Bryan College Parking Policy & Regulations

Vehicle Registration

All students belonging to the Bryan College community who will be parking or driving on campus must register their vehicles. Resident, Commuter and Townhouse parking is included in the Enhanced Student Experience Fee. Premium parking spaces have an additional fee of $300.

Registrations are completed online through your Student Portal. Parking permits are issued to each student during campus check-in or placed in your campus mailbox.

All registrations will expire on May 31st at the conclusion of the academic year for which they were registered.

Acceptable Student Parking Locations

Student parking on campus is divided into five areas: Premiums lots have an additional charge of $300 and are assigned on a First-Come, First-Serve basis.

Standard Resident Green– ***Standard Resident Green Parking is available to all registered student vehicles*** and is located in the following locations:

- The paved lot by the roundabout,
- The gravel lot below the Pickleball courts and Overlook,
- Behind Rudd Auditorium and on down to the Stophel Welcome Center
- The paved lot in front of the Stophel Welcome Center,
- The gravel lot across the road and below the Summers Gym visitor parking areas

Premium Red – ***Premium Red Parking is restricted to Premium Red registered vehicles only*** and is located behind the Arnold and Huston residence halls. Each premium permit has an assigned parking space with the same number as the parking permit.

Premium Purple – ***Premium Purple Parking is restricted to Premium Purple registered vehicles only*** and is located behind the Woodlee and Long residence halls. Each premium permit has an assigned parking space with the same number as the parking permit.

Townhouse Blue – ***Townhouse Blue Parking is restricted to the townhouse parking lot***

Commuter Gold – ***Commuter Gold Parking is restricted to Commuter Gold registered vehicles, faculty/staff and guests*** and is located in the upper and lower level Latimer Student Center parking lots and the lower levels behind Mercer Hall.

Premium Parking Specific Items:

Premium parking permits are assigned a numbered space in the premium lots. In the event that the designated numbered parking space is unavailable you will need to park in a Standard Resident Green parking lot and notify parkingenforcement@bryan.edu .

PLEASE NOTE: Do not park in a different space in the premium lot if your designated space is taken as you will then be subject to receiving a ticket yourself.

Important Parking Assignment Clarifications

- Residential, on-campus students (Green, Red, Purple or Blue permits) are not permitted to park in faculty/staff/commuter lots at any time.
- Green, Gold or Blue permit holders are not permitted to park in any of the Premium spots at any time including the weekends.
- Temporary vehicle permits are available and are valid for a specified amount of time. They may be obtained in the Operations Office at no charge.
- Replacement permits may also be obtained in the Operations Office if needed (i.e., you have a new car, you will be driving your parent's car for the rest of the semester or year, etc.).

General Campus Vehicle Regulations

The campus speed limit is 15 miles per hour.

Drivers of all vehicles must yield the right of way to pedestrians.

Driving and/or parking on sidewalks is prohibited.

Parking on the grass for any reason is prohibited.

All vehicles must be registered.

The registered owner of a vehicle is responsible for how and where it is parked or driven on campus, even when the vehicle is loaned to another student.

Permits must be clearly visible and located in the appropriate place (Front windshield passenger side)

All vehicles parked on campus must be in operating order. Conducting other than minor repairs to vehicles in campus parking lots is prohibited.

All vehicles must have a valid state license plate.

Parking will be enforced 24/7 unless otherwise noted.

All vehicles parked on campus are subject to search.

Vehicle Loading & Unloading Policy

If a resident student does not currently have a Premium parking permit and wishes to load/unload from a Premium parking lot, the student must park in a parking space and turn on their hazard lights.

The student will be allowed 15 minutes for any loading or unloading. Students parking for longer than 15 minutes or not leaving their hazard lights on will be ticketed.

Handicap Parking

The college provides handicap parking at all its facilities provided an appropriate permit is displayed.

Temporary handicap permits for students are available in the Operations Office. A note from a doctor (or for athletes, from a Physical Trainer) is required.

Vehicles parked in handicap spaces must display a handicap permit.

Guest Parking

Guest parking spaces are designated for visitors of Bryan College. All students, faculty, and staff are prohibited from parking in these spaces.

Fire Lane Policy

The Tennessee State Fire Marshal has mandated that all campus roadways, as well as areas in front and behind campus buildings, are considered fire lanes. Parking in fire lanes is strictly prohibited.

Citations Amounts

Vehicles parked on Bryan College property in a manner inconsistent with these published regulations are subject to citations.

Citation amounts are shown below:

- $75 Parking in Handicap, Visitor/Guest or Fire Lane
- $50 Parking in Premium, Faculty/Staff & General parking without a proper/current permit
- $30 Parking in No Parking area, the wrong color lot, the wrong premium space or on grass or other non-parking area

Parking citations will be emailed to the vehicle owner and applied to your college bill. Payment of parking citations will be received in the Business Office.

Immobilization and Towing

Bryan College reserves the right to immobilize a vehicle on campus property for the following reasons:

Repeated violations (four or more) for the same offense.

Parking violations that impede college operations.

An accumulation of four or more unpaid citations.

If your vehicle is immobilized, an immobilization sticker will be placed on the driver side window that provides instructions. Any vehicle that is immobilized will incur an additional $75 fine. All fines must be paid before the vehicle is released.

Bryan College reserves the right to tow vehicles for failing to pay fines and/or impeding college operations. Towing and storage fees will be the responsibility of the vehicle owner.

Citation Payment Process

Parking citations will be added to the student's bill and should be paid in the Business office during regular business hours.

All citations are part of a student's bill. Unpaid student accounts will affect student ability to receive grades, register for classes, graduate or request a copy of your transcript.

Please contact parkingenforcement@bryan.edu if you have any questions.

Citation Appeal Process

A student may appeal a parking citation by submitting the online Parking Ticket Appeal form, linked in the citation email and available on the student portal, within fourteen (14) calendar days of the

citation date. Appeals submitted by email, by phone, or in person will not be reviewed, and each citation may be appealed one (1) time.

An appeal must be based on one or more of the following grounds and should include any supporting documentation:

- The citation was issued in error (wrong vehicle, wrong permit holder, or the violation cited did not occur).
- The vehicle was properly registered and permitted, but a College error (for example, a permit not yet issued or delivered, or a registration recorded incorrectly) resulted in the citation.
- The student was following a direction stated in these regulations (for example, a Premium permit holder whose numbered space was occupied parked in Standard Resident Green or a student loading/unloading within the 15-minute window with hazard lights on).

The following are not grounds for appeal: unfamiliarity with these regulations as all students receive and acknowledge the guidelines upon receiving a parking permit, the brief duration of a violation, the absence of open spaces in an assigned lot, the presence of other vehicles parked in violation, or inability to pay the fine.

Appeals are reviewed by the Parking Appeal Committee, appointed by the Sr. Vice President of Business Operations & Finance. The Committee reviews each appeal against the citation record, the photograph included with the citation, and the student's written statement, and may uphold, reduce, or overturn the citation. The decision will be emailed to the student's Bryan College email address from parkingenforcement@bryan.edu within fourteen (14) calendar days of submission.

The citation remains on the student's account while an appeal is under review. If the appeal is granted, the charge will be reversed or adjusted. If the appeal is denied, the citation is payable according to the Citation Payment Process above.

The decision of the Parking Appeal Committee is final and concludes the citation appeal process.