



Parking/Traffic Regulations & Campus Map

Vehicles on Campus

The privilege of operating a motor vehicle on the campus streets and parking lots is granted to every student, faculty member, staff member, and visitor who agrees to abide by the university regulations governing the operation of such vehicles. Failure to obey these regulations may result in loss of that privilege. The following regulations apply to all motor vehicles. King University is not responsible and assumes no liability for any loss or damage to/from any vehicle parked on campus.

Vehicle Registration

All faculty, staff, and students who operate motor vehicles on campus must register their vehicles in the Security Office within one week of bringing a vehicle on campus. The annual student parking fee is \$80. A student may register a second vehicle for a \$5 fee. The license plate number and vehicle identification number are necessary for registration.

Display of Parking Permit

The appropriate parking permit must be displayed in the lower right corner of the front window (windshield; passenger side) with assigned number facing out. Students who fail to display parking decal in the appropriate location may receive a citation for “failure to display.”

Temporary Registration Pass

Individuals who bring an unregistered vehicle on campus must receive a temporary pass from the Security Office. Temporary vehicles used on campus for more than one week must register with the Security Office and receive a regular permit.

Refunds of Vehicle Registration Fees

No provisions are made for refunds of vehicle registration fees.

Special Permits

Handicap parking permits can only be issued by the appropriate state government agency. Alternate permits may be issued to individuals that have injuries, special needs or disabilities. Individuals with a special need or injury must show documentation from a medical physician in order to receive an alternate parking permit. Students will be directed where to park by the Director of Security.

Motorcycles and Mopeds

These vehicles are not permitted on campus except in designated parking areas. Vehicle permits are required to be displayed on the vehicle where easily seen.

Location of Parking Areas

Most parking areas on campus are clearly marked; however, it is not practical to mark every parking space on campus. Persons operating vehicles on campus have the responsibility to review the parking map, parking and traffic regulations, and contact security if any questions should arise.

Resident Students

Resident students must park in parking spaces marked with blue curbing. The parking spaces on Hart Boulevard between the Student Center Complex and Kline Gym (between the stop signs) are designated for residents on Monday through Friday, 7:30 a.m.–5:30 p.m.

Freshmen Residents

All freshmen residents are required to park in the lots designated for **Freshmen Only**, 24 hours a day, seven days a week. Freshman lots are located as follows:

Fall Semester—area located at the baseball field and the upper lot;

Spring Semester—area located at the tennis courts and the soccer field.

Students will be notified of any changes.

Freshmen Commuter Students

Freshmen Commuter Student parking lots are available on campus in the following locations: the lot adjacent to the Student Center Complex and the lot directly across from the Student Center Complex. Freshman commuting students are not permitted to utilize any other parking areas between 7:30 a.m. and 5:30 p.m., Monday through Friday.

Commuter Students

Commuter parking lots are available on campus in the following locations: behind the Fine Arts Building, Burke Observatory lot, the lot located adjacent to the Student Center Complex, the lot directly across from the Student Center Complex, and in spaces marked with orange curbing across from Sells Hall and White Hall. Students should familiarize themselves with these locations. Commuting students are not permitted to utilize any other parking areas between 7:30 a.m. and 5:30 p.m., Monday through Friday.

Mitchell Hall Residents

All Mitchell residents are required to leave their vehicles parked at Mitchell Hall between the hours of 7:30 a.m. and 5:30 p.m., Monday through Friday.

Visitor Parking

Designated visitor parking is located in various areas on campus and is marked by green curbing or a sign. The main visitor parking locations are near Maclellan Hall and the E.W. King Building. Faculty, staff, and students are prohibited from utilizing any visitor parking areas between the hours of 7:30 a.m. and 5:30 p.m., Monday through Friday. The visitor space in front of the Security Office is designated for 24 hour visitor parking and may be used for less than 10 minutes by commuting students who are conducting business in the Security Office.

Faculty and Staff Parking

Various areas across campus are designated for faculty and staff parking by white curbs and/or signage. Faculty and staff parking areas are located at White Hall, Parks Hall lower lot, Maclellan Hall, York lot (across from Maclellan Hall), Student Center Complex loading dock, Kline Hall, E. W. King Building, Sells Hall, Women's Auxiliary Building, Snider Honors House, and Peeke School for Christian Missions. Faculty and staff are required to use these areas between 7:30 a.m. and 5:30 p.m., Monday through Friday. Resident Director parking is designated as 24-hour parking. Vehicles parked in Resident Director parking may be towed at the owner's expense or immobilized.

Overflow Parking

Overflow parking for resident and commuter students and faculty and staff is located at the soccer and baseball fields.

Use of Emergency Flashers

Use of emergency flashers **does not** justify parking in violation of regulations and **is not** an appropriate cause for a parking citation appeal. Use of flashers **does not** legitimize violation of parking regulations. Time elapsed **is not** an element of a violation. Violating a parking regulation "for only two minutes to run inside" **is not** a defense for the violation or a reason for an appeal.

Grass or Sidewalks

Vehicles **are not** allowed on the grass or sidewalks surrounding any building on campus. This includes whether driving or parked. The restriction **IS NOT** lifted at the time of moving in and/or out of the residence halls. **NO** automobiles are permitted on the Oval, along the curbs, or in no parking areas.

Abandoned Vehicles

Abandoned vehicles may be towed at the owner's expense and auctioned off consistent with current laws. A vehicle is considered abandoned if it is unattended, inoperable, or improperly parked on King University property for more than 48 hours, if it is not "legally registered," or if a current King University permit is not displayed.

Disabled Vehicle

Any person experiencing difficulty with a disabled or malfunctioning vehicle must notify the Security Office at 423.652.4333.

Temporary Parking Locations

No temporary parking locations are designated for students. The use of visitor, faculty, or staff parking as temporary parking between 7:30 a.m. and 5:30 p.m., Monday through Friday is **prohibited**. Students must use regular student parking for loading and unloading. A temporary mail pickup space for faculty and staff is located at Maclellan Hall. The loading dock is designated for dining hall and delivery services.

Special Event Parking

During certain events on campus, it will be necessary to clear the parking lots closest to the event location for guest parking. When this occurs, students, faculty, and staff may be required to move their vehicles. Students, faculty, and staff will be notified via a variety of campus communication outlets. During such events, those who normally park in a designated event area will be directed to other campus parking. Special event parking communications will include but are not limited to location of alternate parking, what group needs to move vehicles (students, staff, or faculty), time vehicles need to be moved, and time when campus parking is returning to regular operation. It is the responsibility of each person who operates a vehicle on campus to check campus e-mail and other communications outlets for parking notices. Vehicles not moved will be ticketed and towed at the owner's expense.

Vehicles on Campus During Breaks

Vehicles parked on campus during Spring and Christmas Break must be parked in an area approved by the Director of Safety and Security. Notice of the appropriate Spring and Christmas Break Parking area will be sent out by campus e-mail one week prior to the first day of the break. The Director of Security must approve vehicles left on campus during Summer Break one week prior to leaving vehicle on campus. During Summer Break, vehicles must be parked in an area approved by the Director of Safety and Security, and a summer registration fee of \$75 will be charged for vehicles parked on campus longer than two weeks. The registration fee does not apply to students enrolled in summer term courses.

Permission to Violate Parking Rules

Only the President, Vice President, or the Director of Safety and Security may grant permission to park other than within the parking rules and regulations. The Supervisor of Facilities Services or the Director of Safety and Security must approve parking or driving on grass and sidewalks. The security officer on duty may grant temporary permission to violate parking rules as necessary with prior permission from the Director of Safety and Security.

Towing/Immobilization of Vehicles

King University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles, or vehicles operated in violation of King University rules and regulations towed from the campus property at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicles causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking in yellow curbs areas, parking in loading zones, parking in spaces reserved for the President or a Residential Director, or abandoned vehicles. Vehicles in persistent violation of traffic regulations are subject to towing and/or immobilization until all fines are paid.

Responsibility for Damage

King University will assume no responsibility for contents within the vehicle, for the vehicle itself while parked on/off campus, or while vehicle is being operated on/off King University property.

Speed Limit

The speed limit on campus is 15 miles per hour.

Stop Signs

All vehicles must come to a complete stop before passing through the intersection.

State Laws

University parking, traffic, and safety regulations are issued supplementary to all Tennessee state laws and Bristol city ordinances which will be enforced at all times. The Bristol Tennessee Police Department and King University Security will assist in regulation of all fire lanes and handicap parking areas.

Pedestrians

All vehicles must yield the right of way to pedestrians at all times.

Bicycles/Skateboards/Scooters/Rollerblades/Roller-skates

Persons riding bicycles must obey all rules of the road established for motor vehicles. Bicycles operating on sidewalks to access bicycle racks must yield the right of way to pedestrians at all times. Bicycles parked in access ways, on sidewalks, in areas that may obstruct disabled access or any other improper location, or bicycles operated in an unsafe manner will be subject to a citation and impoundment. "Stunt riding" on sidewalks, stairs, or other campus property is prohibited and may result in a citation and/or the loss of the privilege to operate a bicycle on campus. Impounded bicycles may be claimed at the Security Office after all fines are paid. Skateboards, scooters, rollerblades, and roller-skates are not allowed on the King University campus.

Security Vehicle

All vehicles on campus must yield to a King University Security vehicle when it signals a driver to pull over to stop (via the use of the vehicles emergency lights and/or siren). Failure to cooperate with a King University Security Officer while the officer is performing his/her official duties will subject the violator to fines and/or disciplinary action.

Vehicle Searches

When there is just cause, all persons operating a vehicle on King University property must allow their vehicles to be searched by King University Security Officers or authorized university personnel. Refusal to allow a car to be searched may result in revocation of the right to drive or keep a vehicle on campus.

Violation Responsibility

The person in whose name a vehicle is registered at King University will be held responsible for any violation involving the vehicle, whether incurred by the registrant or other operator. The inability to find an authorized parking space in a convenient or specific location is not justification for violation of parking regulations. Obviously placing or non-removal of a previous citation to avoid receiving another citation is prohibited.

Chronic Violators WARNING

Chronic violators may have their right to keep or drive a vehicle on campus revoked or their vehicles booted or towed under the following directions:

On the third violation of failing to register a vehicle in one year, the violator's vehicle may be towed or booted and immobilized. The boot will not be removed until the violator has paid the registration fee, the citation fine, a \$75 booting fine, and towing and storage expense, which are the responsibility of the owner, not King University.

On the seventh violation in one year, the violator will be placed on notice and all traffic and parking violation fines may be increased by \$10.

On the tenth violation in one year, the violator's vehicle may be towed or booted and immobilized. The boot will not be removed until the violator has paid the citation fine, a \$75 booting fine and towing and storage expenses, which are the responsibility of the owner, not King University. The violator will be placed on notice and all traffic and parking violation fines may be increased to double the original fine. At this time, the Citation Appeal Committee will review the violator's violation history and determine if the violator's right to operate or keep a vehicle on campus is suspended or revoked.

On the 16th violation in one school year, the violator's car may be towed or immobilized. All towing and storage expenses are the responsibility of the owner, not King University. All prior citation fines must be paid in full before the vehicle is released. This could change at the discretion of the Director of Safety and Security. At this time the Citation Appeal Committee will review the violator's violation history and determine if the violator's right to operate or keep a vehicle on campus is suspended or revoked.

The Director of Safety and Security reserves the right to refer all chronic violators to the Citation Appeals Committee.

Fines

Violations may result in fines and/or loss of the privilege of operating a vehicle on campus, and/or disciplinary action. Fines assessed for traffic and parking violations are indicated on the citation. If a notice to appeal is not made by the tenth calendar day following the citation, it will not be considered for appeal. Fines are paid in the Business Office located in the E.W. King Building. The prescribed fines are listed in the Parking Fines and Traffic Fines tables.

Past Due Traffic/Parking Fines

Students who have not paid all past due traffic parking fines will not be permitted to register for classes or receive grades and/or transcripts until all fines are paid.

Citation Appeals Process

All citation appeals are heard by the Director of Safety and Security. If a student feels a parking or traffic citation was not written within the parking and traffic regulations, the student has 10 calendar days of the violation to appeal the citation. Please be sure appeals are specific. There are two ways to file an appeal. First, students may complete the online appeal form located on the University's Web site at <http://security.king.edu> and be notified via e-mail. Or the student may fill out a paper appeal form. If using the paper form, the student may print one from the appeal Web page or pick up a copy at the Security Office. The completed form must be hand delivered to the Security Office located in Parks Hall within 10 calendar days of the violation.

Process for Appeal of Director's Decision

All questions and concerns related to parking & traffic citations, issued on King University property, should be directed to the Director of Safety and Security. If a student is unsatisfied with a ruling set forth by the Director of Safety and Security, and that student's claim is supported under the stated "Grounds for Appeal" section, then that student may request an appeal of the Director's decision.

All parking and traffic citation appeal requests should be typed and submitted by the student to the Vice President for Student Affairs, no later than 48 hours after the Director of Safety and Security's decision regarding a contested citation. The typed appeal request must include whether the student is appealing the decision, the outcome or both. The correspondence must also state the grounds for which the appeal would be heard, which are limited to the following:

- Evidence was not available at the time of the Director of Safety and Security's decision, but now is available and is directly related to the case,
- The University did not follow proper procedure,
- The Director of Safety and Security's decision is extreme in relation to the violation.

Appeals are not automatic. The Vice President for Student Affairs may:

- Uphold the Director of Safety and Security's decision,
- Request a hearing enacting the Citation Appeals Committee,
- Request additional information and/or hold additional hearing or hearings and reach a decision.
- Deny the request for an appeal.

Alternate Decisions

The University reserves the right to pursue action within the context of the Parking Rules and Regulations directly, without use of the Citation Appeals Committee process, for violations of the Parking Rules and Regulations and/or violations of federal, state, or local laws committed on or off campus. Depending on the severity of the violation, a student may not be given warnings before a vehicle is removed from campus or booted in place, or the student's right to drive a vehicle on college property is suspended or revoked. Certain violations that cause a traffic hazard or life safety issue may call for serious immediate action, even though it may be the first time a student has violated university standards. The Vice President for Student Affairs (or other designee) may elect not to accept for consideration a student's appeal in the event of actions taken by Direct Action.

The Parking Rules and Regulations is the official document regarding traffic and parking policies, and the Citation Appeals Process for King University. All questions regarding traffic and parking policies, and the Citation Appeals Process are to be answered in reference to the Parking Rules and Regulations.

Alternate decisions are disciplinary actions, including or in addition to fines; which may be imposed as the result of extreme parking or traffic violations.

Alternate decisions may include one or a combination of multiple disciplinary actions listed below. The university also reserves the right for additional or discretionary disciplinary actions not listed among the following sections if, (A) the Director of Safety and Security or the Citation Appeals Committee deems alternate decision(s) appropriate for the violation, and (B) the Student Conduct Administrator deems the alternate decision(s) consistent with the purpose of the Parking Rules and Regulations. Students not completing any requirements of an alternate decision by the end of the year will have grades and transcripts held until all sanctions are completed.

Driving School

A required class or classes taught by a professional instructor approved by the university.

Community Restitution

A requirement to provide a service in restitution for a violation of the parking Rules and Regulations. This can be completed at the discretion of the Citation Appeals Committee or the Director of Safety and Security.

Suspension of Right to Operate a Vehicle on University Property

A student’s right to operate a motor vehicle on college property may be suspended for a specific period of time. This means that a student may not drive, operate, or park a motor vehicle anywhere on campus. The date of the suspension will be used in conjunction with the academic calendar.

Revocation of Right to Operate a Vehicle on University Property

This penalty results in the permanent loss of the student’s right to drive, operate, or park a motor vehicle anywhere on King University property.

TRAFFIC FINES	
Speeding	\$50
Driving/Parking on grass or sidewalks.....	\$50
Failure to stop for a stop sign or security officer’s direction to stop.....	\$50
Reckless/unsafe driving	\$50
Failure to stop for security vehicle	\$100
Other.....	\$25–\$100

PARKING FINES	
Failure to display parking permit/improper display of permit	\$10
Placing or non-removal of a previous citation to avoid receiving another citation	\$15
Parking in visitor area	\$25
Parking in no parking area	\$25
Parking in faculty area	\$25
Parking in an “unassigned area”	\$25
Parking in unmarked area	\$25
Parking in street	\$25
Parking on yellow curb	\$25
Double parking/blocking	\$25
Failure to register vehicle	\$50
Blocking dumpsters (vehicle may be towed)	\$50
Failure to move for event (vehicle may be towed)	\$50
Parking in handicap area	\$50
Defacing, reproducing, altering, or illegal use of permit	\$75
Falsifying registration information.....	\$75
Other.....	\$10–\$100





CAMPUS MAP

Campus Security Contact Info

Phone (off campus): 423.652.4333

Phone (on campus): 4333

E-mail: security@king.eduFor life safety emergencies, dial **911**.

Handicap Parking Locations

Student Center Complex

Kline Hall

E. W. King Building

Hyde Hall

White Hall

Macdellan Hall (*no wheelchair access*)

Access to Oval located at Sells Hall

