



UNIVERSITY POLICE
Support Services Building
660.562.1254
www.nwmissouri.edu/police
REVISED JULY 2022

TRAFFIC AND PARKING POLICIES on the NORTHWEST CAMPUS

NORTHWEST
MISSOURI STATE UNIVERSITY



STATEMENT OF POLICY

Northwest University Police Officers enforce violations of Missouri's general motor vehicle laws and University traffic policies that occur on campus property.

A Northwest Missouri State University parking permit is required to park on campus. The purchase and display of a valid parking permit does not guarantee a specific parking space. It is the sole responsibility of the vehicle driver to locate a valid parking space. These regulations are applicable to all members of the University community, which shall include, but is not limited to, students, faculty, staff, visitors, and vendors.

Traffic and Parking enforcement is conducted 24 hours a day, 7 days a week, and 365 days a year.

A. GENERAL

1. A vehicle is defined as a self-propelled vehicle, electric and/or gas-powered, for use upon a roadway. Vehicles must adhere to state and campus regulations.
2. All vehicles utilizing University parking facilities must properly display a current Northwest parking permit. The registered owner of the vehicle is responsible for any citations issued to the vehicle.
3. The University shall assume no liability or responsibility for any vehicle parked on campus property.
4. The owner or operator of a disabled vehicle must notify the University Police Department immediately or the vehicle is subject to be towed and/or ticketed at the owner's expense. Disabled vehicles which create a safety hazard must be moved immediately. Disabled vehicles that do not create a safety hazard must be moved within 24 hours.
5. Any repairs made to vehicles which will create a nuisance, safety hazard, or cause property damage shall not be performed on campus. Violators are subject to revocation of parking privileges and permit.
6. 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, scooters, and/or apartment permit holders.
7. Anyone who needs temporary parking for a trailer should contact University Police to make appropriate arrangements.
8. A red curb and/or sign designates a loading zone. All loading zones have a 15-minute parking limit. Curbs painted yellow are no

parking zones. Docks are not for general loading and unloading; they are designed for commercial deliveries.

9. Warning violations for "failure to properly display a permit (hangtag or decal)," failure to report change of vehicle," and "failure to register or display a permit" are issued the first 3 days of class each semester. All other traffic and parking violations are enforced.
10. A Northwest parking permit is required in order to utilize University parking facilities.
11. A vehicle shall be registered to one person only.
12. Utilizing personal vehicles for University business is prohibited unless approved by the authorized department lead.
13. There are 6 locations for charging electric vehicles on campus in lots 20 and 59. Non-electric vehicles are prohibited from parking in these designated spaces.

B. VISITORS

1. A visitor is a campus guest who is not a current student or employee of the University.
2. Visitors may park in any visitor, resident, commuter, or faculty/staff parking space on campus after obtaining and displaying a visitor permit on their vehicle.
3. Visitor parking permits are available at the University Police Department in the Support Services Building on College Park Drive 24 hours a day, 7 days a week, and 365 days a year.
4. Events on Campus: hosts and coordinators can obtain a visitor permit for a visitor through the University Police Department with the visitor's name, vehicle information and contact information. For large groups of visitors, e-permits can be requested from police@nwmissouri.edu at least two weeks in advance of the event.
5. Visitor parking permits are valid for a maximum of three (3) days unless otherwise specified by University Police.

C. OPERATION OF VEHICLE

1. Observe all campus traffic and parking signs. Posted signs shall supersede this written policy.
2. The maximum speed limit on campus is 20 mph and 15 mph in parking lots unless otherwise posted. Violators are subject to University citation.
3. State and city motor vehicle and traffic laws are included in the University's motor vehicle regulations governing the use of vehicles on the University's campus.
4. No one is permitted to drive around or over any barricade erected to control traffic or parking, or to alter, deface, remove or destroy any traffic or parking control device.
5. A vehicle operator shall comply with instructions given by a University Police Officer (voice, gesture, or whistle).
6. Vehicles shall not be parked against the flow of traffic.
7. Vehicles may not drive on sidewalks unless approved by University Police.

D. PARKING AREAS

1. Resident student parking is permitted only in areas designated as "resident student parking." A resident parking permit is required in those areas. A resident is defined as a student who is assigned to University housing.
2. Resident parking is reserved from 12 A.M. to 5 P.M. daily. A resident or visitor permit is required to park in parking lots and spaces designated for residents.
3. Commuter student parking is permitted only in areas designated for "commuter student parking." A displayed permit is required in these areas. A commuter student is defined as a student who resides off campus and commutes to the University for classes.
4. Faculty/Staff and Commuter student parking is restricted 7 a.m.–5 p.m., Monday through Friday, unless otherwise posted.
5. Faculty and Staff parking is permitted only in areas designated as "Faculty and Staff parking." A faculty/staff permit is required in these areas.
6. Only vehicles with a state issued handicapped reserve license plate or hang tag shall park in designated physically disabled spaces. A Northwest parking permit is also required.
7. No vehicle shall display more than one current Northwest parking permit, unless the owner resides in Northwest apartment housing.
8. Parking spaces designated for specialty permits (Res Life, Service Vehicles, etc.) are reserved 24 hours a day, 7 days a week, and 365 days a year.
9. Motorcycles and scooters shall park in areas designated by signage and lot striping. Motorcycles and scooters must display a valid Northwest parking permit to park on campus.
10. Forest Village Apartments (Lot 32) prohibits parking between midnight and 5 p.m. daily unless stated by signage within the lot.

E. RESTRICTED PARKING

1. Northwest parking lots and spaces may be restricted for University events and/or other purposes. (For instance, lot 59 is restricted for home football games.)
2. All vehicles not moved from restricted parking lots or spaces within the allotted timeframe may be cited and towed at the owners' expense.

F. PERMITS

1. All Northwest parking permits are available at the Cashiering Office, located in room 111 of the Administration Building. **Temporary and visitor parking permits are available at the University Police Department in the Support Services Building on College Park Drive 24 hours a day, 7 days a week, and 365 days a year.**
2. All academic permits expire on August 31 of each year.
3. Temporary parking permits are available for valid permit holders who parks an unregistered vehicle on campus. Temporary permits are valid for a maximum of two (2) weeks. Please contact University Police if an extension is necessary.
4. No refunds will be issued for parking permits reported lost or stolen. The permit owner shall be responsible for purchasing a replacement permit. Lost or stolen permits shall be reported immediately to University Police. Failure to properly report a lost or stolen permit may result in the owner of the permit being responsible for any or all citations issued to the permit.
5. No one shall register a vehicle on campus belonging to another individual without permission of the legally registered owner of the vehicle.
6. A parking permit shall only be displayed on the vehicle to which it is registered.
7. Parking permits not properly displayed in the vehicle shall be subject to citation for failure to properly display a permit.
8. Students who work part-time for the University as staff members are not eligible for a staff permit.

G. SPECIAL PERMITS

1. Anyone who is not a University student or employee who uses on-campus services for more than three (3) days may purchase a non-academic parking permit. Contact the UPD at 660.562.1254 for details.
2. All vendors and contractors are required to register their vehicles and obtain a parking pass at the University Police Department.
3. University parking facilities are restricted to use by those who participate in University functions, activities or business on campus.

H. DISPLAY OF PERMIT IN VEHICLE

1. Decal (sticker) parking permits are to be completely affixed to the lower portion of the passenger side windshield in plain view, with the permit number visible, and by its own adhesive.
2. Hangtag parking permits will be displayed on the rearview mirror of the vehicle with all information clearly visible through the front windshield.
3. Motorcycle and scooter permits are to be affixed in plain view, with the number visible.

I. REPLACEMENT OF PARKING PERMITS

1. A permit holder who becomes ineligible for parking privileges must remove the permit and provide it to University Police.
2. When transferring a vehicle, before a no-charge replacement permit will be issued, the old permit must be presented at the Cashiering Office. If you are unable to recover the permit for any reason, any of the following will be accepted as proof the permit is not recoverable:
 - a. a copy of the bill of sale
 - b. transfer of title
 - c. accident report indicating the windshield was damaged or the vehicle was totaled
 - d. other appropriate documentation

J. PAYMENT OF FINES

1. Fines shall be paid online or at Account Services in the Administration Building.
2. All citations issued are subject to billing.
3. Failure to pay fines may result in withholding of transcripts, class registration, and/or formal collection efforts.

K. APPEAL PROCESSES

1. **If a vehicle operator receives a citation written in error, they may appeal the citation to the Traffic and Parking Appeals Committee by completing the online form at www.nwmissouri.edu/police/forms/.** The appeal must be submitted within five (5) days of the citation issue date. Late appeals may not be considered. The Traffic and Parking Appeals Committee will communicate decisions via email.
2. If a registered vehicle owner receives a bill for a citation in error, they may complete a billing complaint form online at www.nwmissouri.edu/police/forms/. The form must be submitted within five (5) business days of the bill date. Late forms may not be considered.

L. REVOCATION

1. The University Police Department may suspend or revoke a driver's parking privileges when violations exceed 12 during the permit year (Sept. 1–Aug. 31).
2. All revocations made by the University Police Department shall be effective for the remainder of the permit year in which the revocation order is issued, or as otherwise noted.
3. Student Affairs may revoke parking privileges through the Student-Faculty Discipline Committee.
4. Payment or appeal of any traffic citation does not exempt one from the standard revocation procedure.

M. TOWING AND IMMOBILIZATION POLICY

1. Vehicles may be towed or immobilized for the following reasons:
 - a. parking on campus after a permit has been revoked
 - b. accumulation of 12 or more violations per vehicle within the permit year
 - c. blocking fire lanes or fire hydrants
 - d. obstruction of pedestrian or traffic lanes or creating a hazard
 - e. abandoned vehicle
 - f. blocking loading zones
 - g. blocking or impeding snow removal
 - h. parking in a handicap designated area
 - i. parking in a reserved or blocked off area
 - j. not properly displaying campus registration
 - k. when University Police personnel deem towing or immobilization necessary for safety, security or any campus operation

N. TRAFFIC ENFORCEMENT

1. University Police Officers will enforce violations of Missouri's general motor vehicle laws and University policy that occur on its campus roads in accordance with Missouri Revised Statutes, HB 307, Sections 174.703.2, 174.709, and 174.712. Such violations will have the same effect as though such had occurred on Maryville city streets. Citations will be issued and collected upon through Northwest and the Missouri Division II court.

SCHEDULE OF FINES

PARKING VIOLATIONS:

1. Parking in a handicapped reserved space	\$100
2. Towing	\$100
3. Parking by a fire hydrant or in a fire lane	\$50
4. Parking on grass	\$50
5. Remove, alter or destroy a parking control device	\$50
6. Parking which creates a safety hazard	\$50
7. Parking in a "No Parking Zone" (yellow lines or curbs)	\$30
8. Parking on roadways or crosswalks	\$50
9. Parking on curb or sidewalk	\$50
10. Failure to properly display a permit (hangtag or decal)	\$30
11. Failure to report change of vehicle	\$30
12. Parking in a loading zone	\$30
13. Parking in a reserved area	\$30
14. Failure to register or display a permit	\$30
15. Other	\$30

TRAFFIC VIOLATIONS:

16. Failure to observe traffic control device	\$50
17. Wrong way on one-way street	\$50
18. Careless and imprudent driving	\$50
19. Speeding	\$50
20. Other	\$50