

YHC Faculty & Staff Traffic Appeals Board 2016-2017

The purpose of the Faculty & Staff Traffic Appeals Board is:

- (1) To hear appeals regarding traffic or parking tickets issued to YHC employees on campus by the Young Harris College Police Department; and
- (2) To determine whether an employee violated the YHC traffic policy and establish an appropriate penalty, if necessary.

Traffic Appeals Process:

- Any employee may choose to appeal a traffic or parking ticket issued on campus by the Young Harris Police Department.
- Employees wishing to appeal a ticket must submit a typed appeal (Word Document) to yhctrfficappeal@yhc.edu within five (5) business days of the ticket being issued. Please include a photo attachment of the traffic violation ticket.
- The ticketing officer then has the opportunity to read the appeal and submit a typed response to the Traffic Appeals Board 24 hours prior to the hearing.
- Hearings are closed meetings of the board. Information considered during the appeal is limited to that which is submitted in writing to the board. An employee or ticketing officer may submit an email request with the appeal (yhctrfficappeal@yhc.edu) to present information in person. If granted, notice will be given via email 48 hours prior to the appeal hearing inviting both the employee and ticketing officer to speak.
- If an employee or officer is granted the opportunity to present information at the appeal and is not present at the time of the hearing, the hearing will **not** be delayed or rescheduled and his/her typed statement only will be considered.
- The board may uphold, overturn, or modify the original decision or fine.
- Notice of the decision will be given via the employee's YHC email address within three (3) business days of the hearing.
- Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved.

All appeals should be sent to yhctrfficappeal@yhc.edu and should include the following information:

- Name, YHC ID card number and the traffic ticket number/date.
- Include a typed letter (Word Document) stating the reason(s) for appeal, supporting facts, and recommended resolution.
- Attach the original traffic violation ticket to the email.

Notice of the decision will be given via the employee's YHC email address within three (3) business days of the hearing. Any decision rendered by the Traffic Appeals Board shall be considered final and binding upon all involved.