COLUMBIA COLLEGE
COLUMBIA, MISSOURI
PARKING REGULATIONS

Campus Safety phone numbers:
Office: 875-7315
Cell: 219-0212

PARKING LOTS

Campus parking spaces are color-coded for easier identification. Vehicles parked in campus lots must display the approved Columbia College parking permit. For locations, see the parking map on the website at: http://web.ccis.edu/Offices/CampusSafety/Regulations.aspx.

Residential: (Marked by yellow residential signs and yellow lines.) Hughes lot, Miller lot and Cougar Village lot.

Non-Residential and Faculty/Staff: (Marked by white non-residential signs and white lines.) 10th Street lot, Seventh Street lot, Practice Hall lot, Banks lot, Range Line north and south lots, Wightman lot, Southwell lot, Boone Co. Lumber lot, Tenth Street Center lot, Columbia House lot, and the Federal Hall lot.

- Visitor parking (temporary): 10th Street parking lot, Missouri Hall circle drive, Federal Hall parking lot, Southwell lot or any non-residential (white) space in a non-residential lot.
- Handicapped parking: Cougar Drive behind St. Clair Hall, Brouder Science Center, Missouri Hall parking lot, Robnett-Spence, Range Line north and south lots, Wightman lot, Tenth Street Center lot, Columbia House lot, Practice Hall lot and the Federal Hall lot.
- Motorcycles: See section on Motorcycles/Scooters and Mopeds within text below.

PURPOSE

The purpose of this document is to outline the rules and regulations for the use of motor vehicles on the Columbia College campus.

These rules and regulations are designed for the safety, welfare and health of students, employees and visitors; the protection and maintenance of college property; and to govern traffic on the campus.

Cooperation and compliance with these rules and regulations by all members of this community is essential. Failure to comply may result in a citation being issued or suspension/revocation of parking privileges on campus.

POLICY

Columbia College is a private college; therefore, the parking lots and other areas of the college are private property. The operation and/or parking of any vehicle on campus is a privilege, not a right. The college has the right to regulate the use of any motor vehicle on campus property for the good and the safety of the campus community. Campus parking lots are provided for the convenience of permit holders in conducting Columbia College business and for only that purpose.
PARKING PERMITS

All Columbia College students and employees must obtain a parking permit for any vehicle parked on campus. Parking permits must be displayed at all times.

The purchase of a parking permit only authorizes the parking of a vehicle on campus. It does not establish a designated parking space, only a designated area. A vehicle parked in any unauthorized area is in violation of the regulations in this document.

ENFORCEMENT

Campus Safety is responsible for issuing citations, enforcement and reporting violations of college motor vehicle regulations to college officials.

Towing/Booting

In accordance with Columbia College Parking regulations, your vehicle may be towed or booted for having a third violation of any campus parking regulation.

Vehicle immobilization:

A settlement of charges of the boot-removal fee of $50 and any prior outstanding violations must be satisfied prior to the removal of the immobilization device. Settlement of charges can be completed by cash payment in the appropriate office or a valid student identification number with which the charges can be properly billed.

Vehicles may be immobilized and/or towed at any time when:

- Obstructing traffic
- Parking in a fire lane
- Parking in handicap-accessible
- Parking in marked “visitor” parking spaces
- Multiple violations of parking regulations
- Reasons deemed necessary for the safety of the campus community

Vehicles towed may be claimed by contacting: Campus Safety - (573) 875-7315. Campus Safety will provide contact information for the appropriate tow company. The tow company will provide information on fees and may require fees paid prior to releasing the vehicle.

OWNER’S RESPONSIBILITIES

It is the responsibility of the owner to take precautions against vehicle damage and theft. Columbia College assumes no responsibility or liability for any vehicle parked on or near college property. The owner should lock the vehicle at all times and refrain from leaving valuables in plain sight (inside the vehicle).

VEHICLE REGISTRATION

Valid permits must be hung from the rear view mirror of the vehicle. Permits placed in other locations will be considered invalid.
Student Permits

Permits must be purchased online by using the “Campus Safety” link on the Columbia College website (www.ccis.edu) or by using the following online address: www.ccis.edu/parkingpermits. The following items will be necessary to complete the online applications:

- Vehicle registration information
- Contact information
- Payment method

You may have the permit mailed to you or pick it up in one of the following offices:

- Enrollment Service Center (Missouri Hall, Room 205)
- Evening Campus Office (Missouri Hall, Room 111).

(Picking up: The office staff will require the receipt and proof of identification to issue a parking permit.)

Student Parking Permit Fees

All parking permit fees are listed on the Columbia College website. For a price listing, refer to the following link: www.ccis.edu/day/admissions/tuition.asp.

- Residential (Non-commuter) Student Permits: Residential students must purchase a residential permit. Due to the limited number of residential parking spaces, only one permit will be allowed per student. Permits are only valid for the academic year in which they are purchased. Residential parking will not be reserved during the summer.
- Non-Residential (Commuter) Student Permits: Non-residential students must purchase a non-residential permit. Permits are only valid for the academic year in which they are purchased.

Faculty and Staff Permits

Faculty/staff hang tags are issued at the time of employment and remain valid throughout employment.

Visitor Passes

Visitor passes may be obtained from Plant and Facilities Operations in St. Clair Hall, room 4, (8 a.m. to 5 p.m.) or the Campus Safety Office. Residential Students may acquire a visitor pass from one of the Residence Hall offices. See the physical map (Campus Safety website) for visitor space locations. Visitor passes must be dated to be valid.

PARKING AND TRAFFIC POLICIES

1. To park a motor vehicle/motorcycle or licensed scooter on campus, it must be registered with the college and a parking permit properly displayed at all times. All administrators, faculty, staff and students must register vehicles to be parked on campus.
2. Administrators, faculty, staff and students are responsible for all violations of regulations in which their vehicle is involved. Faculty, staff and students are not allowed to use visitor spaces at any time.
3. Columbia College assumes no liability for damages to any vehicle parked or driven on campus.
4. Motorcycles, motor scooters and mopeds are subject to the regulations governing automobiles.

5. Abandoned vehicles are subject to towing at the owner’s expense unless the owner notifies the Campus Safety Office in writing at the time the vehicle becomes disabled.

6. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of repairs is the responsibility of the person making such repairs.

7. All vehicle operators must obey public safety directions and instructions regarding operating and parking motor vehicles.

8. All vehicles must have a current state license plate.

PARKING REGULATIONS FOR PERMIT HOLDERS

Restricted Areas

- Visitor spaces
- Fire lanes

All disabled slots (unless displaying a state-issued disability permit and/or license plate)
- Any roadway where the vehicle becomes an obstruction in the traffic lane
- Areas where signs and road markings prohibit parking
- Sidewalks, walkways, lawns or other cultivated areas

Motorcycles/Scooters/Mopeds

All motorcycles and licensed scooters are subject to the same regulations as other motor vehicles and must be parked in a designated parking space in a parking lot. They may not be parked at bike racks or driven on sidewalks. Any unlicensed scooter may be parked at bike racks adjacent to a parking lot, roadway or drive. Scooters may not be driven on sidewalks or parked at bike racks not adjacent to a parking lot, roadway or drive. Mopeds may be parked in any bike rack on campus. All vehicles and bicycles in a bike rack must be secured and locked to the rack to prevent theft. Mopeds and bicycles may not be operated on sidewalks but may be walked to the prospective bike rack.

Display of Permits

Permits must be displayed from the rearview mirror in a manner allowing all printed information to be viewed when looking through the windshield (from the outside). Motorcycle/scooter stickers must be located in plain sight.

Violations and Fines

Fines for one to two parking violations issued by Columbia College shall be assessed in the amount of $20 each; three or more violations may be $50 each. Violations include:

- Obstructing traffic
- No valid permit displayed
- Parking in a no-parking area
- Parking in an area where permit does not apply
- Parking in an area designated for visitors
- Parking in a fire lane
• Parking in a handicapped (disabled) space
• Parking without permit
• Other violations deemed to be a violation of parking regulations or necessary for the safety of the campus community

City of Columbia authorities and Columbia College Campus Safety may issue tickets and/or tow a vehicle at the owner’s expense for fire lane, visitor space and handicap violations. Three or more consecutive violations of any kind may result in towing or booting at the owner’s expense. Fines will automatically be charged to the violator’s account.

APPEALS

To appeal a parking citation:
• Ticket appeals must be submitted in writing within 5 business days of the violation date.
• Tickets not appealed within 5 business days may be billed to the violator’s account. Appeals received after 5 business days may be considered invalid.

An appeal must be sent by email and must include the following information:
• Name and College identification number
• Ticket date
• Vehicle license number
• Explanation of circumstances surrounding the violation
• Reason for appeal

Violations for which there is no appeal:
• Parking in fire lanes
• Unauthorized use of handicap-accessible parking spaces

Each parking appeal is reviewed by the director of Campus Safety.

REVOCATION

Columbia College retains the right to revoke any on-campus parking and driving privileges. Reasons may include, but are not limited to:
• Violations in excess of five per semester or seven per year
• Use of fraudulent permits
• Creating a nuisance or causing property damage while making repairs to vehicles on campus
• Causing other property damage
• Becoming verbally or physically abusive, threatening or verbally assaulting any safety officer during the performance of his or her duties
• Inappropriate operation of a motor vehicle which presents a safety concern to the campus community.

Payment of violations does not void a revocation.

Complaints, appeals and suggestions should be addressed to the director of Campus Safety by email at rklausmeyer@ccis.edu.