

**Missouri
State**

**TRANSPORTATION
SERVICES**

Personal Transportation Device Regulations

Revised July 2024

Office of University Safety
Transportation Services
700 E. Elm Street, Springfield, MO 65806

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1. Purpose of Regulations
 - 1.1. Pursuant to Missouri State University Operating Policy Op9.07 Transportation Policy, the University's Office of University Safety has promulgated the following regulations regarding the usage of Personal Transportation Devices on University owned or controlled property.
2. Conditions for Authorized Operation
 - 2.1. Operation of any Personal Transportation Device must be in accord with University policy including but not limited to the University's Operating Policy Op9.07 Transportation Policy .
 - 2.2. Failure to abide by appropriate usage may subject the individual to disciplinary proceedings including but not limited to, dismissal from the University, or termination of employment.
3. Registration
 - 3.1. Bicycle Registration: All bicycles on university property between 1:00 a.m. and 6:00 a.m. must be registered annually with the University's Transportation Services, located at 700 E. Elm Street and have the registration sticker attached to the frame. This free service is provided daily, Monday through Friday.
 - 3.2. Low-Speed Utility Vehicles: All Low-Speed Utility Vehicles (LUV) owned by MSU must be registered with Transportation Services.
4. Campus Thoroughfares
 - 4.1. Sidewalks are designed for pedestrian use and may only be used by Personal Transportation Devices when other options such as bike paths and streets are not available.
 - 4.2. Those sidewalks designated with red colored concrete may be used by Personal Transportation Devices as the primary surface of travel. Consistent with this Regulations, care must be taken by operators of Personal Transportation Devices of pedestrians at all times, including when traveling on such sidewalk.
5. Right of Way: All Personal Transportation Devices must yield the right of way to pedestrians while on campus property. Motorized Personal Transportation Devices must yield the right of way to non-motorized Personal Transportation Devices. Failure to properly yield the right of way as set forth above, is inconsistent with appropriate usage of a Personal Transportation Device and may result in disciplinary proceedings.
6. Adherence to Traffic law.
 - 6.1. All Personal Transportation Device usage on University owned or controlled property must adhere to applicable state and municipal driving codes, as may be updated from time to time. Failure to so adhere, is inconsistent with appropriate

usage of a Personal Transportation Device and may result in disciplinary proceedings.

7. Training:

7.1. Low-Speed Utility Vehicles

7.1.1. Prior to operating any registered LUV on University owned or controlled property, drivers must receive appropriate training as set forth by Transportation Services.

7.1.2. The department or contractor who owns or has leased the LUV is responsible for ensuring drivers have been trained prior to operating the LUV and maintain documentation of the training .

7.1.3. Transportation Services may update training at its discretion, operators will then require the updated training prior to operating any LUV on University owned or controlled property.

7.2. Non-LUV Personal Transportation Devices

7.2.1. The University does not offer and/or require specific training prior to the use of any non-LUV Personal Transportation Device. The University expects that operators of such devices are sufficiently skilled to operate the device in a manner consistent with University policy and regulations. To the extent that any operator of a Personal Transportation Device appears unskilled to operate a device in such a way, the University may take appropriate action.

8. Parking and Storage

8.1. Personal Transportation Device will be parked or stored in designated areas only and not stored in unauthorized areas, including but not limited to, entrances to facilities, sidewalks, bike paths, roadways, grass, light poles, sign poles, and railings.

8.2. Bicycles stored overnight (1:00 a.m. to 6:00 a.m.) on campus must be:

8.2.1. Registered with Transportation Service

8.2.2. Locked with a U-Lock style lock

8.2.3. In locations designated for overnight storage, which are limited to

- Residence Hall bicycle racks
- Students living in residence halls may secure their devices according to the *Guide for Residence Hall Living*.
- Library bicycle rack

- 8.3. Low-Speed Utility Vehicles are to be parked
 - 8.3.1. In Parking spaces
 - 8.3.2. On sidewalks, the grass, and other non-parking areas for temporary business purposes, provided that they do not obstruct the movement of people and other Personal Transportation Devices on campus.
- 8.4. Low-Speed Utility Vehicles are to be stored overnight in a secure area or secured in a manner to prevent theft.
9. Impoundment
 - 9.1. Campus Safety may impound or secure any Personal Transportation Device when such device is:
 - 9.1.1. determined to be a public hazard,
 - 9.1.2. not parked in a designated parking/storage area,
 - 9.1.3. no longer in a useable condition,
 - 9.1.4. not moved from a designated parking/storage area for 30 or more consecutive days during any semester unless Campus Safety is notified otherwise, or
 - 9.1.5. not removed from a designated parking/storage area within 14 days of the end of the spring semester, unless Campus Safety is notified otherwise.
 - 9.1.6. not secured with a U-lock when stored at a bike rack overnight.
 - 9.2. If the owner of impounded property can be identified, a reasonable attempt will be made to notify the owner.
 - 9.3. Impounded property may be reclaimed within 60 calendar days of the date of impoundment by contacting the Transportation Services.
 - 9.4. If after 60 calendar days of the date of impoundment, the owner of such property has not claimed the property, the property may be disposed of, sold, or otherwise dispensed without notice.
 - 9.5. There is an impoundment fee due prior to the return of impounded property after the first impoundment. This fee may be waived by the Transportation Manager in extenuating circumstances.