

**K-STATE at SALINA**  
**College of Technology & Aviation**

**TRAFFIC & PARKING**  
**REGULATIONS**  
**2009-2010**

BOARD OF REGENTS REGULATIONS GOVERNING TRAFFIC  
AND PARKING ON THE ROADS, STREETS, DRIVEWAYS  
AND PARKING FACILITIES AT K-STATE AT SALINA  
COLLEGE OF TECHNOLOGY & AVIATION

INTRODUCTION

By the authority vested in the Kansas Board of Regents through the provisions of Kansas Statute 74-3209-74-3216, regulations pertaining to the operation and parking of vehicles are hereby established and set forth.

Students, faculty, and staff are expected to be familiar with and abide by these regulations. The vehicle operator is responsible for knowing all applicable laws and regulations.

The K-State at Salina parking system is self-supporting in that it receives no funding from the State of Kansas; therefore, parking permit fees and misuse fees will be deposited in the Parking Fee Fund and may be used for payment of the expense of enforcing these rules and regulations and for the construction, acquisition, maintenance and repair of parking facilities at K-State at Salina.

Definition of Parking - *the standing of a vehicle, whether occupied or not.*

I: GENERAL

**A. REQUIREMENTS**

1. All motor vehicles must be identified with a properly displayed University parking permit. This includes vehicles used primarily for administrative purposes and transportation of personnel. A permit does not guarantee a parking space at any particular time.

a. General University parking:

7:00 a.m. - 5:00 p.m., Monday through Friday (See Paragraph III.A).

b. Residence Hall Permits are restricted to Residence Hall Area:

7 days - 24 hours (See Paragraph III.A).

2. Parking is permitted only in designated areas. The orientation of the vehicles in parking spaces shall be such that they are directed with the flow of traffic when they leave. Vehicles must be parked within painted lines where applicable.

G lots – SW, SC, E, T/V, SM (SR permits are allowed in G lots *except* during fall and spring semesters.)

**SLC – Valid only in B1, B3 and A9 lots**

Z lots– SW, SR permits only or as designated per sign

R lots– SR permits required, SM if designated on permit for SR

3. Parking permits are not required for cars parked in metered parking stalls. Maximum time limits and enforcement hours are designated on the meter. All

meter malfunctions must be reported to the K-State at Salina Parking Services Office within 2 hours of receiving the citation. The citation may be excused only if a malfunction is verified by the Parking Services Office.

4. Motorized bicycles, motorbikes, scooters, and MOPEDS (50cc and less) may utilize either bicycle rack parking, or with a motorcycle permit, motorcycle parking. Motorcycles (more than 50cc) may park only in motorcycle designated stalls with a motorcycle permit.
5. Parking is prohibited on University streets or drives except where designated by official signs.
6. All traffic control signs, timed zones, loading zones, service and physically disabled stalls are in effect 24 hours a day, 7 days a week, unless otherwise stated on the sign.
7. A residence hall parking permit is required at all times for vehicles parked in a residence hall parking lot (See Paragraph II.C.2).
8. If an individual's vehicle becomes disabled on campus, the Parking Services Office shall be notified immediately. Call 785-826-2952 Monday through Friday from 8:00 a.m. to 5:00 p.m. After hours and weeks, please call 785-826-2909.
9. During special events the Parking Services Office, in coordination with the Dean of the College has the authority to close selected lots to regular permit holders and to collect fees for the use of parking facilities.
10. Parking permits, Temporary/Visitor permits, applications, and related information may be obtained at the Parking and Security desk during enrollment or between 8:00 a.m. and 5:00 p.m. at the Parking Service office in the TAC building. For questions, please call 785-826-2952. Temporary/Visitor parking permits may also be obtained Monday through Friday from 8:00 a.m. to 4:00 p.m. in the Department of Fiscal Affairs office, at the window of room 209 of the College Center. **SLC permits are available only at the Student Life Center front desk.**
11. Parking in loading zones is limited to one hour. If loading or unloading will require more than one hour, individuals must contact the Parking Services Office at 785-826-2952.

## B. DEFINITIONS

1. Accessible stall - a space reserved for the physically disabled.
2. Disabled vehicle - any inoperable vehicle.
3. Faculty/staff - any person engaged by K-State at Salina, College of Technology & Aviation for teaching, research, administration, service or any person employed by an agency connected with or assigned to the University.
4. Park or parking - a stationary vehicle, whether occupied or not.
5. Physically disabled - any individual with a physical impairment or condition that limits such individual's walking ability and results in an inability to travel unassisted more than 200 feet without the use of a wheelchair, crutch, walker, prosthetic, orthotic or other assistive device (KSA 8-1,124). Also stated as mobility impairment.
6. Reserved parking lots - all parking areas other than residence hall lots, physically disabled stalls, time limited zones, and other parking areas marked restricted.
7. Service stall - a parking stall to be used mainly for vehicles unloading equipment or heavy material. It is not to be used for long term parking while at ones regular building location, or for

any personal reason.

8. Storage - parking of a vehicle or trailer in one place for more than 48 hours.

9. Student - anyone other than employees currently enrolled at K-State at Salina, or K-State Manhattan.

10. Visitor - any person who is not a faculty/staff/student, as defined above.

**C. UNIVERSITY LIABILITY**

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

**D. AUTHORITY**

Parking privileges may be modified or preempted by authority of the Dean of K-State at Salina, College of Technology & Aviation to provide for the enhancement of the College.

**II: PARKING PERMITS**

**A. GENERAL REQUIREMENTS**

- 1. Permits may be purchased only for use by the purchaser and are non-transferable.
- 2. No parking permit shall be issued to any person having unpaid misuse fees.
- 3. To be eligible for a Salina permit: Faculty must teach the majority of their courses at Salina, staff must work the majority of their hours at Salina, and students must take the majority of their credit hours at Salina.

**B. FEE SCHEDULE**

	<u>Semester</u>	<u>Summer</u>	<u>Annual</u>
Vehicle Parking Permit			
SC - Commuting Student	\$30.00	\$15.00	\$55.00
SW - Faculty/Staff	\$30.00	\$15.00	\$55.00
SR - Residence Hall	\$30.00	\$15.00	\$55.00
SM - Motorcycle	\$ 8.00		\$15.00
<b>SLC – Student Life Center</b>	<b>\$15.00</b>		<b>\$25.00</b>
Replacement Permits			\$ 7.00
Emeritus			\$ 0.00
Conference Permits	\$1.00/day	\$4.00/Week	
Temporary/Visitor Permits	\$1.00/day	\$4.00/Week	

1. Faculty/Staff permits may be purchased by payroll deductions. Payroll deduction procedures will be in accordance with Parking Services policy established through cooperation with Payroll Services. Parking permits sold under the payroll deduction program must be returned to K-State at Salina Parking services when the permit holder retires, resigns, goes on leave without pay, goes on sabbatical leave, or goes on non-pay status.

**2. REFUNDS**

a. Refunds will be made for unused time on a permit when a written request is made and the permit returned to K-State at Salina Parking Office. Requests for refunds will be forwarded to the Controllers Office for processing. Refunds will be pro-rated based on the date of the written request. Faculty/staff refunds for less than \$20.00 will not be given.

**C. PARKING PERMITS**

1. Student annual parking permits are valid for the school year commencing the first day of

classes of fall semester until the first day of classes the fall semester of the following year. Other permits expire as indicated on the permit.

2. Students with a motor vehicle, living in residence halls must purchase *only* a residence hall parking permit. They must park only in lots assigned to them. When any hall resident moves out, such resident must exchange his/her residence hall parking permit for a general student permit. Students not living in the residence hall may not purchase a residence hall parking permit.

3. New employees of the University may receive a 30-day temporary parking permit, valid until the arrival of their first paycheck.

#### D. MANHATTAN

1. Faculty/Staff and Student (SW, SC, and SR) parking permits, issued by K-State at Salina, may park in any O, T, or Z lots on the Manhattan campus. K-State at Salina Faculty/Staff permits may also park in W Lots on Manhattan campus. Permits issued by the Manhattan campus may park in any lot except Residence Hall lots on the Salina campus. K-State at Salina SR permits may not park in K-State Manhattan R parking lots, and vice versa.

2. Vehicles with K-State at Salina permits may park in the Parking Garage using timed parking only. This would include Motor Pool Vehicles.

#### E. SPECIAL PERMITS

##### 1. Parking for Physically Disabled B

a. Temporary medical permits that allow disabled faculty, staff, or students to use parking spaces designated for the physically disabled may be obtained from the Parking Services Office upon presentation of a doctor's certificate. Temporary medical permits must be displayed with a valid K-State at Salina parking permit.

b. No person shall stop, stand or park any vehicle in a parking space which is clearly marked as reserved for the use of physically disabled persons or persons responsible for the transportation of physically disabled persons unless such vehicle displays a special license, permanent placard, or temporary placard issued pursuant to K.S.A. 8-161 or K.S.A. 8-1,125, and amendments thereto, and is operated by or used for the transportation of a physically disabled person.

c. Vehicles parked in accessible spaces must also display a valid K-State at Salina parking permit.

d. Any physically disabled person requiring long term daily parking should apply to the Parking Services Office for an individual reserved stall. There is no additional charge for a reserved stall permit issued to a physically disabled person. The reserved stall may be used only by the person to whom it is assigned and the stall may not be shared. Vehicle must display a legal accessible parking identification device.

e. Physically disabled individuals planning to attend special events on campus should contact the Parking Services Office regarding special parking.

f. Physically disabled permit holders may park in metered stalls (no charge) and loading zones as long as necessary if physically disabled parking stalls are not available. To facilitate access, they may also back into stalls marked for the physically disabled or park in adjacent yellow, cross hatched access aisles. Parking is not permitted in yellow painted cross hatched areas not adjacent to an accessible stall, or in such a manner as to impede traffic.

g. No person shall stop, stand, or park any vehicle or bicycle so that it blocks or restricts a ramp accessible to a wheelchair.

h. Visitors for athletic events may be assessed a parking fee.

##### 2. Visitors

a. All visitor vehicles, except in metered spaces, must display a visible, current visitor permit.

- b. Visitors may receive parking privileges by applying at the Parking Services Office. Permits may be obtained in advance by a department requesting from the Parking Services Office the number of permits required and the reason for such issuance.
- c. Visitors, as defined in Section I. B. may receive temporary parking permits at the Parking Services Office. Visitors may not park in no-parking zones, physically disabled stalls, loading zones, residence hall lots and other restricted areas.
- d. Frequent visitors who require parking in excess of one calendar day per week may purchase a temporary semester or annual permit at student rates or use parking meters.
- e. Physically disabled visitors displaying a valid accessible parking identification device may use accessible stalls.
- f. Board of Regents members parking identifications will be honored for parking in any general parking area or metered parking stall.
- g. Visitors who have not yet obtained either a visitor permit and have been issued a parking citation for not having a valid permit may submit the citation to the Parking Services Office within five business days for cancellation. Only one citation per person/vehicle may be canceled during any 12-month period. Parking violation notices are assessed against a vehicle, not the vehicle driver.

### 3. MOPEDS/Motorcycles

- a. Motorized bicycles (MOPEDS) may utilize either bicycle or motorcycle parking. A motorcycle permit is required to park in motorcycle spaces. Motorcycles may park only in motorcycle stalls.

### 4. University Events

- a. Fees may be levied for the use of parking facilities in reserved parking areas during University sponsored conferences or other events. Attendees at conferences and other events will park in designated lots. A department or individual may obtain event permits by requesting the number of permits required and the reason for such issuance. Daily and weekly permits are available.

### 5. Student Life Center

- a. Permits are valid only in designated lots B1, B3 and A9. These permits are not available for purchase by KSU Faculty, Staff or Students.

### 6. Other

- a. Requests for special parking privileges or conditions not specifically covered in these regulations, will be considered by the Dean of the campus, or his designated representative, upon receipt of the written application giving full justification for the request.

## **F. PERMIT DISPLAY, REMOVAL AND REPLACEMENT**

1. Movable parking permits should be hung on the inside rearview mirror, barcode must be clearly be visible from outside the front on the vehicle. In the event there is no mirror, the driver's side of the dash, and clearly visible from outside the vehicle, is an alternative location.
2. Motorcycle permit/stickers must be placed adjacent to the license plate, and must be clearly visible from the rear of the motorcycle.
3. Parking permits become invalid when registrant withdraws from or otherwise terminates association with the University. Parking fee refunds will be pro-rated in the same manner as tuition refunds. For refunds contact the Parking department in the Technology Assistance Center or call 826-2952.
4. Custody of parking permits is the owner's responsibility. In the event a permit is lost or stolen, the owner must inform the Parking Services Office. A replacement may be obtained for \$7.00. Damaged permits may be exchanged at no cost.

## **G. FORGED, STOLEN OR ALTERED PARKING PERMITS**

Displaying a forged, stolen (lost), or altered parking permit is prohibited. Such violations will be treated as a theft of services in addition to a parking violation. Vehicles and permits involved may be impounded and individuals involved will be reported to the appropriate authorities.

### III: PARKING HOURS

A. Parking permits are required in general lots from 7:00 a.m. to 5:00 p.m., Monday through Friday. Parking permits are not required on weekends or on University holidays (University closed) for general parking areas. Restrictions remain in force for all signed parking as marked.

B. No vehicle shall be stored in general parking areas, nor shall any trailer, disabled vehicle, or vehicle not displaying a current license plate lawfully issued to such vehicle be stored on University property unless prior authorization is obtained from the Parking Services Office.

### IV: DRIVING REGULATIONS

A. All state of Kansas driving laws are in effect on campus.

B. Motorized vehicles driven on the campus must be operated with caution, compatible with existing weather, pedestrian and vehicular conditions.

C. No motorized vehicles, motor bikes, scooters, motorcycles, or mopeds shall be operated on the grass, sidewalks or pedestrian walkways of the campus (except support services vehicles).

D. Snow Emergency Routes. All campus streets and drives are designated as snow emergency routes when so declared by the Dean of K-State at Salina, College of Technology & Aviation or his designated representative. Vehicles blocking these routes are subject to fine and/or towing charges.

### V: BICYCLES/SKATEBOARDS

A. All persons parking a bicycle, including unicycles and tricycles, on campus are required to register it at no charge with Parking Services Office and display a registration permit.

B. Bicycles shall be parked only in bicycle racks. They are not permitted in a building without the written permission of the Parking Services Office and then not in public areas or in any place where they may constitute a safety hazard. Violators are subject to bicycle impoundment.

C. Bicyclists shall obey all vehicular traffic rules and be liable for applicable fines and penalties.

D. Recreational skateboarding, rollerblading, and cycling that causes damage is prohibited on campus sidewalks, parking lots, streets, drives, and other paved areas adjacent to and inside University buildings. Skateboarding, rollerblading and cycling is only permitted for individual transportation.

### VI: ENFORCEMENT/MISUSE FEES/PENALTIES/APPEALS

#### A. ENFORCEMENT

1. Parking Control Personnel: Appointed by the Director of Parking Services shall have authority to issue tickets for parking violations.

2. Responsibility for Compliance: The K-State at Salina vehicle permit holder, or the vehicle owner if the vehicle has no permit, is responsible for all parking tickets issued to the vehicle. Organizational units may transfer responsibility for any ticket issued to them by notifying the Parking Services Office in writing of the University employee responsible for the permit at the time of the infraction.

3. Impounding: Any vehicle parked upon any University facility, in violation of these regulations, can be deemed a common nuisance and may be removed and impounded. The cost of each removal and impoundment shall be a lien against the motor vehicle until paid by the owner or the owner's representative. In the event a vehicle is not towed, but a wheel lock applied, there will be a \$20.00 removal fee charged.

4. If a bicycle has been impounded for a violation of the bicycle regulations, a \$10.00 release fee shall be assessed in addition to the misuse fee.

#### B. MISUSE FEES

Misuse fees may be paid at the Parking Control Office at the TAC building, Monday through Friday, 8:00 a.m. to 5:00 p.m. It is recommended that such payment be made by check. Misuse fees paid after fourteen (14) days (unless the citation is under appeal) are delinquent and will be assessed a \$5.00 late fee.

1. VIOLATION WARNING - A warning of being in violation.
2. \$5.00 EXPIRED METER - Meter violations are \$5.00 if paid within ten (10) business days. Vehicles may be re-ticketed based on the time limit posted on the respective meter.
3. \$15.00 - No valid parking permit or authorization displayed.
4. \$15.00 - Vehicle not within a marked parking stall.
5. \$15.00 - Parking or driving in an area not specifically designated as a parking or driving area for motor vehicles, i.e. grass, hash marked areas, access areas, etc.
6. \$20.00 - Parking in a service drive or loading zone.
7. \$100.00 - Illegally parking in space designated for the physically disabled or blocking an access ramp.
8. \$25.00 - Unauthorized storage of a vehicle in a general parking area.
9. \$50.00 - Displaying a forged, stolen or altered parking permit.
10. \$5.00 - Misrepresentation or illegal registration.
11. \$50.00 – Excessive Violator – Excessive violations (3 or more past due parking citations OR 5 or more unpaid citations).
12. \$20.00 – Parked in Wrong Area – Parking in an area other than specified on the permit.

#### C. BICYCLE VIOLATIONS:

1. \$5.00 - Unsafe Riding - Riding on sidewalk, pedestrian walkways, or any riding on the grass.
2. \$5.00 - Improper Bicycle Parking - (Also subject to impoundment or removal at owner's expense).

#### D. SKATEBOARD, ROLLERBLADE OR CYCLING VIOLATIONS:

1. \$5.00 - Unsafe or recreational skateboarding, rollerblading or cycling on sidewalk, parking lots, paved areas adjacent to buildings.

#### E. OTHER PENALTIES

1. Students with unpaid misuse fees will not be permitted to pre-enroll, register, drop/add or to receive a transcript of records.
2. Faculty or staff who have unpaid misuse fees will have their names submitted quarterly to the Director of Fiscal Affairs.
3. Delinquent accounts will be forwarded to a collection agency and/or the Set-Off program created in K.S.A. 75-6201 and 44-718(D).ET SEQ.
4. A vehicle parked on University property having three (3) or more delinquent parking citations or having five (5) or more unpaid citations is deemed an "Excessive Violator" and is subject to impoundment. Any vehicle impounded under this section may not be released until all citations and impoundment fees have been paid or payment arrangements have been made to the satisfaction of Parking Services and/or the designated owing service company.
5. Students, faculty and staff may be permitted, at the discretion of the Director of Fiscal Affairs, to enter into a payment agreement for payment of unpaid misuse fees.

#### F. APPEALS

The K-State at Salina Parking Citations Appeals Board (PCAB) was established by the University to review the validity of violation notices when a review is requested by the violator. The procedures are:

1. An Appeals Form must be completed, filed, reviewed, and recorded at the Parking Services Office by the close of business on the fourteenth day after the issuance of the violation notice. PCAB may uphold or dismiss the violation. Paid tickets may not be appealed. Appeals submitted after 14 days from the date of the violation will not be accepted.
2. Only the permit owner or vehicle owner, if without a permit, may appeal a parking ticket.
3. Tickets may be appealed only once.
4. All actions of the PCAB are final.
5. All penalties must be paid within fourteen (14) days following the decision date of the PCAB. Failure to do so may result in the impoundment of the vehicle.