UMKC TRAFFIC REGULATIONS University of Missouri-Kansas City

The University of Missouri-Kansas City controls and supervises the operation and use of automobiles on the University of Missouri-Kansas City campus and has adopted appropriate rules and regulations to control the possession and operation of all types of motor vehicles by students, employees and visitors. All fees collected under these regulations shall be used solely for administering regulations, maintenance and the acquisition of University parking lots. No general funds for capital improvements for parking are provided. All fees derived from parking shall be paid into the Parking Lot Operations Fund. While fees are used solely for acquisition and maintenance of UMKC parking facilities, this does not imply that a “fee quota” exists and tickets are to be issued to students, faculty and staff to enhance fee income. UMKC Traffic Regulations exist to ensure orderly and safe operation and parking of vehicles on the UMKC campuses and tickets are issued solely in consideration of these objectives.

I. DEFINITIONS

A. These rules shall be known and designated as “The Traffic Regulations”. The Traffic Regulations shall include the regulations herein set forth and such supplementary regulations as shall be adopted by the Parking and Traffic Committee in accordance with the provisions of these regulations.

B. “Student” as used herein shall mean any person enrolled in the University of Missouri-Kansas City for any course of study.

C. “Employee” as used herein shall include any faculty member, staff member or other person rendering service to the University of Missouri-Kansas City for compensation.

D. “Visitor” as used herein shall refer to any person making legitimate use of UMKC facilities, who is not a UMKC employee or student as defined above.

E. “Committee” as used herein shall refer to the Parking and Traffic Committee.

F. “Manager” as used herein shall refer to the Manager of Parking Operations for the University of Missouri-Kansas City.

G. “Vice Chancellor” as used herein shall refer to the Vice Chancellor for Administration and Finance unless otherwise indicated.

II. GENERAL PROVISIONS
A. Anyone operating a vehicle on University parking lots, drives or roadways must be in possession of a valid driver’s license and proof of insurance.

B. Any vehicle operated on University parking lots, drives or roadways must be properly registered and licensed by the state.

C. Speed limit on the University of Missouri-Kansas City campus is 10 mph unless otherwise posted.

D. The Manager and/or the Director of UMKC Police is authorized to impound or remove or have removed any motor vehicle illegally or improperly parked on grounds of the University of Missouri-Kansas City, and the owner thereof shall pay all towing and storage charges as a result of the impoundment of the motor vehicle. The University Police, Parking Operations and the University assume no liability when vehicles are towed.

E. Motorcycles, motor scooters and mopeds may not be parked in any bicycle rack, building or entranceway to any building, and when so parked shall be issued a University violation notification and may be removed from the area. At no time shall a motorcycle, motor scooter or moped be operated on the sidewalks or lawns of the University of Missouri-Kansas City. All such vehicles are subject to all traffic regulations applying to motor vehicles.

F. The Manager, upon direction of the Chancellor of the University of Missouri-Kansas City, or designee, may temporarily change the qualifications for parking on any parking lot and prescribe the temporary qualifications.

G. The Parking Operations Office shall be kept open and the Manager shall be in charge weekdays 8 A.M. to 1 P.M and 2 P.M to 5 P.M, excluding University sanctioned holidays.

H. There shall at all times be kept in said office a supply of all application forms to be completed by applicants for the purchase of parking permits, and forms for application for hearing before the Committee.

I. The University assumes no responsibility for the care and protection of vehicles or their contents while the vehicle is on property owned, leased or otherwise controlled by the University.

III. PUBLICATIONS OF STATEMENT

The Manager shall publish in each catalog of the University of Missouri-Kansas City, the semester Registration and Enrollment Guides and other handbooks the policy of the
University of Missouri-Kansas City with reference to student motor vehicles, the responsibility of students who operate motor vehicles, and the rules and regulations together with such other matters relating thereto as may be deemed proper.

IV. STUDENTS ENTITLED TO POSSESS AND/OR OPERATE AUTOMOBILES

A. Any student attending the University of Missouri-Kansas City may possess and operate a motor vehicle upon compliance with the Traffic Regulations.

B. The Committee shall, upon the adoption of these regulations, determine and by rule declare the conditions under which students shall be entitled to keep in possession or operate motor vehicles.

V. PARKING LOTS AND PARKING PERMITS

A. The University of Missouri-Kansas City shall endeavor to provide on-campus parking facilities that will be appropriately marked and maintained as University of Missouri-Kansas City parking lots. All such parking lots shall be maintained for the exclusive use of University of Missouri-Kansas City employees, students, and visitors.

B. All such parking lots shall be divided into such classes as the Committee may determine, and the Committee shall prescribe the qualifications for parking on each class of parking lots.

C. Parking permits shall be issued to qualified employees and students of the University of Missouri-Kansas City in accordance with regulations adopted by the Committee. Such permits shall designate the type of lot to which the permit applies.

D. All persons to whom parking permits are issued may be required to pay a fee to the University of Missouri-Kansas City at the time the permit is issued. The amount of the fee will be recommended by the Committee. The date of expiration of each permit issued shall be plainly printed or typed on the permit.

E. The Committee shall make all necessary supplementary rules and regulations necessary to the application, issuance and use of permits.

VI. ADMINISTRATIVE MANAGEMENT OF PARKING

A. The Manager of Parking Operations and the Director of UMKC Police shall serve as ex-officio members of the Committee and shall be charged with the administrative duty of carrying out the enforcement of these rules and regulations. Violation
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notifications shall be issued over the name of the Manager and/or the Director of UMKC Police.

B. The Manager shall maintain an office of Parking Operations that shall be open weekdays 8 A.M. to 1 p.m. and 2 P.M to 5 P.M, excluding sanctioned University holidays. All permits shall be issued over the name of the Manager.

VII. APPLICATION OF REGULATIONS

The applicable portion of these regulations shall form a part of the contract of employment of every employee of the University of Missouri-Kansas City and the portion thereof applicable to students shall be deemed a part of the established regulations of the University of Missouri-Kansas City, which govern every student enrolled in the University of Missouri-Kansas City. Visitors are subject to all parking regulations and all fees incurred.

PARKING AND TRAFFIC COMMITTEE

TRAFFIC RULES AND REGULATIONS

Pursuant to the provisions of the Traffic Regulations, the Parking and Traffic Committee hereby adopts the following rules and regulations relating to the possession and/or operation of motor vehicles by students and employees and penalty fee for violations.

VIII. PARKING PERMITS

A. No motor vehicle may be parked on designated areas of the University of Missouri-Kansas City grounds unless a parking permit has been obtained and is displayed on such motor vehicle.

B. Student parking lots of the University will be reserved for the use of students who have applied for and been issued a parking permit. This restriction will apply from 6:00 a.m. to 10:00 p.m. daily, Monday through Friday, however, the time restriction on any one or more of said lots may be extended as necessary at the discretion of the Manager.

C. Employee parking areas may, at the discretion of the Manager, be enforced on a 24 hr. per day, 365 days per year basis.

D. Any student may obtain a parking permit upon completing the appropriate forms and paying the fee as established by the Committee. No refunds for parking permits will be given.
E. A parking permit shall be displayed as specified in the directions supplied when the permit is issued and as printed on the back of the permit. Unless so attached, the motor vehicle shall not be considered as bearing a permit.

F. A parking permit allows the applicant to park a vehicle in designated locations during certain hours on a space available basis and is not a contract between the University and the permit holder to provide a space in any designated location.

G. The payment of the parking permit fee shall apply to all vehicles operated by an individual student or employee. No more than one vehicle bearing a permit issued to any individual student or employee may be on campus at any time, unless at a paid parking meter, i.e., one paid permit equals one vehicle in a permit lot on campus. Failure to comply with this section shall be considered a violation of Section X (B) (3).

H. Any motor vehicle bearing a parking permit which has been mutilated or damaged so that the number or the date of expiration is illegible shall be treated as not bearing the required parking permit.

I. Counterfeiting or willful mutilation, alteration, or destruction of any parking permit, except in those cases where the same has been cancelled or is no longer to be used as such, shall be a violation of these regulations.

J. If any parking permit shall be lost, destroyed, or become mutilated to the extent that it does not comply with these regulations, the permit is void. The holder thereof shall be entitled to the issuance of a replacement permit upon presenting evidence satisfactory to the Manager that the same has been lost, destroyed, or mutilated, and that the holder thereof is entitled to a replacement. A replacement fee will be charged.

K. Students or employees will assume responsibility for the parking of their vehicles and all family vehicles and all violations issued to these vehicles, whether or not the student or employee is in direct control of the vehicle at the time of the violation.

L. The Committee shall have the right at any time to revoke any parking permit, or to reassign any parking permit to another parking lot, or alter the hours and days of restricted permit parking on any parking lot.

M. Specific parking spaces are reserved in some lots for vehicles driven by individuals with disabilities. Signs and disability insignia mark disability spaces. In order to utilize these spaces, a state issued disability license plate or hangtag and an appropriate University parking permit must be displayed on the vehicle. Parking Operations may, at its discretion, require documentation demonstrating that a disability license plate or hangtag was issued to the person displaying same. Any
persons other than persons with a disability parking in these designated spaces shall be subject to a traffic fee. Violators may be towed at their expense. Disabled person parking spaces are enforced 24 hours a day, 365 days a year.

N. At the time of purchasing a permit, a student or employee may be required to present one or more of the following:

1. A picture ID or a valid operator’s license

2. Provide any other pertinent information required by the Manager or designee of the Office of Parking Operations

O. The permit holder is responsible for any violation that occurs on a vehicle bearing a permit number issued to them.

P. It shall be the duty of every student or employee receiving a permit to remove the same if the title or possession of the motor vehicle is transferred.

Q. The Manager shall provide a convenient place or places during all registration periods for the purchasing of permits for motor vehicles. At all other times such permits shall be obtained at the Office of Parking Operations, or at such places as the Manager may designate.

IX. PARKING PERMIT REGULATIONS SPECIFICALLY APPLICABLE TO UNIVERSITY EMPLOYEES

A. A parking permit issued to an employee must be renewed when expired. It will continue from month to month and year to year until terminated by request of the employee or upon request of the Manager.

B. Employees shall pay the fee per month for each month or portion of the month for which the permit is valid. Payment may be made annually in advance or by monthly payroll deduction.

C. In order to terminate a parking permit, an employee must notify the Parking Operations Office in person and return the parking permit to the Office. No refunds for parking permits will be given.

D. Part-time employees who are regularly scheduled for two days a week or less may purchase a parking permit on a pro-rated basis. Payment may be made in advance or by payroll deduction. To qualify for such a permit, their Department Head or Supervisor shall inform the Manager in writing of all pertinent facts of employment.
E. Any employee of the University of Missouri-Kansas City who shall violate any parking regulations shall be subject to pay the fee as prescribed in Section X. Except as otherwise provided in the succeeding sentence, such fees, if not paid within 90 days of issue date or dismissed upon appeal, will be deducted from employee pay by payroll deduction. If such fees are neither paid nor deducted from employee pay by payroll deduction within 180 days of issue date, said fees are deemed not collectable and no further action may be taken to collect said fees. This means that any outstanding fee older than 180 days is no longer collectable.

X. PARKING REGULATIONS

The following regulations and disciplinary fees are hereby established:

A. Improper Parking

A fee of $25.00 for the following violations:

(1) Failure to properly display a University parking permit. (Sec VIII, E.)

(2) Parked in an area in which the University permit does not apply.

(3) Parked in a parking space with an expired meter when such parking meter signal indicates violation. Parking meters shall be enforced from 6:00 a.m. until 10:00 p.m., Monday through Friday. Vehicles with faculty/staff permits shall not be ticketed while parked in a parking space with an expired meter. It is expected that faculty and staff will exercise discretion when parking in metered spaces and will use such metered spaces only as a last resort.

(4) Parked in visitor’s space or space reserved for special purpose.

(5) Parked overtime in a restricted time zone.

(6) Utilizing more than one parking space for a single motor vehicle.

(7) Parked over lines.

A fee of $30.00 for the following violations:

(8) Parked in an area in which a University permit is required without having a permit.

(9) Parked in loading zone.
(10) Parked in driveway or on walks.

(11) Parked in any entrance to the University of Missouri-Kansas City grounds.

(12) Parked in an area not designated as parking area.

(13) Parked on any part of the campus or lands of the University of Missouri-Kansas City, that is not designated for parking purposes either temporarily or as a permanent parking lot.

B. A fee of $65.00 for each of the following violations:

(1) Counterfeiting, altering, defacing, or transferring a parking permit to another individual for whom a parking permit was not issued.

(2) For failure to comply with any final order or ruling of the Parking and Traffic Committee.

(3) For taking part in any plan or act to circumvent the Traffic Regulations.
   a. Placing a previously issued violation on a vehicle shall be considered an attempt to circumvent.
   b. Displaying a reported lost or stolen permit on a motor vehicle.
   c. Having two or more vehicles bearing permits issued to a single individual parked on campus (other than at a paid meter) at any one time.

(4) Failure to furnish correct vehicle information or license plate.

C. A fee of $100.00 for each violation:

(1) Parking in a disability space without a required state issued disability plate or hangtag.

D. Improper Driving.

A fee of $75.00 for each of the following violations:

(1) Driving on any University drive or roadway at a speed in excess of 10 m.p.h.
(2) Driving on any University property in a careless and reckless manner so as to endanger persons or property.

(3) Driving in the opposite direction from that designated on any University drive marked for one-way traffic.

(4) Failure to come to a complete stop at a university posted stop sign.

E. A fee of $30.00 for each violation:

(1) For violation of any other rule or regulation of the Traffic Regulations.

XI. VIOLATION OF TRAFFIC REGULATIONS

A. Notice of a violation of traffic regulations shall be given in the following manner:

(1) The original notice shall be affixed to the vehicle, or delivered to the person charged with the violation or sent by first-class mail to the address shown on the records of the University of Missouri-Kansas City. The disappearance of a parking violation notice from a vehicle does not relieve the violator from responsibility.

(2) The form of the notice shall be in duplicate and a copy shall be filed in the Parking Operations Office by the party serving the notice.

B. It shall be the duty of an employee or student receiving notice that he or she has violated a traffic regulation to pay the fee within ten (10) days. If the student or employee wishes to appeal the violation they must notify the Parking Operations Office in writing, in person, by U.S. or campus mail, or by e-mail within ten (10) days. An appeal via e-mail is the preferred method. In the appeal, the ticket identifier, the appellant's name and contact information and the reason for the appeal must be clearly presented. If the employee or student does not file the exception, or pay the fee within ten (10) days an additional penalty fee of $5.00 will be assessed.

C. The violation appeal will be resolved at the lowest possible level. If the appeal can be resolved by Parking Operations personnel, such as a hang tag violation, it will be resolved and the appellant will be notified via email. All violation appeals not resolved by Parking Operations administrative personnel will be forwarded to the Committee. The Committee will administratively rule on the appeal and the appellant will be notified of the result. The appellant is not required to appear before the Committee and no formal hearing is required. However, if the Committee denies the appeal, the appellant may request a hearing before the Committee and will be notified as to the time and place of this hearing. The Committee shall have the power and
authority to rescind, reduce or uphold said fee. The ruling of the Committee shall be
final.

D. The Manager shall report to the Vice Chancellor, or designee, all fees assessed
against employees that have become final and are unpaid, giving the name of the
employee, the Department or Division in which employed, the amount of the fee and
the violations for which assessed. It shall be the duty of the Vice Chancellor, or
designee, to deduct from the next pay warrant of the employee the amount of such
fee so certified, and the Vice Chancellor, or designee, shall give the employee notice
thereof. However, restrictions specified in sections IX.E apply. No payroll deductions
may be made for fees that are older than 180 days from issuance of the violation
notification (the ticket).

XII. PARKING AND TRAFFIC COMMITTEE

The Chancellor of the University of Missouri-Kansas City, or his/her designee, shall appoint
an advisory committee to be known and designated as the Parking and Traffic Committee.
The Committee shall consist of three (3) faculty members, three (3) staff members, and
three (3) students.

The faculty and staff members shall be appointed for staggered three year terms, with
one faculty position and one staff position becoming vacant each year on September 1st.
The student members shall be appointed for one year terms. Faculty members shall be
appointed by the Vice Chancellor based upon nominating recommendations received from
the Faculty Senate.

Staff members shall be appointed by the Vice Chancellor based upon nominating
recommendations received from the Staff Council. Student members shall be appointed
by the Vice Chancellor based upon nominating recommendations received from the
Student Government Association. The Vice Chancellor shall designate one of the members
as chair based upon recommendations received from the Committee. In addition, such ex-
officio members as may be deemed appropriate by the Vice Chancellor shall participate in
and lend their expertise to discussions of campus parking and traffic policy as scheduled.

Subject to the provisions of Section XI hereof, the Committee shall have appellate
jurisdiction over all violations of the Parking and Traffic regulations by students and
employees of the University of Missouri-Kansas City. In addition, the Committee shall
make recommendations to University administration as to the promulgation and
administration of these regulations. The Committee shall also make recommendations
concerning the setting of fees for parking privileges and for the violation of any parking
and traffic regulations of the University of Missouri-Kansas City.

It shall also be the duty of the Committee to study traffic conditions at the University of
Missouri-Kansas City and to make recommendations relating to the improvement thereof.
All parking and traffic matters of the University of Missouri-Kansas City shall be referred to
the Committee and all recommendations of the Committee pertaining thereto shall be
made to the Vice Chancellor or his/her designee.

Parking Operations
5115 Oak
Administrative Center Room 221
Kansas City, Missouri 64110
(816) 235-5256