TRAFFIC AND PARKING
NORTHWEST CAMPUS
University Police
Parking on the Northwest campus.

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 permit does not guarantee a specific parking space.

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 through
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
enforcement by Northwest University Police.
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
these areas. A resident is defined as a student who is assigned to
University housing.
2. Resident parking is revoked from 12 A.M. to 5 P.M. daily. A
resident or visitor permit is required to park in parking lots and
areas 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
areas. A Northwest parking permit is also required.
7. No vehicle shall display more than one current parking permit,
unless the owner resides in Northwest apartment housing.
8. Parking spaces designated for specialty permits (hall director,
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 for
motorcycles and scooters by signage and lot striping. All
motorcycles and scooters must display a valid Northwest
motorcycle/scooter 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. If
employment or resident status changes prior to August 31, the
permit holder shall be responsible for returning the permit to the
Cashiering Office to exchange for an appropriate permit or refund
(gro-rated). For example, if an employee terminates his/her
full-time employment, but maintains enrollment as a student, the
employee permit shall be returned to the Cashiering Office and
exchanged for a student permit or refund.
3. Temporary parking permits are available free of charge for any
valid permit holder who brings a different vehicle to campus
other than their original registered vehicle. Temporary permits are
valid for a maximum of two (2) weeks. Please contact University
Police if an extension of two (2) weeks is necessary.
4. If your student status changes at any time through out the
academic year, you may exchange your current parking permit
free of charge at the Cashiering Office to reflect your change in
status.
5. 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 could result in the owner of the permit being
responsible for any or all citations issued to the permit holder.
6. No one shall register a vehicle on campus belonging to another
individual without permission of the legally registered owner of
the vehicle.
7. A parking permit shall only be displayed on the vehicle to which
it is registered.
8. Parking permits not properly displayed in the vehicle shall be
subject to citation for failure to properly display a permit.
9. Students who work part-time for the University as staff members
are not entitled to a staff permit.

G. SPECIAL PERMITS
1. Anyone who is not a University student or employee who uses
charges parking at the Northwest Cashiering Office.
2. The maximum number of parking permits issued for non-
academic purposes per student or employee is two (2) permits.

H. DISPLAY OF PERMIT IN VEHICLE
1. Sticker style 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 style 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 to 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. a set of photos
   c. accident report indicating the windshield was damaged or the
      vehicle was totaled
   d. any other appropriate documentation

J. PAYMENT OF FINES
1. Fines shall be paid to the Bursar’s Office in the Administration
Building.
2. All citations are subject to billing through the Bursar’s Office.
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
can 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.
2. Late appeals may not be considered. The Traffic and Parking Appeals
Committee will communicate decisions via email.
3. If a registered vehicle owner receives a ticket or 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 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
      University citation
   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 or University policy that occur on
its campus roads, in accordance with Missouri Revised Statutes, HB
307, Sections 174.703, 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
Northwest and the Missouri Division II court.

SCHEDULE OF FINES

PARKING VIOLATIONS:
1. Parking in a handicapped reserved space $300
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:
1. Parking in a handicapped reserved space $300
2. Parking by a fire hydrant or in a fire lane $50
3. Parking on grass $50
4. Remove, alter or destroy a parking control device $50
5. Parking which creates a safety hazard $50
6. Parking in a “No Parking Zone” (yellow lines or curbs) $30
7. Parking on roadways or crosswalks $50
8. Parking on curb or sidewalk $50
9. Failure to properly display a permit (hangtag or decal) $30
10. Failure to report change of vehicle $30
11. Parking in a loading zone $30
12. Parking in a reserved area $30
13. Failure to register or display a permit $30
14. Other $30