Pursuant to the provisions of Chapter 105, Section 37-105-1 and Section 37-105-3, Mississippi Code of 1972, the Board of Trustees of State Institutions of Higher Learning hereby enacts the rules and regulations for vehicles, motorcycles, and bicycles on the campus and grounds of The University of Southern Mississippi, Gulf Coast.

GENERAL INFORMATION

The University of Southern Mississippi reserves the right to regulate the use of all vehicles on campus and to forbid the use of a vehicle by any person not complying with the regulations on campus as applicable to Mississippi state law and Mississippi State Institutions of Higher Learning. The USM Gulf Coast Parking Management Committee is responsible for implementing and enforcing the parking regulations. Except where indicated, all regulations contained herein are enforced 24 hours a day, seven days a week. (Reference State Code 37-105-3)

Parking registration is an individual responsibility. Parking permits are issued to individuals, and ownership is nontransferable. By obtaining a permit, the permit holder agrees to become familiar with and abide by the rules and regulations. Parking permits must be properly displayed 24 hours a day. (See parking regulations, Section 4, subparagraph 4.2.)

Southern Miss Gulf Coast assumes no liability for damages, including flood damage, or loss to any vehicle or vehicle contents while parked or in operation on university property. Southern Miss Gulf Coast does not guarantee a parking space, nor does purchasing a parking permit guarantee a parking space.

RESERVED PARKING

Southern Miss may reserve parking spaces as necessary for handicapped persons, visitors, and events. Unauthorized vehicles parked in these designated reserved areas will be cited and towed at the owner’s expense.

HANDICAPPED PARKING

Southern Miss faculty/staff and students who operate a motor vehicle on university-controlled property with permanent or temporary disabilities are required to properly display a federal or state-sanctioned handicapped placard or tag accompanied by a Southern Miss handicapped parking permit. To purchase a Southern Miss Gulf Coast handicapped parking permit each individual will be required to register and submit a copy of a state-issued handicapped placard to the Campus Security Department. Visitors are required to stop at the Southern Miss Gulf Coast Campus security office for a handicapped parking pass.
TOWING/BOOTING

Southern Miss Gulf Coast is authorized to boot, or tow, at the owner’s expense, any vehicle that has been issued four or more parking citations in an academic year (paid or unpaid). Booting or towing a vehicle is also authorized in the following cases: a vehicle is issued two parking citations for not displaying a USM parking permit, a vehicle is inoperable or appears to be abandoned, a vehicle is obstructing traffic, a vehicle is parked in a fire lane or near a fire hydrant, a vehicle is parked illegally in any reserved space, a vehicle is parked illegally in a handicap/handicapped curb cut (wheelchair ramp) space or falsifying/altering of a permit/handicapped placard, a vehicle is parked in a No Parking Tow Zone, a vehicle is parked on sidewalk/grounds.
Traffic and Parking Regulations 2010 – 2011

POLICY GOVERNING USE AND OPERATION OF NONCONVENTIONAL MODES OF TRANSPORTATION

I. PURPOSE

The purpose of this policy is to establish operational guidelines for the use and operation of nonconventional modes of transportation on the campus of The University of Southern Mississippi and to establish equipment needs, both required and optional, regarding these modes of transportation.

II. POLICY

1. Nonconventional mode of transportation is defined as any motorized vehicle, gas or electric-powered, that is used to transport people, equipment or other goods. EXAMPLE: golf carts, ATVs, lawn mowers, etc.
2. These nonconventional modes of transportation will be operated in accordance with the “Rules of the Road” used by conventional modes of transportation.
3. Operators will not use sidewalks as transportation routes. Sidewalks can only be utilized when destination has been reached to accommodate delivery of goods or services, drop-off and pickup, or when job description/equipment allows for use in grass/sidewalk or for parking.
4. When parking, utilize area at your destination that will not impede pedestrian or vehicular traffic. Do not park in a designated parking space, in the roadway, or in any tow-away zone as described in the “Traffic and Parking Regulations.”
5. Operation will be in accordance with the manufacturer’s specifications, and there will be no modification to manufacturer’s safety equipment, e.g., speed governors.
6. All equipment on nonconventional modes of transportation will be maintained in good working order.
7. Nonconventional modes of transportation will be properly marked with department/division name and unit number assigned by Motor Pool that would be visible from a minimal distance of 25 feet.
8. The following equipment will be utilized on all nonconventional modes of transportation dependent on time and purpose of use. (Required or Optional)
   - windshield (required for golf carts, optional on all others)
   - flashing yellow caution light affixed to top or above roof (required)
   - rearview mirror (required)
   - headlights and rear lights/reflectors (optional for daytime use only, required for nighttime operation)
   - reflective triangular placard for equipment (required)
   - horn (optional)
   - weather enclosure (optional)
9. Limit operators of nonconventional modes of transportation to personnel who have a valid driver’s license.
10. Limit capacity of the cart to manufacturer’s specifications.
11. Driver and passenger(s) are to remain seated at all times while moving and keep hands and feet inside at all times.
12. When reversing, make sure to look behind you before doing so.
13. When leaving the transportation unattended, remove the key and set the parking brake at all times.
14. Stop transportation completely before exiting.

Violations of this policy will be forwarded to the appropriate school dean or department director with whom the nonconventional mode of transportation is assigned. All disciplinary action will be handled in accordance with The University of Southern Mississippi disciplinary policy.

BICYCLE AND MOTORCYCLE POLICY

Regulations have been established to provide for the orderly movement and parking of bicycles/motorcycles on campus. In using bicycles/motorcycles on campus, the rights and safety of others should be considered at all times.

Bicycles/motorcycles shall follow state and local regulations governing movement and operation.

Bicycle/motorcycle riders are subject to the same rules and regulations as motor vehicle operators and should ride on the right-hand side of the street, obey all traffic signals and signs, and give proper hand signals.

Operating any vehicle, motorcycle, motorbike or bicycle during hours of darkness without proper headlights, taillights or reflectors is forbidden.

All operators of motorcycles, motorbikes or similar types of cycles and all passengers of these vehicles are required to wear helmets while the vehicle is in operation.

All operators of any type of motor vehicle or bicycle shall yield right-of-way to emergency vehicles and pedestrians.

Bicycles/motorcycles will be parked and secured or chained in designated areas only.

Bicycles/motorcycles may not be operated, secured, chained or parked inside buildings, near doorways or entrances to buildings, on sidewalks, handicap ramps, handrails, light poles, fence/sign posts, stairwells, shrubs, trees, lawns, in pedestrian paths, in any location impeding pedestrian and vehicular movement, or in such a way as to create a hazard.
Abandoned bicycles/motorcycles will be picked up and impounded at regular intervals. Bicycles/motorcycles may be considered abandoned if they are not moved or relocated within 30 days or are not in operable condition.

The university assumes no responsibility for the care and protection of any bicycles/motorcycles or attached accessories or contents at any time the bicycle/motorcycle is operated or parked on campus.

**Bicycle/Motorcycle Permits**

**Permit Cost** - $20 per academic year

Bicycles/motorcycles operated or possessed on campus must have a valid permit. The permit must be permanently affixed using only the permit adhesive and must be parked at a bicycle/motorcycle rack/pad, locked and in operable condition. The parking permit may be placed anywhere on the bicycle/motorcycle as long as it is visible.

To register your bicycle, you must have the serial number from the bike. This may be found in several different places on bikes depending on the make and model. The most common location for bike serial numbers is under the seat and underneath the pedals. Be sure to know the make, model, color and the style (male or female).

Motorcycle registration will follow the same process as the vehicle registration. Be sure to know the make, model, color and tag number.
REVOCATION OF PARKING PRIVILEGES

Southern Miss Gulf Coast considers parking a privilege that may be revoked temporarily or permanently for justifiable reasons. Notice will be given to individuals whose privileges have been revoked. Written notice will be sent to the individual’s address of record with the university. Violations of this notice will result in immediate booting or towing.

1. DEFINITIONS

1.1 DECAL is a nontransferable windshield sticker, bumper sticker, metal tag, or other marking normally used to identify the owners of vehicles or the vehicle itself and the permitted zone.

1.2 HANGTAG is a portable parking permit identifying the individual and zone.

1.3 PARKING PERMIT is a written authorization for an individual to park a vehicle on the campus in a specified parking zone. Parking permits will be valid for one year and will expire August 15 of each calendar year. Exceptions: Retiree parking permits are non-expiring and Honor Club parking permits expire every two years.

1.4 FACULTY MEMBER is anyone who is employed full-time or part-time by The University of Southern Mississippi, whether under contract or not, for the purpose of teaching or instructing students or anyone working on the campus in a faculty capacity. This does not include graduate assistants, graduate research assistants, or graduate fellowship students.

1.5 STAFF MEMBER is anyone who is employed full-time, part-time, or temporarily by Southern Miss to perform services other than instructing students.

1.6 STUDENT is anyone, other than faculty or staff members, who is enrolled at Southern Miss for the purpose of receiving instruction.

1.7 MOTOR VEHICLE is any automobile, truck, motorcycle or motorbike.

1.8 VEHICLES are all motorized devices used for transporting of people and materials, including, but not limited to, cars, trucks, motorcycles, etc.

1.9 VISITOR is any person, other than a student, faculty/staff member or employee who parks a vehicle on the campus on infrequent occasions. Visitors may obtain visitor permits and park in legal parking spaces. Visitors who park frequently on the campus must purchase parking permits and are subject to all regulations herein.
1.10 **PROPER DISPLAY** of a parking permit is the driver’s responsibility. Once a parking permit is issued, it shall be displayed in accordance with the instructions printed on the permit (see vehicle registration Section 2, subparagraph 2.5) the instructions printed on the permit. Vehicles should display only one type of permit at one time. Decals for motorcycles will be affixed in accordance with (See vehicle registration Section 2, subparagraph 2.6.)

1.11 **BOOT**, also referred to as an “automobile immobilizer,” is a mechanical device that can be affixed to any wheel on a motor vehicle for the purpose of temporarily immobilizing the vehicle.

1.12 **BICYCLE** is a light two-wheeled/three-wheeled vehicle with a steering handle, saddle and pedals.

1.13 **MOTORCYCLE** is a two-wheeled/three-wheeled automotive vehicle.

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**2. VEHICLE REGISTRATION**

2.1 Faculty/staff, employees and students, full-time or part-time, who operate a motor vehicle on university-controlled property, regularly or occasionally, will be required to purchase a USM parking permit. **Any vehicle parked on university-controlled property must display a valid USM parking permit.**

2.2 Faculty/staff and students with permanent or temporary disabilities who may require handicapped parking access will be required to submit a copy of a state-issued handicapped placard to the Campus Security Department. Each individual will be required to register and purchase a university handicapped parking permit to accompany the state handicapped placard.

2.3 Visitors will obtain and display visitor permits. All visitors must show a valid driver’s license to obtain a visitor pass.

2.4 All faculty/staff and students will be allowed one (one day) temporary parking pass per semester at no cost. A valid driver’s license will be required for issuance. For additional days, a temporary pass can be purchased. (See vehicle registration Section 2, subparagraph 2.19.)

2.5 Hangtags and decals are valid only when properly displayed. Display the hangtag unobstructed from the rearview mirror with the university logo facing outward. Decals must be permanently affixed, using only the permit’s adhesive, to the inside of the front windshield on the passenger side in the lower right-hand corner. Motorcycle permits must be affixed to the rear fender. If this is not possible, the decal must be affixed where it can be easily seen.

2.6 Only those parking permits issued by The University of Southern Mississippi Gulf Coast, The University of Southern Mississippi Parking Management, and Gulf Coast Research Laboratory campuses will be honored.
2.7 Faculty/staff members, full-time or part-time, will be issued only one parking permit. (Must show valid Southern Miss faculty/staff I.D.) Special accommodations will be made for permanently open vehicles where a hangtag is not practical. **Dependents, such as students, spouses, and student office staff employees, are not authorized to use faculty/staff parking permits.**

2.8 Students who are full-time or part-time will be issued one decal per vehicle in an academic year. (Must show valid Southern Miss student I.D.)

2.9 All faculty and staff employees who are full-time, part-time, regular or temporary will be eligible for faculty/staff parking permits. Those employees who are hired on a temporary basis will be required to pay for their permit in full upon issuance of permit.

2.11 Any person who reports a permit or decal lost or stolen must register and pay the replacement fee to obtain another permit.

2.12 Faculty/staff and students who have been terminated/withdrawn from the university will be reimbursed one-half (½) the cost of the parking registration fee only if requested within thirty (30) days of the issue date.

2.13 The university will reimburse faculty/staff and students for up to sixty (60) days for any billing errors that may have occurred.

2.14 Citation payments can be processed at the Gulf Park Campus Security office, or the Gulf Coast Student Service Center Campus Security office.

2.15 Citations issued with a permit number will be charged to the person to whom the original permit was issued. Citations issued to a vehicle will be charged to the driver/owner.

2.16 Any person falsifying a permit will be subject to towing and fined double the normal citation and towing fees. In addition, parking privileges will be revoked.

2.17 Outsourced employees (i.e., Barnes & Noble) will be issued one permit at the same price as a faculty/staff permit which must be paid for at the time of registration. These employees will be responsible for their fines. Failure to pay fines could result in vehicle immobilization.

2.18 Annual registration fees for parking permits are as follows:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, faculty and staff</td>
<td>$35.00</td>
</tr>
<tr>
<td>Student, faculty/staff handicapped permit</td>
<td>$35.00</td>
</tr>
<tr>
<td>Student, faculty/staff temporary decal (1 month)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Motorcycle permit</td>
<td>$20.00</td>
</tr>
</tbody>
</table>
After ten (10) working days from the beginning of each semester, Southern Miss will charge a five-dollar ($5) late fee for vehicle registration.

2.19 Upon termination of employment, faculty/staff must return their permits to the Gulf Coast Campus Security Department and pay all outstanding fines. Exceptions to this section apply to wrecked or traded vehicles and vehicles that have had windshields replaced; owners should provide documentation that states the hangtag (or decal) has been destroyed.

2.20 Any faculty/staff or student who changes place of residence or employment status must obtain the appropriate parking permit within two working days either by returning his/her permit for exchange or by purchasing a new permit.

2.21 Any faculty/staff or student who sells or trades a vehicle must obtain the appropriate parking permit within two working days either by returning his/her permit for exchange or purchasing a new permit.

2.22 Any faculty/staff or student who has a windshield replaced or vehicle that has been totaled must provide documentation from a glass or insurance company in order to obtain a permit at no cost.

2.23 Any faculty/staff or student who sells or gives a vehicle to another faculty/staff or student must provide proper documentation to show exchange of ownership.

3. ZONE DESIGNATIONS

3.1 FACULTY/STAFF: Full-time/part-time faculty and staff. Vehicles properly displaying faculty/staff parking permits may park in faculty/staff and open zones.

3.2 OPEN ZONE: To be used only by vehicles properly displaying a valid USM parking permit.

3.3 BICYCLE/MOTORCYCLE PADS: Parking for bicycles/motorcycles properly displaying a valid USM parking permit.
4. PARKING REGULATIONS

4.1 Parking regulations and restrictions will be enforced from 7:00 a.m. to 10:00 p.m., Monday through Friday, and on Saturdays when Saturday is a designated class day.

4.2 Parking permits must be properly displayed twenty-four (24) hours a day.

4.3 No Parking zones include service zones, fire lanes, fire hydrants, handicapped parking, handicapped curb cuts, reserved parking, sidewalks/grounds, no parking tow-away zones and obstructing traffic which will be enforced 24 hours a day, seven days a week.

4.4 Vehicles will park only in areas designated and marked as parking areas in such a manner, at such places, and for such time as indicated herein and on signs. Signs supersede these written regulations.

4.5 No vehicle will park in any area on the campus in excess of posted time limits.

4.6 No vehicle shall be parked on or outside visibly marked parking lanes.

4.7 No vehicle shall be parked facing the flow of traffic.

4.8 University vehicles are not permitted to park in handicapped spaces, curb cuts, fire lanes, near fire hydrants, no parking tow-away zones and meter parking.

5. DRIVING RULES AND REGULATIONS

In addition to the traffic laws of the state of Mississippi, the following university regulations are enforced by the Gulf Coast Campus Security Department on the Gulf Coast campus. A citation issued for a traffic violation will include a $50 fine.

5.1 Stop Signs: A vehicle shall come to a complete halt at stop signs and remain stationary until it is safe to proceed.

5.2 Blocking Traffic Lanes: Vehicles will not park in such a manner as to block traffic lanes, including fire lanes and No Parking zones on streets or driveways.

5.3 Handicapped Parking: Only authorized vehicles will park in handicapped spaces. Vehicles will not block handicapped ramps and curb cuts.
5.4 Reckless Endangerment: No vehicle shall be operated in any manner that endangers the life or safety of the driver, passengers, pedestrians or others.

5.5 Speed Limit: The maximum speed limit is 15 miles per hour, except in areas with lower limits posted.

5.6 Yield: Vehicles will yield to other vehicles having right-of-way.

5.7 Directing Traffic: Vehicle operators must obey the lawful directions of a university campus security officer.

5.8 One-Way Streets: Vehicles will be operated only in the direction indicated by one-way signs, unless directed to do otherwise by a university security officer.

5.9 Driving Areas: Vehicles will be driven only on streets designated for that purpose.

Driving and parking is not permitted on areas designated for pedestrians or on lawn areas, unless directed to do so by a university campus security officer.

5.10 Barricades: Vehicles will observe barricade instructions, unless directed otherwise by a university campus security officer.

5.11 Pedestrian Crosswalks: Vehicles will yield to pedestrians in marked crosswalks.

5.12 Bicycle Traffic: Vehicle operators will share the roadways with bicycle operators and respect their rights to roadway access.

5.13 Noise: Vehicle operators will observe the university’s noise ordinance. Public address will be by permit only.

5.14 U-turns: U-turns are not permitted on university streets unless directed by a university campus security officer.

5.15 Transportation Means: Skates, skateboards, and in-line skates may be used on the campus as a means of transportation. They will not be operated on streets except while crossing. They will not be operated in a careless, dangerous or reckless manner.

5.16 Bicycle Operators: Bicycles will be operated on streets (when available) moving in the same direction as the flow of vehicular traffic. Obey the rules of the road for bicycles. When only pedestrian areas are available, proceed slowly, yielding to pedestrians.

5.17 Small Vehicles: Vehicle operators will exercise caution when encountering small vehicles on university streets. Small vehicle operators will exercise caution and yield to pedestrians when on and off streets.
6. HEARING AND APPEALS PROCEDURE

6.1 Faculty/staff and students are preferably asked to submit all appeals to the Gulf Coast Campus security office at the Gulf Park Campus.

6.2 Any individual receiving a parking or traffic citation may request a hearing regarding the citation.

The following reasons are NOT acceptable grounds for dismissing a parking or traffic citation:
- a. Ignorance of regulations
- b. Inability to find a legal parking space
- c. No space available
- d. Inclement weather
- e. Late for class
- f. Improperly displayed decal
- g. Failure to purchase a decal
- h. Permit used by another person
- i. Not displaying a decal

6.3 Requests for a parking violation hearing must be made within fifteen (15) working days of issuance of the citation. Student, faculty and staff hearings will be heard by the Parking Management Committee. The committee may make a decision based upon the written request with or without the presence of the alleged violator. The decision from the Parking Management Committee is final.

6.4 A person requesting a hearing may be present at his or her parking violation hearing and may present information as permitted by the committee regarding the citation:
- a. Parking violations “Request for Hearing” cases where the alleged violator wishes to be present are decided by the committee at the hearing.
- b. A diagram or other pertinent information describing details concerning the citation may be submitted to the Parking Management Committee.
- c. Tickets are considered pending during the parking violation hearing process.
- d. The committee will hear the matter and render a decision. The committee may (1) find that a parking violation occurred and impose the appropriate penalty; (2) find that no parking violation occurred and dismiss the citation; or (3) suspend half or all of the fine imposed as a result of a finding of fact in the hearing.

6.5 The decision of the Parking Committee is transmitted to the alleged violator at the address supplied online.

7. PENALTIES

7.1 All parking violations carry an administrative penalty of twenty-five dollars ($35), thirty five dollars ($40) and fifty dollars ($50)
7.2 After the second violation of any traffic regulation within a school year, the penalty for each subsequent violation is double the original penalty with the exception of handicap.

7.3 Altered or obliterated parking permits will be voided and no refund will be allowed. It will be necessary to purchase a new parking permit.

7.4 Any person falsifying a permit/handicapped placard or who uses a lost, stolen or fraudulent permit will be subject to doubling of the fine and referred to the Dean of Students Office for disciplinary action.

7.5 Any Southern Miss employee or student who allows the use of a reported lost/stolen parking permit will be subject to a two-hundred-dollar ($200) penalty.

7.6 After ten (10) working days from the beginning of each semester, Southern Miss will charge a five-dollar ($5) late fee for vehicle registration.

7.7 Within the 15 days of issuance, outstanding parking tickets or traffic tickets can be paid at the Gulf Park Campus Security office. It is the responsibility of the student, faculty or staff member to make sure all fines are paid at the end of each semester.

7.8 All outstanding fines will be transferred after fifteen (15) days to the Business Office for payment.

7.9 Faculty/staff and students who do not pay outstanding penalties will have such penalties withheld from their pay or applied to the student’s account.

8. ENACTMENT AND PUBLICATIONS

8.1 The rules and regulations herein promulgated shall become effective only after notice of enactment of the same has been published in three consecutive issues of the university newspaper and in a newspaper having a general circulation in the county and municipality where The University of Southern Mississippi is located. Such notice shall state where the full text of such rules and regulations may be found on file. In addition, such rules and regulations shall be posted on five bulletin boards at the university for a period of four weeks after their promulgation. (Reference State Code 37-105-1)

8.2 These rules and regulations are enacted by the Board of Trustees of State Institutions of Higher Learning, state of Mississippi, and effective from and after August 15, 2010.