

# **PARKING REGULATIONS**

*Authorized by K. S. A. 74-3209 et seq (Reviewed Annually)*

## **ARTICLE 1 - POLICY**

1.0 The parking of a motor vehicle or bicycle on Wichita State University property is granted by the University and is not an inherent right of any faculty, staff, student, partner or visitor.

1.1 The regulations following are intended to protect and facilitate the work of faculty, staff, students, partners, and visitors through control of parking and movement of motor vehicles while on campus. The President or Executive Director of Operations may make exceptions to these regulations to achieve this intent.

1.2 In the interest of safe and courteous motor vehicle operation, and in an effort to create the best possible conditions for those authorized to bring a motor vehicle on to the campus, the University has adopted and enforces the following regulations.

1.3 Parking regulations are enforced at all times.

1.4 These regulations may be amended or rescinded in whole or in part at any time by the University President. Notice of change in regulations will be through publication and/or posting.

1.5 Amendments to parking regulations will be submitted to the Transportation and Parking Executive Committee. The committee will review amendments and forward recommendations to the Vice President of Finance and Administration and the Vice President of Student Affairs for approval or modification.

1.6 Any faculty, staff, student, partner, or visitor may present in writing recommendations for changes of, or additions to the campus parking regulations. Recommendations may be submitted to the Transportation and Parking Executive Committee in the office of the University President.

1.7 Wichita State University assumes no responsibility for the care or protection of any vehicle or its contents at any time while it is parked on the grounds of the University. No liability shall be created by granting of any parking or operating privileges on any property owned, leased, or otherwise controlled by Wichita State University.

1.8 Statutory Authorization – K.S.A. 74-3209 through K.S.A. 74-3216 authorizes the Board of Regents to promulgate regulations for the control of parking and traffic on the Wichita State University campus and to establish misuse fees for violations of the regulations.

1.9 Wichita State University is committed to the principle that in no aspect of its parking shall there be differences in the treatment of persons because of age, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran and that equal opportunity and access to facilities shall be available to all.

## ARTICLE 2 - DEFINITIONS

2.0 Words and phrases used in these parking rules and regulations shall have the meanings set forth in this article.

2.1 CAMPUS: All property or lands owned, leased, or operated by the University.

2.2 VISITOR: Any person other than a student, faculty, staff, or partner of Wichita State University. Faculty, staff, and students (including high school students) taking classes or working for the University off campus are not considered visitors. Any person operating a vehicle registered to a current university student or employee is not eligible for visitor status.

a) FREQUENT VISITORS: Visitors who are regular users of the Heskett Center and other University facilities.

2.3 FACULTY or STAFF: A person holding a benefits-eligible appointment with the university shall be considered faculty in a teaching position, or staff if not in a teaching position.

2.4 STUDENT: A person is considered a student when admitted in credit/non-credit courses and not employed in a university staff or faculty position. Graduate assistants are students.

2.5 PARTNER: A non-state employee of a company that conducts business on the Wichita State campus.

2.6 OFFICER: Every employee of the Wichita State University Police Department who is charged with the responsibility of protection of the University Community and of University property and enforcement of general rules and regulations on the campus of the University.

2.7 VEHICLE: Every device in, upon, or by which any person or property is or may be transported upon any road or street and propelled by means other than human power. Examples include a car, truck, motorcycle.

2.8 MOTOR VEHICLE: Every vehicle as herein defined which is self-propelled.

2.9 MOTORCYCLE: Every motor vehicle designed to travel on not more than three wheels in contact with the ground.

2.10 MOPED: Every device having two tandem wheels which may be propelled by either human power or helper motor, or by both and which has: a motor which produces not more than two BPH; a cylinder capacity of not more than 50cc; an automatic transmission; and designed speed of max. 20 MPH. Mopeds not under power will be considered as cycles. (See Article 9)

2.11 BICYCLE - TRICYCLE: Every device propelled by human power upon which a person may ride having two or three wheels, either of which is more than 14 inches in diameter. In these regulations "Bicycle" shall be construed as including also "Tricycle."

2.12 SKATEBOARDS, LONGBOARDS, HOVERBOARDS, COASTERS, ROLLER SKATES, & SCOOTERS:

a) SKATEBOARD: A device for riding upon either by standing or crouching, consisting of an oblong piece of wood/plastic with four wheels mounted to the bottom, and is propelled by the user. Used for transportation or for performing stunts.

b) LONGBOARD: A longer variant of a skateboard. Most commonly used for transportation.

c) HOVERBOARD: A device for riding upon, consisting of an oblong piece of plastic with a wheel at each end, is battery powered and controlled with the user's feet.

d) COASTERS: A footboard mounted upon two or more wheels, controlled by an upright steering handle, and is most often propelled by the user in an upright or kneeling position.

e) ROLLER SKATES - IN-LINE SKATES: A shoe or boot with four wheels attached to the soles for the purpose of gliding/skating across a hard surface. "Roller Skates" shall be construed as including "In-line Skates" and "Roller Blades."

F) SCOOTERS: A device normally ridden in a standing position, may be human powered or motorized with a T type handle.

2.13 PARKED VEHICLE: Stopping, standing, or parking is prohibited in specified places whether occupied or unoccupied and irrespective of the period of time such vehicle is stopped. Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, or to momentarily pick up or discharge passengers, no person shall stop, stand, or park a vehicle: in yellow curb areas, marked no parking zones, service drives, handicap accessible spaces, on crosswalks, on sidewalks, on wrong side of street, or in any place where stopping, standing, or parking would obstruct traffic.

2.14 ABANDONED VEHICLE: Any vehicle parked on campus without a valid parking ePermit and not moved for a period of 72 hours.

2.15 PARKING AND NON PARKING AREAS: Parking areas are marked by signs, painted bumper blocks and curbs, etc. No parking is allowed in any area that has not been marked for parking. (See Article 5.2)

2.16 VALID PARKING SPACE: A valid parking space is defined as an area designated on three sides by lines and/or posts, curbs, or other types of barriers for the explicit purpose of parking a motor vehicle.

2.17 TRAFFIC CONTROL DEVICES: All signs, signals, markings and devices installed by Wichita State University for the purpose of regulating, warning, or guiding traffic or parking. Some curbs and areas are marked with paint. Red signifies Reserved Parking, Fire Hydrants, and Fire Lanes. Blue signifies Handicapped Parking. Green signifies Service and Loading Zones. Yellow signifies No Parking. Purple signifies Motorcycle Parking only.

2.18 LOADING ZONE: An area so marked which has been reserved for the exclusive use of vehicles during the actual loading or unloading of passengers or goods.

2.19 SERVICE ZONE: An area marked as reserved for the exclusive use of service vehicles.

2.20 UNIVERSITY HOLIDAYS: The usually recognized holidays of the University: Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, and all other holidays as listed in University publications or authorized by the Governor.

2.21 CLASSES IN SESSION: For the Fall and Spring semesters, the first day of classes through the last day of Finals.

2.22 ePERMIT: An ePermit is an authorization to allow a motor vehicle to park in a designated Wichita State University parking lot, zone, or space.

2.23 LPR: License Plate Recognition is an image-processing technology used to identify vehicles by their license plates.

### ARTICLE 3 – GENERAL INFORMATION

3.0 All members of the University community are expected to read, know and comply with all regulations.

3.1 The person to whom the ePermit is issued will be held responsible for the parking of their vehicle, regardless of who may be the operator. A violation notice is not excused on the plea that another person was driving the vehicle. If a vehicle is not registered with Wichita State University, the person to whom the vehicle is registered is responsible for all violations.

3.2 The fact that a person parks a vehicle in violation of any law, ordinance or regulation and does not receive a violation notice does not mean that the law, ordinance or regulation is no longer in effect.

3.3 Any motor vehicle which has broken down on University property must be reported immediately to the Wichita State University Police Department. Major repairs to vehicles on University property are prohibited.

3.4 Vehicles are not allowed in areas closed by use of barricades or other traffic control devices.

3.5 Loading or service zones, as posted, are not parking areas.

3.6 Communication regarding tickets and ePermits will be conducted through email, using university registered email addresses. Wichita State University is not responsible for emails not read by recipient. If a ticket is issued to a student, FERPA prohibits discussing the situation with anyone other than the student or the student's authorized user(s)/proxy. Visitors will receive parking tickets through U.S. mail.

## ARTICLE 4 - PARKING ePERMITS

4.0 Any student, faculty, staff, or partner parking a motor vehicle must have a valid WSU ePermit while parked on property or lands owned, leased, or operated by the University that is designated or posted requiring an ePermit. ePermits are required while classes are in session (see Article 2.21).

4.1 A WSU ePermit does not guarantee a parking place on campus. Lack of space will not be considered a valid reason for violating any parking regulation.

4.2 WSU ePermits are valid only through the effective date of the ePermit.

4.3 ePermit enforcement shall be done primarily using license plate recognition software (LPR).

4.4 All WSU ePermits can be cancelled for cause at any time by those authorized by the Transportation and Parking Executive Committee.

4.5 Loss of all parking privileges may result from, but are not limited to, the following:

a) Procuring of an ePermit by a person ineligible for parking privileges under these regulations.

b) Procuring of an ePermit for a person otherwise ineligible for parking privileges under these regulations.

c) Falsifying information to procure an ePermit.

d) A husband and wife or person and significant other who are faculty, staff or students must each pay the appropriate rate for their ePermit based on their respective salary or enrollment.

4.6 Parking ePermit Fees

Faculty and Staff	Established rate based on salary
Faculty or Staff Reserved Parking Stall	\$650 annually
Student	\$150* for Fall and Spring Semesters or \$75* per semester
Student or Visitor Reserved Parking Stall	\$275* per semester, \$110* for Summer
Daily	\$5
Visitor	Four free visits to campus per year (July-June)
Frequent Visitor	\$75* per semester
On Campus Corporation	\$156* annually
WSU Partners	Established rate based on contract

Department Vehicles or Trailers	\$156* annually
The Flats Underground Parking Lot	\$100* per semester
Parking Garage	\$1.50 per hour
Department Visitor	\$10 per year (reduces to \$5 in January)

*\*Cost or refund is prorated based on number of weeks*

4.7 Faculty and staff ePermits are valid only while the individual to whom the ePermit is issued is in pay status. Only one (1) ePermit may be purchased and only through payroll deduction. A dependent of faculty or staff must purchase their own ePermit.

4.8 Upon termination of employment with WSU, an employee's ePermit will be revoked.

4.9 Students who live University residence halls must purchase an ePermit to park in designated lots on WSU's main campus.

4.10 Residents of the Flats at WSU must purchase an ePermit to park in the University designated lots.

4.11 Frequent visitors to the University must obtain a WSU ePermit to park on campus between the hours of 7:00 A.M. and 5:00 P.M. while classes are in session. The ePermit holder may park in any designated Green, Green/Yellow, or Yellow lot. The ePermit charge will be \$75 per semester. Frequent visitors may purchase an ePermit online through the visitor portal or if paying in cash from Accounts Receivable in the Financial Operations Office in Jardine Hall Rm 201.

4.12 Departments with reserved departmental visitor stalls will manage their visitors through the system. Instructions for issuing ePermits will be provided.

4.13 Board of Regents Parking Permit: Vehicles displaying the Regents Parking Permit may be parked in any parking area except handicapped areas, loading and service zones, or parking stalls reserved for specific individuals.

4.14 Contractors (including construction) and service vehicles parking will be coordinated by WSU Parking Services and Accounts Receivable.

4.15 Any person with a state issued handicap placard or plate is required to register a vehicle(s) and purchase an ePermit. You will be asked to upload your Disabled Identification Card at the time of purchasing the ePermit to eliminate your risk of receiving a citation. You may park in the marked handicap accessible parking stalls across campus. If those stalls are full, you can park in an available stall not posted as restricted or reserved.

4.16 Any person who forgets to display their handicap placard and subsequently receives a citation for parking in a handicapped zone, may have the first violation voided upon presentation of a valid Disabled Identification Card to the University Police Department's Parking Section. The second and third violations during a one-year period will be reduced to "failure to display" a handicap placard.

4.17 Any person who utilized any handicapped accessible parking identification device issued to another person, an agency, or a business to park in any parking space specified in K. S. A. 8-1126 and amendments thereto, shall be guilty of an unclassified misdemeanor punishable by a fine of \$100 for the first violation. Any subsequent violations will result in a fine of \$300.

4.18 Any person who has in such person's possession any handicapped accessible parking identification device which has expired or has been revoked or suspended by the Secretary of Revenue pursuant to subsection (c) of K. S. A. 8-1130(b) and amendments thereto shall be guilty of an unclassified misdemeanor punishable by a fine of \$100 for the first violation. Any subsequent violations will result in a fine of \$300.

4.19 Except when necessary to avoid conflict with other traffic or in compliance with the law or the directions of a law enforcement officer or official traffic control device, no person shall stop, stand, or park a vehicle in any parking space designated as accessible parking without having a special license plate, permanent placard, disabled veteran license plate and an disability identification card, or a valid temporary placard. No person shall stop, stand, or park a vehicle so that it blocks an access entrance or access aisle between or beside a designated accessible parking space. Violation of K. S. A. 8-1129 is an unclassified misdemeanor punishable by a fine of \$50.

4.20 Any person who has in possession or utilized a lost or stolen accessible parking identification device could be charged with a Class A nonperson misdemeanor through the Office of the District Attorney in accordance with K. S. A. 21-5802.

4.21 ePermits and personal reserved parking spaces are a personal expense for faculty, staff and students. No University or University related funds can be used for payment of individual parking, reserved parking or parking fines. Reserved spaces for department vehicles and customers may be paid from departmental funds.

4.22 An ePermit is not transferrable, cannot be resold, and may not be registered in someone else's name.

4.23 ePermit holders may register multiple vehicles with one ePermit, but only one vehicle may be on campus at a time. ePermit holders may not register vehicles driven by other students, faculty/staff, partners, or visitors to avoid the purchase of an ePermit at a lesser or no cost.

4.24 ePermit holders are responsible for updating license plate and/or vehicle information associated with their ePermit if buying, selling or trading vehicles.

4.25 Any person giving false information associated with their ePermit is subject to disciplinary action including revocation of their ePermit.

4.26 Incomplete or inaccurate ePermit vehicle license plate registration may be cited.

4.27 ePermit refund requests must be submitted by email to [wsuaccountsreceivable@wichita.edu](mailto:wsuaccountsreceivable@wichita.edu)

## ARTICLE 5 - PARKING REGULATIONS

5.0 Parking areas are shown on the parking map which is made part of these rules and regulations. Areas may be further restricted if so indicated by traffic control devices. Certain parking lots, campus streets, and areas may be reserved during University events and by special request for other events when such special requests are approved by the University President or designee. During the times that certain parking lots, campus streets and areas are reserved, parking in reserved parking lots, campus streets and areas will be restricted for whom the reservation is made.

5.1 The University reserves the right to impose limitations on parking in emergencies or on special occasions.

5.2 All parking spaces are marked with paint. If there are no painted lines, it is not a parking space.

5.3 In all cases in which a motor vehicle is parked, the vehicle must not back into or pull through the stall unless it has a front license plate that is registered to the vehicle through a state licensing agency. The license plate must be visible and unobscured. The vehicle's position shall be such that the whole of the vehicle is located within the boundaries of the parking space. The fact that other vehicles are parked improperly shall not constitute an excuse for parking with any part of the motor vehicle over any line. Motor vehicles must be parked properly at all times, the only exception will be for vehicles with a handicap plate or placard.

5.4 No vehicle is to be parked in such a manner as to obstruct vehicular or pedestrian traffic.

5.5 Motorcycles, mopeds and scooters must be parked in the Purple parking areas designated for motorcycles only. They are not permitted on sidewalks or grassed areas. Motorcycles, mopeds, and scooters must be registered under an ePermit, same as motor vehicles, to park on campus Monday through Friday, 7:00 am to 5:00 pm.

5.6 The parking of mobile homes, mobile trailers, campers, converted vans and other similar equipment is not permitted for the purpose of living in that equipment without the permission of the Chief of University Police.

5.7 Vehicles are required to park in designated parking areas appropriate to the ePermit classification as posted on parking lot entrance/parking area signs.

WSU ePermits are required for all vehicles while classes are in session (see Article 2.21) except during the Summer Semester. During the Summer Semester ePermits are not required in the Green ePermit or the Green/Yellow ePermit designated surface lots (see campus parking map). ePermits will be required in Yellow designated surface lots while campus is open, this includes times when classes are not in session.

Yellow, Green, and Green/Yellow ePermit designated parking lots are open and ePermits are not required Monday through Friday, 5pm to 7am and on Saturday, Sunday, and all recognized University holidays for students, faculty, staff, and visitors.

The above excludes any handicapped stalls, fire lanes, marked reserved stalls, service and loading zones, any timed parking areas, or the parking garage which are enforced 24 hours a day seven (7) days a week. This also includes any parking lots and/or stalls that are reserved for special events.



5.8 The University reserves the right to remove the following from campus:

a) Any vehicle that is parked in such a manner as to constitute a hazard or that impedes vehicular or pedestrian traffic movement, the operation of emergency equipment, the making of essential repairs and/or deliveries.

b) A vehicle repeatedly found on campus without a valid WSU ePermit. Removal shall be made irrespective of the knowledge that said vehicle belongs to or is operated by a person or persons eligible for University parking ePermit privileges.

c) Any vehicle, registered or unregistered, which because of its physical condition is deemed a safety hazard to other vehicles and/or pedestrians.

d) Any vehicle, even if it has a valid ePermit, not moved from the lot where it was parked for a period of four (4) days without the permission of the University Police Department. Exception is for students living in University residence halls.

e) Any vehicle parked in or blocking a Fire Lane. The Chief of Police and/or the Parking Section Supervisor may authorize the removal in other circumstances when deemed to be necessary or in the best interest of the University.

5.9 The owner/ePermit holder/driver of a vehicle in violation as listed in Article 5.8 will be responsible for all costs involved in the removing, impounding, and storing of said vehicle. The University will assume no responsibility whatsoever for damages to any vehicle which was ordered removed from the campus by the University or for the contents of said vehicle.

5.10 Service, contractor, or vendor vehicles found blocking a street, sidewalk, or creating a hazard may be cited.

## ARTICLE 6 - VIOLATIONS (Subject to Change)

6.0 Violation notices will be issued for, but not limited to, the following, and are subject to the corresponding fines. Regulations will be enforced at all times.

6.1	No ePermit	\$25
6.2	Improper Parking	\$30
6.3	Parking in NO PARKING zone or tampering with device (cones, barricades, flag rope, etc.) used to designate a temporary NO PARKING ZONE	\$25
6.4	Overtime parking in time-limited zone	\$25
6.5	Blocking or obstructing, or parking in hydrant or fire lane	\$75
6.6	Parking on turf or sidewalk	\$75
6.7	Unauthorized parking	\$25
6.8	Parking in an event stall or lot	\$50
6.9	Parking in a reserved stall	\$150
6.10	Parking in a handicapped stall	\$100
6.11	Failure to display a handicap placard (see article 4.16)	\$10

6.12	No ADA permissions	\$10
6.13	Parking in loading or service zone	\$25
6.14	License plate not visible or incorrectly registered	\$25
6.15	Person who wrongfully obtains an ePermit for themselves or for another person at a lesser cost or no cost through payroll, cash, or enrollment by deception	\$300
6.16	Person who wrongfully uses an ePermit obtained for themselves or by another person at a lessor or no cost	\$300

## ARTICLE 7 - ALL PAYMENT OF VIOLATION NOTICES AND FINES

7.0 All parking and violation notices are payable online or at Accounts Receivable in Room 201 Jardine Hall. It is necessary to bring a copy of the citation or citations to Accounts Receivable Office or to mail it with the appropriate remittance if not paying online.

7.1 Failure to pay violation notices and/or fines, excessive delay in payment or accumulation of unpaid violation notices may result in additional penalties as follows:

- a) Withdrawal of future campus parking privileges.
- b) Denial of academic registration until all violation notices have been settled.
- c) Holding of transcripts, diplomas and other documentation pending settlement of outstanding fines.

## ARTICLE 8 - APPEAL OF VIOLATION NOTICES

8.0 For parking violations, the appellant may fill out an appeal form available within their ePermit account or at <http://wichita.nupark.com/portal/appeals/index>.

8.1 For students needing help in preparing an appeal, contact the Student Advocate, room 219J Rhatigan Student Center, (316) 978-3026. All others contact WSU Parking, [wsuparking@wichita.edu](mailto:wsuparking@wichita.edu).

8.2 Appeals must be made within twenty (20) calendar days after the issuance date of the citation.

8.3 Appeals for parking violations must be made online.

8.4 An administrative fee of \$5 will be added to those citations not canceled by the Parking Appeals Committee.

## ARTICLE 9- BICYCLES/TRICYCLES

9.0 The University encourages and supports the use of bicycles as a means of transportation. Bicycles operated or parked on campus shall be operated or parked in a manner which conforms to ordinances of the City of Wichita and regulations of the University.

9.1 All persons propelling a bicycle upon and along a sidewalk, or across a roadway upon and along a crosswalk on the University Campus, shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian from behind.

9.2 The use of bicycles on campus is restricted to paved right-of-ways.

9.3 Bicycles should be parked and secured in the parking racks provided.

9.4 Bicycles shall not be parked in stairwells, stairways or halls, or chained to shrubs, trees, railings, signs, or lamp poles.

## ARTICLE 10 - SKATEBOARDS, LONGBOARDS, COASTERS, ROLLER SKATES, & SCOOTERS

10.0 Skateboards, longboards, scooters and coasters are authorized for transportation purposes only on the University campus (see Article 2.1) except in residential areas defined by Housing and Residence Life and for special events approved by the University President.

10.1 The use of skateboards, longboards, coasters, roller skates, scooters, or other skating devices on campus is limited to paved right-of-ways and sidewalks. All persons using a skating device on campus shall yield the right-of-way to any pedestrian and shall give an audible signal before overtaking and passing such pedestrian from behind.

10.2 Skateboards, longboards, coasters, roller skates, scooters, or other skating devices shall not be worn or ridden inside any University building, parking garage and/or shall not be used for skating stunts on any steps, retaining or landscape walls, benches, or handrails on the University campus.

*Approved by the University President July 2018 Authorized by K.S.A. 74-3209 et seq.*