VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 24) 13 September 2011

VMI Motor Vehicle Policy

1. **Purpose**

This policy provides guidance to all operators of motor vehicles on the Post of the Virginia Military Institute. Contained herein are the requirements for registration of vehicles on Post, parking rules and moving traffic violation instructions.

2. **Authorized Vehicles on Post**

All VMI employees and authorized cadets of the Virginia Military Institute, subject to certain restrictions outlined herein, are permitted to possess and operate motor vehicles at the Virginia Military Institute during the academic year. Due to construction projects anticipated during each academic year, some parking areas may not be fully available. Full cooperation of all drivers will be important, and the Institute discourages the operation and possession of motor vehicles on Post unless absolutely necessary.

3. **Vehicle Registration**

A. All cadets (designated First Classmen and drilling reservists of other classes) authorized to maintain a vehicle on Post, must register motor vehicles (including motorcycles and motorbikes) which are to be operated and/or possessed in the City of Lexington, Rockbridge County as well as on Post with the VMI Police.

B. All employees, contractors, and vendors operating vehicles on Post on a frequent basis must register those vehicles with the Post Police.

C. If a motor vehicle is replaced or if a new license number is obtained, cadets and employees are required to notify the Post Police within ten working days of the change; violations will be interpreted in accord with rules involving unregistered vehicles. Only motor vehicles, except those belonging to cadets, which have been properly registered and provided with the appropriate identifying sticker will be permitted to park in designated VMI parking areas during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

D. All cadets authorized to have a motor vehicle will park in designated cadet parking areas and are required to pay a registration fee of $30 per academic year. Authorized cadets will register their vehicles each academic year and display only the current year decal. Authorized cadets will also be issued a hang tag through the Commandant's Office which authorizes utilization of the designated permanent cadet parking spaces on Post and in the remote parking area(s). The

Commandant's Office in coordination with the cadets will establish protocols for the issuance and governance of hang tags.

E. There is no guarantee of the availability of parking spaces in the designated areas. A registration fee purchases a privilege only, not a right to a space. Parking in all areas is on a first-come, first-served basis.

F. Overflow parking for VMI employees during regular business hours is available in the Clarkson-McKenna Parking Lot and additional parking could be available along Main Street and around the Parade Ground. Motor vehicle registrants will be issued numbered permits (decals) for identification purposes.

G. VMI employee vehicle registration will remain valid until vehicle decal color changes due to administrative needs, the vehicle is sold or the VMI employee leaves the Institute.

H. Vehicle decals are to be displayed in the lower left hand corner of the rear window, where possible.

I. Vehicle registration can be completed by filling out a registration form and submitting this to the VMI Police. The VMI Police will issue a parking decal for all registered vehicles. The Parking Registration Form is also available online at http://www.vmi.edu/WorkArea/DownloadAsset.aspx?id=5943.

4. **Parking Regulations**

A. Post parking areas are reserved for vehicles with the appropriate parking decal between the hours of 8:00 AM and 5:00 PM, Monday through Friday, during the academic year, including all examination and vacation periods. Areas designated for cadet parking will be reserved for long term 24 hour parking. The cadet parking areas will be limited to those areas identified by the Institute on Post and at remote locations off Post. The identified cadet parking areas have been coordinated with local governmental bodies to protect cadet vehicles as well as preserve parking areas around VMI for local residents and their guests. The Institute reserves the right to change or restrict parking areas due to construction or other reasons.

B. No person may stop, park, or permit a vehicle to stand unattended in any of the following places (without the required authority):

1. A designated loading zone, unless vehicle is being loaded or unloaded;
2. On a sidewalk;
3. In a crosswalk;
4. In a restricted area so designated by sign, yellow lines or yellow curbs;
5. Blocking an intersection;
6. Within a fire lane;
7. Within 15 feet of a fire hydrant;
8. Within 30 feet of a Stop sign;
9. In an area designated for Handicap parking;
10. In an area designated for specific permit use;
11. In grass areas or other areas not designated for parking;
12. In excess of the designated time limit in time restricted spaces.

C. All cadets must park their vehicles in the designated cadet parking areas. No other area on Post is authorized for cadet parking. Route 11 is not an authorized parking location.

D. All VMI employees and cadet vehicles are prohibited from parking in the following areas between the hours of 8:00 AM and 5:00 PM, Monday through Friday and Saturday from 8 a.m. until noon:

1. Designated Admissions Visitor Spaces
2. Designated Protocol Visitor Spaces
3. Designated Smith Hall Visitor Spaces
4. Designated Hospital Spaces
5. Designated Service Vehicle/Delivery Spaces.

E. Parking is not permitted at any time in the following locations:

1. Letcher Avenue from Virginia Mourning Her Dead - North to Main Street (with the exception of the small number of designated spaces in front of Scott Shipp Hall);
2. In parking areas designated for residential parking for Post quarters residents.

F. Parking for events on the Parade Ground will be limited due to weather conditions. A decision on Parade Ground parking will be made on the day of the event.

G. Tailgating on the Parade Ground will be allowed prior to and following football games under the following restrictions:

1. The erection of tents and tailgating will only be allowed around the perimeters of the general Parade Ground parking area. The parking attendant will direct each vehicle to a parking area;

2. No alcohol is allowed on the Parade Ground;

3. No tents can be erected or spaces saved prior to the opening of the Parade Ground on the day of the event. Vehicles on the Parade Ground prior to the official opening of the area for parking will be cited for obstructing traffic and towed at the owner's expense;
4. No large tents or tarps (larger than 10'x10') can be erected on the Parade Ground without prior approval of the VMI Physical Plant Department. A written request must be submitted one month before the date requested. On football game days, prior permission is not needed, however the size of the tent/tarp cannot exceed the 10' x 10' dimension;
5. Cadets will not park on the Parade Ground.

H. Loading and unloading of service vehicles will be limited to those parking areas designated and marked for service vehicle parking only. Use of cones does not authorize parking in unauthorized locations.

I. Loading and unloading of cadet vehicles will be limited to the painted area along the Washington Arch side of barracks and will be limited to 10 minutes. On selected high volume arrival or departure days, such as Matriculation, Old Corps return dates, etc. the bollards will be removed to permit unloading/loading in front of barracks. The Commandant of Cadets may publish further instructions for parking around barracks to handle these particular high volume dates. Parking along Letcher Avenue on the Washington Arch side is not permitted as it impedes traffic.

5. **Enforcement and Penalties**

A. The enforcement of these regulations is the responsibility of the Chief of VMI Police, with assistance from the Commandant of Cadets, Post Engineer for the Physical Plant and the Director of Construction.

B. Violation for parking in other than those designated locations for the vehicle will result in a fine of $15 for the first offense. Subsequent offenses will result in a fine of $15 and the vehicle may be towed at the owner's expense. Failure to register a vehicle in the required time, operating an unregistered vehicle in the City of Lexington or Rockbridge County, or parking an unregistered vehicle on the VMI Post will result in a fine of $50 and the vehicle may be towed. Violation for unauthorized parking in designated HANDICAPPED spaces will result in a fine of $100 and the vehicle will be towed at the owner's expense. Parking next to a fire hydrant will carry a $25 fine and the vehicle will be towed. Obstructing traffic will result in a $25 fine. All other violations will result in a $15 fine and the vehicle may be towed at the owner's expense.

C. The person under whose name a vehicle is registered is responsible for parking violations involving such vehicle, although another person may have been operating the vehicle at the time of the violation.

D. Lack of availability of a designated parking space is not an excuse for violating parking rules and regulations. Violators of these regulations will be subject to having their vehicles towed, with the costs of towing paid by the violators. When a vehicle is towed the owner is subject to both the towing fee and the parking fine. Once the tow truck is called the individual driving the vehicle concerned will be charged the full tow fee.

E. Parking fines are considered financial obligations due the Virginia Military Institute. Payment of the fine can be in person at the Comptroller's office on the third floor of Smith Hall, or by mail to:

Comptroller's Office
Virginia Military Institute
Lexington, Virginia 24450

Note: All checks should be made out to the VMI Treasurer with a copy of the ticket attached. If fines are not paid within the designated period of ten days, the obligation will be included in the next normal VMI billing to the person registered to park the vehicle. Failure to pay the assessed fine in the ten day period results in the fine amount being doubled. Requests for transcripts and other certifications of attendance will not be honored until all financial obligations are satisfied. In addition, cadets with unpaid obligations will not be permitted to register for the next semester of any academic year.

F. Operators of motor vehicles upon the VMI Post shall not drive in a hazardous or careless manner. Individuals cited for moving vehicle violations could be subject to appearance at the date and time indicated on the Post Police issued ticket in the Combined Lexington/Rockbridge General District Court (20 South Randolph Street, Suite 200, Lexington, Virginia).

6. **Appeals**

A. Any parking violator who wishes to file an appeal of a parking citation may do so by filing a written notice of appeal to the VMI Comptroller. The appropriate forms are available on the VMI Police Department website. Written appeals apply only to parking violations. Parking Citation Appeal forms must be filed within ten days of receipt of the citation. No appeal will be considered until the appropriate fine has been paid.

B. All appeals will be decided by the VMI Traffic Appeals Committee based on the written information at hand. The VMI Traffic Appeals Committee will be composed of the VMI Comptroller (Chair); one faculty member (designated by the Office of the Deputy Superintendent Dean of the Faculty); one administrative staff member (designated by the Deputy Superintendent Finance, Administration and Support); one employee from the Department of Intercollegiate Athletics; two classified employees (Designated by the Director of Human Resources); and the Vice Presidents of the First and Second Classes in Barracks. The VMI Traffic Appeals Committee will meet once each month during the second week of the month at a location designated by the committee chair. The individual making an appeal will be notified of the VMI Traffic Appeals Committee decision in writing following the committee meeting in which the appeal was considered.

Statutory Authority
23-9.2:3 and 23-99

FOR THE SUPERINTENDENT:

Jeffrey H. Curtis
Colonel, U.S. Air Force (Ret.)
Chief of Staff

DIST: E, Cadets

OPR: VMI Police, VMI Comptroller, Post Engineer

ANNEX I, First Class Vehicle Parking Policy

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VMI First Class Vehicle Parking Policy

1. **Purpose**

This policy provides guidance on the issuance of Hang Tags to VMI Cadets authorized to have vehicles on Post. This policy is developed as an annex to the VMI Motor Vehicle Policy and Blue Book Policies. With the authorization for the Cadets to have permanent parking spaces on Post this document outlines the policies associated with the issuance of the Hang Tags. The Office of the Commandant has primary responsibility to the issuance of the Hang Tags which will be implemented through the Class System in barracks. **Cadets are required to have both (1) a parking decal and a (2) hang tag.**

2. **Procedure for Obtaining a Parking Decal**

Upon returning to Post, Cadets returning with a motor vehicle are required to register their vehicle with the VMI Police by completing the Parking Registration Form/VMI Police Registration Form as outlined in General Order Number 24. This will result in the issuance of a *parking decal*. **Cadets are required to obtain a parking decal within 7 days from their return from the start of classes in the fall semester. .**

a. Obtain and complete the Parking Registration Form/VMI Police Registration Form from the VMI Police website.

b. Pay the required $25 registration fee by presenting the completed Parking Registration Form/VMI Police Registration Form to the Comptroller located in Smith Hall. A receipt will be issued from the Comptroller. A list of eligible cadets will be supplied to the Comptroller by the Commandant's Office and 1st Class President to ensure only authorized cadets get a parking decal.

c. Present to the VMI Police Department located in the basement of the BOQ the following: (1) your completed Parking Registration Form/VMI Police Registration Form (with a signature from the Comptroller's Office), (2) your receipt from the Comptroller's Office, (3) your valid Driver's License, and (4) proof of current Vehicle Registration.

   The VMI Police will issue you: (1) a *parking decal* for the current academic year which will be recorded in the VMI Police Database and (2) a copy of the completed Parking Registration Form/VMI Police Registration Form. **Cadets must keep the copy of the completed Parking Registration Form/ VMI Police Registration Form; it is required to show proof of registration in order to receive hang tags.**

3. **Procedure for Obtaining Hang Tags (Permanent and Remote)**

All Cadets will be required to display a '*permanent hang tag'* in their vehicle to park in one of the authorized parking spaces on Post and a '*remote hang tag*' to park in any of

the 300 designated off Post parking spaces. Both types of *hang tags* will be issued by the Commandant's Office through the General Committee.

Each Cadet room will be initially assigned one 'permanent parking hang tag' which will be shared by the Cadets of the room. The lot in which the room is assigned is denoted by the color of hang tag (Marshall Hall Lot – Red Lot, Gray-Minor Stadium Lot – Blue Lot, Rte 11 Lot A – Green Lot, Anderson Drive Lot – Yellow Lot, Clarkson-McKenna Parking Lot – White Lot).

The color of these hang tags will correspond with the color designation of the lots. The permanent hang tag will permit any one member of the room to utilize a permanent parking space on Post in a designated lot. The permanent parking hang tag is **not** interchangeable between lots.

Each Cadet with a registered vehicle will receive a 'remote parking hang tag'. These hang tags, colored orange, must be displayed when vehicles are parked in the remote parking lot(s).

To obtain a 'permanent hang tag' and the 'remote parking hang tag' complete a Hang Tag Requisition Form and return to the 1st Class President. The fine/penalty for the loss of a hang tag is $25.

a. Obtain and complete the Hang Tag Requisition Form (See Appendix I).

b. One cadet from the room may present the (1) Hang Tag Requisition Form and (2) the completed Parking Registration Form/VMI Police Registration Forms from each member of the Cadet room to First Class President or designee (i.e., a three Cadet room will present one completed Hang Tag Requisition Form and three completed Parking Registration Form/VMI Police Registration Forms).

c. The First Class President or designee will issue both the permanent and remote parking hang tags and keep a record.

d. If a hang tag is lost, the fine/penalty of $25 must be paid to the Comptroller's Office and the receipt must be shown to the 1st Class President before a replacement is issued.

☐ Original Request
☐ Change/Update

Appendix I

HANG TAG REQUISITION FORM

Remote Parking Hang Tag (one per registered vehicle)

	Room Number	Name and Initials	Serial Number of Remote Hang Tag Issued
1			
2			
3			
4			
5			
6			

On Post Permanent Hang Tag(s) (one per Cadet room*)

*One permanent hang tag per Cadet room is issued unless otherwise approved by the First Class President or designee.

	Room Number	Serial Number of Permanent Hang Tag	Lot Assignment
1			
2			