

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:	02-0003				
Name of Policy:	Parking and Traffic Regulations Policy				
Date of Last Revision:	Oct 2023	Initial Date of Approval:		Initial Effective Date:	
Policy Owner	University Policy Department				
Policy/Chapter Sections	University Policy				
Date of Next Review:	September 2026				

1.0 PURPOSE

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

2.0 SCOPE

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

The Chief of Police 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).

3.0 POLICY

There are more than enough parking spaces available on campus for all students, faculty, staff and visitors.

Officers will strive to protect personal property while students and faculty/staff members are on campus. However, the University is not responsible for the care and protection of vehicles or their contents while being operated or parked on the campus.

If anyone receives a citation for a violation, they are required to go to Hearn Hall, Room 105, to pay the fine, within 30 days of receiving the ticket. ***If the fine is not paid within 30 days, the fine will be doubled.***

The fact that an illegally parked vehicle was not cited does not mean that the parking regulations are no longer in effect.

Drivers on campus are required to furnish a driver's license, proof of financial responsibility, etc., immediately upon request from a University Police Officer.

Section I: Registration

Vehicles subject to Registration

1. All students, faculty and staff must register their vehicle with the UPD Office (Or the MSSU Bookstore in the Billingsly Student Center) and display the appropriate registration decal. The decals are to be placed on the outside of the lower left-hand corner of the rear window. 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 the same as failure to register the vehicle.
2. All vehicles parked on campus must be registered. Students and F/S members will have 48 hours from the date of purchase of a new vehicle to get it registered, excluding weekends or holidays.
3. If for some reason a student or F/S member has to drive an unregistered vehicle on campus (IE: rental car, loaner, etc.) they must request a temporary registration permit.
4. If a student or F/S member sells their registered vehicle or terminates employment on campus, they must remove the parking decal. Registration permits are not transferable to any other vehicle. A 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. All permits must remain fully intact and unmodified. Should the permit suffer alteration or damage, it must be replaced immediately. In cases where a registration permit becomes illegible, a free replacement can be acquired from either the University Police Department office or the MSSU Bookstore. Failure to replace an illegible or damaged permit will be deemed as non-compliance with vehicle registration requirements. Non-adherence to parking regulations may result in the vehicle being ticketed, towed at the owner's expense, or additional administrative measures.

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 MSSU Bookstore on the second floor of the Billingsly Student Center.

There is no charge for the parking permit.

Everyone must complete a parking registration form before a permit is issued. The information needed for the application is name, university student number, and the vehicle's make, model, year, color, and license plate number. For someone who has recently purchased a vehicle which does not yet have permanent license plates, they will be issued a temporary permit for display until permanent plates can be obtained.

The vehicle's license plate number must be on the permit application before a permanent parking permit is 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 appropriate safety equipment required by the State of Missouri.
5. Obey all directions of the UPD Officers while they perform their respective duties. These include 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 Monday through Friday from 5:00 p.m. to 7:00 a.m. and from 5:00 p.m. on Fridays 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
 - 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. 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 5:00 p.m., Monday through Friday.
10. Yellow loading zones for unloading and loading materials only.
11. If no Faculty/Staff or Reserved parking spots are available, those with such permits can park in student or other faculty/staff parking spots.

Section V: No parking Zones and Regulations

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

1. All posted "Keep Clear" 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, 7 days a week.
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 these 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 are restricted to 24 hours a day, 7 days a week. Non-university personnel will use vehicles displaying special permits for service purposes only.
11. Double parking is 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 are restricted 24 hours a day, 7 days a week. 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 the Wilcoxon Health Center. Students or faculty/staff members may take a note from a qualified physician, college nurse, or athletic trainer to the Health Center to obtain that required recommendation. To obtain a permanent permit, a person must contact the State of Missouri's Department of Motor Vehicles.
13. Visitor parking is restricted to 24 hours a day, 7 days a week. All persons who are not enrolled in the University are guests or visitors of 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. A person may 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 Chief of Police 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.

Attempting to circumvent the system by re-using a ticket received from an earlier offense will not be allowed. 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. The ticket must be presented at the Bursar's window when the fine is paid.

Violations:

a. Failing to register your vehicle	20.00
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 fictitiously 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. – 5 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
p. Vehicle or MTD on campus sidewalks	40.00

Fines are to be paid at the Bursar's Office, Room 105, Hearnes Hall. Remember: If the fine is not paid within 30 days, it will be doubled.

Section IX: Parking Violation Penalties

If a student has an unpaid parking ticket, the fine will be added directly to their student account. If the fine is not paid within 30 days, it will be doubled. For employees, unpaid fines not paid within 30 days will be transferred to Human Resources for payroll deduction.

Section X: Citation Appeals

Anyone who feels that they were given a ticket unjustly has the right to appeal the ticket. Appeals must be filed within 7 business days of you receiving the ticket. An appeal form may be obtained at the UPD Office or the Bursars Office, 105 Hearnes Hall.

Anyone who doesn't appeal within 7 business days has effectively waived their right to appeal. Saturdays, Sundays, and school holidays are not counted as business days. The Appeal Board normally meets in the Hearnes Hall Conference Room, 208-A, at 2:00 p.m. on the last Friday of each month. The final determination of all appeals will be decided by the Appeal Board. A personal appearance before the Board is possible by indicating that you wish to appear on the appeal form.

After the Appeal Board's hearing, the UPD office will communicate with each person 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 must be paid in the Bursar's within 30 days after the hearing.

Section XI: Traffic Violation

The charge for each traffic violation will be indicated on the ticket. If the citation is not paid within 30 days, the fine will be doubled.

Pay fines at the Bursar's Office in Hearn Hall.

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

Drivers operating a motorcycle on campus must wear a safety helmet, as prescribed by Missouri State law.

Section XIII: Micromobility Transportation Devices

Micromobility Transportation Devices (MTD's): Any small, low-speed, human-or electric-powered transportation device or vehicle, including bicycles, scooters, electric-assisted bicycles, electric scooters (e-scooters), and other small, lightweight, wheeled conveyances or other devices given this designation by the University, including but not limited to hoverboards, skateboards, roller skates and inline skates. Wheelchairs and other mobility devices used by persons with disabilities are excluded from this definition.

Persons who ride a MTD on campus are encouraged to register them with the UPD Office and/or keep information of its make, model, color, and serial number on file. This information will be needed to assist the UPD in locating lost and stolen MTD's. ***The University assumes no responsibility for lost or stolen MTD's but will endeavor to try to recover them.***

1. MTD's are to be ridden only on the campus roadways 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 and MDT's.***
2. Micromobility Transportation Devices are not permitted inside MSSU buildings, residence halls, on sidewalks, or other unapproved areas. ***Skateboards and longboards are prohibited on MSSU property outside of designated areas.***
3. Any individual found to be operating a wheeled vehicle or MTD upon the sidewalks or other unapproved areas within the jurisdiction of the campus shall be subject to an administrative fine of \$40. Subsequent violations may incur additional administrative sanctions, to be determined and executed by the Office of the Dean of Students.

Section XIV: Disabled Parking

People with disabilities may park in any disabled spaces as long as the vehicle displays a state disabled parking permit.

If anyone with a temporary disability needs a temporary “Disabled” permit for their vehicle, they must present written authorization from a physician or the athletic trainer to the nurse at the Wilcoxon Health Center. The Health Center may issue a recommendation for the UPD Office to issue a temporary “Disabled” permit. Permanent “Disabled” permits can only be obtained from the State license bureau.

The “Disabled” permit allows the person 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 Devices

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 Chief of Police.

Section XVI: University Police Services

In addition to regular police duties, the UPD offers a number of traffic-related services to students, faculty/staff and visitors. For service or assistance, please call 417-626-2222.

Services offered:

1. Traffic accident investigations.
2. Motorist-assists on campus such as jump-starting vehicles, unlocking cars, and inflating tires. **UPD Officers do not perform mechanical work, give rides off campus, provide gasoline for vehicles, or change tires.**
3. The officers are available to escort people to their vehicles, at any hour, upon request.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS

None