

**Missouri
State**

**TRANSPORTATION
SERVICES**

Parking Regulations

FY 2024-2025

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

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1. Purpose
 - 1.1. The purpose of these regulations is to facilitate the safe and orderly conduct of vehicular traffic and parking and to maximize the use of the parking facilities at Missouri State University.
2. Scope
 - 2.1. These regulations apply to the Springfield campus property located within the City of Springfield.
3. Definitions
 - 3.1. Accessible parking space – a space marked as accessible in accordance with the Americans with Disabilities Act, including the access area next to the designated space.
 - 3.2. Buses – includes the following: school buses of any size, motor coaches, public transportation buses of any size, turtle top buses, or any multi-passenger vehicle meeting or exceeding the width of a parking stall and/or longer than 22 feet in length.
 - 3.3. Contractor – an entity with a construction contract with the university.
 - 3.4. Immobilization – The use of a device to prevent the normal operation of a vehicle. Frequently referred to as a wheel clamp or wheel lock.
 - 3.5. Loading Zone – an area designated for the temporary loading and unloading of visitors, personnel, goods, equipment, or other property.
 - 3.6. Metered parking space – any space where payment is required to utilize the space whether through a parking meter, mobile app, or a multi-space pay station.
 - 3.7. Motorcycle parking space – any area marked by sign as such or by hash, that is not part of an accessible space.
 - 3.8. Over-sized vehicle – any vehicle exceeding the width or length of a standard parking stall.
 - 3.9. Parking enforcement official – an employee of the university with the authority to enforce the parking regulations.
 - 3.10. Parking Lot – an area designed for vehicles to park in parking spaces with valid parking permit indicated by posted sign(s).
 - 3.11. Parking space – an area designed for parking and marked with paint except in gravel parking lots where spaces are designated with concrete wheel stops.
 - 3.12. Parking permit/hang tag – a physical indicator issued by the university authorizing specific privileges for parking on university property.
 - 3.13. Registration – The process of obtaining a valid parking permit/hang tag for vehicles used to park on campus.
 - 3.14. Reserved Space – a space with a sign or other marking restricting use to those designated for the space.
 - 3.15. Service Vehicle Spaces – parking is limited to specific permit types. See permit types for additional information.
 - 3.16. Sub-contractor – an entity working for a contractor of the university.
 - 3.17. Trailer – a unit designed to be attached to and towed by a motorized vehicle, which is designed to carry property and/or passengers.
 - 3.18. University Property – Includes all property owned or controlled by the university.
 - 3.19. Unassigned fines – Parking fines that are associated with a vehicle, but the vehicle is not registered with Missouri State University to any person or entity.
 - 3.20. Vendor – an entity with an on-going contractual relationship with the university to provide products or services, excluding construction contractors.
 - 3.21. Virtual Permit – a non-physical permit associated with a vehicle license plate.

- 3.22. University Vehicle/University Vehicle Only Spaces – parking is limited to specific permit types. See permit types for additional information.
- 3.23. Vehicle Removal – all activities required to physically move a vehicle from a location, including, but not limited to the towing and the impoundment of a vehicle.
- 3.24. Visitor Parking – Parking reserved for those without a permit or hang tag.
- 4. General Regulations
 - 4.1. Use of the University’s parking lot facilities and/or receipt of a parking permit, constitutes consent to/and agreement with these parking regulations, and authorizes University action as described herein.
 - 4.2. Violations of the parking regulations may result in the loss of parking privileges, and/or fines, penalties and/or other actions available to the university.
 - 4.3. Finding an authorized parking space and displaying a valid permit is the responsibility of the vehicle owner/operator. Registration can be completed with Transportation Services at the Transit Operations Center, 700 E. Elm, Springfield, MO 65806 or online through your profile tab (Faculty and Staff) / campus life tab (Students) at my.missouristate.edu.
 - 4.4. Current academic year parking map can be located at <https://map.missouristate.edu/printable/ParkingMap.pdf>. All previous versions of the parking map are considered void.
 - 4.5. A parking permit does not guarantee the holder a specific parking space.
 - 4.6. Parking regulations are enforced on campus 24-Hours a day, 7-days a week. Failure to strictly enforce any parking regulations shall not be construed as a waiver for the future enforcement of these regulations.
 - 4.7. Parking permits are required year-round on campus to park in university lots.
 - 4.8. Parking in spaces other than designated parking spaces is not authorized.
 - 4.9. Vehicle maintenance may not be performed on university property, other than emergency repairs and Transportation Services must be notified during normal business hours at 417-836-4825 or Dispatch Services after hours at 417-836-5509.
 - 4.10. Overnight parking is limited to specific lots and areas with specific permit types. See permit types for additional information.
 - 4.11. Vehicles used as part of a construction project and parked within a fenced, designated area require a parking permit for the specific area.
 - 4.12. University owned trailers must be secured with an approved hitch lock or wheel lock.
 - 4.13. The Manager of Transportation may exercise discretion in implementing these regulations to achieve the purpose of reasonable regulations.
- 5. Permits
 - 5.1. Permit General Regulations
 - 5.1.1. Parking permits are issued on an academic year basis. New academic year parking permits must be displayed beginning August 1st.
 - 5.1.1.1. Full-time faculty and full-time staff may be issued a multi-year parking permit for blue or yellow parking permits.
 - 5.1.2. Affix window cling permits to the driver’s side of the windshield above the inspection sticker. Hang tag permits must be hung on the rearview mirror. Paper short-term (Daily) permits must be displayed on the driver’s side of the dash. Permits may not be sold, transferred, or loaned.
 - 5.1.2.1. The permit holder is responsible for any citations issued to a vehicle displaying the permit.

- 5.1.2.2. Persons who carpool may share the same permit; however, each car included in the carpool must be registered to the permit. In the event of a violation, the parking violation will be charged to the permit owner.
 - 5.1.3. Payment Options
 - 5.1.3.1. Payroll deduction is required for full-time University employees. Nine-month and ten-month employees and are considered full-time and as such are responsible for the full 12-months of payroll deductions for the parking permit if possession of the parking permit is maintained for the months that are not worked.
 - 5.1.3.2. The cost for students purchasing a permit will be charged to their student account.
 - 5.1.3.3. University departments may use inter-departmental transfers to purchase permits.
 - 5.1.3.4. For all others, permits may be purchased with check, credit, or debit card. These fees are non-refundable.
 - 5.1.4. The permit may be used on any vehicle operated by the permit holder and registered to the permit.
 - 5.1.5. The purchase of a second permit is permitted at the discretion of the Transportation Manager.
 - 5.1.6. If a permit is forgotten or otherwise unavailable, a temporary permit must be obtained from Transportation Services.
 - 5.1.7. If the permit holder's status changes and a parking permit is no longer required, the permit holder may be eligible for a refund on the unused period for which the permit was issued. The permit must be returned to Parking Services to receive a refund.
- 5.2. Permit Types
- 5.2.1. Bears Fund Parking Hang Tag
 - 5.2.1.1. The Bears Fund parking hang tag is given to individuals who meet the criteria listed in [Bears Fund Information](#).
 - 5.2.1.2. The Bears Fund parking hang tag is only valid in designated Bears Fund parking lots during football and basketball games near the Plaster Sports Complex, Hammons Student Center and Great Sothern Bank Arena, except
 - 5.2.1.2.1. Accessible parking spaces within the designated lots unless the requirements of section 7 are met.
 - 5.2.2. Black and White Striped Permit (Restricted Overnight)
 - 5.2.2.1. Black and White Striped permit holders may park OVERNIGHT in the following locations:
 - 5.2.2.1.1. Lot 38 – Bear Park South (920 S. Holland – 4th Floor)
 - 5.2.2.1.2. Lot 39 (697 E. Walnut)
 - 5.2.2.1.3. Lot 42 (428 E. Saint Louis)
 - 5.2.2.1.4. Lot 43 – Bear Park North (725 E. Cherry - the 4th and 5th floors).
 - 5.2.2.1.5. Lot 51 (640 E. Walnut)

- 5.2.2.2. Black and White Striped permits may also park in:
 - 5.2.2.2.1. Yellow lots from 5:00 a.m. to 3:00 a.m. except:
 - 5.2.2.2.1.2. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.
 - 5.2.2.2.1.3. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.2.3. Orange lots from 5 a.m. to 3 a.m.
 - 5.2.2.4. Blue lots after 4:00 p.m. until 3:00 a.m. the next day, except “Reserved 24 hours, 7 days a week”.
 - 5.2.2.5. The parking manager may restrict the number of Black & White Striped permits sold as needed.
- 5.2.3. Blue Permit
- 5.2.3.1. Blue permits are only available to faculty and staff.
 - 5.2.3.2. Blue permits may park in a:
 - 5.2.3.2.1. Blue lot with a sign matching the permit’s lot number
 - 5.2.3.2.2. Blue lots without the matching lot number after 4:00 p.m. until 7:00 a.m. the next workday except when posted “Reserved 24 hours, 7 days a week”.
 - 5.2.3.2.3. Yellow lots from 5:00 a.m. to 3:00 a.m. except:
 - 5.2.3.2.3.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.
 - 5.2.3.2.3.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.3.2.4. Orange lots from 5:00 am to 3:00 am.
 - 5.2.3.2.5. Bear Park North and Bear Park South.
 - 5.2.3.3. Available blue permits will be issued to faculty and staff members based on employment seniority with right of renewal.
 - 5.2.3.4. When the allotted number of blue permits has been filled, faculty and staff may place their names on a waitlist through the MyParking portal or at Transportation Services.
- 5.2.4. Blue and White Reserved Parking Permit
- 5.2.4.1. Available to those who have been issued a single signed reserved parking space. Prior to issuing the permit, Transportation Services will evaluate requests for reserved parking space permits to determine whether the lot can support reserved parking.
 - 5.2.4.2. Blue and White Reserved permit may park in:
 - 5.2.4.2.1. The signed reserved parking space, designated to them by Parking Services in their assigned parking lot.
 - 5.2.4.2.2. Blue lots after 4:00 p.m. until 7:00 a.m. the next work day except when posted “Reserved 24 hours, 7 days a week”.
 - 5.2.4.2.3. Yellow lots from 5:00 a.m. to 3:00 a.m. except:
 - 5.2.4.2.3.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.

- 5.2.4.2.3.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.4.2.4. Orange lots from 5:00 am to 3:00 am.
- 5.2.5. Blue West Plains Parking Permit
 - 5.2.5.1. These permits are issued by the West Plains campus.
 - 5.2.5.2. These permits are valid in any yellow lot or in blue lots 19, 24, and 29.
- 5.2.6. Distinguished Veterans Parking Hang Tag
 - 5.2.6.1. Veterans who have been awarded the Distinguished Service Cross, Air Force Cross, Coast Guard Cross or any veteran who qualifies for a special license plate under subsection 1 of the State of Missouri Statutes [RSMO 304.725](#) can park without charge in any orange, yellow, or metered parking areas.
 - 5.2.6.2. Distinguished Veterans will need to contact Transportation Services to register their vehicle and receive a Distinguished Veterans parking hang tag to use on university property.
 - 5.2.6.3. Documentation of specialized license plate (vehicle registration) or proof of receipt of military medal (DD 214) will be required to receive a Distinguished Veterans parking hang tag.
 - 5.2.6.4. The Distinguished Veterans parking hang tag is not valid for special events where separate parking fees apply.
- 5.2.7. Green Permit (Residence Hall)
 - 5.2.7.1. Green permits may park in
 - 5.2.7.1.1. Green lots
 - 5.2.7.1.2. Top two levels of Bear Park South
 - 5.2.7.1.3. Blue lots after 4:00 p.m. until 11:00 p.m. Monday through Thursday and 4:00 p.m. Friday until 11:00 p.m. Sunday except lots designated as "Reserved 24 hours, 7 days a week".
 - 5.2.7.1.4. Yellow lots from 4:00 p.m. to 3:00 a.m. except
 - 5.2.7.1.4.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.
 - 5.2.7.1.4.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.7.1.4.3. Lot 54 after 4:00 p.m. until 11:00 p.m. Monday through Thursday and 4:00 p.m. Friday until 11:00 p.m. Sunday except when designated for special events.
 - 5.2.7.1.5. Orange lots from 5:00 am to 3:00 am.
 - 5.2.7.2. Green parking permits may only be purchased by residents of:
 - 5.2.7.2.1. Blair-Shannon House
 - 5.2.7.2.2. Freudenberger House (Freddy)

- 5.2.7.2.3. Heitz House
- 5.2.7.2.4. Wells House
- 5.2.7.2.5. Woods House
- 5.2.7.2.6. Monroe Apartments (Green Lot 27A Permit)
 - 5.2.7.2.6.1. Lot 27A is limited to residents of Monroe Apartments only. Lot 27A parking permits are sold by the Monroe Apartments. For information, please call (417) 836-8228.
- 5.2.8. Green and White Permit (Residence Hall)
 - 5.2.8.1. Green and White parking permits may only be purchased by residents of Heitz House.
 - 5.2.8.2. Green and White permits have an assigned parking space within the Heitz House parking garage. They may also park in:
 - 5.2.8.2.1. Blue lots after 4:00 p.m. until 11:00 p.m. Monday through Thursday and 4:00 p.m. Friday until 11:00 p.m. Sunday except lots designated as “Reserved 24 hours, 7 days a week”.
 - 5.2.8.2.2. Yellow lots from 4:00 p.m. to 3:00 a.m. except
 - 5.2.8.2.2.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.
 - 5.2.8.2.2.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.8.2.3. Orange lots from 5:00 am to 3:00 am.
 - 5.2.8.2.4. Downtown lots (40, 47, 56, 58) from 5 a.m. to 3 a.m. Overnight parking is not allowed on these lots.
- 5.2.9. Maroon Board of Governors Parking Hang Tag
 - 5.2.9.1. A Maroon Board of Governors hang tag will be issued to all current Board of Governors.
 - 5.2.9.2. The Maroon Board of Governors hang tag is valid in all legal parking spaces, including meters, except
 - 5.2.9.2.1. Accessible parking spaces unless the requirements of section 7 are met.
- 5.2.10. Maroon Founders Club Parking Permit
 - 5.2.10.1. The Founders Club parking permit is given to individuals who meet the criteria listed on [Missouri State University Foundations](#) website.
 - 5.2.10.2. The Founders Club parking permit is valid in all orange, yellow, blue, red, or green lots except:
 - 5.2.10.2.1. Accessible parking spaces unless the requirements of section 7 are met.
 - 5.2.10.2.2. Metered, service, reserved and loading/unloading parking spaces.
 - 5.2.10.2.3. Lot 5 (west of Kings Street Annex).
 - 5.2.10.2.4. Lot 6 (east of Magers Health and Wellness Center).
 - 5.2.10.2.5. Lot 8 (west of Greenwood Lab School).

- 5.2.10.2.5. Designated Bears Fund parking lots during football and basketball games near the Plaster Sports Complex, Hammons Student Center and Great Southern Bank Arena.
- 5.2.11. Maroon University Presidential/Guest of the University Special Parking Permit
 - 5.2.11.1. The university President is authorized to issue these special parking permits to support the mission of the university.
 - 5.2.11.2. The presidential parking permit is valid in all orange, yellow, blue, red, or green lots except:
 - 5.2.11.2.1. Accessible parking spaces unless the requirements of section 7 are met.
 - 5.2.11.2.2. All metered, service, reserved and loading/unloading parking spaces.
 - 5.2.11.2.3. Lot 5.
 - 5.2.11.2.4. Lot 6.
 - 5.2.11.2.5. Lot 8.
 - 5.2.11.2.6. Designated Bears Fund parking lots for football and basketball games near the Plaster Sports Complex, Hammons Student Center and Great Southern Bank Arena.
 - 5.2.11.2.7. No overnight parking other than where allowed with a red or green permit.
- 5.2.12. Motorcycle, Moped, or Scooter Permits
 - 5.2.12.1. Only faculty, staff and students may purchase motorcycle, moped and scooter permits.
 - 5.2.12.2. Non-Licensed vehicles, such as mopeds and scooters (49cc or less) are required to
 - 5.2.12.2.1. Park only in designated motorcycle areas on campus.
 - 5.2.12.2.1.1. Designated spaces include those marked for motorcycles or marked triangles at the end of certain parking rows,
 - 5.2.12.2.1.2. Do not allow the motorcycle, moped, or scooter to cross over the white or blue lines of handicap, van accessible, or crosswalk striped areas.
 - 5.2.12.3. Motorized vehicles including, but not limited to mopeds, scooter, and similar non-licensed vehicles, are prohibited on university sidewalks and bicycle paths, except as authorized in [Op9.07 Transportation Policy and Regulations](#).
- 5.2.13. Orange Permit (Remote and Evening) are only available to faculty, staff and students and may park in an:
 - 5.2.13.1. Orange lots from 5:00 a.m. to 3:00 a.m.
 - 5.2.13.2. Yellow lots from 4:00 p.m. to 3:00 a.m. except:
 - 5.2.13.2.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00

- a.m. Monday.
 - 5.2.13.2.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.13.3. Blue lots after 4:00 p.m. until 3:00 a.m. the next day, except “Reserved 24 hours, 7 days a week”.
- 5.2.14. Purple (Service Vehicle – SV) supplemental permit
 - 5.2.14.1. Purple permits are issued for business purposes only such as on-campus meetings or presentations. Personal use, such as normal daily parking for the assigned campus work location is considered abuse of permit privileges.
 - 5.2.14.2. Only university departments may purchase a purple permit for a faculty or staff member.
 - 5.2.14.3. Purple permits are restricted to (2) two-hour parking only.
 - 5.2.14.4. Purple permits may only park in spaces designated by signs that state: University Vehicle, University Vehicle Only or Service Vehicle.
 - 5.2.14.5. Purple permits are not valid in a parking meter spaces or lots.
 - 5.2.14.6. Purple permits are not valid in Lot 6, Magers Health and Wellness Center, for daily parking. Refer to section 8.4.
 - 5.2.14.7. Purple permits are not valid in accessible parking spaces, unless requirements of section 7 are met.
 - 5.2.14.8. This permit is not sold online as there is additional documentation that is required. Please fill out the [Missouri State University Service Vehicle Parking Permit Request Form](#).
- 5.2.15. Purple and White Striped Permit (Vendor)
 - 5.2.15.1. Purple and White Striped permits will only be issued to off-campus vendors.
 - 5.2.15.2. Purple and White Striped permits may only park in spaces designated by signs that state: University Vehicle, University Vehicle Only or Service Vehicle.
 - 5.2.15.3. Purple and White Striped permits are not valid in a parking meter spaces or lots.
 - 5.2.15.4. Purple and White Striped permits are not valid in Lot 6, Magers Health and Wellness Center, for daily parking. Refer to section 8.4.
 - 5.2.15.5. Purple and White Striped permits are not valid in accessible parking spaces, unless requirements of section 7 are met.
 - 5.2.15.6. Purple and White Striped permits are issued for business purposes only. Personal use is considered abuse of permit privileges.
 - 5.2.15.7. Purple and White Striped permits are not available online.
- 5.2.16. Purple Parking Hang Tag
 - 5.2.16.1. Transportation Services is authorized to issue a purple parking hang tag to support the mission of the university.
 - 5.2.16.2. The Purple Hang Tag may only be used as a special use permit in addition to a regularly issued permit.

- 5.2.16.3. The purple parking hang tag is only valid in lots designated by the hang tag except:
 - 5.2.16.3.1. Accessible parking spaces unless the requirements of section 7 are met.
- 5.2.17. Red Permit (Residence Hall)
 - 5.2.17.1. Red permits may park in
 - 5.2.18.1.1. Red lots
 - 5.2.18.1.2. Blue lots after 4:00 p.m. until 11:00 p.m. Monday through Thursday and 4:00 p.m. Friday until 11:00 p.m. Sunday except lots designated as “Reserved 24 hours, 7 days a week”.
 - 5.2.18.1.3. Yellow lots from 4:00 p.m. to 3:00 a.m. except
 - 5.2.18.1.3.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.
 - 5.2.18.1.3.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.18.1.3.3. Lot 54 after 4:00 p.m. until 11:00 p.m. Monday through Thursday and 4:00 p.m. Friday until 11:00 p.m. Sunday except when designated for special events.
 - 5.2.18.1.4. Orange lots from 5:00 am to 3:00 am.
 - 5.2.17.2. Red parking Permits may only be purchased by residents of:
 - 5.2.18.2.1. Hammons House
 - 5.2.18.2.2. Hutchens House
 - 5.2.18.2.3. Kentwood Hall
 - 5.2.18.2.4. Scholars House
 - 5.2.18.2.5. Sunvilla Tower
- 5.2.18. Short-term (Daily) Permits and Hang Tags
 - 5.2.18.1. Short-term permits and hang tags are designed for those that have business with the university and do not plan on parking in a metered space.
 - 5.2.18.2. Short-term permits and hang tags may only park in the lot(s) designated by the permit or hang tag and must be properly displayed.
 - 5.2.18.3. Day use short-term permits may be purchased online at the [parking portal](#) or at Transportation Services, 700 East Elm, from 8:00 a.m. to 4:30 p.m., Monday – Friday.
Overnight short-term permits are not available online. Contact Transportation Services for overnight short-term permits.
- 5.2.19. Silver Permit (Special Parking – SP)
 - 5.2.19.1. Silver permits are issued to full-time Faculty and Staff for business purposes only when a Purple permit will not suffice due to a frequent need to exceed (2) two-hour parking at (1) location.
 - 5.2.19.2. Silver permits are provided through an approval process on an annual basis.

- 5.2.19.3. This permit is not sold online as there is additional documentation that is required. Please fill out the [Missouri State University Silver Permit Request Form](#).
- 5.2.19.4. Silver permits have no time limit in the Service Vehicle spaces, Service Vehicle Only spaces or University Vehicle spaces, but are limited to temporary business purposes only. Normal daily parking with a silver permit is limited to blue, yellow, or orange lots.
- 5.2.19.5. Silver permits may park in all lots, except
 - 5.2.20.5.1. Parking meter spaces or lots.
 - 5.2.20.5.2. Lot 6, Magers Health and Wellness Center, for daily parking. Refer to section 8.4.
 - 5.2.20.5.3. Accessible parking spaces unless requirements of section 7 are met.
- 5.2.19.6. Silver permit holders are required to park in their home assigned parking lot with a purple hangtag and are required contact dispatch services (417-836-5509) when parking outside of their home parking lot.
- 5.2.20. White Permit (Media)
 - 5.2.20.1. White permits are only available to members of the media who work directly with University Communications and may park in:
 - 5.2.21.1.1. Metered Spaces
 - 5.2.21.1.2. Commuter Lots
 - 5.2.21.1.3. Bear Park North
 - 5.2.21.1.4. Bear Park South
 - 5.2.21.1.5. Reserved (Blue) Lots
 - 5.2.21.1.6. Harrison Street, south side between Holland and JQH Parkway (north Arena cut-out)
 - 5.2.20.2. This permit is limited to parking for the period of event(s) being covered and is only valid when used in a designated parking space.
 - 5.2.20.3. Use of the university's parking lots, facilities or this parking permit constitutes consent and agreement to the university parking policy and regulations, and authorizes action as described therein, including fine, tow and collection.
- 5.2.21. Yellow Permit (Commuter) are only available to faculty, staff, and students. They may park in:
 - 5.2.21.1. Yellow lots from 5:00 a.m. to 3:00 a.m. except:
 - 5.2.21.1.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.
 - 5.2.21.1.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.21.2. Orange lots from 5:00 am to 3:00 am.
 - 5.2.21.3. Blue lots after 4:00 p.m. until 3:00 a.m. the next day, except "Reserved 24 hours, 7 days a week".
- 5.2.22. Yellow and White Permit (Overnight Employee) are only available to faculty and staff who work an overnight shift and may park:

- 5.2.22.1. Yellow lots except:
 - 5.2.22.1.1. Lot 18 parking is prohibited 6:00 p.m. Friday through 6:00 a.m. Monday.
 - 5.2.22.1.2. Lot 28 parking is prohibited Monday through Thursday 11:00 p.m. through 5:00 a.m. and from 11:00 p.m. Friday until 5:00 a.m. Monday.
 - 5.2.22.2. Orange lots from 5:00 am to 3:00 am.
 - 5.2.22.3. Blue lots after 4:00 p.m. until 9:00 a.m. the next day, except “Reserved 24 hours, 7 days a week”
- 5.2.23. One additional parking “hang tag” permit (must be the same lot as the regular permit) may be purchased by faculty and staff. The regular permit and the hang tag permit cannot be on campus at the same time. Misuse of the hang tag parking permit may result in the vehicle being immobilized and a loss of parking privileges.
- 5.2.24 University Vehicles
- 5.2.24.1 University owned vehicles are not required to register for a parking permit.

6. Fees

6.1. Parking Permit Fees

- 6.1.1. Parking permit fees are established annually by the Board of Governors as part of the fee schedule.

6.2. Parking Refunds

6.2.1. Parking Permit Refund Schedule

- 6.2.1.1. Refund schedule not applicable for employees participating in payroll deduction.
- 6.2.1.2. The parking permit must be returned to Transportation Services before a refund can be initiated.
- 6.2.1.3. Transportation Services will provide prorated refund for early termination of parking privileges on a per month basis.
- 6.2.1.4. No credit will be issued for any time prior to the return of the permit.

6.2.2. Short-term (Daily) Parking Permits

- 6.2.2.1. Short-term parking permits are not eligible for refunds, all sales are final.

6.3. Faculty/Staff Payroll Deductions

- 6.3.1. Parking permit fees are collected from faculty / staff through payroll deduction.
- 6.3.2. It is each employee’s responsibility to ensure automatic payroll deductions are correct. Transportation Services will attempt to identify those who have not renewed their parking permit and request that their payroll deduction is stopped.

6.4. Special Fees

- 6.4.1. Lost Permits. The maximum permit replacement cost is established through the Board of Governor’s fee schedule and is one-half the cost of a new permit.
 - 6.4.1.1. The first lost permit per fiscal year will incur a \$12 replacement fee.

- 6.4.1.2. Subsequent replacement permits during the same fiscal year will cost one-half the cost of a new permit OR the current cost, whichever is lower.
- 6.4.2. Gate arm replacement cost is established through the Board of Governor's fee schedule.
- 7. Accessible Parking
 - 7.1. Accessible parking spaces are enforced 24 hours a day, seven days a week.
 - 7.2. To park in accessible parking spaces on campus you must have:
 - 7.2.1. A valid university parking permit and a state issued disabled placard or license plate; or
 - 7.2.2. Pay the parking meter (where applicable) and a state issued disabled placard or license plate; or
 - 7.2.3. A state issued disabled placard or license plate and
 - 7.2.3.1. Parking in a designated Bears Fund parking lot,
 - 7.2.3.2. Parking in lots where permits are not required due to an approved event.
 - 7.3. No vehicle or motorcycle shall be parked in an area striped (blue or white) for accessible access at any time.
- 8. Conditional and Special Parking
 - 8.1. Trailers and Over-sized Vehicles
 - 8.1.1. Trailers and over-sized vehicles must park in Lots 39, 51 and 52 unless otherwise specified, and must have a valid parking permit (or daily permit) for each parking space occupied. For example, trailer that occupies a space attached to a vehicle occupying another space (two spaces total) would need a valid vehicle parking permit and a daily permit for the trailer. If the vehicle did not have a valid parking permit, it would also need a daily parking permit in addition to the one for the trailer. If the trailer took up two spaces, a total of three valid permits would be required.
 - 8.2. Buses
 - 8.2.1. Bus parking must be arranged in advance. Buses of any type are not permitted in University parking facilities without prior authorization from Transportation Services.
 - 8.2.2. Parking for buses requires a daily permit issued by Transportation Services.
 - 8.2.3. Unauthorized buses in university parking lots may be subject to tow if they are obstructing the facility or restricting access.
 - 8.2.4. Parking lots designated for bus parking are 39, 51 and 52 unless otherwise specified.
 - 8.3. Visitor Parking
 - 8.3.1. Visitors may park in metered spaces on campus and pay the parking meters. All meters require payment 24/7 each day of the year. Meters accept coins or payment can be made by the mobile Pay-by-Phone app.
 - 8.3.2. Visitors may elect to purchase a short-term (daily) parking permit and park in yellow lots.
 - 8.3.3. Visitors may park in posted visitor spaces in lot 29 and pay at the pay station or on the mobile Pay-by-Phone app.
 - 8.4. Magers Health and Wellness Center Parking

- 8.4.1. During posted clinic hours, only those with appointments at Magers Health and Wellness Center may park in Lot 6, and then only immediately prior to and after an appointment.
 - 8.4.1.1. Those parking in lot 6 must sign in at the reception counter and provide their name, license plate, date, time, and time of appointment.
 - 8.4.1.2. Vehicles must be immediately removed from the reserved lot at the conclusion of the appointment.
- 8.4.2. Outside posted clinic hours, lot 6 is a blue lot.
- 8.5. Reserved Space
 - 8.5.1. Reserves spaces are provided based upon the specific needs of the university and on a limited basis. Reserved spaces are approved by the Vice President for Administrative Services.
 - 8.5.2. Parking spaces marked as Reserved, may only be used by those designated to use the space as indicated by the posted sign with the appropriate parking permit (blue and white).
- 9. Closure of Lots
 - 9.1. The university reserves the right to close specific lots to permit holders. Lots may be designated for uses, including but not limited to sporting events, concerts, construction, and camps.
 - 9.2. When lots are closed, they are considered a reserved lot.
 - 9.3. When lot closures are known, Transportation Services will notify the university community. This may be done through signs, the Administrative Services blog, social media, and other means available at the time of the lot closure.
- 10. Loading Zones
 - 10.1. Loading zones are reserved exclusively for the loading or unloading of materials or equipment by those persons displaying a university parking permit in their vehicle.
 - 10.2. Loading zones are always in effect (24-hours a day) and have a maximum use limit as indicated by signage.
 - 10.3. When it is necessary that a vehicle occupy loading zones for the purpose of loading / unloading for a period longer than indicated by signage, authorization shall be secured from Transportation Services prior to the use of the loading zone.
- 11. Event Parking
 - 11.1. On-campus or off-campus sponsors must arrange event parking when scheduling their event through Event and Meeting Services. This is done at: <https://www.missouristate.edu/conferences/>.
- 12. Parking Meters
 - 12.1. Parking meters are open to anyone that pays the meter.
 - 12.2. Meter payment is not required with the Veteran hang tag or the Maroon Board of Governors hang tag.
 - 12.3. Parking at an inoperable parking meter is prohibited, except by using pay by mobile.
 - 12.4. Meters are enforced 24 hours a day 7 days a week.
 - 12.5. Parking meters will not allow the purchase of time past that posted on the meter.
 - 12.6. Metered parking is non-refundable.
- 13. Violations

- 13.1. Violation Descriptions
 - 13.1.1. Accessible Permit Not Present
 - 13.1.1.1. Vehicle parked in a handicap parking space without a state issued disabled placard or license plate.
 - 13.1.2. Altered/Stolen Permit
 - 13.1.2.1. Parking permit has been tampered with or changed from what was originally issued.
 - 13.1.2.2. Parking permit is a facsimile designed to replicate a valid permit.
 - 13.1.2.3. Parking permit was taken from person to whom the permit was issued without authorization or knowledge.
 - 13.1.3. Clamp Applied / Unassigned Fines. (Refer to Section 14)
 - 13.1.4. Clamp Applied / Tow Warning. (Refer to Section 14)
 - 13.1.5. Clamp Warning. (Refer to Section 14)
 - 13.1.6. Failure to Display
 - 13.1.6.1. Parking permit/hang tag is not present or is improperly displayed on a registered vehicle that is parked in a university space.
 - 13.1.7. Failure to Register
 - 13.1.7.1. Non-Registered Vehicle without a permit/hang tag displayed while parked in a university space.
 - 13.1.8. No Parking Zone
 - 13.1.8.1. Vehicle parked in an area not designated as a parking space.
 - 13.1.9. Obstructing Traffic
 - 13.1.9.1. Vehicle parked in such a way that it blocks the flow of traffic or hinders the movement of other vehicles.
 - 13.1.10. Parked over the Line
 - 13.1.10.1. Vehicle parked over a line designating a parking space.
 - 13.1.11. Parking Time Expired
 - 13.1.11.1. Vehicle parked in a metered spot, without paying the meter, not extending the meter time by adding payment before time has expired, or exceeding the time limit specified for the space, permit, or hang tag.
 - 13.1.12. Permit does not Apply to Lot
 - 13.1.12.1. Parking in a lot that is not designated for the permit displayed on the vehicle during the time the vehicle is parked.
 - 13.1.13. Reserved Space
 - 13.1.13.1. Vehicle parked in a reserved signed space without authorization. (i.e., Reserved for Dean, university President, University Vehicle Only, etc.)
 - 13.1.13.2. Tow Fee (Refer to Section 14)
- 13.2. Warnings
 - 13.2.1. Warnings may be used in lieu of a citation.
- 13.3. Violations of these regulations can be cited no more than once in a four-hour period.
- 13.4. Citations are assigned to individual faculty, staff, and student university accounts.
- 14. Immobilization and Removal of Vehicles
 - 14.1. Parking enforcement officials are authorized to immobilize (clamp) or remove (tow) vehicles on/from university property at the owner's expense.
 - 14.2. Vehicles can be immobilized for the following:
 - 14.2.1. A vehicle that has five (5) or more citations issued in an academic year (August –

- July).
- 14.2.1.1. The date the ticket was received may be the defining date to determine how many tickets are counted.
 - 14.2.1.2. Tickets for which an appeal is granted shall not be counted.
 - 14.2.1.3. The Clamp Applied / Tow Warning citation will be issued.
 - 14.2.2. A vehicle that is not associated with any person or entity and has unpaid citation fees totaling \$100 or greater.
 - 14.2.2.1. The Clamp Applied / Unassigned Fines citation will be issued.
 - 14.2.3. Falsifying personal, vehicle, or permit registration information, unauthorized use of any parking permit, display of photocopies or other objects in lieu of authorized permits, or unauthorized modification of parking permit will result in a parking citation, vehicle immobilization device and/or disciplinary referral, as appropriate.
 - 14.2.4. Upon request of the vehicle owner/operator.
 - 14.2.5. When deemed appropriate by the Director of University Safety, or designee.
 - 14.3. Vehicle removal or relocation
 - 14.3.1. A vehicle may be removed when a reasonable effort has been made to contact the owner and:
 - 14.3.1.1. It appears to be abandoned or is not moved within 96 hours after a notice has been left on the vehicle with a request for it to be moved.
 - 14.3.1.2. It is left unattended and its presence at the place, in the judgment of an enforcement official, constitutes or is likely to constitute a safety hazard to persons or property, or because of an emergency, or because the vehicle is obstructing traffic.
 - 14.3.1.3. It is parked blocking an accessible space or its access.
 - 14.3.1.4. It is parked in marked accessible space without properly displaying a state issued disabled placard or license plate.
 - 14.3.1.5. It is parked in marked fire or driving lane, blocking a doorway, dumpster, fire hydrant or in a marked tow away zone.
 - 14.3.1.6. It is parked without proper authorization in a posted reserved space.
 - 14.3.1.7. The vehicle has been immobilized and the owner / operator does not contact Transportation Services to remove the clamp. The time allowed to contact Transportation Services depends on the vehicle's location as follows:
 - 14.3.1.7.1. Blue lots / Reserved spaces / ADA spaces – 24 hours maximum. Vehicle may be towed sooner depending on circumstances.
 - 14.3.1.7.2. Metered spaces – 24 hours
 - 14.3.1.7.3. Red / Green / Yellow Lots – 96 hours
 - 14.3.2. A vehicle may be removed when it has six (6) or more citations issued in an academic year (August – July).
 - 14.3.2.1. When deemed appropriate by the Director of University Safety, or designee.
 - 14.3.3. Vehicle removal shall be at the expense of the owner or operator of the vehicle.
 - 14.3.3.1. If a vehicle is in the process of being towed, but has not yet been removed from university property, it is subject to all charges assessed by the tow company.

- 14.3.3.2. All towing and impoundment/storage charges are determined by the tow company and must be paid directly to them.
- 14.3.3.3. Towing fees and impoundment/storage payments are not applied to unpaid parking fines that are due the university.
- 14.3.3.4. The university is not liable or responsible for any damage caused to a motor vehicle by an independent contractor.
- 14.3.4. Vehicle relocation may:
 - 14.3.4.1. Occur when a reasonable effort has been made to contact the owner AND
 - 14.3.4.2. Occur when required for the efficient operations of the university or in extenuating circumstances.
 - 14.3.4.3. Be at the expense of the owner or operator of the vehicle.
 - 14.3.4.4. When deemed appropriate by the Director of University Safety, or designee.
 - 14.3.4.5. The university is not liable or responsible for any damage caused to a motor vehicle by an independent contractor.
- 14.3.5. When a vehicle is towed for any reason, the Tow Fee citation will be issued.
- 15. Citation Appeals
 - 15.1. First Appeal
 - 15.1.1. Parking citations may be appealed.
 - 15.1.2. Appeals must be made to Transportation Services within ten business days of the citation date. All appeals may be submitted through the [parking portal](#) or at Transportation Services and may include supporting documentation such as: receipt, dated appointment card, bill of sale, vehicle title, photo(s), etc.
 - 15.1.3. Citations that are in excess of ten business days from issue will not be accepted except in extenuating circumstances as determined by Transportation Services.
 - 15.1.4. The person filing an appeal will be notified of the decision via email.
 - 15.1.5. All fines are due and payable upon notification of a denied appeal.
 - 15.1.6. The decision by Transportation Services to deny the appeal will be final unless the decision is appealed to the Parking Appeals Committee within ten business days. Day one of the ten business day period will start the day following the date of the decision.
 - 15.2. Second Appeal
 - 15.2.1. Appeals to the Parking Appeals Committee must be submitted within ten business days through the [parking portal](#) or at Transportation Services and may include supporting documentation.
 - 15.2.2. Any person filing for a Second Appeal Hearing can present their appeal to the Parking Appeals Committee.
 - 15.2.3. Each presentation is limited to five (5) minutes.
 - 15.2.4. The date of an appeal hearing will be scheduled and forwarded to the appellant.
 - 15.2.5. The Parking Appeals Committee will adjudicate a second appeal whether or not the appellant can make a personal appearance.
 - 15.2.6. The decision of the Parking Appeals Committee shall be final.
 - 15.2.7. Persons will receive notification of appeal results by e-mail.
 - 15.2.8. Should the appeal be denied, payment of the monetary fine is due upon notification of the decision.

15.2.9. Parking Appeals Committee

15.2.9.1.1. The Parking Appeals Committee consists of one (1) faculty member, one (1) staff member, and one (1) student body member.

15.2.9.1.2. The chair of the Parking Appeals Committee is appointed by the Vice President for Student Affairs.

16. Bear With Me Program

16.1. The [Bear With Me Program](#) is an initiative that was brought to Missouri State University by Student Government Association in the Spring of 2018. The program gives students an alternative way to pay parking citation fines by completing community service hours.

16.2. Students will have 15 calendar days from the date of the citation was issued to complete their community service hours to be eligible. This must be done by:

16.2.1. Find a community service opportunity in Springfield.

16.2.2. Do at least two hours of community service with an organization.

16.2.3. Complete the Bear With Me Program form and submit it to parking@missouristate.edu.

16.3. Only parking citations issued by Missouri State University are eligible.

16.4. Fines for illegally parking in an accessible space are not eligible.

16.5. Fines greater than \$53.00 are not eligible.

16.6. No more than one citation per student per semester is eligible for the program with a maximum of two per academic year.

16.7. Community service hours used for this program cannot be used for any other purpose.

16.8. The program ends when the annual funding allotment has been expended.

17. Transportation Advisory Committee

The committee will be chaired by the Director of University Safety and will consist of the Manager of Transportation and representatives from the Office of the Dean of Students, General Counsel, the Springfield Police Department MSU Substation, Residence Life, Housing and Dining Services, a Faculty Member, Facilities Management, Staff Senate, Student Government Association and Planning, Design and Construction.