The College reserves the right to regulate the use of vehicles on the campus and to take appropriate action against individuals who do not comply with College regulations or fail to provide correct information in registering vehicles.

The intent of the College is to provide for the orderly movement and parking of vehicles on campus. In addition to the rules and regulations listed herein, all traffic laws of the City of Tallahassee and the State of Florida shall be in full force and effect at all times on campus.

The College reserves the right to add, remove, relocate, or reserve parking spaces as the need arises. These changes will be effective with the posting of signs and/or markings as appropriate.

General Information

1. The term vehicle refers to all means of transportation other than by foot. Examples are cars, trucks, buses, motorcycles, motorscooters, mopeds, bicycles, skates, etc.

2. The responsibility for locating legal parking rests with the operator of the vehicle. Lack of convenient space will not be considered a valid excuse for violating traffic regulations.

3. All drivers must abide by signs and roadblocks posted by College personnel.

4. All drivers must cooperate with and follow the instructions of personnel designated by the College to assist with traffic control.

5. Movement of traffic on campus roads is not to be obstructed by stopping in the streets or in parking lots for any purpose other than parking or complying with the traffic regulations.

6. If a vehicle operator observes others parked in violation of the rules and regulations, this should not be construed as evidence that the regulation is no longer in effect or that it is acceptable to park in the same manner.
7. Lack of knowledge of the rules and regulations shall not be a valid excuse for violating any traffic regulation.

8. The speed limit on campus is 15 m.p.h. unless otherwise posted.

9. All traffic accidents on campus should be immediately reported to the TCC Campus Police Department.

10. Vehicles in violation of more than one traffic regulation at any one time may be given more than one citation.

11. Illegally parked vehicles may be warned, cited, or towed at the owner’s expense.

12. The College will not be responsible for loss or damage to any vehicle or its contents while operated or parked on campus.

13. No skateboards, roller skates, or other such roller-equipped means of transportation will be allowed on the sidewalks, between and around the buildings, or inside the buildings except when hand carried.

**Vehicle Registration**

1. All vehicles driven on campus by students, faculty, and staff must be registered with the Campus Police Department located in the Centre Building. Services are available for registration during regular business hours Monday through Friday when the College is open.

2. The person registering a vehicle with the College shall be responsible for all citations which the vehicle receives even if that person is not operating the vehicle at the time.

3. An application is required to register a vehicle; it must be either printed in ink or typed. A separate application must be completed for each permit.

4. Verification of student status is required for TCC student vehicle registration.

5. Falsification or misleading information on the vehicle registration application may lead to the loss of parking and driving privileges on the properties of the College.

6. There is no charge for registering vehicles or for obtaining parking permits.

7. The parking permit is to be placed in the lower right hand outside corner of the rear window.

8. In the event that a vehicle is sold, the parking permit should be scraped off the window before the transfer of the vehicle to the new owner and reported to the Campus Police Department as a destroyed permit.

9. Lost or stolen permits shall be reported to the Campus Police Department immediately.
10. Permits must be renewed each year within the first two (2) weeks of the Fall semester.

**Traffic Regulations**

1. Vehicles may be parked only in white-lined spaces or in parking areas specifically designated for parking.

2. Only vehicles driven by faculty and staff are allowed to be parked in the reserved parking areas. These areas will be reserved according to the times in which the gates are in operation or from 7:00 a.m. until 7:30 p.m., Monday through Friday.

   Faculty and staff of the College may park in the reserved parking lots by using their College ID card.

3. Faculty and staff parking areas are to be used by full and part-time personnel of the College only. Student employees, such as work study students, will be required to park in the student parking areas.

4. Only vehicles with handicapped parking permits and which are occupied by handicapped drivers or passengers will be allowed to park in the blue-lined spaces designated for handicapped parking. Handicapped parking spaces are reserved twenty-four hours a day.

5. All spaces reserved for visitor parking are designated by visitor signs. College personnel and/or students are not allowed to park in the reserved areas for visitors. These spaces are reserved from 8:00 a.m. until 5:00 p.m., Monday through Friday.

6. Certain parking spaces are designated for TCC vehicles. Only vehicles owned by the College are allowed to park in these spaces which are reserved twenty-four hours (24) a day.

7. Loading zone parking is restricted to use for loading and unloading. Vehicles parked in loading zones for other reasons and/or after the loading is completed are in violation of the parking regulations. Special permits for using the loading zones are not required. The loading zone regulation is in effect twenty-four (24) hours a day.

8. Vehicles are not allowed to park in No Parking Zones on campus. These areas may include, but are not necessarily limited to, the following:
   
   a. Areas not designated for parking
   b. The turn-around/drop-off circles
   c. Along curbs painted yellow
   d. Fire Lanes
   e. Moving traffic lanes and areas
   f. Obstructing drives and walkways
   g. Obstructing other vehicles
   h. Areas that indicate No Parking Zones by the use of obstacles or signs
9. Vehicles shall not be parked or stopped in a manner that blocks other vehicles or impedes the traffic flow.

10. Where angular parking is provided, parked vehicles shall not be backed into parking spaces.

11. Parking across parking lines is prohibited.

12. Parking on or over a curb is prohibited.

13. Parking in areas designated for other vehicles (College van, Campus Police vehicles) is prohibited.

14. Parking and/or driving on unpaved areas of the campus is prohibited except where designated.

15. Parking and or driving on sidewalks is prohibited.

16. Driving over curbs is prohibited.

17. Vehicles are not allowed to drive or park in areas which have been barricaded or where cones have been placed. Moving, altering or disregarding such obstacles is prohibited.

18. Motorists must yield the right-of-way to pedestrians.

19. Vehicle audio equipment shall not be played any louder than necessary for the convenient hearing by persons inside the vehicle, and the volume of the vehicle audio equipment shall not be played at a level that is disturbing to others.

20. Overnight parking is not permitted on the campus except by prior approval from the Campus Police Department. Overnight parking for the purpose of residing or sleeping is not allowed on College property.

21. Trailers, buses, motor homes, and similar vehicles and attachments that will not fit correctly in a regular parking space must be parked at the outer edges of the parking lot away from the areas with the highest concentration of parked vehicles.

22. If a vehicle must be parked illegally to await repairs or fuel, the Campus Police Department must be notified immediately.

23. Parking privileges are subject to revocation by the administration of TCC for continued and repeated violations of the parking and traffic regulations.
Bicycles, Mopeds, and Motorcycles

1. Persons riding bicycles, mopeds, and motorcycles upon a roadway shall be granted all of the rights and be subject to all of the responsibilities applicable to the drivers of automobiles. They must observe all traffic signs, stop signs, yield signs and other traffic control devices.

2. Riding or walking mopeds or motorcycles on sidewalks, walkways, across the ground or around the buildings is prohibited.

3. Bicycles, mopeds, and motorcycles should be ridden only in clearly defined and designated roadways and parking areas.

4. Every person operating a bicycle, moped, or motorcycle on a roadway and in the parking areas shall ride with the flow of traffic.

5. Persons riding bicycles, mopeds, and motorcycles shall not ride more than two abreast.

6. After sundown and before sunrise, bicycles, mopeds, and motorcycles shall be equipped with a lamp or headlight on the front exhibiting a white light visible from a distance of at least five hundred feet, and a red lamp, light or reflector on the rear visible from a distance of five hundred feet. All such lamps, lights and reflectors shall be in place and in operation any time that such vehicles are operated after sundown and before sunrise.

7. No bicycle, moped, or motorcycle shall carry more people at any time than the number for which it is designed and equipped.

8. Riders of bicycles, mopeds, and motorcycles must yield the right-of-way to pedestrians.

9. Bicycles shall be parked only in the bike racks. Bicycles shall not be secured to signs, benches, sign posts, light posts or building posts, etc.

10. Bicycles, mopeds, and motorcycles shall not be parked inside buildings, under covered pedestrian walkways, on the sidewalks, on the grass, against trees, signs, benches, sign posts, light posts or building posts.

Schedule of Fines

All fines for parking citations issued by a Campus Police or Public Safety Officer are the same. If the citation is paid within ten (10) work days, the fine is $10.00; if paid after ten (10) work days, the fine is $20.00.

Other law enforcement agencies may issue citations on campus. The fine schedule for these citations is not determined by the College.
Fines and the investment interest earned thereon will be determined annually and may be for scholarships, including but not limited to, student financial aid, employee and employee dependent scholarships, awards to students for service to the Student Government Association, student publications, and for academic excellence to students selected by the ad hoc Scholarship Committee.

Payment of Fines

Fines shall be paid in the Campus Police Department.

Fines may be paid by mail by sending a check or money order in the correct amount to the Campus Police Department; the check or money order must be payable to Tallahassee Community College. The College will not accept checks for parking fines from persons who have in the past written dishonored checks to the College.

Students who fail to pay their fines by the end of the semester in which they receive the citation or citations may have their registration blocked and have their transcripts and diplomas withheld until all fines are paid in full.

Vehicle operators who have acquired more than one (1) unpaid parking citation may be subject to disciplinary action.

Appealing Traffic Citations

All steps in the appeal process must be done in writing with all pertinent documentation attached including the complainant’s current mailing address. During the appeal process, the citation fine(s) shall not increase from the original amount owed on the citation(s). Failure to meet the time limit during any step of the appeal process shall end the appeal process at that step. If the College official designated to respond to the appeal does not do so within the appropriate time, the citation(s) is automatically voided.

1. Within ten (10) business days from the issuing date of the citation, the recipient of the citation must submit a written appeal to the Chief of Campus Police outlining the evidence, grounds, and justification for reconsideration of the citation.

2. As ex-officio of the ad hoc Parking Appeals Committee, the Chief of Campus Police will call meetings of the Committee to review appeals as needed on a regular basis.

Although written evidence of the complainant is sufficient, upon request of the complainant, the Committee will permit a brief personal statement.

The Parking Appeals Committee shall respond in writing to the appeal within fifteen business days from the date that the appeal is heard. The decision of the Committee shall be final and binding.

3. If the citation is upheld by the Parking Appeals Committee, the complainant shall have ten (10) work days to pay the fine.
The Parking Appeals Committee shall be composed of one faculty representative, one classified staff representative, one student, and the Chief of Campus Police as ex-officio. In order to share the work load, it is recommended that three faculty, three classified staff, and three students be nominated and trained for the Committee. Once trained, the committee members can rotate staffing the meetings.