

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 24)

29 July 2025

VMI Motor Vehicle Policy

1. Purpose

This policy provides guidance to all operators of motor vehicles on the post of Virginia Military Institute to include 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, subject to certain restrictions outlined herein, are permitted to possess and operate motor vehicles on post during the academic year. Due to the pedestrian-heavy nature of post, the Institute desires to limit the operation and possession of motor vehicles to what is necessary. Multiple ongoing construction projects each academic year make operating and parking motor vehicles on post even more challenging.

3. Vehicle Registration

A. The VMI Police will issue a parking decal for all registered vehicles.

1. All cadets (designated 1st Classmen and drilling reservists of other classes) who are authorized to maintain a motor vehicle on post and at Lucky Parking Lot must register with the VMI Police. **Cadets must register their vehicles within seven (7) days from the start of classes in the fall semester.** All cadets authorized to maintain a motor vehicle will pay a required registration fee per academic year and park the motor vehicle in designated parking areas. All authorized cadet motor vehicles will display only the current year parking decal and a hang tag issued through the Commandant's Office that authorizes parking in designated permanent cadet parking spaces on post and in the remote parking areas. The Commandant's Office will establish protocols for the issuance and governance of hang tags for cadet motor vehicles which are to be operated and/or possessed in the City of Lexington, Rockbridge County, or on post.
 - i. The Vehicle Registration Form is available online in Post View under 1st Class parking.
 - ii. Vehicle registration forms must be submitted to the VMI Police electronically.
 - iii. Cadets must pay the registration fee through Post View; electronic payments only.

- iv. Once the form is completed and the registration fee is paid, VMI Police will mail the vehicle parking decal to the cadet's VMI post office box.
 - v. Upon receipt of the parking decal the Commandant's Office designated cadet in charge of Cadet Parking will assign a parking lot and issue an appropriate hang tag for all authorized cadet motor vehicles.
 - vi. Cadet motor vehicle registration is valid for the academic year, until the vehicle is sold, or when the cadet leaves the Institute (whichever comes first). Parking decals are to be displayed in the lower left-hand corner of the rear window, where possible.
- B. All employees, contractors, and vendors operating vehicles on post on a frequent basis must register their vehicles with the VMI Police. **For faculty and staff, registration should occur during the onboarding process or within 10 days of purchasing a new vehicle.**
 - 1. Vehicle registration forms must be submitted to the VMI Police. The VMI Police will issue a parking decal for all registered vehicles. The Parking Registration Form is available online at <http://www.vmi.edu/media/content-assets/documents/police/parking-registration-form.pdf>. VMI employee vehicle registration will remain valid until the parking decal color changes due to administrative needs, the vehicle is sold, or the VMI employee leaves the Institute. Parking decals are to be displayed in the lower left-hand corner of the rear window, where possible.
- C. If a motor vehicle is replaced or if a new license number is obtained, cadets and employees are required to notify VMI Police within ten business days of the change; violations will be determined and handled in accordance with rules involving unregistered vehicles. Cadet vehicles are subject to Section 3(D), below. Motor vehicles operated by individuals other than cadets that have been properly registered and provided with the appropriate identifying parking decal are permitted in designated VMI parking areas during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.
- D. There is no guarantee of the availability of parking spaces in 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.

4. **Parking Regulations**

- A. Post parking areas are reserved for vehicles with the appropriate parking decal between the hours of 8:00 a.m. and 5:00 p.m., 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 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. Longer than the designated time limit in time-restricted spaces.
- C. VMI employees and cadet vehicles are prohibited from parking in the following areas between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and Saturday from 8 a.m. until noon:
 - 1. Designated visitor spaces.
 - 2. Designated post hospital spaces. (Except those spaces designated for duty nurses, which are restricted 24 hours a day, 7 days a week).
 - 3. Designated service vehicle/delivery spaces.
- D. Parking is not permitted at any time in the following locations:
 - 1. Letcher Avenue from “Virginia Mourning Her Dead” - north to Main Street.
 - 2. Letcher Avenue from Limits Gates to Mallory Hall.
 - 3. In parking areas designated for residential parking for post quarters residents.
- E. Parking for events on the parade ground will be limited due to weather conditions. A decision on parade ground parking will be made before the event.
- F. 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 within the 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. A written request must be submitted to the deputy director of facility management for Physical Plant 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.
6. RV parking is not permitted on post.
7. No generators are allowed on the parade ground.
8. Trailer mounted grills and smokers are not allowed on the parade ground.
9. The parade ground closes at 6:00 p.m. except on Family Weekend when it closes at 7:00 p.m. Any vehicles remaining on the parade ground will be subject to towing.
10. Additional game day and tailgating information is available online at:
<http://www.vmi.edu/cadet-life/life-on-post/athletics/game-day/>

G. Loading and unloading 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.

H. On selected high-volume arrival or departure days, such as Matriculation, Old Corps return dates, etc. the bollards in front of barracks will be removed to permit unloading/loading. The commandant of cadets may publish further instructions for parking around barracks to handle these 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 and the director of facility management or designee.

B. Parking and related traffic violations will be assessed according to the table below:

Violation	Fine
Parking in other than those designated locations. (First Offense)	\$50
Subsequent offenses. (Vehicle may be towed at the owner's expense.)	\$50
Failure to register a vehicle in the required time.	\$75
Parking an unregistered vehicle on VMI post.	\$75
Unauthorized parking in designated handicapped spaces. (Vehicle will be towed at the owner's expense.)	\$200
Parking next to a fire hydrant. (Vehicle will be towed at the owner's expense.)	\$50
Obstructing traffic. (Vehicle will be towed at the owner's expense.)	\$50
All other violations. (Vehicle may be towed at the owner's expense.)	\$50

C. The registrant for a vehicle is responsible for parking violations involving said vehicle, even though another person may have been operating the vehicle at the time of the violation.

- D. Lack of parking space availability is not a justification 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.
- E. Parking fines are financial obligations due to Virginia Military Institute, collectible through all means available as an agency of the Commonwealth of Virginia.

Everyone must pay fines electronically via Post View “Make a Payment.”

Otherwise, payment should be either mailed or made via telephone per the following contact information:

Cadet Accounting Office: (540) 464-7217

Mailing Address:

Cadet Accounting Office

ATTN: VMI Cashier

330 VMI Parade

Virginia Military Institute

Lexington, Virginia 24450

Note: All checks must be made out to the VMI Treasurer with a copy of the ticket attached. Cadet vehicle fines will be included in the VMI billing to the cadet registered to park the vehicle. 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. VMI employees may be subject to payroll deduction for failure to pay parking/moving traffic violation fees.

- F. Individuals operating motor vehicles on Institute property must not drive in a hazardous or careless manner. VMI Police will cite individuals for moving vehicle violations and they will be subject to appearance 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 Director of Auxiliary Services. The appeal form is available on the VMI Police Department website at <http://www.vmi.edu/cadet-life/health-and-safety/vmi-police/parking/>. Written appeals apply only to parking violations. 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 comprises the Director of Auxiliary Services (Chair); one faculty member (designated by the Office

of the Deputy Superintendent Dean of the Faculty); one member of the VMI Police Department (designated by the Deputy Superintendent of Finance, Administration and Support); one employee from the VMI Physical Plant; one classified employee (designated by the Director of Human Resources); and the Cadet Parking Cadet-In-Charge (CIC). The VMI Traffic Appeals Committee will meet, at a location designated by the committee chair, a minimum of two times per semester depending on the number of appeals received. The individual making an appeal will be notified of the VMI Traffic Appeals Committee decision in writing following the meeting in which the committee considered the appeal.

Statutory Authority: Virginia Code § 23.1-1301(A)(1) and § 23.1-1301(B)(3).

FOR THE SUPERINTENDENT:

Travis Homiak
Colonel, USMC (Ret.)
Chief of Staff

DIST: E, Cadets

OPR: VMI Police, Finance & Budget, Director of Physical Plant

ANNEX I, 1st Class Vehicle Parking Policy

ANNEX I
VMI 1st Class Vehicle Parking Policy

1. Purpose

This policy provides guidance on the issuance of parking decals and 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. The Office of the Commandant has primary responsibility for the issuance of hang tags.

Cadets are required to have both a VMI parking decal AND a VMI hang tag.

2. Procedure for Obtaining a VMI Parking Decal

Upon returning to post with a motor vehicle, cadets are required to register the vehicle with the VMI Police by following the procedure below for issuance of a parking decal.

Cadets are required to obtain a parking decal within seven (7) days from the start of classes in the fall semester.

- a. Obtain and complete the Parking Registration Form/VMI Police Registration Form on Post View under 1st Class Parking.
- b. Pay the required registration fee through the Post View “Make a Payment” screen.
- c. Upon completion of steps a. and b., the VMI Police will mail a VMI parking decal to the cadet’s VMI Post Office Box.
- d. **Cadets will use their VMI parking decal to show proof of registration to the Cadet in Charge in order to receive a VMI hang tag.**

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

All cadets will be required to display a ‘*permanent VMI hang tag*’ in a vehicle parked in one of the authorized parking spaces on post and a ‘*remote VMI hang tag*’ in a vehicle parked in any of the designated off-post parking spaces. The Commandant’s Office will issue hang tags through the designated Cadet in Charge.

Each cadet with a registered vehicle will receive a VMI remote parking hang tag. A VMI hang tag must be displayed when vehicles are parked in the remote parking lots.

To obtain a VMI permanent hang tag or a VMI remote parking hang tag, follow the below procedure:

- a. Obtain and complete the VMI Hang Tag Requisition Form (See Appendix I).
- b. One cadet per room may present the (1) Hang Tag Requisition Form and (2) the completed Parking Registration Forms/VMI Police Registration Forms from each member of the room to the designated Cadet in Charge (e.g., a three-cadet room will

present one completed Hang Tag Requisition Form and three completed Parking Registration Forms/VMI Police Registration Forms).

- c. The Cadet in Charge will issue both the VMI permanent and VMI remote parking hang tags and keep a record.

☐ Original Request

☐ Change/Update

Appendix I

VMI 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 1st Class President or designee.

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