

VIRGINIA MILITARY INSTITUTE  
Lexington, Virginia

GENERAL ORDER)  
NUMBER 24)

28 September 2022

**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 construction projects during each academic year, some parking areas may not be fully available. The Institute discourages the operation and possession of motor vehicles on Post unless absolutely necessary.

3. **Vehicle Registration**

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

1. All Cadets (designated First Classmen and drilling reservists of other classes) authorized to maintain a motor vehicle on Post and at Lacky Parking lot must register with the VMI Police. 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

parking spaces on Post and

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 on-line in Post View under First Class Parking.
- ii. Vehicle registration forms must be submitted to the VMI Police electronically.
- iii. Payment of the registration fee will only be accepted electronically in Post View.
- iv. Once the form is completed and the registration fee is paid, Post Police will mail the vehicle parking

v.

GENERAL ORDER NUMBER 24,

## GENERAL



dependent 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 committee meeting in which the appeal was considered.

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

FOR THE SUPERINTENDENT:

John M. Young  
Lieutenant Colonel, Virginia Militia  
Chief of Staff

DIST: E, Cadets

OPR: VMI Police, VMI Comptroller, Director of Physical Plant

ANNEX I, First Class Vehicle Parking Policy

**ANNEX I**  
**VMI First 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 the Hang Tags.

**Cadets are required to have both (1) a VMI parking decal and a (2) 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 below procedure 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 First Class Parking .

b.

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.

**Appendix I**

**VMI HANG TAG REQUISITION FORM**  
**Remote Parking Hang Tag (one per registered vehicle)**