

Northwest Missouri State University

Policy and Procedures Manual

Chapter Campus Safety

Section General Parking and Traffic
Policy

I. Purpose

The goal of the University Traffic Advisory Committee is to provide high quality parking and traffic services within an ever-changing campus environment.

II. General Policy

1. Anyone, who utilizes University parking facilities, including but not limited to faculty, staff, and students, must have a current Northwest parking permit visible and properly displayed.
2. Any individual who has registered a vehicle by purchasing a Northwest parking permit shall be responsible for the registered vehicle or any citation(s) issued to that vehicle.
3. If a vehicle receives a citation while parked on the Northwest campus and it has not been properly registered, the owner of that vehicle shall be responsible for the citation and a surcharge for a license plate check with the Department of Motor Vehicles.
4. The University shall assume no liability or responsibility for any vehicle parked on campus property.
5. Motorcycles, scooters, and snowmobiles are subject to the regulations governing motor vehicles.
6. The owner of a disabled vehicle located in a parking lot shall notify the Campus Safety Office within 30 minutes of the disability or the vehicle is subject to be towed at the owner's expense. The owner of a disabled vehicle parked improperly shall be responsible for moving the vehicle within twenty-four hours. A disabled vehicle on the roadway must be removed as soon as a wrecker or other appropriate means can be employed.
7. Any repairs made to vehicles, which will create a nuisance, safety hazard, or cause property damage shall not be permitted on campus. Violators are subject to revocation of parking privileges and permits.
8. Temporary and visitor parking permits are available at the Student Services Center or Campus Safety.
9. Commuter students or employees who wish to register more than one vehicle shall be issued a hang tag. Multiple permits will not be issued, except with motorcycles.
10. Anyone who needs temporary parking for a trailer should contact Campus Safety to make appropriate arrangements.
11. Emergency flashers must be turned on when parked at a designated "loading zone". Vehicles may park in this area for no longer than 15 minutes. A "loading zone" is designated by a red curb and a sign specifying fifteen-minute parking. Parking is only allowed along the curb, which is painted red. Curbs painted yellow are no parking areas. Docks are not for general loading and unloading; they are designed for commercial deliveries.

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12. Warning violations shall be issued the first week of classes of each semester, to vehicles without permits and that have not been previously issued a parking citation.
13. A Northwest parking permit is required in order to utilize University parking facilities between the hours of 1:30AM and 5:00PM, Monday through Friday, unless otherwise indicated.
14. A vehicle shall be registered to one person only.
15. Vehicles parked in handicap parking spaces must also be properly registered with the University.
16. Unless specific arrangements have been made with the appropriate department head, no student or employee shall utilize his or her personally owned vehicle for University business.
17. The Director of Campus Safety shall be responsible for addressing unique circumstances on a case-by-case basis.

Taken from the Parking and Traffic Policies brochure, revised July 2005 by the Department of Campus Safety.

A map of all parking areas is provided in the Parking and Traffic Policies brochure. A copy of this brochure may be obtained from the Student Services Center or Campus Safety.