



KANSAS STATE UNIVERSITY
MANHATTAN, KANSAS
2004-2005

REGULATIONS GOVERNING TRAFFIC AND PARKING ON THE ROADS, STREETS, DRIVEWAYS AND PARKING FACILITIES

PARKING MISSION STATEMENT

To provide reliable and informative customer service in a courteous and timely manner, while providing as positive a parking experience as possible given the limitations of space, finances, rules and regulations under which we are required to operate.

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 Kansas State University parking system 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 Kansas State University.

OFFICES:

KSU PARKING SERVICES

108 EDWARDS HALL
MONDAY THRU FRIDAY
(785) 532-PARK (7275)

INFORMATION BOOTH

17TH STREET & K-STATE STUDENT UNION
HOURS: 7:30AM-4:30PM
MONDAY THRU FRIDAY
(785) 532-6452

KSU POLICE DEPARTMENT

108 EDWARDS HALL
24HRS. 7 DAYS A WEEK
(785) 532-6412

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

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I: GENERAL

A. REQUIREMENTS

1. All motor vehicles, including MOPEDS (See #6 below), parked on University property must be identified with a properly displayed University parking permit at the following scheduled times:
 - a. Faculty/Staff and Commuting Student lots
7am-5pm Monday thru Friday.
 - b. Residence Hall & Jardine lots
24 hours, 7 days a week.
 - c. Recreation Complex
7am-4pm Monday thru Friday.
 - d. All restricted lots/disabled/reserved/loading/timed stalls
24 hours, 7 days a week unless otherwise stated on sign.
2. Parking is permitted only in designated areas (See #3 below for exception). Posted signs will designate the type of permit required to park in each lot, area and/or restricted location.

O Lots—Designated for Commuting Students lots.

W Lots—Designated for Faculty/Staff lots.

T Lots—Designated for Faculty/Staff and Commuting Students lots.

R Lots—Designated for Residence Halls lots.

J Lots—Designated for Jardine Terrace lots.

K Lots—Designated for Government/State Vehicles lots.

Z Lots—Designated any valid KSU permit. Except (LR) Life and Rec.

Y Lots—Designated as Restricted (See posted sign for type of permit or designator needed) lots.

A permit does not guarantee a parking space at any particular time. Permits, applications, and related information may be obtained at KSU Parking Services.

3. During the regular fall and spring semesters:

faculty, staff, and students, may park only in the type of lot specified by their permits (during hours permits are required).

4. Parking permits are not required on University holidays (University closed). All other regulations will be enforced.
5. 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 KSU Parking Services within 2 hours of receiving citation. Citation may be excused only if malfunction is verified by Parking Services.
6. Motorized bicycles, motorbikes, scooters, and MOPEDS (50cc and less) may utilize either bicycle, with bicycle permit, or motorcycle, with motorcycle permit, parking. Motorcycles (more than 50cc) may park only in motorcycle designated stalls, with permit, or metered stalls with a concrete surface.
7. Vehicles shall be oriented in parallel parking spaces such that they are directed with the flow of traffic when leaving. Vehicles must be parked within painted lines, and without obstructing parking in adjacent spaces.
8. Parking is prohibited on University streets or drives except where designated by official signs. The lack of a "No Parking" sign, does not imply a legal parking space.
9. All traffic control signs and devices are in effect 24 hours, 7 days a week, unless otherwise stated.
10. If an individual's vehicle becomes disabled (inoperable) on campus, the KSU Police and/or KSU Parking Services shall be notified immediately. If vehicle is not removed or repaired within 48 hours, it may be subject to impoundment and fines.
11. No vehicle shall be stored longer than 48 hours in parking areas other than residence hall lots, nor shall any trailer or vehicle without a current license plate be parked or stored on University property unless prior authorization is obtained from KSU Parking Services. It may be subject to impoundment and fines. a. Only current resident hall occupants may store their vehicles in resident hall lots from the end of Spring semester to the beginning of Fall semester.
12. During special events Parking Services has the authority to close selected lots to regular permit holders and to collect fees for the use of parking facilities.
13. Car pools are encouraged.

14. Any current KSU parking permit, Except Life and Rec (LR) Permits, are valid in the "Z" lots, designated as C1 lot (Recreation Center North), C2 lot (Recreation Center South) C3 lot (Edwards Hall), H14 lot (Foundation), the B17 lot (n. of Weber) and the B18 lot (n. of B17).

15. State/Government vehicles are not allowed to park in O and W lots for longer than 48 hours unless the vehicle is parked in a reserved stall purchased for such vehicle. State/Government vehicles must pay parking meters.

B. UNIVERSITY LIABILITY

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

C. AUTHORITY

1. Parking privileges may be modified or preempted by authority of the President of the University.
2. The Director of Human Resources and/or the Director of KSU Parking Services may alter, suspend, or modify parking fees and/or regulations as necessary to promote public safety or provide for the enhancement of the University, subject to review by the University Council on Parking Operations.

II: PARKING PERMITS

A. GENERAL REQUIREMENTS

1. Permits may be purchased only for use by the purchaser and are non-transferable. It is illegal to give false information on a permit application
2. No parking permit shall be issued to any person having unpaid misuse fees.

B. PERMIT FEE SCHEDULE

(Fees prorated monthly)

FACULTY/STAFF

	Annual	Fall Semester
Reserved Stall (Includes (W) Permit)		
24 hour	\$1000	NA
12 hour	\$ 685	NA

Government/State Vehicle Reserved Stall (Includes (K) Permit)	\$ 180	NA
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Faculty/Staff (W) Permit	\$ 100	\$ 55
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Professor Emeritus (E) Permit	\$ 0	\$ 0
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Jardine Terrace Combination Permit	\$ 110	\$ 60
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Government/State Vehicle (K) Permit	\$ 100	NA
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STUDENT

Commuting Student (O) Permit	\$ 75	\$ 40
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Residence Halls (R) or Jardine Terrace (J) Permit	\$ 75	\$ 40
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Jardine Terrace Combination Permit	\$ 85	\$ 45
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OTHERS

Motorcycle Permit	\$ 40	\$ 25
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Life/Rec Permit	\$ 45	\$ 25
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Parking Meters as posted

Vendor/Contractor(Commercial)	\$ 100	
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Temporary Permits	\$15 month	\$7 week	\$2 day
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SHUTTLE PASS (See Section II,F,7,c)

Per Individual Rider	\$ 50 Annual	\$ 25 Sem.
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PERMIT DEFINITIONS:

O Permits—Commuting Students; valid in O, T and Z lots.

W Permits—Faculty/Staff; valid in W, T and Z lots.

E Permits—Professor Emeritus; valid in W, O, T and Z lots.

K Permits—Government/State; valid in K, T and Z lots.

V Permits—Visitors; valid in W, O, T and Z lots.

J Permits—Jardine Terrace; valid in J and Z lots.

R Permits—Residence Halls; valid in R lots (lot assignments are designated by Housing) and Z lots.

LR Permits—Life/Rec; valid in either Lot D1, or Lots C1&C2 not available for purchase by KSU Faculty, Staff or Students.

Faculty/staff permits, with the exception of Graduate Student Appointments of less than 0.4 time, 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 Parking Services when the permit holder retires, resigns, goes on leave without pay, goes on sabbatical leave, or goes on non-pay or non-faculty status.

REFUNDS

Refunds will be made for unused time on a permit when a written request is made and the permit returned to KSU Parking Services. Student requests for refunds will be forwarded to the Controller's Office for processing. Refunds will be prorated based on the date of the written request. Refunds for less than \$20 will not be given.

C. STUDENT PERMITS

Student is defined as—Anyone other than full-time KSU employees currently enrolled or pre-enrolled in one or more academic credit hour of classes through Kansas State University.

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 living in residence halls may purchase only a residence hall parking permit. They may 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.
3. Residents of Jardine Terrace must purchase a Jardine permit (only valid in Jardine Terrace) and may add a campus permit for an additional fee as given in the permit fee schedule. Vehicles must display a Jardine permit 12 months per year.

D. FACULTY/STAFF PERMITS

Faculty/Staff is defined as—Any person engaged by KSU for teaching, extension, research, administration, service, or any person employed by an agency connected with or assigned to the University.

1. Faculty/Staff permits are valid from August 1 through July 31 of the following year.
2. Faculty/Staff permits must be purchased by such staff member. No University funds may be used to purchase such permits.
3. Residents of Jardine Terrace (See II,C,3).

E. KSU Salina—Vehicles with KSU Salina campus parking permits issued by the Salina campus may park in any O, W, T or

Z lots but not in residence hall lots or restricted areas. 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.

F. SPECIAL PERMITS

1. Parking for Physically Disabled

Physically Disabled is defined as—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 100 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.

- a. Medical permits that allow disabled faculty, staff, or students to use parking spaces designated for the physically disabled may be obtained through any Kansas Courthouse. Medical permits must be displayed with a valid KSU parking permit.
- b. No person shall stop, stand, or park any vehicle in a parking space which is clearly marked as being reserved for the use of physically disabled persons or persons responsible for the transportation of physically disabled persons unless such vehicle displays a legal accessible parking identification device (pursuant to K.S.A. 8-161 or K.S.A. 8-1,125, and amendments thereto) and is being operated by or used for the transportation of a physically disabled person requiring the use of that particular stall. Persons with disability placards are also required to carry their identification card, issued with their placard or plate, at all times the vehicle is being used by or for the transportation of the person with the disability (K.S.A. 8-1,125).
- c. Vehicles parked in accessible spaces must also display a KSU parking permit.
- d. Physically disabled individuals planning to attend special events on campus should contact Parking Services if special parking arrangements are required.
- e. Physically disabled persons may park in metered stalls (no charge), timed and loading zones as long as necessary if designated parking stalls are not available K.S.A. 8-1,126.
- f. No person shall stop, stand, or park any vehicle or bicycle so that it blocks or restricts a ramp accessible to a wheelchair.

2. Visitors

Defined as—any person who is not a KSU faculty/staff/student or vendor/contractor.

- a. All visitor vehicles, except in metered spaces, must display a visible, current visitor permit.
- b. Visitors are encouraged to park in lot D-1, west of Memorial Stadium on Denison Ave., with a visitor permit or in a meter stall. Visitors are required to pay parking meters. Visitors may receive "Visitor Permits" at the Information Booth located by the K-State Union on 17th Street. Information regarding the location of buildings and parking facilities can be obtained from the Information Booth, Parking Services, or Police Department.

- c. Visitors are allowed to park in O, W, T and Z lots only and must obey all traffic and parking regulations.
 - d. Physically disabled visitors displaying a valid accessible parking identification device may use accessible stalls after obtaining a visitor's permit.
 - e. Frequent visitors who require parking on campus in excess of one calendar day per week must purchase a temporary, semester, or annual permit at the faculty/staff rate or use parking meters.
 - f. Contact Parking Services to apply for other parking needs.
 - g. Jardine Terrace residents, in addition to receiving a permanent visitors permit as an "Inventory Item," may also obtain guest parking permits from the Jardine manager, Parking Services, or Police Department. On no occasion should a visitor/guest permit be displayed on vehicles registered to Jardine residents.
 - h. Board of Regents members' parking identifications will be honored for parking in any O, W, T or Z parking lots or metered parking stalls.
 - i. Only one citation per 12 month period issued to visitors for "NO VALID PERMIT/AUTHORIZATION" may be excused as long as vehicle was otherwise legally parked. Complete information on back of citation, circle "Visitors See Reverse Side" on front of citation and send to Parking Services within 14 days from date of citation.
3. Conference Permits
A department or individual may obtain conference permits by requesting the number of permits required and the reason for such issuance. Daily and weekly permits are available.
4. Reserved Stalls
- a. **Reserved stalls are available for the following positions: President, Vice President, Associate Vice President, Assistant Vice President, Provost, Associate Vice Provost, Assistant Vice Procost, Dean, Associate Dean and Assistant Dean.**
 - b. **Other full time faculty/staff members may apply for a reserved stall. To apply, an application, letters from the immediate supervisor and/or Dean and approved by the appropriate Vice President/Provost will be required. The final approval/denial is by the Council on Parking Operations. Please see the website at www.ksu.edu/parking for details.**
 - c. Retirees are not eligible for reserved stalls.
 - d. Reserved stalls for government/state vehicles may be granted, but must be purchased as indicated in the fee schedule.
 - e. Vehicles parked in reserved stalls must display a valid KSU Permit. Medical Reserved stalls require both a Medical permit and a Valid KSU permit. 24 hour reserved stalls are valid 7 days a week, 6 AM–6 PM reserved stalls are valid Monday through Friday only.
5. Service Permits/Stalls
Vehicles must display a service permit to park in service stalls. While using a service permit, a valid faculty/staff, student or state vehicle permit must also be displayed. Vehicles displaying service permits may park in

service stalls and loading zones in accordance with the posted time limit. Service stalls are to be used primarily for loading and unloading purposes only. If a service permit/stall is misused, a notice of violation may be received by the owner of the vehicle and revocation of the permit may result. The Council on Parking Operations reserves the right to limit the number of service permits issued and to review applications.

6. Vendor/Contractor
Defined as—person representing a company or self in order to sell a product or service on campus. Vendors or contractors shall acquire a Vendor/Contractor permit and may utilize the service stalls and loading zones under the service stall regulations with exception of that no other permit is needed (See paragraph above). Also valid in any O, W, T or Z lots.
7. Emeritus
Emeritus permits may be issued to retired KSU Employees. This benefit is only valid for the retired KSU employee and is not transferable.
8. Other
- a. Special permits are available for motorcycles.
 - b. Requests for special parking privileges, or conditions not specifically covered in these regulations, will be considered by the Council on Parking Operations upon written request, giving full justification. The Council meets monthly when school is in session, and other times when necessary.
 - c. A shuttle may operate among several University buildings that are located off-campus or at the periphery of the main campus. A fee to ride the shuttle may be necessary to keep the vehicle in operation. The fee will be in accordance with the fee schedule. A fee card from Parking Services will be available to individuals who purchase the shuttle pass.
- G. PERMIT DISPLAY, REMOVAL, REPLACEMENT
- 1.
 - a. Movable parking permits must be hung on the inside rearview mirror so that the number and designation are clearly visible from outside the vehicle.
 - b. Motorcycle permits must be placed adjacent to the license plate of the motorcycle and be clearly visible.
 - c. Convertible permits must be placed adjacent in the lower left of the windshield so that it is visible from the outside of the vehicle.
 - 2. Parking permits become invalid when registrant withdraws from, or otherwise terminates association with the University.
 - 3. Custody of parking permits is the owner's responsibility. In the event a permit is lost or stolen, inform KSU Parking Services and/or KSU Police. A replacement for a permit may be obtained for the current pro-rated cost of an annual permit. Damaged permits may be exchanged without cost.
 - 4. Only one permit at a time may be displayed. Vehicles may not display a visitor permit along with a Faculty/Staff or Student permit. The only exception is the requirement to display a state handicapped permit with KSU parking permit.

- H. FORGED, STOLEN, OR ALTERED PARKING PERMITS
Displaying forged, stolen (lost), or altered parking permits is prohibited. Such violations will be treated as a theft of services and/or an honor code violation in addition to a parking violation. Vehicles and permits involved will be impounded. Parking privileges may be revoked up to 1 year and individuals involved will be reported to the appropriate authorities.

III: DRIVING REGULATIONS

- A. All state driving laws are in effect on campus. Tickets issued for moving violations are processed by the Manhattan Municipal Court and/or Riley County District Court.
- B. Motorized vehicles driven on the campus must be operated with caution, compatible with existing weather, pedestrian and vehicular traffic conditions, and at no time in excess of 20 miles per hour or posted speed limit. Speeds may be checked by radar.
- C. Motorized vehicles (except wheelchairs), motor bikes, scooters, motorcycles, MOPEDS, and bicycles shall not be operated on the grass, sidewalks, or pedestrian walkways of the campus.
- D. Snow Emergency Routes
All campus streets and drives are designated as snow emergency routes when so declared by the President of the University or the designated representative. Vehicles blocking these routes are subject to fine and/or towing charges.

IV: BICYCLES/SKATEBOARDS

- (See Bicycle Regulations for more details).
- A. All persons parking a bicycle, including unicycles and tricycles, on campus are required to register it at no charge with the KSU Parking Services and display a registration permit. Non-University affiliated persons may register a bike.
 - B. Bicycles shall be parked at and attached to bicycle racks only.
 - C. Bicycles shall not be taken inside a building without the written permission of the building proctor and then not in public areas or in any place where they may constitute a safety hazard.
 - D. Bicyclists shall obey all motor vehicle traffic rules and be liable for applicable fines and penalties. In addition and in accordance with posted signs, bicyclists must ride on designated bike paths and lanes when available.
 - E. In the event that 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.
 - F. Skateboarding is prohibited on campus sidewalks, parking lots, streets, drives, and other paved areas adjacent to and inside University buildings. Skateboarding is permitted for individual transportation in University bike lanes.
 - G. The use of in-line skates, roller blades, roller skates, or similar devices, is only permitted on joint use bicycle and pedestrian pathways and bike lanes. (See Bicycle guide and Regulations and/or Skating on Campus pamphlet)

**V: ENFORCEMENT/MISUSE FEES/
PENALTIES/APPEALS**

A. ENFORCEMENT

1. KSU Police Officers/Parking Control Officers—KSU Police Officers are appointed by the Kansas Board of Regents, and have authority to halt motor vehicles, issue citations for violations, order vehicles impounded by towing or by applying wheel locks, and to enforce traffic regulations. KSU Parking Control Officers, appointed by the Administration of KSU Parking Services, shall have authority to issue citations for parking violations.

2. Responsibility for Compliance
All parking fines assessed to a vehicle are the responsibility of the KSU permit holder; state registered vehicle owner; or connected KSU faculty/staff/student. Organizational units may transfer responsibility for any citation issued them, by notifying Parking Services in writing of the University employee responsible for the vehicle 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 will 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 \$25.00 removal fee charged. These fees can not be appealed.

4. Client Parking
Citations received on legally parked client's vehicles using client parking stalls at Lafene; Veterinary Hospital; Speech-Hearing; etc. may be presented to the receptionist at the respective building for validation. Clients must present or send the validated citation to Parking Services for cancellation within 14 (fourteen) days from date of citation.

B. MISUSE FEES

Misuse fees are payable at Parking Services or can be deposited in any of the yellow misuse fees boxes located at various locations in meter lots and Edwards Hall. 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.

Parking Violations:

A vehicle may be re-ticketed for the same violation if the violation has not been corrected by the next calendar day or vehicle has moved. This provision does not apply to violations 1, 2 or 8. Windshield notes and/or hazard lights will not be recognized when a vehicle is parked illegally.

1. **VIOLATION WARNING**—A warning of being in violation.
2. **\$8.00 EXPIRED METER**—Meter violations are \$8.00 if paid within fourteen (14) business days, \$13.00 thereafter. Vehicles may be re-ticketed based on the time limit posted on the respective meter.
3. **\$18.00 MUTILATED/UNREADABLE PERMIT**—Displaying a damaged, mutilated or unreadable/improperly displayed parking permit.

4. **\$18.00 NO VALID PERMIT/AUTHORIZATION**—No valid parking permit or authorization displayed or visible.

5. **\$18.00 NOT WITHIN MARKED STALL**—Vehicle not within marked parking stall.

6. **\$18.00 NO PARKING AREA**—Parking in an area not specifically designated as a parking area for motor vehicles.

7. **\$18.00 PARKED IN WRONG AREA**—Parking in an area other than specified on the permit.

8. **\$18.00 OVERTIME PARKING**—Overtime parking in an area regulated by a time limited sign.

9. **\$18.00 WRONG SIDE OF STREET**—Parked parallel to the street on wrong side of street or parking apron or diagonal parking stall facing oncoming traffic.

10. **\$18.00 CLIENT PARKING**—Parked in reserved client stall.

11. **\$18.00 OTHER**—Any other parking deemed inappropriate.

(12–24)—Vehicles may be impounded and a towing and/or wheel lock removal fee be assessed in addition to the misuse fee.

12. **\$35.00 BLOCKING DRIVE OR VEHICLE**—Blocking drive, roadway, or vehicles, including illegally parked vehicles.

13. **\$35.00 RESTRICTING TRAFFIC FLOW**—Restricting normal flow of traffic.

14. **\$35.00 UNAUTHORIZED STORAGE**—Unauthorized storage of a vehicle or trailer on Kansas State University property.

15. **\$35.00 EXCESSIVE VIOLATOR**—Excessive violations (3 or more past due parking citations OR 5 or more unpaid citations).

16. **\$35.00 RESERVED STALL**—Illegally parked in a designated reserved stall.

17. **\$35.00 SERVICE STALL/PERMIT**—Illegally parked in a designated service stall or improper use/violation of terms for a service permit.

18. **\$35.00 OTHER**—Any other parking deemed as a violation or an unsafe condition.

19. **\$70.00 FIRE LANE/HYDRANT**—Parking in designated fire lane or adjacent to fire hydrant/standpipe connections (within 15 feet of curb in all directions).

20. **\$115.00 ACCESSIBLE STALL/RAMP**—Illegally parking in a space designated for the physically disabled or blocking an access ramp (in accordance with K.S.A.1995 Supp. 8-1,130A as passed by the 1995 Kansas Legislature).

21.–24. Permits must be surrendered to KSU Parking Services or the Department of University Police upon notification. Parking privileges can be revoked at time of violation at the Director of Parking Services discretion. Appeals for reinstatement of parking privileges will be directed to the Student Government Association's Student Tribunal.

21. **\$95.00 FORGED, ALTERED, OR STOLEN PERMIT**—Displaying a forged, altered, or lost/stolen parking permit. One year suspension of parking privileges.

22. **\$70.00 ILLEGAL REGISTRATION**—Misrepresentation or illegal registration. Six month suspension of parking privileges.

23. **\$70.00 OTHER**—Any other parking deemed as a violation by KSU Parking Services or the Department of University Police. Six month suspension of parking privileges.

24. **\$115.00 ILLEGAL DISABLED PLACARD**—Illegally displaying a stolen, altered, expired or unauthorized accessible parking identification device. One year suspension of parking privileges.

Moving Violations:

Notices to Appear for moving violations are processed by the Riley County District Court, Manhattan Municipal Court, or the Courts of the 21st Judicial District.

Bicycle Violations: (See Bicycle Regulations)

Skateboard Violations:

\$18.00 Skateboarding on sidewalk, parking lots, paved areas adjacent to buildings, or inside buildings.

\$18.00 Skating or cycling on building rails, steps, retaining or landscape walls, benches, handrails, etc.

C. OTHER PENALTIES

1. **Students**—Students having unpaid fees will not be permitted to re-enroll, drop/add, or receive a transcript or records.

2. **Faculty/Staff**—Parking Permits must be returned to Parking Services and outstanding fees paid upon termination of employment. Failure to comply may result in legal action.

3. Delinquent accounts may be forwarded to a collection agency and/or the Set-off program as created in K.S.A. 75-6201.

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 towing service company.

D. APPEALS—The KSU 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 Parking Services 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 made after fourteen (14) days from the date of the violation will not be accepted.
2. All actions of PCAB are final.
3. All penalties must be paid within fourteen (14) days following the decision date of PCAB. Failure to do so may result in the impoundment of the vehicle.

revised 06-15-04