

Policy: Traffic and Parking	Applicability: MMC Campus
Policy Owner: Safety and Security	Approved By: Office of the President
Effective Date: August 28, 2018	Last Reviewed: August 6, 2025
Next Review: August 6, 2026	Contact: Dispatcher (615) 327-6254

PURPOSE

This policy establishes the official traffic and parking regulations for Meharry Medical College and applies to all students, faculty, staff, visitors, contractors, and vendors operating vehicles on or around campus grounds. Its purpose is to ensure the orderly flow of vehicles, safeguard pedestrian movement, preserve campus infrastructure, and promote compliance with municipal, state, and institutional traffic laws. Annual policy reviews ensure responsiveness to operational needs and alignment with evolving legal and safety standards.

DEFINITIONS

A “registered vehicle” refers to any motor vehicle for which the operator has submitted valid identification, proof of insurance, and a college-issued credential to the Department of Campus Safety and Security. A “parking decal” is a college-issued permit affixed to the lower driver-side corner of the windshield, authorizing access to designated parking areas. “Temporary permit” refers to a time-limited pass issued to visitors, vendors, or individuals with short-term vehicle use. “Unauthorized area” includes fire lanes, unmarked spaces, grass, curbs, sidewalks, and locations reserved for specific personnel or functions.

POLICY STATEMENT

All vehicles operated or parked on Meharry Medical College property must be registered with the Department of Campus Safety and Security. Individuals must present a valid driver’s license, proof of insurance, and documentation of their active status with the institution. Parking decals must be displayed as directed by DCSS and are subject to annual expiration on August 31. Decals are not transferable and must not be displayed on any vehicle other than the one originally registered.

Faculty and staff are required to register vehicles within three business days of hire. Students must complete vehicle registration by the end of August each academic year. Contractors operating marked company vehicles may utilize designated vendor spaces; unmarked vehicles must obtain written approval and a temporary vendor permit. Visitors must secure temporary passes through DCSS prior to entering campus lots.

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Lost or stolen decals may be replaced through the issuance of a temporary parking pass or, where applicable, a prorated replacement fee. Employees who discontinue parking may return their decal to DCSS and submit a waiver request for potential reimbursement of unused payroll deductions.

DRIVING AND PARKING REGULATIONS

All operators must comply with posted signs, adhere to the campus-wide speed limit of 15 miles per hour, and yield to pedestrians at crosswalks. Parking is permitted only in marked spaces and is prohibited in unauthorized areas, including fire lanes, curbs, grassy areas, sidewalks, and any location not specifically designated for general or assigned use. Back-in parking is prohibited in spaces where pole-mounted signage is present. Decals must not be shared between individuals or vehicles. Immobilized or abandoned vehicles left on campus for more than seven consecutive days without notice are subject to removal at the owner's expense.

Violators may be subject to fines, immobilization (booting), or towing without further warning in areas deemed critical to campus operations. Where feasible, DCSS officers will attempt to contact the operator prior to removal. Repeat violations may result in loss of parking privileges and referral for institutional disciplinary action.

Parking and traffic violations occurring near student housing or academic buildings may be reviewed for inclusion in the institution's daily crime log under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

VOLUNTARY PARKING EXCLUSION

Individuals who elect not to register their vehicle for on-campus parking are prohibited from parking in any lot, garage, or space owned or operated by Meharry Medical College. Those who decline to participate in the institutional parking system must park their vehicle off campus, on public streets or in public-access lots that are not controlled by the College. Unauthorized parking on college property without a valid decal or permit will result in citation, towing, or vehicle immobilization at the owner's expense. Elective non-participation does not exempt any individual from enforcement actions if found in violation of this policy.

ENFORCEMENT AND PENALTIES

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Traffic and parking regulations are enforced at all times, including nights, weekends, and holidays. Vehicles with three or more documented violations within a twelve-month period may be towed or immobilized without further warning. The removal of a vehicle boot requires full payment of all outstanding citations and associated administrative fees. Vendors arriving on campus to perform vehicle service must notify DCSS in advance to prevent enforcement actions.

All citation fines must be paid within fourteen calendar days. Late penalties will apply after this period, and fines will automatically double if unpaid after thirty days. Unpaid fines will result in student record holds and may be deducted from employee payroll. Repeated or unresolved violations may result in disciplinary action or permanent revocation of parking privileges.

APPEALS PROCESS

Any individual who receives a citation may submit a written appeal using the official Parking Citation Appeal Form within five business days of issuance. Appeals submitted after the deadline will not be considered. The appeal must include a copy of the original citation and may be submitted in person to the DCSS administrative office. Individuals may attend the Appeals Board review if advance notice is provided. The Appeals Board is composed of students, staff, and DCSS personnel and reaches decisions by weighted vote. Decisions of the Board are final and binding. Towing and storage fees must be resolved directly with the College’s contracted towing provider and may not be waived by DCSS.

PEDESTRIAN SAFETY

Pedestrians are required to use crosswalks, yield when appropriate to vehicular traffic, and refrain from obstructing lanes of travel. Right-of-way is granted to pedestrians at all marked crossings. Parking accommodations for individuals with mobility impairments must be coordinated in advance with the Office of Risk Management.

POLICY REVIEW

This policy shall be reviewed annually or following any major incident, operational change, or significant violation trend. Questions regarding this policy or its enforcement may be directed to the Department of Campus Safety and Security at (615) 327-6254.

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