	MISSOURI SOUTHERN STATE UNIVERSITY POLICY
Policy #:	02-0003
Name of Policy:	**Parking and Traffic Regulations**
Revision History	Sept. 2026 | Initial Approval: | Initial Effective Date:
Policy Owner	University Police Department
Policy/Chapter Sections	
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1.0 PURPOSE

The purpose of this policy is to establish uniform parking and traffic regulations for Missouri Southern State University and to promote the safe and orderly movement of vehicles and pedestrians on University property.

2.0 SCOPE

This policy applies to all students, faculty, staff, visitors, contractors, and other persons operating or parking vehicles on University property.

The Chief of Police, or designee, is responsible for the administration and enforcement of University parking and traffic regulations, including decisions related to traffic safety, traffic flow, parking controls, and the placement of advisory, control, and regulatory signage.

3.0 POLICY

Missouri Southern State University regulates the operation and parking of vehicles on University property in order to promote public safety, maintain orderly traffic flow, preserve access for emergency and service vehicles, and provide reasonable access to University facilities.

All persons operating or parking a vehicle on University property are responsible for complying with applicable University parking and traffic regulations, posted signs, traffic-control devices, and lawful directions given by University Police officers.

The University will exercise reasonable care in providing parking facilities; however, parking on University property is at the vehicle owner's or operator's risk. Missouri Southern State University is not responsible for loss of or damage to vehicles or their contents except as otherwise provided by law.

The absence of a citation or other enforcement action does not constitute permission to violate these regulations and does not waive the University's authority to enforce them.

Section I: Vehicle Registration

1. All students, faculty, and staff who regularly park a motor vehicle on University property must register the vehicle with the University Police Department or other University-designated registration location and display the appropriate parking permit.
2. Parking permits are issued for a specific vehicle and may not be transferred to another vehicle unless authorized by the University Police Department. A vehicle may not be registered to both a student and a faculty or staff member during the same semester.
3. Student dependents, including children of MSSU employees, who operate a vehicle displaying a faculty/staff parking permit must park in designated student parking areas.
4. Students, faculty, and staff who acquire a different vehicle must update their vehicle registration within 48 hours, excluding weekends and University holidays.
5. If a student, faculty member, or staff member temporarily operates an unregistered vehicle, including a rental, loaner, or replacement vehicle, a temporary parking permit must be obtained.
6. Parking permits must be displayed in the manner prescribed by the University Police Department. Permits may not be altered, reproduced, falsified, transferred, or displayed in a manner intended to avoid enforcement.
7. Damaged or illegible permits must be replaced. Replacement permits may be obtained through the University Police Department.
8. Students and employees are responsible for maintaining accurate vehicle registration information with the University.
9. Motorcycles operated or parked on University property must be registered with the University Police Department and must display the University-issued motorcycle parking permit or sticker in a visible location.

Parking permits and vehicle registration services are available through the University Police Department, located in the Anderson Criminal Justice Center, Room 109, or through other University-designated registration locations.

Section II: Parking Permits

1. Parking permits may be obtained through the University Police Department, located in the Anderson Criminal Justice Center, Room 109, or through another University-designated registration location.
2. There is no charge for a standard University parking permit unless otherwise established by the University.

3. Prior to issuance of a permit, the applicant must provide the information required by the University, which may include the applicant's name, University identification number, vehicle make, model, year, color, and license plate number.
4. A temporary permit may be issued for a newly purchased vehicle or other vehicle that does not yet have permanent license plates.
5. A permanent parking permit will not be issued until the required vehicle registration information, including the license plate number when applicable, has been provided.

Section III: Driving Regulations

All persons operating a motor vehicle on University property must comply with applicable laws of the State of Missouri, applicable City of Joplin ordinances, posted traffic-control devices, and University regulations.

1. Drivers must yield the right-of-way to pedestrians in designated crosswalks and exercise due care for pedestrians throughout campus.
2. Drivers must operate vehicles at a safe and reasonable speed at all times. The maximum speed limit on University property is 15 miles per hour unless otherwise posted.
3. Drivers must obey all traffic-control signs, signals, barricades, and other traffic-control devices established or authorized by the University.
4. Vehicles operated on University property must be equipped and maintained as required by applicable state laws.
5. Drivers must comply with lawful directions given by University Police officers in the performance of their duties and must provide identification, driver licensing, vehicle registration, or other documentation when required by law or University regulation.
6. Motor vehicle crashes occurring on University property must be reported promptly to the University Police Department.

Section IV: Parking Regulations

University parking areas are identified by color-coded signage as follows:

1. Green signs designate Faculty/Staff parking. Vehicles displaying an authorized faculty/staff parking permit may park in areas designated by green parking signs, except for individually reserved or otherwise restricted spaces.
2. Gold signs designate Student parking. Vehicles displaying an authorized student parking permit may park in areas designated by gold parking signs.
3. White signs designate Visitor parking. Parking spaces designated by white signs are reserved for visitors unless otherwise authorized by the University Police Department.
4. Orange signs designate reserved faculty/staff parking. Orange parking permits or stickers are issued only to specifically authorized faculty/staff members. Only vehicles displaying the

appropriate orange parking permit or sticker may park in spaces designated by orange parking signs.

5. Open parking is permitted Monday through Friday from 5:00 p.m. until 7:00 a.m. and from 5:00 p.m. Friday until 7:00 a.m. Monday. University holidays are considered open-parking periods unless otherwise posted.

Open parking does not apply to the following areas, which remain restricted at all times:

- No Parking zones and fire lanes;
- Disabled parking spaces and access aisles;
- Loading zones;
- Service areas;
- Reserved spaces, including orange-designated reserved faculty/staff spaces; and
- Visitor spaces.

6. Vehicles parked in a manner that creates a safety hazard, obstructs traffic or emergency access, appears abandoned, or cannot be reasonably identified may be subject to removal or towing at the owner's expense.
7. A vehicle left abandoned on University property for more than 48 hours may be removed by a commercial towing service unless prior authorization has been obtained from the University Police Department. Towing and storage charges are the responsibility of the vehicle owner. If a current student has abandoned the vehicle, University transcripts and enrollment privileges may be withheld until all outstanding parking fines associated with the vehicle are paid in full.
8. A continuing parking violation may result in more than one citation. Normally, no more than one citation will be issued during the morning and one during the afternoon for the same continuing violation.
9. Parking in reserved spaces is prohibited unless the vehicle or individual is authorized to use the space.
10. A vehicle parked parallel to a curb must be parked in the direction of traffic flow and within 18 inches of the curb.
11. Vehicles must be parked entirely within designated parking boundaries. Vehicles may not be parked in a manner that blocks or extends into a roadway, crosswalk, sidewalk, adjacent parking space, or other area intended for vehicular or pedestrian travel.
12. Loading zones are restricted to the active loading or unloading of persons, materials, or equipment and may not be used for general parking.
13. When green-designated faculty/staff parking spaces are unavailable, vehicles displaying a valid faculty/staff permit may park in gold-designated student parking areas unless otherwise posted or restricted. This provision does not authorize parking in orange reserved faculty/staff spaces.

Section V: No Parking Zones and Regulations

Parking is prohibited in the following locations unless specifically authorized by the University Police Department:

1. Areas posted or designated as “No Parking” or “Keep Clear.”
2. Driveways and entrances or exits to parking lots or facilities.
3. The half-circle area in front of the Billingsly Student Center.
4. Yellow-curbed or otherwise designated restricted areas, crosswalks, and sidewalks.
5. Reserved parking spaces, including spaces designated by orange signage for specifically authorized faculty/staff members, unless the vehicle displays the appropriate permit or is otherwise specifically authorized to use the space.
6. Roadways or any location where a parked vehicle would obstruct the normal flow of traffic or access by emergency vehicles.
7. Designated fire lanes.
8. Within 15 feet of a fire hydrant.
9. Within 20 feet of an intersection.
10. Cultivated areas, landscaped areas, grass, athletic or intramural fields, sidewalks, walkways, and other areas not designed or designated for vehicle parking.
11. Loading zones, except while actively loading or unloading as authorized.
12. Service zones, except for University service vehicles or other vehicles specifically authorized to use those areas.
13. Double parking is prohibited on University streets and in parking lots. University service vehicles actively engaged in official work may be exempt when the vehicle does not create a traffic or safety hazard.
14. Disabled parking spaces and access aisles are restricted at all times to vehicles displaying a valid disabled parking placard or license plate as authorized by law.
15. Visitor parking spaces designated by white signage are reserved for visitors and other persons specifically authorized by the University to use those spaces.

Section VI: Special Parking Privileges

1. Special parking privileges may be authorized based upon:
    a. Disability-related parking needs consistent with applicable law and University procedures;
    b. Administrative or operational needs of the University; or
    c. The need for specifically designated or reserved parking spaces.
2. The Chief of Police, or designee, may designate reserved parking spaces or areas for University, public, private, or other authorized vehicles as necessary to support University operations, safety, accessibility, or special events.

3. Temporary parking restrictions, reserved areas, or special parking arrangements may be established by the University Police Department when necessary for emergencies, construction, maintenance, special events, or other University needs.

Section VII: Parking Citation Misuse

1. A person may not intentionally refuse, remove, alter, destroy, conceal, or otherwise interfere with a parking citation or violation notice lawfully issued by the University Police Department.
2. A previously issued citation may not be reused, repositioned, or placed on a vehicle for the purpose of avoiding or interfering with parking enforcement.
3. Misuse of a parking citation or violation notice may result in an additional citation or other administrative action.

Section VIII: Administrative Charges

1. The registered owner of a vehicle is responsible for parking citations issued to that vehicle on University property, regardless of who was operating the vehicle at the time of the violation.
2. Violations of University parking and traffic regulations may result in predetermined administrative charges (See attached fee Schedule)
3. "Improper Parking (Other)" may be used for a violation of any parking regulation established by this policy for which a separate administrative charge is not specifically listed. The specific nature of the violation should be identified on the citation when practicable.
4. A moving violation includes a violation involving the operation of a motor vehicle on University property, including violations of applicable University traffic regulations, traffic-control devices, or other applicable traffic laws.
5. Administrative charges may be paid through the University-designated payment process.
6. Administrative charges not paid within 30 days will be doubled, consistent with University procedures.
7. Nothing in this section limits the authority of a University Police Officer to take other enforcement action authorized by law when circumstances warrant.

Section IX: Parking Violation Penalties

1. Parking and traffic citations are administrative charges owed to Missouri Southern State University.
2. Unpaid citations may be added to a student's University account or otherwise collected through University-approved procedures.
3. Unpaid employee citations may be referred for collection through applicable University administrative procedures, including, for example, payroll deduction when authorized and appropriate.

4. Administrative charges not paid within 30 days will be doubled unless otherwise waived, reduced, or modified through the citation appeal process or other authorized University action.
5. The University may take additional administrative action permitted by University policy or applicable law to collect unpaid parking and traffic charges.

Section X: Citation Appeals

1. Any person who believes a parking or traffic citation was issued in error or under circumstances warranting review may appeal the citation.
2. An appeal must be submitted within seven business days of the date the citation was issued. Saturdays, Sundays, and University holidays are not counted as business days.
3. Appeal forms may be obtained from the University Police Department or the Bursar's Office, Room 105, Hearnes Hall.
4. Failure to submit an appeal within the required seven-business-day period constitutes a waiver of the right to appeal.
5. The Citation Appeal Committee normally meets in the Hearnes Hall Conference Room, Room 208-A, at 2:00 p.m. on the last Friday of each month.
6. A person submitting an appeal may request to appear before the Citation Appeal Committee. The request should be indicated on the appeal form.
7. Following review, the University Police Department will notify the individual of the Committee's decision by email. The decision of the Citation Appeal Committee is final.
8. If an appeal is granted, the citation will be voided or modified as directed. If an appeal is denied, the citation must be paid through the Bursar's Office within 30 days of the appeal decision.

Section XI: Traffic Violations

1. Traffic violations occurring on University property may result in the issuance of a University traffic citation or other enforcement action as authorized by law.
2. The administrative charge for a University traffic violation will be indicated on the citation and assessed in accordance with Section VIII of this policy.
3. University traffic citations may be paid through the Bursar's Office, Room 105, Hearnes Hall, or through another University-designated payment method.
4. Administrative charges not paid within 30 days will be subject to the penalties established in Section IX of this policy.
5. Nothing in this policy prevents a University Police Officer from issuing a state or municipal citation, making an arrest, or taking other lawful enforcement action when circumstances warrant.

Section XII: Motorcycles, Motor Bikes, and Motor Scooters

1. Motorcycles operated or parked on University property must be registered with the University Police Department and must display the University-issued motorcycle parking permit or sticker in a visible location.
2. Motorcycles, motor bikes, motor scooters, and similar motorized vehicles operated on University property must comply with applicable Missouri law and University traffic and parking regulations.
3. Operators must possess any driver license, motorcycle endorsement, permit, insurance, or other documentation required by applicable law.
4. Protective headgear must be worn when required by Missouri law.
5. Motorcycles, motor bikes, and motor scooters must be parked only in designated parking areas or other locations authorized by the University Police Department.
6. These vehicles may not be operated or parked on sidewalks, pedestrian walkways, landscaped areas, inside University buildings, or in other areas not designated for motor vehicle use, except as otherwise authorized by the University.

Section XIII: Micromobility Transportation Devices

For purposes of this policy, a Micromobility Transportation Device (MTD) includes bicycles, electric-assisted bicycles, scooters, electric scooters, skateboards, longboards, hoverboards, roller skates, inline skates, and other small human-powered or electric-powered wheeled devices designated by the University. Wheelchairs and other mobility devices used by persons with disabilities are excluded from this definition.

1. Owners are encouraged to register their Micromobility Transportation Device with the University Police Department and maintain identifying information, including the make, model, color, and serial number, to assist in the recovery of lost or stolen devices.
2. MTDs must be operated in a safe and reasonable manner and in accordance with applicable law and University regulations.
3. Pedestrians have the right-of-way over MTDs in pedestrian areas.
4. MTDs may not be operated inside University buildings or residence halls unless specifically authorized.
5. MTDs may not be operated or parked in a manner that obstructs doorways, building entrances, accessibility routes, ramps, stairways, sidewalks, roadways, fire lanes, or other areas necessary for pedestrian, vehicle, or emergency access.
6. Bicycles and electric-assisted bicycles should be parked in designated bicycle racks or other locations authorized by the University.
7. Skateboards, longboards, hoverboards, scooters, electric scooters, roller skates, and similar devices may be restricted from specific areas of campus when necessary for pedestrian safety, property protection, or University operations.

8. Violations of this section may result in an administrative citation or other action authorized under University policy.

Section XIV: Disabled Parking

1. Disabled parking spaces and access aisles are reserved for vehicles displaying a valid disabled parking placard, license plate, or other authorization recognized by applicable law.
2. Individuals with a temporary disability may request a temporary disabled parking accommodation through the Wilcoxon Health Center. Appropriate documentation from a physician, qualified medical provider, college nurse, or athletic trainer may be required.
3. Upon recommendation by the Wilcoxon Health Center, the University Police Department may issue a temporary University disabled parking permit or other temporary parking accommodation consistent with the individual's documented need.
4. Permanent disabled parking placards or license plates must be obtained through the appropriate state licensing authority.
5. A vehicle displaying a valid disabled parking placard or license plate may use a designated disabled parking space. When no disabled parking space is available, additional parking accommodations may be authorized by the University Police Department consistent with University procedures.
6. Unauthorized use of a disabled parking space, access aisle, placard, license plate, or temporary parking authorization is prohibited and may result in citation, towing, or other action authorized by law or University policy.

Section XV: Firearms or Explosive Devices

1. Firearms and explosive devices are prohibited on University property and in vehicles parked on University property, except as otherwise authorized by University policy or applicable law.
2. Exceptions include:
    a. Duly sworn law enforcement officers acting within the scope of their authority; and
    b. Other persons specifically authorized by the Chief of Police.
3. Nothing in this section limits any additional restrictions or exceptions established by applicable law or other University policy.

Section XVI: University Police Services

In addition to regular law enforcement duties, the University Police Department provides certain traffic and motorist-assistance services to students, faculty, staff, and visitors. For assistance, contact the University Police Department at 417-625-9800.

Services may include:

1. Investigation of motor vehicle crashes occurring on University property.

2. Motorist assistance, including jump-starting vehicles, unlocking vehicles, and inflating tires when equipment and staffing permit.
3. Safety escorts to vehicles or other campus locations upon request and when circumstances permit.

University Police officers do not perform mechanical repairs, provide gasoline, change tires, or provide transportation off campus except when specifically authorized or when necessary in the performance of official duties.

4.0 HISTORY

This policy was substantially revised in August 2026 to update University parking and traffic regulations, University Police Department contact and location information, parking enforcement procedures, citation categories, appeal procedures, micromobility regulations, and other operational provisions.

The University reserves the right to revise, amend, or rescind this policy in accordance with applicable University procedures.

5.0 RELATED DOCUMENTS

- University Parking Citation Form
- Parking Citation Appeal Form