



DEPARTMENT *of* SECURITY

Lipscomb University

Parking and Traffic Policy

SECTION 1 – General Information

- A. Lipscomb University (“Lipscomb”) reserves the right to regulate the use and parking of vehicles on Lipscomb’s campus and to prohibit the use or parking of a vehicle by any person whose acts or omissions in any way violate this parking and traffic policy or any other Lipscomb policy. All individuals operating or parking a vehicle on Lipscomb’s campus must comply with all applicable federal, state, and local laws, rules and regulations.
- B. Despite Lipscomb’s efforts, it is impossible to eliminate the risk of damage or loss caused by or to vehicles on Lipscomb’s campus. Therefore, individuals who operate or park a vehicle on Lipscomb’s campus voluntarily assume all risks related thereto. Lipscomb disclaims any responsibility for any theft, loss, or damage to vehicles or their contents when the vehicles are parked or operated on Lipscomb’s campus or elsewhere.
- C. The registrant or owner of a motor vehicle will be held responsible for all parking or traffic citations issued by Lipscomb’s Department of Security with respect to the vehicle or operator. For more information about citations, see Section 7.
- D. No student, whether undergraduate or graduate, may park in any parking space or parking area that is designated for guests, faculty, or staff. No employee may park in any parking space or parking area that is designated for guests.
- E. The use of loud mufflers or other noise-making devices on vehicles is not permitted on Lipscomb’s campus.
- F. A citation for a traffic or parking violation should not be challenged or discussed with a security officer, as he or she has no authority to settle the matter once a citation has been issued. Such matters should be handled via the appeal process. For more information about appeals, see Section 9.
- G. The operation and use of a vehicle on Lipscomb’s campus is a privilege and may be revoked at any time by Lipscomb. Some reasons for Lipscomb revoking this privilege may include, but are not limited to, the following:
 - (i) Possession or use of alcoholic beverages or drugs while operating a vehicle on Lipscomb’s campus. This revocation may be in addition to any sanction imposed pursuant to the terms of the applicable handbook;
 - (ii) Irresponsible operation of a vehicle on Lipscomb’s campus;
 - (iii) Leaving the scene of an accident or similar incident on Lipscomb’s campus;
 - (iv) Failure to report an accident on Lipscomb’s campus involving personal injury or property damage; and
 - (v) Falsifying vehicle registration or gaining such registration under false pretenses.

SECTION 2 – Additional Parking

Additional parking lots for Lipscomb students, employees, and guests are located at the Lipscomb Academy High School football field, at the corner of Caldwell Lane and Lealand Lane (1027 Caldwell Lane), and Stokes Middle School, north of Glen Echo Road (3701 Belmont Boulevard).

SECTION 3 – Vehicle Registration

- A. Upon commencing employment with Lipscomb, moving into a Lipscomb residence hall, or starting classes on Lipscomb's campus, all faculty, staff, and students, including full-time, part-time, and graduate students, must register any and all motor vehicles (including motorcycles and motor scooters) that will be operated or parked on Lipscomb's campus.
- B. Students must annually renew their motor vehicle registration decals for the 2023-2024 academic year, and may register for non-expiring decals after that time. Faculty and staff have the ability to register for non-expiring decals.
- C. There are five basic types of motor vehicle registration decals:
 - (i) *Faculty/Staff* decal – may park in any valid space on Lipscomb's campus, except handicapped, guest, or reserved spaces;
 - (ii) *Boarding Student* decal – may park in any valid space on Lipscomb's campus, except handicapped, faculty/staff, Lipscomb Academy, guest, or reserved spaces;
 - (iii) *Commuter Student* decal – may park in any valid space on Lipscomb's campus, except handicapped, faculty/staff, Lipscomb Academy, guest or reserved spaces);
 - (iv) *Temporary* permit – may be issued, as needed; and
 - (v) *Vendor* decal – may be issued, as needed, to vendors or contractors who have a regular need to access Lipscomb's campus.
- D. Each faculty, staff, and vendor will receive a decal at no charge.
- E. Students with a parent who is employed by Lipscomb may not use or display a faculty or staff decal on the vehicle the student normally drives to Lipscomb's campus.
- F. Any license plate changes for a registered vehicle must be reported to Lipscomb's Department of Security within 48 hours of such a change.
- G. An issued decal will be valid for as long as the individual owns or operates the corresponding motor vehicle or until his or her on-campus residence status changes. Students must promptly inform Lipscomb's Department of Security if the student continues to be enrolled at Lipscomb but moves off campus after having lived in a residence hall. This notice can be provided via my.lipscomb.edu, email, phone or in person.

- H. To register a motor vehicle, a student or employee may go to my.lipscomb.edu. On the appropriate homepage, select “Security” and click the “Parking Decal Request” link. Guests who do not have access to my.lipscomb.edu may visit <https://lipscomb.omnigo.one/CESIReportExec/OPR/OPRMain.aspx?IsAuth=1&groupid=102&groupname=SECURITY+DEPARTMENT>. After completing the online registration, the decal can be picked up at Lipscomb’s Department of Security office in the lower level of Beaman Library. Students and employees will need the following information to register a motor vehicle:
- (i) Lipscomb identification number; and
 - (ii) Vehicle year, make, model, color, and license plate number.
- I. The motor vehicle registration decal must be **ATTACHED COMPLETELY TO THE OUTSIDE REAR WINDSHIELD IN THE LOWER LEFT-HAND CORNER (DRIVER SIDE) OF THE VEHICLE**. Decals should not be affixed by tape. The only exceptions to this requirement are convertibles and Jeeps (soft-top only), in which case the decal should be attached to the rear driver-side bumper, and motorcycles and motor scooters, in which case the decal should be attached in a prominent location on the vehicle. Lipscomb’s Department of Security must approve any other exceptions to this requirement.
- J. Decals are not transferable between vehicles or operators.
- K. Each student, faculty member, or staff member who operates a motor vehicle on Lipscomb’s campus must register the vehicle, whether permanently or temporarily.
- L. Temporary registration is required for any vehicle parked on Lipscomb’s campus that is not permanently registered, unless the vehicle belongs to a guest with an approved reserved space. To obtain a temporary decal, contact Lipscomb’s Department of Security located in the lower level of Beaman Library.
- M. Any student or employee who operates a new or different motor vehicle on Lipscomb’s campus must register the vehicle and obtain a new decal.
- N. Lipscomb reserves the right to issue a citation to any student, faculty, or staff who parks on Lipscomb’s campus and fails to register their vehicle.

SECTION 4 – Parking Regulations

- A. Unless a space on Lipscomb’s campus is marked for parking, a vehicle may not be parked in the space. A parking space is designated by two parallel white lines, except in the case of a gravel parking lot, such as at Stokes Middle School on Belmont Boulevard. Lipscomb does not guarantee an on-campus parking space for all registered motor vehicles. The lack of a convenient parking space is not a valid excuse for violating parking regulations.
- B. Reserved parking spaces, handicapped parking spaces, fire lanes, and no-parking areas may be enforced on a 24-hour basis, seven days per week. Citations for vehicles parked in reserved parking spaces, handicapped parking spaces, fire lanes, or no-parking areas or

lacking registration may be issued any time of the day or night. Individuals who park in any space that is blocked by Lipscomb's Department of Security equipment (e.g., by barricades and cones) may be cited and towed.

- C. Permanent reserved parking spaces are designated by appropriate signage and include, without limitation, residential hall director, university health clinic, and university post office. These reserved parking spaces may be enforced 24 hours per day unless the corresponding sign specifies otherwise.
- D. University students may not park in any of the parking lots of the Church of Christ in Green Hills or in any of the Lipscomb Academy spaces. University students may park in Lipscomb Academy spaces, however, when Lipscomb Academy is not in session.
- E. Lipscomb students and employees should not park on any side streets surrounding Lipscomb's campus in connection with access to the campus. Vehicles parked on these side streets are subject to being cited and towed by the Metropolitan Nashville Police Department.
- F. Disabled vehicles and abandoned vehicles may not remain on Lipscomb's campus beyond a reasonable amount of time and must be removed at the expense of the owner or operator. Trailers, boats, and other large vehicles may not be parked anywhere on Lipscomb's campus without specific approval of Lipscomb's Department of Security in appropriate spaces that may be designated.
- G. Vehicles blocking wheelchair ramps or sidewalks, or parked in driveways in such a manner that could obstruct the traffic flow or block a parked vehicle may be cited for inappropriate parking and towed.
- H. Individuals with disabilities may receive a limited special permit allowing them to park in a handicapped space if convenient parking is not otherwise available. University students needing limited special parking privileges should coordinate such requests through the Office of Accessibility and Learning Supports, and employees needing such privileges should coordinate such requests through the Office of Human Resources.
- I. Any disabled individual who requires special parking privileges on a long-term basis must comply with applicable state rules and regulations requiring the display of either a disabled placard or license plate.
- J. Motor vehicles may not drive on concrete or brick sidewalks on Lipscomb's campus.
- K. Parking regulations are to be observed at all times, including during final exam week.
- L. Lipscomb has the right to reserve any parking spaces, as needed.
- M. Where appropriate signage exists, parking at Lipscomb external properties for Lipscomb purposes is only for Lipscomb faculty or staff.

SECTION 5 – Handicapped Parking

Accessible parking spaces for disabled individuals have been established throughout Lipscomb’s campus and are designated by a blue and white paint stencil and a corresponding sign. Such spaces are restricted to those vehicles bearing a disabled license plate, disabled placard, or limited special permit from Lipscomb. Vehicles with a disabled placard, disabled license plate, or limited special permit from Lipscomb must display the valid placard, license plate, or permit at all times. Vehicles illegally parked in an accessible space are subject to citation and towing as set forth in this policy at the expense of the owner or operator.

SECTION 6 – Vehicle Operations Regulations

- A. All guests operating vehicles on Lipscomb’s campus must abide by the terms of this policy even though the person is not a Lipscomb student or employee.
- B. The speed limit on Lipscomb’s campus is 10 miles per hour. Speeding and/or reckless driving on Lipscomb’s campus is a violation of safety standards and is subject to a citation. Improperly starting a vehicle (e.g., squealing tires or sliding vehicles) is a serious safety hazard and is subject to a citation.
- C. Passing another vehicle that is moving at normal speed on Lipscomb’s campus is prohibited.
- D. Motorists and those who operate other vehicles must yield right-of-way to pedestrians on Lipscomb’s campus.
- E. Lipscomb reserves the right to remove and impound abandoned vehicles or any vehicle parked in such a way as to constitute a serious hazard or impediment to vehicular or pedestrian traffic, or to the movement or operation of emergency vehicles or equipment. Vehicles abandoned on Lipscomb’s campus may be cited and towed. The owner or operator will be responsible for the costs involved in towing, impounding and storing of any such vehicle.

SECTION 7 – Citation Fines

Violations of this parking and traffic policy may result in a fine and may also result in disciplinary action for Lipscomb students or employees in accordance with the terms of the applicable handbook. The violations that may be subject to a fine or other sanction include, without limitation, the following:

- A. *Improper parking or driving* (e.g., parked blocking a dumpster, blocking traffic or vehicles, driving on sidewalks or grass areas, speeding, reckless driving, parking in no parking zone, and parking in reserved spaces, but not parking in a fire lane or handicapped parking space):
 - (i) Fine for **FIRST** violation.....\$50
 - (ii) Fine for **SECOND** violation.....\$100

- (iii) Fine for **THIRD** and **SUBSEQUENT** violations*\$150
- (iv) Upon **FOURTH** and **SUBSEQUENT** violations there may be a review regarding the owner's or operator's driving and parking privileges on Lipscomb's campus.

* A first or subsequent violation may result in towing the vehicle. For more information about towing, see Section 8 below.

B. *Parking in a fire lane:*

- (i) Fine for **FIRST** violation**\$100
- (ii) Fine for **SECOND** and **SUBSEQUENT** violations.....\$150
- (iii) Upon **THIRD** and **SUBSEQUENT** violations there may be a review regarding the owner's or operator's driving and parking privileges on Lipscomb's campus.

** A first or subsequent violation may result in towing the vehicle. For more information about towing, see Section 8 below.

C. *Parking in a handicapped parking space without a proper permit:*

- (i) Fine for **FIRST** violation.....\$100
- (ii) Fine for **SECOND** and **SUBSEQUENT** violations***\$150
- (iii) Upon **THIRD** and **SUBSEQUENT** violations there may be a review regarding the owner's or operator's driving and parking privileges on Lipscomb's campus.

*** A first or subsequent violation may result in towing the vehicle. For more information about towing, see Section 8 below.

All parking and traffic fines must be paid before a student may receive transcripts or diploma.

SECTION 8 – Towing

- A. Lipscomb reserves the right to tow, at the expense of the owner or operator, any vehicle that is parked in violation of this policy, whether for a first offense or otherwise.
- B. Any outstanding and unpaid citations related to an unregistered vehicle that is towed will be charged to the person claiming the vehicle. State-issued identification is required for anyone claiming a towed vehicle.
- C. To claim a towed vehicle, the individual will need to call Lipscomb's Department of Security at (615) 966-7600.
- D. A towing fee will be assessed for any towed vehicle that is relocated on Lipscomb's campus. If a vehicle is impounded by a towing agency, the owner or operator will need to

pay the appropriate fee to the towing agency. Lipscomb's Department of Security may, in its sole discretion, have a vehicle towed to a relocated site on Lipscomb's campus or impounded by a towing agency.

SECTION 9 – Appeals

- A. If a student or employee believes that a citation for a parking or traffic violation is unwarranted, the individual may appeal the citation by submitting a written appeal to the Chief of Security. The written appeal must be submitted via email to parkingappeals@lipscomb.edu within seven (7) calendar days of the issuance of the citation and must include name, Lipscomb identification number, citation number, and appropriate grounds for the appeal, and may include any supporting documentation.
- B. The written appeal must specify appropriate grounds that would justify consideration. General dissatisfaction with the citation or an appeal for mercy is not an appropriate basis for an appeal. Moreover, the written appeal must not address any of the following:
- (i) The driver was not aware or did not have knowledge of Lipscomb's parking and traffic policy or any related rules or regulations;
 - (ii) The time of day, night, or early morning hours contributed to the reason the vehicle was parked in an unauthorized location;
 - (iii) The vehicle was parked in an unauthorized location for only a brief period of time;
 - (iv) There was an insufficient amount of parking in the desired location;
 - (v) Inclement weather contributed to the reason the vehicle was parked in an unauthorized location;
 - (vi) Extenuating circumstances, such as illness, friend in need, deadlines, appointment, exams, or large items to deliver, contributed to the reason the vehicle was parked in an unauthorized location;
 - (vii) Recipient did not see or receive a citation;
 - (viii) Other vehicles did not receive a citation for the same or similar violation;
 - (ix) The vehicle is no longer owned or in the possession of the registered owner; or
 - (x) The citation was issued while the vehicle was loaned to someone other than the registered owner.
- C. Generally, the appellate process does not include a hearing, nor does it require the Chief of Security to make personal contact with the person submitting the appeal. The Chief of Security may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation regarding the appeal. The Chief of Security will not be bound by any such committee's recommendation.

- D. The Chief of Security may affirm, reverse, or modify the citation upon appeal. The decision of the Chief of Security shall be final and effective immediately (or as otherwise designated by the Chief of Security).

SECTION 10 – Citation Payment Process

To pay a citation issued by Lipscomb’s Department of Security, a student or employee should:

- A. Go to my.lipscomb.edu;
- B. On the homepage, click “Security”;
- C. On the Security main page, click “Citation Payment”;
- D. Enter the citation number, fine amount, and the individual’s L number, and click “Search for Citations”;
- E. If a citation number or fine amount is not available, entering only the individual’s L number will suffice. Any and all citations associated with a L number will be displayed; and
- F. Input appropriate payment information.

SECTION 11 – Reserving Parking

The process to submit a request for reserved parking spaces is as follows:

- A. Go to my.lipscomb.edu;
- B. On the homepage, click “Security”;
- C. On the Security main page, click “Reserved Parking Request”;
- D. Read the requirements and scroll down to the Parking Request Form. Complete the form and click “Submit.” Lipscomb’s Department of Security will receive this information and review the designated request.
- E. Parking reservation requests will generally be considered on a first come, first served basis;
- F. Reservation requests sent to Security staff email addresses will not be considered;
- G. Requests to reserve parking spaces for faculty, staff, or students will generally not be granted unless approved special circumstances apply;
- H. All reservation requests must be submitted no later than 2:00 p.m. on the day prior to the requested reservation date;
- I. Reservation requests for Monday must be submitted by 2:00 p.m. on the preceding Friday;

- J. Weekend parking reservation requests will be evaluated based on the number of university special events and the parking impact to campus;
- K. Reservation requests for 10 spaces or more must be submitted no later than 2:00 p.m. two business days prior to the requested date;
- L. Only signs that are created by Lipscomb's Department of Security are valid and acceptable. All other signs are prohibited and may be removed;
- M. Special events with outside guests may require shuttles from an off-campus location. Shuttles may be reserved through the Office of Event Management; and
- N. The following are the locations available for reservations:
 - (i) Mustang Drive/Harding Hall (Lipscomb Academy reservations ONLY);
 - (ii) University Park Drive; and
 - (iii) George Shinn Event Center;
 - (iv) NOTE: Each location has a specific number of reserved parking spots. Once they are full, all additional requests for that location will be denied.