

Tallahassee State College Parking & Traffic Regulations

The Tallahassee State College Police Department (TSCPD) is responsible for enforcing parking rules and regulations on all TSC properties. TSCPD members prefer not to write citations or have vehicles towed but have the authority to do so should it be necessary to provide an orderly and safe campus.

TSCPD asks you to be alert, careful, and courteous when driving.

This handbook is developed in accordance with TSC District Board of Trustees [Policy 12-06](#).

In addition to the rules and regulations listed herein, all traffic laws of the State of Florida are in full force and effect at all times on TSC's campuses and properties.

I. General Information

1. The term "vehicle" refers to all means of transportation other than by foot, such as cars, trucks, buses, motorcycles, motor scooters, mopeds, bicycles, skates, etc.
2. The term "operator" refers to the driver or controller of any vehicle.
3. These regulations apply at all times to all persons who operate or park any vehicles on any TSC property with limited exceptions for vehicles operated by emergency services or maintenance entities staged for or engaged in the performance of their duties.
4. The vehicle operator is responsible for locating authorized parking. Lack of convenient parking will not be considered a valid excuse for violating traffic or parking regulations.
5. All vehicle operators must observe and abide by any and all traffic signs, cones, barricades, roadblocks, and/or other traffic control devices or signals posted or positioned by TSC personnel and shall take no action to relocate, remove, or otherwise damage such devices.
6. All vehicle operators must cooperate with and follow the instructions of personnel designated by the college to assist with traffic control.
7. Movement of traffic on campus roadways is not to be obstructed by stopping in streets, roadways, or parking lots for any purpose other than parking or complying with traffic regulations or when necessary for public safety.

8. If a vehicle operator observes others parked in violation of these rules and regulations, this should not be construed as evidence that the regulation is no longer in effect or that it is acceptable to park in the same manner.
9. Lack of knowledge about these rules and regulations will not be a valid excuse for violating any traffic or parking regulation.
10. The speed limit on TSC's campuses is **15 M.P.H.** unless otherwise posted.
11. Traffic crashes occurring on a TSC campus should be immediately reported to TSCPD.
12. Vehicles found to be in violation of more than one traffic or parking regulation at any one time may be given more than one citation.
13. Illegally parked vehicles may be warned, cited, and/or towed at the owner's expense.
14. TSC will not be responsible for loss or damage to any vehicle or its contents while operated and parked on a TSC campus.
15. No skateboards, roller skates, roller blades, or other such vehicles will be allowed in parking lots, on roadways, or inside, between, or around buildings except when carried by hand.

II. Faculty/Staff Parking

1. Faculty and staff are provided access to certain parking lots by use of an assigned employee identification (ID)/access card or issued key fob.
2. Unauthorized use of an ID/access card or key fob, abuse of parking privileges, or nonpayment of fines may result in suspension of access to faculty/staff parking lots and/or disciplinary action.
3. Each faculty/staff member shall possess no more than one ID/access card or key fob.
4. Lost or stolen ID/access cards or key fobs must be immediately reported to TSCPD.

III. Parking and Traffic Regulations

1. **Abandoned Vehicles:** Vehicles parked and left on campus for longer than a week will be considered abandoned and may be towed at the owner's expense.
2. **Audio Equipment:** 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.
3. **Curbs:** Driving over any curb or parking on or over a curb is prohibited.
4. **Designated Parking Spaces:** Vehicles may only be parked in white-lined spaces or in parking areas specifically designated for parking. Parking across parking lines so as to occupy more than one parking space is prohibited. Parking in areas designed for other vehicles (e.g., parking areas designed for motorcycles/scooters) is prohibited.
5. **Disabled Parking:** Only vehicles displaying valid disabled parking permits that are occupied by disabled operators or passengers will be allowed to park in the blue-lined spaces designated for disabled parking. Disabled parking spaces are reserved 24-hours a day.
6. **Drop-off/Pick-up Zones:** No operator shall leave a vehicle unattended in a campus drop-off/pick-up zone or use such zone to wait for a parking space to become available.
7. **Faculty/Staff Parking:** Faculty/staff parking lots are reserved for use by full or part time faculty/staff from 6:00 a.m. until 5:00 p.m., Monday – Friday unless otherwise authorized by TSCPD.
8. **“Head-In” Parking:** Vehicles shall not be backed into parking spaces.
9. **Impeding or Obstructing Traffic or Parking:** No vehicle operators, passengers, or pedestrians shall intentionally stand, stop, place, or park themselves or a vehicle in a position to impede, obstruct, or prevent the free flow of traffic, movement of individual vehicles or pedestrians, and/or parking while on a TSC campus.

10. **Inoperable Vehicles:** In the event that a vehicle must be parked in a manner that would otherwise violate these regulations to await repairs or fuel, the operator must immediately request assistance from TSCPD, and said vehicle must be moved or towed as soon as possible.
11. **Loading Zones:** Loading zone parking is restricted to use only for loading and unloading 24-hours per day. Vehicles parked in loading zones for any other reasons and/or after loading is completed will be deemed to be in violation of these parking regulations.
12. **No Parking Zones:** Vehicles shall not be parked in campus "No Parking Zones". These areas include but are not necessarily limited to the following:
 - a) Areas not designated for parking
 - b) Turn-around/drop-off circles
 - c) Areas along curbs painted yellow
 - d) Fire Lanes
 - e) Moving traffic areas and lanes
 - f) Areas that might obstruct drives and walkways
 - g) Areas that might obstruct other vehicles
 - h) Areas that indicate "No Parking Zones" by the use of devices or signs
13. **Overnight Parking:** Overnight parking is not permitted on any TSC property except by prior approval from TSCPD. If a vehicle is left overnight on TSC property, TSC will not be responsible for any damage to or theft of the vehicle or the property within the vehicle. Overnight parking for the purpose of residing or sleeping is not allowed on TSC property.
14. **Oversize Vehicle Parking:** 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 a parking lot, away from the areas with the highest concentration of parked vehicles.
15. **Pedestrians:** Motorists shall yield the right-of-way to pedestrians.
16. **Revocation of Parking Privileges:** Parking privileges may be revoked by TSC for continued and repeated violations of parking and traffic regulations.
17. **Sidewalks:** Parking and/or driving on sidewalks is prohibited.
18. **Spaces Reserved for TSC Vehicles:** Certain parking spaces are reserved 24-hours per day for parking of vehicles owned or operated by TSC. Only vehicles owned or operated by TSC are allowed to park in these spaces.
19. **Unpaved Areas:** Driving or parking on unpaved areas of the campus is prohibited except where designated.

20. **Visitor Parking:** All spaces reserved for visitor parking are designated by visitor signs. TSC faculty, staff, and/or students are not allowed to park in visitor parking spaces from 8:00 a.m. until 5:00 p.m., Monday – Friday. Visitor parking permits are required and can be obtained from the Information desk in the Administration Building.

IV. Bicycles, Mopeds, Motorcycles, Scooters

21. Persons riding bicycles, mopeds, motorcycles, scooters, and/or other similar vehicles upon a roadway or in a parking lot shall be granted all rights authorized by law; be subject to all responsibilities and regulations as specified in this handbook applicable to any other vehicle operator; and must observe all traffic signs and other traffic control devices.
22. Riding such vehicles on sidewalks, walkways, across the ground, or into or around buildings is prohibited.
23. Bicycles, mopeds, motorcycles, and scooters should be ridden only in clearly defined and designated roadways and/or parking areas designated for vehicles.
24. Every person operating a bicycle, moped, motorcycle, or scooter on a roadway and in parking areas shall ride with the flow of traffic.
25. Persons riding bicycles, mopeds, motorcycles, and/or scooters shall not ride more than two abreast.

V. Schedule of Fines

1. The fine for a TSC-cited parking violation (other than a disabled parking violation) is \$25.
2. The fine for a TSC-cited disabled parking violation is \$150.
3. TSC does not determine fines amounts for any citations that might be issued by other law enforcement agencies having concurrent jurisdiction on any TSC properties.

VI. Payment of Fines

1. Fines can be paid at the TSC Cashier's Office (second floor of the Student Union).
2. The TSC Cashier's Office is open to receive fine payments from 8:30 a.m. until 4:30 p.m. Monday through Friday, except during periods of College closure.
3. Fine payments can be remitted by cash, check, or money order payable to "Tallahassee State College." Send check or money order in the correct amount of the fine to the TSC Cashier's Office, 444 Appleyard Drive, Tallahassee, FL, 32304.

4. TSC will not accept checks for parking fines from persons who have previously written dishonored checks to the College.
5. TSC may block the registration or withhold the transcript and/or diploma of any student until all fines are paid in full.
6. Vehicle operators who have acquired more than one unpaid parking citation may be subject to disciplinary action.

VII. Appealing Parking/Traffic Citations

To ensure that due process is afforded to parties receiving TSC-issued parking citations, a Parking Appeals Committee is authorized and will function as follows:

1. The Parking Appeals Committee shall be composed of one faculty representative, one staff representative, one student representative, and a TSCPD member designated by the TSCPD Chief as ex-officio.
2. The TSCPD designee will call meetings of the ad hoc Parking Appeals Committee to review appeals as needed on a regular basis.
3. All steps in the appeal process must be completed in writing with all pertinent documentation attached, including the appellant's current mailing address.
4. If a parking citation is to be considered for appeal, the recipient of the citation must submit a written appeal to TSCPD outlining the evidence, grounds, and justification for reconsideration of the citation within **ten business days** from the issue date of the citation. Detailed information should be included with the written appeal.
5. Although a written appeal is sufficient, the complainant may request, and the Parking Appeals Committee may permit delivery of a brief personal statement.
6. The Parking Appeals Committee shall respond in writing to the appeal within fifteen business days from the date the appeal is heard.
7. The citation being appealed is automatically voided if no response is issued from the Parking Appeals Committee within fifteen business days from the date the appeal is heard.
8. The decision of the Parking Appeals Committee shall be final and binding.
9. If the citation being appealed is upheld by the Parking Appeals Committee, the complainant shall be required to pay the fine within 10 business days from date of the committee's decision.