



METROPOLITAN
COMMUNITY COLLEGE

MCC
TRAFFIC & PARKING
POLICY

PREPARED AND MAINTAINED BY
THE MCC POLICE DEPARTMENT

MCC

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

SECTION 1 — POLICY

1.1 The operation and parking of a motor vehicle or bicycle on the property of the Metropolitan Community College is a privilege granted by the colleges. It is not an inherent right of the students and employees to operate and/or park a vehicle on the property. However, it is recognized that a vehicle is often necessary for convenient transportation and MCC attempts to ensure sufficient parking for all who need it.

1.2 All vehicles/bicycles shall be operated and/or parked on the Metropolitan Community College property at the owner's risk. Metropolitan Community College is not responsible for theft, damage, fire, or theft from any vehicle/ bicycle parked or operated on campus.

SECTION 2 — DEFINITIONS

2.1 Motor Vehicle - A self-propelled conveyance that includes but is not limited to automobiles, motorcycles, motor scooters, and trucks.

2.2 Bicycle - For the purposes of this policy, a bicycle is any wheeled vehicle, which is propelled by the rider.

2.3 Metropolitan Community College property - All property owned, leased, or operated by the Metropolitan Community College.

2.4 Loading Zone - An area, designated by sign and/or painted markings, reserved for the actual loading or unloading of passengers and/or goods.

2.5 Fire Lane - Any area designated by sign and/or painted markings reserving the area for unobstructed accessibility of fire and emergency response vehicles. Any vehicles in these areas will be towed at the owner's expense and may be subject to additional fines and penalties.

2.6 Traffic Control Devices - All signs, signals, markings and devices installed for regulating traffic flow and parking.

SECTION 3 — VEHICLE REGISTRATION

3.1 Vehicle Registration – Students and employees **must** register their vehicles with the Police Department if they intend to park anywhere on one of the MCC Campuses. Vehicles parked on campus property, which are not properly registered, will be subject to fines and or towing at the owner's expense.

3.2 Items Required to Register Vehicle:

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- a. Valid driver's license.
- b. Student / Employee Identification Number.
- c. Mobile Number or other telephone number as a point of contact.
- d. Completed Parking Permit Application, MCC PD Form MCCPD.73

3.3 Registration Location

Permits are issued at each campus Enrollment / Admissions Office, Monday through Friday, during each campus-specific business hours. Business hours for each campus are located on the MCC Website.

- a. MCC Blue River: Welcome Center, Education Center room 134
- b. MCC Longview: Campus Center room 205 (Main Floor Campus Center Building)
- c. MCC Maple Woods: Administration Building, room 101
- d. MCC Penn Valley: Humanities Building (Enrollment Center room SEC-001)
- e. MCC New employees will complete the parking permit application and receive a parking sticker during New Employee Orientation.
- f. Completed parking permit applications should be submitted to the campus police office by 12:00 noon on each Friday.

3.4 All permits are valid on all MCC locations.

3.5 Placement of permit – Permits **must be affixed** on the vehicle in a location that is visible at all times, no exceptions.

3.6 Responsibility - Persons registering a vehicle in their name are responsible for all violations incurred by that vehicle. Vehicle registration does not guarantee a parking space on MCC property.

SECTION 4 — PARKING

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

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

4.3 Accessible Parking

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- a. Vehicles with permanent handicapped license plates regardless of state of issue - the driver will be asked to provide a copy of the vehicle registration papers. The name of the driver MUST be listed on the registration papers.
- b. Vehicles with handicapped placards - the driver will be asked to provide the appropriate documentation proving that the driver is the person authorized to park in an accessible parking area.
- c. A Missouri Handicapped placard - the driver must produce a copy of the Application for Disabled Person Placard Form DOR-2769, or a copy of a “new temporary placard receipt”, and these forms must bear the name of the driver.
- d. A Kansas handicapped placard - the driver must produce the Identification Card issued by the State of Kansas, identifying the driver as the person authorized to use the placard.
- e. For any other state the appropriate documentation must be provided identifying the driver as the person authorized to use the placard.
- f. Accessible parking placards must be current and unaltered. Expired placards will not be accepted as authorization to park in an accessible parking area.
- g. Any person parking in accessible parking without the required, current and legal documentation will receive a parking fine. Failure to have this documentation on hand, or produce it when asked, is sufficient legal grounds for a fine, and producing the documentation later will NOT be grounds for appeal.

SECTION 5 — PENALTIES

5.1 Fines – Traffic/Parking fines range from \$25.00 to \$50.00

- a. \$25.00 fine for each traffic/parking violations except for disabled spaces.
- b. \$50.00 fine for unauthorized parking in disabled spaces. A city/state violation may also be issued along with an MCC violation.
- c. Fines will be posted to accounts 1 to 5 business days after citation is issued. Fines that are not posted within 30 days of the citation date will be classified as “Warnings”.
- d. Failure to pay the violation fee will result in restriction of grades, enrollment and transcripts.
- e. Failure to pay the violation fee by an employee may result in payroll deduction.
- f. Fines may be paid at any Business Office within 10 days.
- g. Any inquiries concerning paid or unpaid fines should be forward to the campus business office.
- h. If your vehicle is towed, contact the Metropolitan Community College Police Department at phone: 816.604.1111.

SECTION 6 — APPEALS

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The traffic/parking appeals process exists to give appellants the opportunity to demonstrate that they did not violate MCC regulations. The appeals procedure is not an avenue for expressing one's disagreement with MCC regulations.

6.1 Appeals may not be considered for the following reason(s):

- a. Lost citation/never received citation
- b. Parked illegally for a short time
- c. Lack of parking spaces in a preferred location
- d. Unread or misunderstood signs
- e. Financial hardship
- f. Ignorance of regulations
- g. Late for class or meeting
- h. Inclement weather
- i. A student/faculty/staff advised parking there

6.2 Appeals Process

Metropolitan Community College Police Captains provide the initial review of all appeals. Appeals shall be presented in writing on the MCC Traffic & Parking Violation Appeal Form within ten days of the citation date. Appeal forms may be picked-up at any MCC Police office. This first review is to determine if there was an error made by the issuing officer. If the citation was issued correctly, i.e., there was a violation of the campus regulations, the Police Captains are to deny the appeal and the petitioner will have ten days to pay the fine at any Business Office. Police Captains may respond to the petitioner by email or letter. Police Captains are to copy the Chief of Police on both e-mails and letters whether the appeal was approved or denied. The campus police office must notify their campus Business Office for all approved appeals to have the fine removed from appellants account.

After the initial review, and subsequent denial, if a petitioner wants to request a second appeal, he/she may submit the appeal in writing to the MCC PD Chief of Police at the following address:

Chief of Campus Police
Metropolitan Community College Police Department
3217 Broadway, Suite 130
Kansas City, MO 64111

The final appeal will be submitted in writing to the MCCPD Chief. The Chief may also respond to the appeal by e-mail or letter.

No further appeal is allowed after determination of the final appeal, and the petitioner will have ten days in which to pay the fine, if the appeal is denied.