MISSOURI SOUTHERN STATE UNIVERSITY  
Joplin, Missouri  

PARKING AND TRAFFIC REGULATIONS  

Effective Fall 2012  
Supersedes ALL Previous Policies  

Intent  
The goal of the University Police Department (UPD) is to assist all students, faculty, staff, and visitors whenever possible, and to enforce campus parking regulations.

Administration and Policy  
The regulations for operating and parking motor vehicles on campus apply to all members of the faculty, staff, student body, and visitors.  

The Police Chief is responsible for decisions regarding the safety and the proper flow of vehicular and pedestrian traffic on campus, including signage (IE: advisory, control, and regulatory).  

There is more than enough parking available on campus for all students, faculty, staff and visitors.  
Obliviously, not all of the parking spaces can be as convenient as you would prefer.  

Officers will strive to protect your personal property while you are on campus. However, the University is not responsible for the care and protection of your vehicle or its contents while it is operated or parked on the campus.  

If you receive a ticket for a violation, you need to go to Hearnes Hall, Room 210, to pay your fine, within 30 days of receiving the ticket.  
If you don’t pay your fine within 30 days, your fine will be doubled. Please note that unpaid fines will block registration and issuance of grades and transcripts.  

If your vehicle is illegally parked and has not been cited, do not assume that the regulations are no longer in effect.  

If a Police Officer requests your driver’s license or other identification, please furnish that information promptly.  

Section I: Registration  
Vehicles subject to Registration  

1.  All students, faculty and staff must register their vehicle with the UPD Office (Or the Campus Card Service Center at BSC) and display the appropriate registration decal. The decals are to be placed in the lower right hand corner of the front windshield. Motorcycles will display the decal in a visible location. The parking decal must be permanently affixed and cannot be partially attached or taped on. The registration is assigned to a specific vehicle and cannot be transferred to any other vehicle. Failure to affix the decal permanently is failure to register the vehicle.  

2.  If you plan to park on campus property, you must register your vehicle. If you change vehicles, you must register the new vehicle with the UPD Office within 48 hours from the date it is first brought on campus excluding Saturday, Sunday or holidays.
3. If for some reason you have to drive an unregistered vehicle on campus (IE: rental car, loaner, etc.) you must request a temporary registration permit.

4. If you sell your registered vehicle or terminate employment on campus, you must remove the parking decal. Registration permits are not transferable to any other vehicle. Your vehicle can have only one type of permit displayed on it. Vehicles may not be registered to a student and a faculty or staff member the same semester. Student dependents (for example, children) of MSSU employees who drive a vehicle with a faculty/staff parking permit displayed must park in student parking zones. Vehicles also may not be registered as "commuter" and "residence hall" at the same time.

5. If your current registration permit becomes unreadable for any reason, please go to UPD office and get a new registration permit as soon as possible.

Section II: Parking Permits

All parking permits are issued through the UPD Office, located north of the Physical Plant Building, at the west end of the campus or at the Campus Card Service Center on the first floor of the Billingsly Student Center.

There is no charge for the parking permit.

You will need to complete a parking registration form before we issue a permit. The information needed for the application is your name, social security number, and the vehicle’s make, model, year, color, and license plate number. If you have recently purchased a vehicle which does not yet have permanent license plates, you will be issued a temporary permit for display until you obtain the permanent plates.

*The vehicle’s license plate number must be on the permit application before a permanent parking permit will be issued.*

Section III: Driving Regulations

Everyone that drives on campus must observe all rules and regulations, pertaining to motor vehicle registration and operation, of the State of Missouri, the City of Joplin, and the campus regulations as stated below:

1. Yield the right-of-way to all pedestrians in campus crosswalks.

2. Maintain a safe speed at all times, and at no time drive faster than posted speed limits. *The maximum Campus speed limit is 15 mph.*

3. Obey regulatory signs and barricades established by the University Police Department.

4. Have the required safety equipment required by the State of Missouri.

5. Obey all directions of the UPD Officers while they perform their respective duties. These include rendering aid and producing identification and permits as requested.

6. Report all campus accidents promptly to the UPD Office or UPD Officer on duty.

7. Report all thefts or acts of vandalism to the UPD Office or UPD Officer on duty.
Section IV: Parking Regulations

1. Vehicles displaying authorized Faculty/Staff permits may park in their designated parking spaces (except reserved spaces).

2. Vehicles displaying authorized Commuter Student registration permits may park in any area designated for student parking only.

3. Open parking is allowed from 3:00 p.m. to 7:00 a.m. and from noon on Saturdays through 7:00 a.m. Mondays. School holidays are considered open parking days. Parking in the following areas is prohibited 24 hours per day:
   a. No parking zones,
   b. Disabled zones,
   c. Loading zones,
   d. Service areas,
   e. Reserved spaces (other than Faculty/Staff curb parking)
   f. Visitor’s spaces.

4. Any vehicle that is parked in a manner that creates a hazard, is abandoned, or bears no identification is subject to towing and impounding. Any vehicle left abandoned on campus in excess of 48 hours will be subject to impoundment or “tow” by a commercial towing service. The cost of having the vehicle towed will be determined by the towing service manager and will be the responsibility of the vehicle owner. The owner will also be responsible for any outstanding tickets that have been issued by UPD, before the vehicle will be released. If a current student has abandoned the vehicle, school transcripts and enrollment privileges will be withheld until all fines are all paid in full. Contact the UPD office for additional information.

5. Normally violations for a continuing infraction will be issued in the following manner:
   a. One violation in the morning, and
   b. Second violation in the afternoon of the same day.

6. Parking in reserved spaces is prohibited at all times.

7. A vehicle parked parallel to the curb must be parked in the direction of the flow of traffic and within 18 inches of the curb.

8. Vehicles must be parked within designed parking boundaries and in no case overlapping into or onto a roadway or crosswalk. Parking in any manner that impedes the normal flow of vehicular or pedestrian traffic is not allowed.

9. Vehicles registered to students living in the residence halls will not be allowed on the main campus between the hours of 7:00 a.m. to 3:00 p.m. (some lots marked 5:00 p.m.), Monday through Friday, and Saturday until 12:00 noon.

10. Ten-minute parking zones are for unloading and loading materials.
Section V: No parking Zones and Regulations

Some zones are designated as “No Parking” for faculty, staff, and students at all times. These areas are as follows:

1. All posted “No Parking” areas.
2. All driveways.
3. Half circle at the front of Billingsly Student Center.
4. Yellow zones, crosswalks and sidewalks. Reserved spaces are restricted areas, 24 hours a day, every day of the year.
5. Any part of a traveled roadway. All roadways are classified as “fire lanes,” whether marked or not.
6. Within 15 feet of fire hydrants.
7. Within 20 feet of major intersections.
8. All cultivated areas, grass or other growth, intramural fields, outer lanes of parking lots, all sidewalks and/or walkways. Signs will not be posted in these locations. Common sense dictates that they are no-parking zones.
9. Loading zones, restricted 24 hours a day. (These zones are used by commercial vehicles or other authorized vehicles.)
10. Service zones, restricted 24 hours a day, 7 days a week. Non-university personnel will use vehicles displaying special permits for service purposes only.
11. Double parking, prohibited on any street and/or lot. Service vehicles of the University on work projects are exempt from this rule, provided such parking does not constitute a hazard to traffic.
12. Disabled areas, restricted 24 hours a day, every day of the year. Only vehicles with State or University issued “Disabled” permits may park in spaces marked “Disabled.” The UPD issues temporary disabled permits only upon recommendation by a qualified physician, college nurse, or athletic trainer. If you need a permanent permit, you must obtain it from the State of Missouri.
13. Visitor parking is restricted 24 hours a day, 7 days a week. Persons who are not enrolled in the University are guests or visitors to the University. Visitors may apply for parking access at the UPD Office. They will be issued temporary “Visitor” passes for parking their vehicles in student parking spaces.

Section VI: Special Parking Privileges

1. You can obtain special parking privileges on the basis of the following:
   a. Certified disabilities,
   b. Administrative considerations, or
   c. Need for officially reserved spaces.

2. The directors of the UPD and the Physical Plant shall designate “Reserved” spaces and areas for both public and private vehicles, as needed.

Section VII: Refusing and/or Re-using a Notification of Violation

Failure to accept a violation notice issued by a UPD officer will be in violation of these regulations.

You cannot try to beat the system by re-using a ticket you received for an earlier offense. Re-use of a previously issued citation will result in a separate violation if found upon a vehicle 24 hours after it was originally issued or if the vehicle was moved to another location and the citation was placed back on the vehicle.
Section VIII: Administrative Charges

In all cases, the responsibility for paying fines for parking/traffic violations will be the person the vehicle is registered to, or the owner of the vehicle. The owner of the vehicle will be held responsible for all tickets issued to that vehicle, on campus, even if another student or non-student is driving it.

Violations of these rules and regulations while driving a vehicle on campus will be subject to fines as listed below. You must present the ticket at the time you pay the fine.

Violations: (per semester)

a. Failing to register your vehicle ........................................17.00
b. Failing to report to UPD any involvement in an accident on campus.................................................................35.00
c. Improperly displaying decal ...............................................17.00
d. Falsifying registration information ......................................20.00
e. Using fictitious or falsely-made decal and/or obtaining stolen decal, and using falsely obtained decal...................... 35.00
f. Reusing and/or refusing a notification of violation ............... 25.00
g. Moving violations ..............................................................40.00
h. Violating disabled zone parking ....................................... 40.00
i. Parking in half-circle areas ............................................... 20.00
j. Parking a Residence Hall vehicle on campus (7 a.m. – 3 p.m.)... 15.00
k. Parking in Fire Lane ..........................................................35.00
l. Parking on the grass ......................................................... 17.00
m. Illegally parking in designated visitor space… .................. 17.00
n. Parking against the flow of traffic ...................................... 17.00
o. Taking up two parking spaces................................. 17.00

Fines are to be paid at the Business Office, Room 210, Hearnes Hall. Remember: If the fine is not paid within 30 days, it will be doubled.

Section IX: Parking Violation Penalties

If you have an unpaid ticket, you will not be permitted to enroll for the beginning of a new semester. A “hold” will be placed on the permanent record of any student who has an unpaid ticket and the “hold” will not be removed until the fines have been paid. Transcripts will not be sent to other schools or places of employment while a “hold” is in place on the student’s permanent record.
Section X: Appeals from Administrative Determination

If you feel that you were given a ticket unjustly, you have a right to appeal the ticket. Appeals must be filed within 7 working days of you receiving the ticket. However, please remember that if the appeal is not filed within 30 days, the fine will be doubled. You can obtain an appeal form at the UPD Office or the Business Office, 210 Hearnes Hall.

If you don’t appeal within 7 working days, you waive your right to appeal. Saturdays, Sundays, and school holidays are not counted as working days. The Appeal Board meets in the Hearnes Hall Conference Room, 208-A, at 2:00 p.m. on the last Friday of each month. Final determination of all appeals will be decided by the Appeal Board. You may make a personal appearance before the Board if you wish.

If you file an appeal, the UPD office will communicate with you via email regarding the Appeal Board’s decision. The decision of the Appeal Board is final. If the appeal is approved, the citation will be voided and no further action is necessary. Appeals which have been denied and were filed within 30 days of the ticket being issued must be paid in the Business Office by the third working day after the hearing, or the fine will be doubled.

Section XI: Traffic Violation

The charge for each traffic violation will be indicated on the ticket. If you don’t pay the ticket within 30 days, the fine will be doubled.

Pay fines at the Cashier’s Window (Room 210, Business Office) Hearnes Hall.

Section XII: Motorcycles, Motor Bikes, & Other Motor Scooters

If you operate a motorcycle on campus you must wear a safety helmet, as prescribed by Missouri State law.

Section XIII: Bicycle Registrations

1. If you ride a bicycle on campus, the DPS recommends that you register it with the DPS Office and/or keep information of its make, model, serial number, and color on file. This information will be needed to assist the DPS in locating lost and stolen bicycles.

2. Bicycles are to be ridden on the campus roads and are subject to all traffic laws applying to motor vehicles. Remember that pedestrians have the right-of-way over all motorized or self-propelled vehicles.

3. If you lose your bicycle or it is stolen, report the incident to the UPD. The University assumes no responsibility for lost or stolen bicycles but will endeavor to try to recover them.

Section XIV: Disabled Parking

If you are a person with a disability, you may park in any disabled spaces, but first you must obtain a disabled-parking permit to do so. (See Section V, “No Parking Zones,” No. 5.)

If you have a temporary disability and need a temporary “Disabled” permit for your vehicle, you must present written authorization from either your physician, the university nurse, or the athletic trainer and the UPD
Office will issue you a temporary “Disabled” permit. Permanent “Disabled” permits must be obtained from the State license bureau.

The “Disabled” permit allows you to park in any designated disabled parking space or in any faculty/staff spaces if a “Disabled” space is not available.

**Section XV: Firearms or Explosive Devises**

Firearms and all explosive devices are not allowed on campus or in any vehicles parked on campus, except for the following:

1. Duly-sworn law enforcement officers, and
2. Those approved by the MSSU Police Chief.

**Section XVI: DPS Services**

The UPD offers a number of services to students, faculty/staff and visitors.

Services offered:

1. Motorist assists on campus such as jump-starting vehicles, unlocking cars, and inflating tires. *We do not perform mechanical work, give rides off campus, provide gasoline for vehicles, or change tires.*

2. The officers will be happy to escort people to their vehicles, at any hour, upon request.

**For service or assistance, please call extension 2222 from campus, or 626-2222 from off campus.**
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