

TRAFFIC/PARKING POLICY

This policy establishes traffic and parking procedures for all individuals on any of the Metropolitan Community College (MCC) campuses in order to enhance the safety and security of the people, vehicles, and property of those using campus parking and roads. It provides for enforcement of regulations and an appeals process.

The operation and parking of a motor vehicle or bicycle on Metropolitan Community College property is a privilege granted by the College. It is not an inherent right of the students and employees to operate and/or park a vehicle on the property. All vehicles/bicycles parked and/or operated on Metropolitan Community College property is at the owner's risk. Metropolitan Community College is not responsible for theft, damage, fire, etc. from any vehicle/bicycle parked or operated on campus.

REGISTRATION AND PERMITS

Students and employees MUST register their vehicle(s) with the Police Department if they intend to park anywhere on one of the MCC campuses. Vehicles parked on campus property, which are not properly registered, will be subject to fines and/or towing at the owner's expense. **Registration and permits are free of charge.** A valid Driver's License will be required to register. **Permits must be affixed on the vehicle in a location that is visible at all times, no exceptions.**

ASSIGNMENT OF PARKING AREA

Registered student vehicles may park in student lots. Registered employees are allowed to park in employee lots and student lots if necessary. Parking is prohibited in areas reserved for the handicapped, visitors, loading zones and fire lanes. Violators will be subject to fines and/or towed. All vehicles must be properly parked, between the striped boundaries of the parking space.

NO PARKING AREAS

Fire lanes and other no parking areas are designated by signs and/or painted markings. There is no parking allowed in these areas. Additionally, there will be no parking on walkways, sidewalks, grass/dirt, or gravel surfaces not designated for parking, in service drives or traffic lanes, next to fire hydrants, blocking building egresses, and/or in any area not specifically designated as a parking space. Violators will be subject to fines and/or towed.

MOVING VIOLATIONS

All operators of vehicles MUST obey the posted speed limit while driving on campus. Failure to adhere to the posted speed limit could result in a ticket. Drivers will be subject to citations for failure to obey traffic laws while on campus.

PENALTIES

\$25.00 fine for each traffic/parking violation except for disabled spaces. \$50.00 fine for unauthorized parking in disabled spaces. A city/state violation may also be issued along with an MCC violation. Failure to pay the violation fee will result in restriction of grades, enrollment and transcripts. Failure to pay the violation fee by an employee may result in payroll deduction. Fines may be paid at any campus Business Office within 10 days.

APPEALS

The traffic/parking appeals process exists to give appellants the opportunity to demonstrate that they did not violate MCC regulations. Appeal forms are available at all MCC Police Department offices.

MCC ID NO.:		DL STATE & NO.:			MOBILE NO.:	
LAST NAME:			FIRST NAME:		MI:	
VEHICLE MAKE	MODEL	YEAR	COLOR	LICENSE PLATE	STATE	MCC PERMIT NO.

MY SIGNATURE ON THIS FORM INDICATES I HAVE READ, UNDERSTOOD, AND WILL COMPLY WITH ALL MCC TRAFFIC/PARKING REGULATIONS AND LAWS PERTAINING TO MOTOR VEHICLE OPERATIONS.

SIGNATURE:

(E-SIGN OR PRINT & SIGN) **DATE:**

STUDENTS: SUBMIT FORM AT CAMPUS ENROLLMENT CENTER. EMPLOYEES: SUBMIT FORM AT CAMPUS POLICE OFFICE.

SEE MCC TRAFFIC & PARKING POLICY FOR FURTHER POLICY INFORMATION AND APPEALS PROCESS. CALL (816)604-1111 OR EMAIL POLICE@MCCCK.EDU WITH QUESTIONS. KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

FOR ADMINISTRATIVE USE ONLY

PERMIT ASSIGNED BY (PRINT):	DATE:
FILL OUT MCC PERMIT NUMBER ABOVE. SEND COMPLETED FORMS VIA CAMPUS MAIL TO LOCAL CAMPUS POLICE OFFICE FOR DATA ENTRY.	
POLICE OFFICE: ONCE DATA ENTRY IS COMPLETE, SCAN FORMS TO POLICE@MCCCK.EDU FOR RECORDKEEPING.	