

Traffic & Parking Regulations

Board of Regents regulations governing traffic and parking on the roads, streets, driveways, and parking facilities at Kansas State University Polytechnic Campus
Effective July 1, 2018 – June 30, 2019



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

1. Contact Information

Parking Office – Office of Fiscal Services
College Center Suite 209 (second floor) 785-826-2918
2310 Centennial Road after hours: 785-826-2909
Salina, KS 67401 polytechniccashiers@k-state.edu
polytechnic.k-state.edu/campus-resources/fiscal/parking
Hours: Monday – Friday from 8 AM – 3 PM

2. Kansas Statutes & Funding

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. 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.

3. Permits

1. Students, faculty, and staff are required to display permits when using vehicles, including ones used for administrative purposes or transportation of personnel, on campus. Short-term or infrequent visitors may park without a permit. Visit the Parking Office to provide your vehicle license plate information to receive your permit. Student Life Center members will receive their permits at the SLC. Conference attendees may receive their permits with registration materials.
2. To be eligible for a Polytechnic permit, students must take the majority of their credit hours in Salina, or faculty and staff must work the majority of their hours in Salina. An individual, who is not a student or faculty or staff member, who purchases a pass or membership to the Student Life Center will be issued an SLC parking permit.
3. Parking permits should be clearly visible from the outside of the front of the vehicle, either hung on the inside rearview mirror or placed on the driver's side of the dash. Motorcycle permit stickers must be placed adjacent to the license plate and be clearly visible from the rear of the motorcycle.
4. Permits are only for use by the individuals they are issued to and are non-transferable. They become invalid with withdrawal, resignation, or another separation from the University and must be returned to the Parking Office. Custody of parking permits is the owner's responsibility. In the event a permit is lost or stolen, the owner must inform the Parking Office.

Validity on Other K-State Campuses

5. Polytechnic permits are not valid on other K-State campuses, except in the East Stadium/Bramlage Lot in Manhattan. From there, Park 'n' Ride ATA Bus services are available into campus. Vehicles must be removed from the lot nightly by 6 p.m. Polytechnic motor pool vehicles may park on the Manhattan campus without permits. See k-state.edu/parking/ for more information and options for parking on the Manhattan campus.

Permits for the Physically Disabled

6. 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 Office upon presentation of a doctor's certificate. Any physically disabled person requiring long-term daily parking should apply to the Parking Office for an individual reserved stall at no charge. It may be used only by the person to whom it is assigned and may not be shared, and a legal accessible parking identification device must be displayed. Physically disabled individuals planning to attend special events on campus should contact the Parking Office regarding special parking.

Special Events & Permits for Other Needs

7. During special events, selected lots may be closed and fees may be collected for use of parking facilities.

4. Traffic & Parking Regulations

1. All state of Kansas driving laws are in effect on campus. All vehicles must be operated with caution compatible with existing weather, pedestrian and vehicular conditions. 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).
2. The campus speed limit is 20 mph. 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.
3. Parking is permitted only in designated areas and is prohibited on streets or drives, except where designated by official signs. Vehicles must be oriented within parking spaces so that they are directed with the flow of traffic when they leave. Vehicles must be parked within painted lines where applicable.
4. If a vehicle becomes disabled on campus, contact the Parking Office or Campus Security at the after hours phone number immediately. 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 Office.
5. All campus streets and drives are designated as snow emergency routes when so declared by the CEO and Dean or Kansas State Polytechnic or a designated representative. Vehicles blocking these routes are subject to fine and/or towing charges.

Motorcycles, Bicycles, & Other Vehicles

6. Motorcycles (more than 50cc) may park only in motorcycle designated stalls with a motorcycle permit. Motorized bicycles, motorbikes, scooters, and MOPEDS (50cc and less) may use either bicycle rack parking, or motorcycle parking if a motorcycle permit is displayed.
7. Bicycles, including unicycles and tricycles, must display a permit to park in the bicycle racks. Bicycles must park only in bicycle racks. They are not permitted in a building without the written permission of the Parking Office and then not in public areas or in any place where they may constitute a safety hazard. Violators are subject to bicycle impoundment.
8. Bicyclists shall obey all vehicular traffic rules and be liable for applicable fines and penalties. Skateboarding, rollerblading and cycling is only permitted for individual transportation. 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.

Accessible Parking Spaces & Loading Zones

9. No person shall stop, stand, or park any vehicle or bicycle so that it blocks or restricts a ramp accessible to a wheelchair. 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.
10. Parking in loading zones is limited to one hour (if loading or unloading will require more than one hour, individuals must contact the Parking Office) with the exception that physically disabled permit holders may park in 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.

5. Enforcement & Appeals

A. Citations

1. Campus Security and others appointed by the Director of Parking Services have authority to issue tickets for parking violations.

- The permit owner, or the vehicle owner if no permit is held, 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 Office in writing of the employee responsible for the permit at the time of the infraction.
- The following misuse fees may be assessed. Payment is due 14 days from issuance. After this time, an additional "failure to pay" fee will be charged.

Misuse Fees	
\$0	Warning
\$5	Misrepresentation or illegal registration
\$5	Failure to pay citation within 14 days of its issuance (the fee then transfers to KSIS and is subject to additional late fees)
\$5	Unsafe bicycle riding, skateboarding, rollerblading, or other cycling on sidewalks, pedestrian walkways, or grass
\$5	Improper bicycle parking
\$10	Release of impounded bicycle
\$15	Not parked within a marked stall
\$15	Parking or driving in an area not designated for vehicles (e.g. grass, hash-marked areas, access areas, etc.)
\$25	Unauthorized storage of a vehicle in a general parking area
\$25	Removal of wheel lock
\$50	Parking in a service drive, service stall, loading zone, or reserved parking stall
\$50	Excessive violations (3 or more past due parking citations or 5 or more unpaid citations)
\$100	Illegally parking in a space designed for the physically disabled or blocking an access ramp
\$100	Displaying a forged, stolen or altered parking permit

Excessive Violations & Impoundment

- A parked vehicle having three 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 in violation of these regulations can be deemed a common nuisance and may be removed and impounded or have a wheel lock applied.
- Any vehicle, including bicycles, impounded or wheel locked 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.

Other Penalties

- Students with unpaid misuse fees may not enroll, register, drop or add classes, or order transcripts. Faculty or staff who have unpaid misuse fees will be submitted quarterly to Fiscal Services Director. Students, faculty and staff may be permitted, at the discretion of the Director of Fiscal Services, to enter into a payment agreement for payment of unpaid misuse fees.
- 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.

B. Appealing a Citation

- The Kansas State Polytechnic Parking Citation Appeals Board (PCAB) was established by the University to review the validity of violation notices when a review is requested by the violator. Only the permit owner or vehicle owner, if without a permit, may appeal a parking ticket. See the Parking Citation Appeals Board Procedures for more information.
- An Appeals Form must be completed through the K-State Online parking system at k-state.edu/parking, or with a paper form available at the Parking Office, by the close of business on the 14th day after the issuance of the violation notice. PCAB may uphold or dismiss the violation, which will be conveyed to the violator within 30 days of the date of the appeal.
- If an appeal is upheld, 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. If dismissed, no fee is due.

Exclusions & Limitations

- Appeals submitted after 14 days from the violation will not be accepted.
- Paid tickets may not be appealed.
- Tickets may be appealed only once. All actions of the PCAB are final.
- Expired parking meter violations may not be appealed. All meter malfunctions must be reported to the Parking Office within two hours of receiving a citation. The citation may be excused only if a malfunction is verified by the Parking Office.

6. Authority & Liability

- Parking privileges may be modified or preempted by authority of the CEO and Dean of Kansas State Polytechnic to provide for the enhancement of the college. The Parking Committee advises the CEO and Dean on parking regulations.

- Any discretionary expenditures totaling more than \$1,000 should be submitted to the Parking Committee prior to purchase. At times when the Parking Committee is not available, approval for expenditures should be obtained through email with the chair of the Parking Committee.
- 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.

7. Definitions

Accessible stall: a space reserved for the physically disabled

Disabled vehicle: any inoperable vehicle

Faculty/staff: any person engaged by Kansas State Polytechnic for teaching, research, administration, service or any person employed by an agency connected with or assigned to the Kansas State University

Park or parking: - a stationary vehicle, whether occupied or not

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 (K.S.A. 8-1,124); also stated as mobility impairment

Reserved parking lots: all parking areas other than residence hall lots, physically disabled stalls, time limited zones, and other parking areas marked restricted

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

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

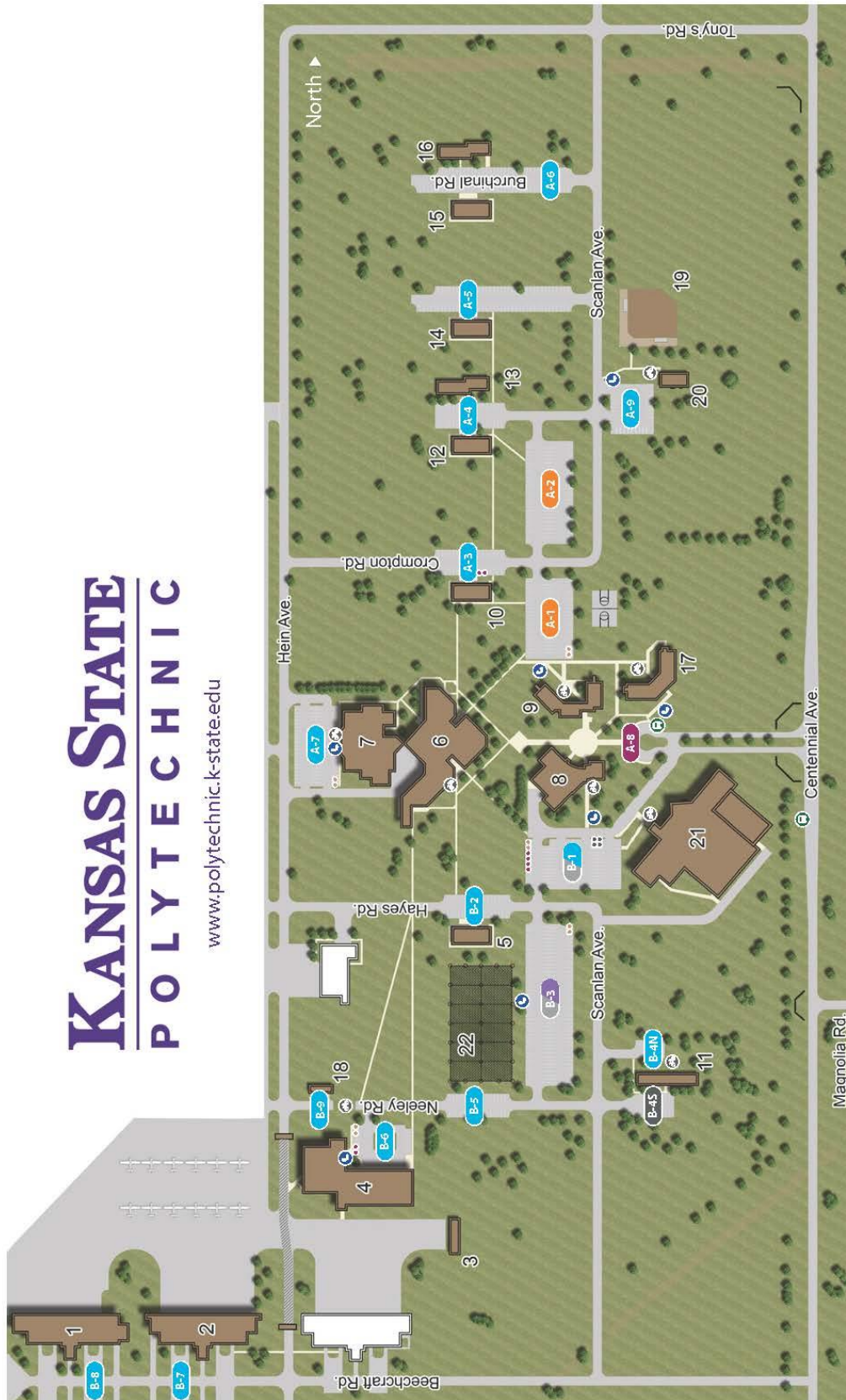
Student: anyone other than employees currently enrolled at K-State

Student Life Center Member: anyone other than employees or students who has purchased a pass or membership to the Student Life Center

Visitor: any person who is not previously as defined above

8. Campus Map

For the most current map, visit polytechnic.k-state.edu/documents/about/CampusMap.pdf.



KANSAS STATE POLYTECHNIC

www.polytechnic.k-state.edu

DIRECTIONS TO CAMPUS
 If you are traveling east or west on I-70, stay on I-70 until the I-70/I-135 interchange. Travel south on I-135 to the Magnolia St. exit (No. 90). Go west on Magnolia to Centennial Rd. Turn right and proceed to Kansas State University Polytechnic Campus.
 If you are traveling north or south on I-135, take the Magnolia St. exit (No. 90). Go west on Magnolia to Centennial Rd. Turn right and proceed to Kansas State University Polytechnic Campus.

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|---|--------------------------|----|----------------------------------|----|----------------------------|
| 1 | Aeronautical West Hangar | 9 | Schilling Hall | 17 | Harbin Hall |
| 2 | Aeronautical East Hangar | 10 | Tullis Building | 18 | Building Eight Twenty |
| 3 | Composite Building | 11 | Welcome Center | 19 | Thaemert Park/Sports Field |
| 4 | Aviation Center | 12 | Outreach Center | 20 | Sports Support Facility |
| 5 | U.A.S. Laboratory | 13 | Science Center | 21 | Student Life Center |
| 6 | Technology Center | 14 | Construction Lab | 22 | U.A.S. Flight Pavilion |
| 7 | Technology Center West | 15 | Facilities Maintenance - Shops | | |
| 8 | College Center | 16 | Facilities Maintenance - Offices | | |

Parking Citation Appeals Board Procedures



Information about the appeals process and evaluation criteria for traffic & parking citations at Kansas State University Polytechnic Campus.

Approved November 2016 by the Council on Parking Operations

1. About the Committee

The Parking Citation Appeals Board (PCAB) is established by the Kansas State University Polytechnic Campus bylaws with the mission of reviewing appeals on violations of the Traffic & Parking Regulations. Regulations are recommended by the Council on Parking Operations and approved by the CEO and Dean. PCAB membership must include one student, one University Support Staff member, and one faculty or professional staff member. In the event of a tie or absence of a member, the chair of the Council on Parking Operations will serve as an alternate.

Associated Regulations

Section 5 of the Traffic & Parking Regulations governs enforcement, violations, and appeals. It is included in this document, and complete regulations are available at polytechnic.k-state.edu/campus-resources/fiscal/parking or through the Parking Office. As stated in 5.A.1 of the Traffic & Parking Regulations, Campus Security may issue tickets for parking violations. The associated fees, found in 5.A.3, are charged to the responsible party, who is defined in 5.A.2 as the permit owner or, if no permit is held, vehicle owner. The citation may be appealed at the Parking Office within 14 days of its issuance, in accordance to 5.B.2, and the appeal is evaluated by the PCAB.

2. Appeals Process

Appeals are made at the Parking Office or through the K-State Online parking system at ksu.t2hosted.com. The Parking Office emails the appeal and any submitted documentation to the PCAB committee members. The PCAB can also request photos or videos if they were taken at the issuance of the citation.

The PCAB members review the petition and individually email the Parking Office of their vote to uphold the citation, dismiss the citation, or abstain from a decision. The Parking Office tallies the majority vote and notifies the appellant of the determination.

If the citation is dismissed, no fee is due. If the citation is upheld, the appellant must pay it within 14 days following the date of the PCAB's decision. In accordance with 5.B.3, if the citation is not paid, an additional "failure to pay" fee will be assessed and the vehicle may be subject to impoundment.

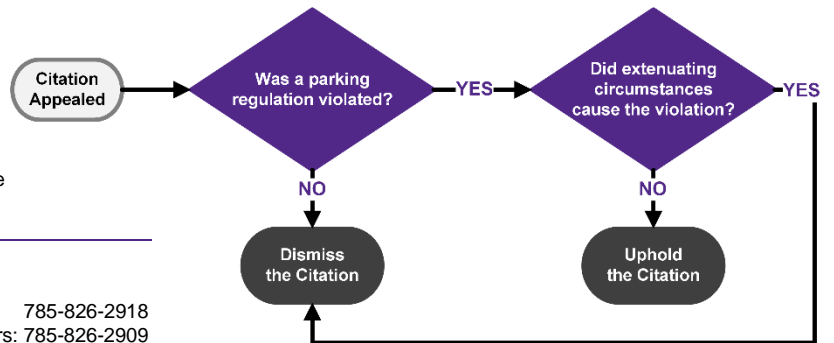
Certain citations, as described in 5.B.4 to 5.B.7, cannot be appealed. These include citations older than 14 days, paid tickets, and tickets for expired meters. Citations may be appealed only once; all PCAB decisions are final.

3. Appeals Evaluation Criteria

The PCAB evaluates appeals using the following two questions (also illustrated at the right):

- Was a Traffic & Parking Regulation violated?
- If so, were there extenuating circumstances causing the violation?

The PCAB judges appeals only on those two questions, *not* on the fairness of the regulation. Feedback regarding the regulations should be directed to the Council on Parking Operations or the Parking Office.



4. Parking Office Contact Information

Parking Office – Office of Fiscal Services

College Center Suite 209 (second floor)
2310 Centennial Road
Salina, KS 67401

785-826-2918
after hours: 785-826-2909
salpark@k-state.edu

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