



**KANSAS STATE UNIVERSITY  
MANHATTAN, KANSAS  
2021–2022**

# TRAFFIC AND PARKING REGULATIONS

**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, 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**

KSU PARKING GARAGE  
706 N. MARTIN LUTHER KING JR. DRIVE  
MONDAY THRU FRIDAY  
(785) 532-PARK (7275)  
www.k-state.edu/parking  
parking@k-state.edu

**INFORMATION KIOSK**

N. MARTIN LUTHER KING JR. DRIVE &  
KSU PARKING GARAGE  
HOURS: 7:30AM–4:30PM  
MONDAY THRU FRIDAY  
(785) 532-6452

**KSU POLICE DEPARTMENT**

108 EDWARDS HALL  
1810 KERR DRIVE  
24 HRS. 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 trailers and 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.
  - e. Parking Garage operates 24 hours,  
7 days a week.

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 (including GM and D) lots.

**J Lots**—Designated for Jardine Terrace lots.

**K Lots**—Designated for Government/State Vehicles lots.

**Z Lots**—Designated E, J, K, O, R, W, Vendor and temp permits valid.

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

**PRN Lot**—Designated ALL current KSU Parking Services permits valid. Vehicles must be removed by 6PM and parking may be suspended due to special events.

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. Faculty, staff, and students are allowed to park only in the type of lot specified by their permits during the Fall and Spring semester. Between Fall and Spring semesters and during the Summer semester, parking is allowed outside the areas specified by the permit. Reserved and restricted zones are still enforced.
4. Parking permits are not required on University Holidays (University offices closed). Meters and 12 hour stalls are not enforced. All other regulations are enforced.
5. Parking permits are not required or valid for vehicles parked in metered parking stalls. Maximum time limits and enforcement hours are designated on the meter. All meter

malfunctions must be reported immediately to KSU Parking Services. Citations may be excused only if the malfunction is verified by Parking Services.

6. Motorized bicycles and MOPEDS capable of being pedaled may utilize bicycle parking with a bicycle permit. All other motorcycles, motor bikes, scooters and MOPEDS may park only in designated motorcycle stalls with a motorcycle permit.
  7. Vehicles shall be oriented in parallel parking spaces and angled 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 24 hours, it may be subject to impoundment and fines unless prior authorization is obtained.
  11. No vehicle shall be stored longer than 24 hours in parking areas other than residence hall lots (A10-15, B2-3, B17-18, C4-18, D1-5), 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. Life and Rec permits are valid in the C1 lot (Recreation Center North), C2 lot (Recreation Center South), and the D1 lot (West Stadium) as designated by permit.
  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 exempted by authority of the President of the University.

2. The Vice President for University Operations 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.

#### D. PARKING GARAGE

1. Nose in parking only. Don't pull through.
2. 10 MPH posted speed limit.
3. One-way traffic, follow arrows and signs.
4. No tailgating in or out of garage gates.
5. No bicycles or skateboards in garage.
6. Enforced 24/7.
7. Help buttons are located on columns and paystations.

## 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. Only one hang tag permit per person will be sold. Purchasing and taking possession of more than one hang tag will be considered illegal registration. A person may purchase a motorcycle and a convertible permit and also purchase a hang tag.
3. No parking permit shall be issued to any faculty/staff member having unpaid misuse fees.
4. Students must purchase permits online.
5. Faculty/Staff have the option to purchase a preferred or reserved stall in the parking garage without completing an application for a reserved stall, upon availability.
6. Reserved and preferred garage stalls will be sold in the following priority: Faculty/Staff, Students, Departments, Retirees
7. Retirees will pay the present cost of a garage reserved or preferred stall less the lowest faculty/staff permit cost, because retirees receive a free permit.

### B. PERMIT FEE SCHEDULE

See website for pricelist.

#### 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, Z, W and O 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 for GM and D 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.

**PNR Permits**—Park 'n Ride; valid in H2-East Stadium lot only.

GTA's and GRA's working 0.4 time or more may change to Faculty/Staff parking. They will order a student permit. Faculty/Staff permits 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.

All permits will be sold on a prorated annual basis.

## 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 request for refunds will be forwarded to the Division of Financial Services for processing. Refunds will be prorated based on the date of the written request. No refunds will be made on annual permits after March 1st. 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 return or exchange his/her residence hall parking permit for a general student permit.
3. Residents of Jardine Apartments 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. Only Faculty/Staff and qualified GTA's and GRA's may purchase Faculty/Staff permits.

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 Polytechnic**—Vehicles with KSU Polytechnic campus parking permits issued by the Polytechnic campus may park in the East Stadium (H2-PNR) lot and utilize the Park 'n Ride ATA Shuttles for free with their Wildcat ID. Vehicles must be removed from this lot nightly by 6 p.m. Vehicles may park in O, W, T and Z lots for free after 5p.m.

### F. SPECIAL PERMITS

#### 1. Parking for Physically Disabled

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.

- a. 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 and is being operated by or used for the transportation of a physically disabled person requiring the use of that particu-

lar 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.

- b. Medical permits must be displayed with a valid KSU parking permit. The KSU permit (the smaller one) must be placed in front of the medical permit so that it may be seen.
- c. Physically disabled individuals planning to attend special events on campus should contact Parking Services if special parking arrangements are required.
- d. Physically disabled persons may park in non-bagged metered stalls (no charge), timed and loading zones as long as necessary if designated parking stalls are not available. Physically disabled persons may not park in bagged (reserved) meter stalls.
- e. 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 permit.
- b. Visitors are required to pay meters. Visitors may purchase permits at the Information Kiosk on N. Martin Luther King Jr. Drive, at the Parking Services Office at the KSU Parking Garage, or at the Police Dispatch Office (24/7) at Edwards Hall. Visitors are allowed to park in O, R, J, T, W, and Z lots only and must obey all traffic and parking regulations.
- c. Physically disabled visitors displaying a valid accessible parking identification device may use accessible stalls after obtaining a permit.
- d. Contact Parking Services to apply for other parking needs.
- e. Board of Regents members' parking identifications will be honored for parking in any O, W, T or Z parking lots or metered parking stalls.
- f. Visitors are allowed to send in citations for "No Valid Permit/Authorization": with the cost of a daily permit and have the citation excused twice per calendar year. Complete the information on the back of citation, circle \*Visitors See Reverse Side\* on front of citation and send to Parking Services within 14 days from the date of the citation with the daily permit charge.

#### 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 in Flat Lots

- a. Reserved stalls are available for the following positions: President, Provost and Senior Vice President, Vice President, Associate Vice President, Assistant Vice President, Associate Provost, Vice Provost, 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 Pres-

ident/Provost will be required. The final approval/denial is by the Council on Parking Operations. Please see the website at [www.ksu.edu/parking](http://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, 12-hour and preferred 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 may purchase after-hours garage access for a yearly fee of **\$39.00**.

#### 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. Permits must be displayed at all times on all vehicles parked in lots or structures, except those using timed payment at meters or in the garage. An owner of a permit that is valid but not displayed or not displayed properly may receive a reduced fine twice for the duration of permit when parked in the incorrect lot.

- b. An owner of a permit that is valid but not displayed or not displayed properly may receive a reduced fine when parked legally.
  - c. Motorcycle permits must be placed adjacent to the license plate of the motorcycle and be clearly visible.
  - d. Convertible permits must be placed 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. 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. Personal use motorized vehicles (except wheelchairs and Other Power-Driven Mobility Device (OPDMD) for mobility disabilities) 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 **\$11.00** release fee shall be assessed in addition to the misuse fee.
- F. Skateboarding is prohibited on campus sidewalks, parking lots, streets, drives, the parking garage 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; use is prohibited in parking garages. (See Bicycle guide and Regulations and/or Skating on Campus pamphlet)

### V: ATV/UTV/Golf Carts

- A. No personal use ATV/UTV or Golf Carts on campus
- B. University affiliated ATV/UTV and golf carts must be clearly marked with the department/company name, vehicle # and contact phone #.
- C. University affiliated ATV/UTV and golf carts cannot park in parking stalls.
- D. Companies operating these vehicles on campus must be affiliated with a campus department. Departments are responsible for informing affiliated companies and users of vehicle operation policies on campus.

### VI: 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 KSU Parking Services shall have the 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. This individual is responsible for instructing any other driver of the vehicle about the parking regulations and compliance. 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 **\$28.00** 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 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, online through our website or can be deposited in any of the yellow misuse fees boxes located at various locations in meter lots and Edwards Hall. Misuse fees boxes are collected only on regular business days. It is recommended that such payment be made by check. Misuse fees paid after fourteen days (unless the citation is under appeal) are delinquent and will be assessed a \$10.00 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 6. 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. **\$17.00 EXPIRED METER**—Vehicle parked in a meter stall without time on meter. Vehicles may be re-ticketed based on the time limit posted on the respective meter.
3. **\$22.00 MUTILATED/UNREADABLE PERMIT**—Displaying a damaged, mutilated or unreadable/improperly displayed parking permit.
4. **\$55.00 NO VALID PERMIT/AUTHORIZATION**—No valid parking permit or authorization displayed or visible.
5. **\$39.00 IMPROPER PARKING**—Vehicle not within marked parking stall. Parking in an area not specifically designated as a parking area for motor vehicles. Parking in an area other than specified on the permit. Any other parking deemed inappropriate.
6. **\$28.00 OVERTIME PARKING**—Overtime parking in an area regulated by a time limited sign.
7. **\$28.00 CLIENT PARKING**—Parked in reserved client stall.
- 8.–21. Vehicles may be impounded and a towing and/or wheel lock removal fee be assessed in addition to the misuse fee.
8. **\$55.00 BLOCKING DRIVE OR VEHICLE**—Blocking drive, roadway, or vehicles, including illegally parked vehicles.
9. **\$55.00 RESTRICTING TRAFFIC FLOW**—Restricting normal flow of traffic.
10. **\$55.00 UNAUTHORIZED STORAGE**—Unauthorized storage of a vehicle or trailer on Kansas State University property.
11. **\$55.00 EXCESSIVE VIOLATOR**—Excessive violations (5 outstanding and \$200 or more in unpaid citations).
12. **\$55.00 RESERVED STALL**—Illegally parked in a designated reserved stall.
13. **\$55.00 SERVICE STALL/PERMIT**—Illegally parked in a designated service stall or improper use/violation of terms for a service permit.
14. **\$55.00 OTHER**—Any other parking deemed as a violation or an unsafe condition.
15. **\$154.00 FIRE LANE/HYDRANT**—Parking in designated fire lane or adjacent to fire hydrant/standpipe connections (within 15 feet of curb in all directions).

16. **\$193.00 ACCESSIBLE STALL/RAMP**—Illegally parking in a space designated for the physically disabled or blocking an access ramp.
- 17.–21. Permits must be surrendered to KSU Parking Services or the Kansas State University Police Department upon notification. Parking privileges can be revoked at time of violation at the discretion of the Director of Parking Services. Student appeals for reinstatement of parking privileges will be directed to the Student Government Association's Student Tribunal. Faculty and Staff appeals for reinstatement of parking privileges will be directed to faculty and staff judges of the Parking Citations Appeals Board.
17. **\$165.00 FORGED, ALTERED, OR STOLEN PERMIT**—Displaying a forged, altered, or lost/stolen parking permit. One year suspension of parking privileges.
18. **\$110.00 ILLEGAL REGISTRATION**—Misrepresentation or illegal registration, using permit not qualified for or using someone else's permit. Six month suspension of parking privileges.
19. **\$110.00 Other**—Any other parking deemed as a violation by KSU Parking Services or the Kansas State University Police Department. Six month suspension of parking privileges.
20. **\$220.00 ILLEGAL DISABLED PLACARD**—Illegally displaying a stolen, altered, expired or unauthorized accessible parking identification device. One year suspension of parking privileges.
21. Persons caught driving recklessly in the garage including, but not limited to, speeding, exhibition of speed, or driving the wrong way can have their garage access revoked. Repeat offenders may have their campus parking privileges revoked at the discretion of the Director of Parking Services. This may be appealed by using the process in paragraph D. below.

**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:**

1. **\$20.00 Skateboarding** on sidewalk, parking lots, paved areas adjacent to buildings, or inside buildings.
  2. **\$20.00 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 Kansas Statutes.

4. A customer or vehicle parked on University property having five (5) or more unpaid citations and a balance of \$200 or more 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.

5. Permit holders owing more than \$500 will have their parking permit suspended for the next semester.
- D. APPEALS FOR PARKING CITATIONS**—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. The Appellant completes the Appeals form and submits to Parking Services by the close of business on the fourteenth day after the issuance of the violation notice. Appeals may be done online through the Online Parking portal. PCAB may uphold or dismiss the violation. Paid tickets may not be appealed. Appeals made after the fourteen (14) days from the date of the violation will not be reviewed.
2. All actions of the PCAB are final decisions within the University.
3. All fines 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.

**E. APPEALS FOR REINSTATEMENT OF PARKING PRIVILEGES (Students)**

1. The Appellant completes and submits an Appeals form to the Chancellor of the Student Tribunal Board by the close of business on the fourteenth day after the removal of parking privileges. Tribunal may uphold, adjust or dismiss the decision of the Director of Parking Services. Appeals made after the fourteen (14) days from the date of the decision of Parking Services will not be accepted.
2. All actions of the Tribunal regarding this process are final decisions within the University.

**F. APPEALS FOR REINSTATEMENT OF PARKING PRIVILEGES (All other permit holders)**

1. The Appellant completes and submits an Appeals Form to Parking Services by the close of business on the fourteenth day after the removal of parking privileges. PCAB Chairs may uphold, adjust or dismiss the decision of the Director of Parking Services. Appeals made after fourteen days from the date of the decision of Parking Services will not be reviewed.
2. All Actions of the PCAB Chairs are final decisions within the University.

**Kansas State University Notice of Nondiscrimination**

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the University's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the University's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6220. The campus ADA Coordinator is the Director of Employee Relations, charlott@k-state.edu, who may be reached at 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277. Revised 7-7-15 32228/2.5M