campus must register that vehicle, permanently or temporarily.
6. Temporary registration is required for any vehicle parked on campus that is not permanently registered. To obtain a temporary decal, please come to the Lipscomb Security and Safety Office located in the basement of Elam Hall.
7. There are five basic types of registration decals issued:
 - A. Faculty/Staff decal. (May park in any space on campus except guest, handicapped, or reserved spaces).
 - B. Boarding Students decal. (May park in any space except handicapped, faculty/staff, Campus School lots, guest or reserved spaces).

- C. Commuter Student decal (May park in the Arena West Parking Garage, except reserved spaces, Ezell Lots 1, 2, and 3, Dugan Drive, the spaces on the West side of Ezell and the Library, or at Stokes or the High School Football Field).
 - D. Temporary permit(s) will be issued as needed and in accordance with the above rules.
 - E. Vendor decal.
8. Each faculty, staff, and vendor employee will receive a decal at no charge. Students whose parent(s) are employed by the university may not display a faculty or staff decal on the vehicle the student normally drives to class, without also displaying a student sticker.
 9. A change in license plates must be reported to the Lipscomb Security and Safety Office within 48 hours of such change.
 10. Any person who obtains a different vehicle must register it on the Lipscomb University website and obtain a new decal at the Lipscomb Security and Safety Office.
 11. The university reserves the right to issue a vehicle registration decal to any student failing to register their vehicle and still parking on campus.

Parking Regulations

1. Unless a space is marked for parking, it is not a parking space. A parking space is designated by two parallel white lines except in the case of a gravel parking lot such as Stokes. The university does not guarantee an on-campus parking space for all registered vehicles. The lack of a convenient space is not considered a valid excuse for violation of any parking regulation.
2. Parking restrictions for faculty, staff, and guest areas are in effect from 7:00 a.m. until 4:30 p.m., Monday through Friday, except when school is officially out of session.
3. The reserved spaces for the senior administration on the west side of Fanning, parking spaces for residence hall directors, areas marked for fire lanes or in front of dumpsters will be enforced on a twenty-four (24) hour basis, seven (7) days a week and are tow-away zones. Tickets for violation of fire lane, no parking areas, handicapped and no registration will be issued any time of day or night. Spaces that are blocked by Lipscomb Security and Safety barricades or yellow tape are blocked for a reason. Individuals who park in these spots will be cited for parking in a reserved area and/or towed.
4. University students are not to park next to the Granny White Church of Christ building or in the designated high school spaces.
5. Students and employees are requested by residents not to park along the side streets surrounding campus. Vehicles parked on these side streets are subject to being ticketed by Lipscomb Security and Safety and/or towed by the Metro Police Department.

6. Vehicles are to be parked within marked spaces and are not to protrude into another marked space.
7. Disabled vehicles will not be allowed to remain on campus beyond a reasonable time and must be removed at the owner's expense.
8. Guest parking spaces are reserved for persons visiting the campus on official business; therefore, vehicles operated by faculty, staff or students of the university are not permitted in these spaces between 7:00 a.m. and 4:30 p.m., Monday through Friday when school is in session.
9. Vehicles blocking wheelchair ramps, sidewalks or parked in driveways in such a manner that would obstruct the traffic flow or block a parked vehicle will be cited for illegal parking and/or towed.
10. Individuals with obvious temporary disabilities may receive a limited special parking permit allowing them to park in a guest space if convenient student parking is not available. A doctor's letter will be required for limited special parking privileges for those suffering from not-so-obvious ailments.
11. Those individuals who require special privileges for the entire school year must comply with state regulations requiring the display of either a handicap placard or license plates.
12. Vehicles are not permitted to drive on concrete or brick walks on campus.
13. Trailers, boats and similar vehicles will not be parked anywhere on campus without specific approval of the director of Lipscomb Security and Safety, in such spaces that may be designated.
14. All guests operating vehicles on campus must abide by all rules and regulations even though the person is not a student or employee.
15. Parking regulations are to be observed at all times including during final exam week.
16. The university does reserve the right to reserve the Allen Arena Parking Garage as needed.
17. The parking spaces in the Arena West Parking Garage by Dugan Field are open parking except for **RESERVED** spaces. The university does reserve the right to reserve the Arena West Parking Garage by Dugan Field as needed.
18. Parking at university residences used for offices or other university purposes may be used by Faculty/Staff **ONLY**.

Moving Vehicle Rules

1. The speed limit on campus is 10 miles per hour. Speeding and/or reckless driving on campus is a violation of safety standards. Improperly starting a vehicle (squealing tires, sliding vehicle, etc.) is a serious safety hazard and persons responsible will be disciplined and/or cited for the specific violation.
2. Passing another vehicle, which is moving at normal speed, on campus is prohibited.
3. Motorists should yield right of way to pedestrians on the campus.
4. On special occasions which bring off-campus guests, parking and traffic limitations may be enforced by Lipscomb Security and Safety.

Penalties

Violations of the motor vehicle regulations will subject the registrant, owner, or violator to a penalty and/or disciplinary action. The following examples indicate the type of violations that will be penalized.

A. Registration violations

1. No registration/Improper registration/Not displayed.....**\$20**
(After excessive violations, vehicle is subject to being towed.)
2. Decal not properly displayed/mutilated**\$20**
3. Expired temporary permit**\$20**

B. Any combination of illegal parking in a semester involving no parking and/or reserved areas are charged on a progressive basis.

- Penalty for **FIRST** violation**\$10**
Penalty for **SECOND** violation**\$20**
Penalty for **THIRD** violation.....**\$40**
Penalty for **FOURTH** violation**\$80**
Penalty for **FIFTH** violation.....**\$160**
Penalty for **SIXTH** violation.....**\$320**

C. Parked in a fire lane, by a fire hydrant, blocking a dumpster, blocking traffic or vehicles, driving on sidewalks or grassed areas are charged on a progressive basis.

- Penalty for **FIRST** violation**\$ 50**
Penalty for **SECOND** violation**\$100**
Penalty for **THIRD** violation.....**\$150**

Penalties after third violation continue to increase by \$50 per violation.

D. Handicapped parking: Fines are progressive.

Penalty for FIRST violation.....	\$50
Penalty for SECOND violation.....	\$100
Penalty for THIRD violation.....	\$150

Penalties after third violation continue to increase by \$50 per violation.

E. Moving traffic violations: Fines are progressive.

Penalty for FIRST violation.....	\$50
Penalty for SECOND violation.....	\$60
Penalty for THIRD violation.....	\$75

F. Special Event Parking

Penalty for FIRST violation.....	\$25
Penalty for SECOND violation.....	\$50
Penalty for THIRD violation.....	\$100

G. **TOWING**- Vehicles parked in fire lanes, by fire hydrants, blocking dumpsters, blocking traffic or where deemed necessary may result in towing of vehicle. Vehicle will be towed at the owner's expense. A charge for towing must be paid in cash when the vehicle is picked up. There is a per day storage fee.

H. In an effort to prevent a student from accumulating excessive fine balances, once a fine balance reaches \$250, the student and his or her parents will be notified. Should a fine balance reach \$1000, the student's vehicle is subject to being towed at the owner's expense each time it is parked illegally.

I. All penalties must be paid before a student will receive a transcript or grades of his or her academic work.

Appeals

If a student believes that a ticket for a parking or traffic violation is unwarranted, an Appeals Form may be filled out on the University website via the "vehicle registration" link only. The student will be notified of a decision to the written appeal either by email or regular mail. If that decision is not satisfactory the student may ask for a date to make an oral appeal with the Traffic Committee. Failure to appear for this hearing constitutes a forfeiture of all appeal privileges. The decision of the Traffic Committee is final. Appeals must be initiated within five (5) school days of the date of the violations. After the five (5) day grace period has expired the violator automatically loses the right to appeal and the violation fee becomes due.



Security and Safety

One University Park Drive
Nashville, TN 37204-3951

615.966.7600

safety.lipscomb.edu