

THE UNIVERSITY OF SOUTHERN MISSISSIPPI
Department of Parking and Transit Services

Parking and Traffic Regulations
2020-2021

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 grounds of The University of Southern Mississippi campuses.

A. GENERAL INFORMATION AND DEFINITIONS

- A.1. The University of Southern Mississippi reserves the right to regulate the use of all vehicles on the Hattiesburg and Gulf Park campuses and at the Gulf Coast Research Laboratory (GCRL), including the Halstead Road and Cedar Point locations, and to forbid the use of a vehicle by any person not complying with the regulations on its campuses or teaching/research sites under applicable Mississippi law and policies of the Mississippi State Institutions of Higher Learning. The University of Southern Mississippi, Department of Parking and Transit Services (PTS) 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. (Miss. Code Ann. § 37-105-3).
- A.2. The University utilizes a license plate recognition (LPR) system on all University-owned and controlled properties. License plates are used to verify that a vehicle can park at a particular location on university property. Faculty, staff and students are allowed up to four vehicles registered to a virtual parking permit. However, only one vehicle is allowed to park on a University property at any given time. If a permit holder uses a substitute vehicle not registered on the permit, one of the vehicles on the permit must be removed to allow the substitution of the additional vehicle on the parking permit.
- A.3. Parking registration and the purchase of a virtual parking permit is an individual responsibility. A virtual parking permit is issued to individuals and ownership is nontransferable. By purchasing a permit, the permit holder agrees to abide by these rules and regulations.
- A.4. The University assumes no liability for damages, including flood damage or loss to any vehicle or vehicle contents while parked or in operation on any University property. The University does not guarantee a parking space, nor does registering for a permit guarantee a parking space. Campus parking spaces are zoned, and the permit type determines eligibility to park in a particular parking zone and/or lot.
- A.5. Vehicles parked on University property with intent to utilize the public transit system (Hub City Transit) are subject to the rules and regulations herein.

For purposes of these regulations, the following definitions apply:

- A.6. **Virtual Parking Permit** is an electronic authorization for an individual to park a vehicle on a University campus or teaching/research site in a specified parking zone. Registrants will be issued only one virtual parking permit. Unless otherwise indicated, virtual parking permits will be valid for each semester (Fall, Spring, Summer) or academic year, which will expire July 31.
- A.7. **License Plate Recognition (LPR) System** utilizes license plate recognition hardware/software to assist with Parking and Transit Services' enforcement and access control. Data collected is based on day/time/location. The use of data, data retention, and access to records are detailed in the privacy policy, found at the Department of Parking and Transit Services' website.

- A.8. E-Citation (Citation)** is an electronic citation via email (with the exception of non-registered license plate vehicle). Non-registered license plate vehicle will receive a citation on the windshield indicating a violation has been issued.
- A.9. Non-Registered License Plate Vehicle(s)** is a vehicle for which a valid virtual parking permit has not been purchased and/or the license plate has not been registered through the registration process.
- A.10. Simultaneously** means two vehicles registered to one account parked on campus at the same time.
- A.11. Visitor Parking Pass** is a written authorization for an individual to park a vehicle on a University campus or teaching/research site in a specific parking zone. Parking passes include visitor passes and special event parking passes.
- A.12. 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 our campuses or teaching/research sites in a faculty capacity. This does not include graduate teaching assistants, graduate research assistants or graduate fellowship students.
- A.13. Staff Member** is anyone who is employed full-time, part-time or temporarily by the University to perform services other than instructing students. This does not include graduate assistants or student workers.
- A.14. Student** is anyone, other than a faculty or staff member, who is enrolled at the University for the purpose of receiving instruction.
- A.14.1. **Commuter** is anyone living off campus
 - A.14.2. **Resident** is anyone living in on-campus dormitories
 - A.14.3. **Village** is anyone living in sorority housing
 - A.14.4. **Fraternity** is anyone living in fraternity housing
- A.15. Retired Faculty/Staff** is anyone who retires from the University.
- A.16. Visitor** is any person, other than a faculty, staff, student, contract employee or not otherwise affiliated with the University in the capacity of an external employee, vendor or construction worker who parks a vehicle on a campus or teaching/research site on infrequent occasions. Visitors must obtain a visitor pass and park in an authorized parking space. Visitors who park frequently on a campus or teaching/research site must register for a virtual parking permit and are subject to all regulations herein. Violators who order, purchase or display a visitor parking pass and park in visitor lots and spaces are subject to citation and immobilization.
- A.17. Motor Vehicles** are all motorized devices used for transporting people and materials, including, but not limited to, cars, trucks, motorcycles, etc.
- A.18. Proper Display** of a parking pass (visitor and special event) is the driver's responsibility. Once a parking pass is issued, it shall be displayed in accordance with the instructions printed on the pass. (See vehicle registration Section B.)
- A.19. 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.
- A.20. Tow** is to pull or haul a motor vehicle.
- A.21. Metered Parking** is limited-time parking that is regulated by a parking meter. A valid virtual parking permit/pass is required, if meter is covered.
- A.22. Bicycle** is a light, two-wheeled/three-wheeled vehicle with a steering handle, saddle and pedals.
- A.23. Motorcycle** is a two-wheeled/three-wheeled motorized vehicle.
- A.24. Facing Flow of Traffic** is a vehicle with the driver's side door parallel to the curb-causing vehicle to pull out into oncoming traffic.
- A.25. Mandatory Tow Area** is an area that includes service areas, fire lanes, fire hydrants, handicapped parking, handicapped curb cuts, reserved parking, which includes spaces, lots and visitor parking, sidewalks/grounds, no parking tow-away areas and obstructing traffic, which are enforced 24 hours a day, seven days a week.
- A.26. Reserved Parking** is parking by permit, permission or placard only.

- A.27. **Handicap Parking** is reserved for vehicles displaying a federal or state sanctioned handicapped placard or license plate (See Section B, subsection B.4).
- A.28. For further information regarding services for individuals with disabilities on all campuses or teaching/research sites, call the Office for Disability Accommodations at 601.266.5024 or 228.214.3232, or visit usm.edu/oda. Individuals with hearing impairments can use Mississippi Relay Service at 1.800.582.2233 (TTY) to contact campus offices.

B. REGISTRATION AND PERMITS

- B.1. Faculty, staff and students are required to register a vehicle online at usm.edu/parking-transit-services and purchase a virtual parking permit.
- B.2. Faculty, staff, students, contract employees and contractors/vendors who operate a motor vehicle on University-owned or controlled property, regularly or occasionally, will be required to register a vehicle and purchase a virtual parking permit.
- B.3. Faculty, staff and students are allowed to have up to four vehicles registered to a virtual permit. However, only one vehicle is allowed to park on University property at any given time. If a permit holder uses a substitute vehicle not registered on the permit, one of the vehicles on the permit must be removed to allow the substitution of the additional vehicle on the parking permit.
- B.4. Faculty, staff and students who operate motor vehicles on University-owned and controlled property with permanent or temporary disabilities are required to properly display a federal or state-sanctioned handicapped placard or license plate, register the vehicle, and purchase a Southern Miss handicapped virtual parking permit Southern Miss handicapped parking permits may be obtained by registering online at usm.edu/parking-transit-services and scanning/uploading a copy of the registrant's federal or state-issued handicapped placard (scan of both sides REQUIRED) or license plate registration. In addition, a copy of the registrant's Southern Miss ID must be provided. Registration and submission of this documentation may also be completed in person at the following locations:
 - B.4.1. **Hattiesburg Campus:** Parking and Transit Services McLemore Hall, First Floor.
 - B.4.2. **Gulf Park Campus:** Department of Parking and Transit Services at 138 Beach Park Place
 - B.4.3. **GCRL:** Office of Business and Financial Affairs, Oceanography Building (Halstead Road)
 - B.4.4. A visitor to the USM's campuses who has a valid handicapped placard or license plate must receive a handicapped visitor parking pass at one of the locations listed above or the information booth at the front of the Hattiesburg campus.
- B.5. All visitors must show a valid driver's license to obtain and display a visitor pass.
- B.6. Only virtual parking permits and/or passes issued by The University of Southern Mississippi Department of Parking and Transit Services will be honored.
- B.7. Regular or temporary, full-time or part-time faculty and staff, will be eligible for faculty/staff parking permits and will be issued only one virtual parking permit. Faculty and staff may pay through payroll deduction.
- B.8. Dependents, such as students, spouses and student office staff employees are not authorized to use faculty/staff virtual parking permits.
- B.9. Students who are full-time or part-time will be issued one virtual parking permit.
- B.10. Faculty, staff and students who have been terminated/withdrawn from the University will be reimbursed the full cost of the parking registration fee only if requested within 30 days of the issue date.
- B.11. The University will reimburse faculty, staff and students for up to 30 days for any billing errors that may have occurred.
- B.12. Those in violation of parking regulations will be issued an electronic citation via email (with the exception of non-registered license plate vehicles). Non-registered license plate vehicles will receive a citation on the windshield to indicate a violation has been issued and given further instructions on

how to make payment. Citation payments can be processed online at usm.edu/parking-transit-services.

- B.13.** Citations issued with a permit number will be charged to the person to whom the original permit number was issued. Citations issued to a vehicle will be charged to the driver/owner.
- B.14.** Any person falsifying a federal or state-issued handicapped placard or a visitor or special event parking pass will be subject to towing and parking privileges will be revoked.
- B.15.** All contractors and vendors are required to register and purchase a virtual parking permit for their employees' privately owned vehicles if an employee is parking on a campus or teaching/research site. This requirement does not apply to company-owned vehicles (vehicle must display company logo). Companies shall submit a letter requesting the number of virtual parking permits needed via email to parking@usm.edu or by uploading the letter to the registration form at usm.edu/parking-transit-services. Virtual parking permits will be issued to the individual. Contractor/vendor employees who bring privately owned vehicles to a campus or teaching/research site are expected to abide by and follow the University parking regulations.
- B.16.** Contract employees (i.e., Aramark, Barnes and Noble) will be issued one virtual parking 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 or towing.
- B.17.** The cost of the virtual parking permit is listed below. Student costs are fixed while employee virtual parking permit fees are based on an employee's salary at the time of purchase.
- B.18.** Registration fees for virtual parking permits are as follows:

<u>Regular Parking Permits</u>	<u>Hattiesburg</u>	<u>Gulf Park/GCRL</u>
Students	\$162**	\$75**
Faculty/Staff > \$24K	\$162*	\$75*
Faculty/Staff < \$24K	\$75*	\$75*
Reserved	\$414	\$175
Contractor/Vendor	\$75	\$75
Retired Faculty/Staff	\$25	\$25
Affiliates	\$75	\$75
Temporary Employees Dec/May	\$25	\$25

<u>Semester Permits</u>	<u>Hattiesburg</u>	<u>Gulf Park/GCRL</u>
Fall	\$90	\$45
Spring	\$90	\$45
Summer	\$25	\$25

<u>Semester Economy Lot Permits†</u>	<u>Hattiesburg</u>	<u>Gulf Park/GCRL</u>
Fall	\$40	N/A
Spring	\$40	N/A

<u>Visitor Passes (online only)</u>		
Visitor Pass (per day/per vehicle)	\$2	\$2

*Employees who begin employment on or after January 1 will pay a reduced annual rate.

** Students who begin on or after January 1 will pay a reduced annual rate.

†Economy permit holders can only park in lots designated by map, description or signage as Economy.

- B.19.** For employees, one regular parking registration fee can be treated as a pre-tax payroll deduction, lowering taxable income. Additional permits will be after-tax deductions. For regular permits purchased during the open registration period (month of August), the annual parking fee can be payroll-deducted over a nine-month period. For any purchases after the open registration period, the payroll deduction period will be based on purchase date.
- B.20.** Upon termination of employment, faculty/staff must pay all outstanding fines before out-processing from the University.

- B.21.** Any faculty, staff or student who changes zone designation or employment status must obtain the appropriate virtual parking permit within two working days by contacting the Department of Parking and Transit Services for exchange.
- B.22.** Any faculty, staff or student who sells, trades or totals a vehicle must notify the Department of Parking and Transit Services. Drivers of totaled vehicles must provide documentation from an insurance company. If a new vehicle will be operated on University-owned and controlled property, this vehicle must be registered with PTS.
- B.23.** Any faculty, staff or student who sells or gives a vehicle to another faculty, staff or student must provide proper documentation to PTS to show exchange of ownership.
- B.24.** Any retired faculty/staff who desire regular access to a campus or teaching/research site must register and purchase a retiree virtual parking permit.

C. PARKING

- C.1. Hattiesburg** - Parking zone restrictions will be enforced from 7:30 a.m. to 4:30 p.m. From 4:30 p.m. until 7:30 a.m., parking zone restrictions will not be enforced provided the vehicle has a valid virtual parking permit, Monday through Friday and on Saturdays, when Saturday is a designated class day. All other parking/pass violations will be enforced at all times, which include mandatory tow areas.
- C.2. Gulf Park and GCRL** - Parking zone restrictions will be enforced from 7:30 a.m. to 10 p.m., Monday through Friday and on Saturdays, when Saturday is a designated class day, provided the vehicle has a valid virtual parking permit.
- C.3.** Vehicles should only be parked 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.
- C.4.** University vehicles are not permitted to park in handicapped spaces, curb cuts, fire lanes, near fire hydrants, no parking tow-away areas, and visitor parking, reserved spaces/lots or metered parking.

PARKING DESIGNATIONS

- C.5. Commuter:** Commuter parking is indicated by signage.
- C.6. Resident:** Resident parking is indicated by signage.
- C.7. Faculty/Staff:** Vehicles registered as faculty/staff may park in faculty/staff, commuter and open zones. Faculty/staff zones are indicated by signage or parking spaces outlined in lime green.
- C.8. Lucas Lot:** Lucas Reserve gated lot.
- C.9. Polymer Lot:** Polymer Reserve gated lot.
- C.10. Village:** Village parking is indicated by signage.
- C.11. Fraternity:** Fraternity parking is indicated by signage.
- C.12. Handicap:** Handicap parking is limited to those who have been authorized to display, and who properly display, a federal or state-issued handicapped placard or license plate on his/her vehicle, and have registered the vehicle and purchased a Southern Miss virtual parking permit. Handicap parking is available in areas designated commuter, resident, faculty/staff, open, handicap and meter parking, provided the meter fee is paid. Handicap parking is indicated by signage, and parking spaces are outlined in blue.
- C.13. Open Zone:** This zone is to be used only by vehicles properly registered with a current PTS virtual parking permit (includes parking garage). Open zones are indicated by signage.
- C.14. Bicycle/Motorcycle:** Parking for bicycles/motorcycles registered with a current PTS virtual parking permit (will be parked and secured to bicycle/motorcycle racks/pads or designated motorcycle parking only where applicable).
- C.15. Service Areas:** Limited to marked University vehicles, off-campus delivery vehicles, contractor/vendor vehicles registered for current virtual parking permits, and vehicles registered for

temporary loading/unloading virtual permit numbers. Yellow curbing and striping indicate service areas.

- C.16. No Parking Tow Away Areas:** These areas are spaces where vehicles are not allowed to park. Yellow curbing and striping indicate No parking-tow away areas.
- C.17. Fire Lane:** Designated for fire trucks and other firefighting or emergency equipment to use, travel upon and/or park, red curbing and striping indicate fire lanes.
- C.18. Visitor Spaces:** These areas are designated for any person other than a faculty, staff, student, contractors/vendors or contract employees (i.e., Aramark, Barnes and Noble, etc.). Visitors must obtain a visitor pass.
- C.19. Reserved Space:** Reserve parking by reserve permit or placard only.
 - C.19.1. The University may reserve parking spaces as necessary for handicapped persons, visitors and Eagle Club members. Students and Faculty/Staff may purchase a Reserved Parking permit where available.
 - C.19.2. Parking and Transit Services will reserve spaces for Eagle Club members prior to and during home athletic events. Unauthorized vehicles parked in these designated reserved areas will be cited and towed at the owner’s expense.

D. FINES, PENALTIES AND APPEALS

D.1. Fines:

Warning citation	\$0
Storage fees	\$10 per day
Facing flow of traffic	\$25
Improper display of parking pass	\$25
Overtime meter parking	\$25
Wrong zone	\$25
Expired Parking Pass	\$25
Obstructing traffic	\$50
Double-parked	\$50
No parking area	\$50
Reserved parking	\$50
False/inaccurate information	\$50
Parking on sidewalks/grounds	\$50
Service area	\$50
Boot	\$75
Tow	\$100
Curb cut (handicapped ramp)	\$100
Fire lane	\$100
Blocking fire hydrant	\$100
Displaying altered/falsified parking pass	\$100
Unauthorized removal of a boot or vehicle from the impound	\$100
Non-registered license plate vehicle(s)	\$100
Handicapped parking	\$200

D.2. Penalties

- D.2.1. **Warning Citation:** Warning citations will be issued for non-registered license plate vehicle(s) on the first violation only; no other warning citations will be issued in the academic year.
- D.2.2. Faculty and staff who do not pay outstanding penalties will have such penalties withheld

from their pay.

- D.2.3. Outstanding parking citations or traffic citations can be paid online at usm.edu/parking-transit-services or at the following locations:
- D.2.4. Hattiesburg Campus: Boots, tows and storage fees will be paid at the Department of Parking and Transit Services, McLemore Hall, first floor, during regular office hours, Monday through Friday, 8 a.m. - 5 p.m. After normal business hours, these fees will be paid at the University Police Department in Bond Hall (first floor, west end lobby). It is the responsibility of the faculty, staff or student to make sure all fines are paid at the end of each semester.
- D.2.5. Gulf Park Campus: Boots, tows and storage fees can be paid at the University Police Department (138 Beach Park Place) 24 hours a day, seven days a week. It is the responsibility of the student, faculty or staff member to make sure all fines are paid at the end of each semester.
- D.2.6. GCRL: Boots, tows and storage fees are to be paid online at usm.edu/parking or by contacting the University Police Department at 601.266.4986. It is the responsibility of the, faculty, staff or student to make sure all fines are paid at the end of each semester.
- D.2.7. Violators who have a vehicle booted will be assessed a \$75 boot fee. Violators who have a booted vehicle unclaimed after 24 hours will be towed and assessed an additional \$25 fee for a total of \$100. Violators who have a vehicle towed will be assessed a \$100 tow fee. Violators who have a motorcycle towed will be assessed a \$100 tow fee. In addition, a \$10 per day storage fee will be assessed while the vehicle is in storage. For any vehicle that has been booted or towed, the individual is required to pay the entire account in full before the vehicle is released. Faculty, staff and students are not allowed to charge to their student accounts or use payroll deduction. The method of payment will be cash, VISA or MasterCard. NO CHECKS will be accepted.
- D.2.8. The unauthorized removal of a boot or vehicle from the impound yard will subject the registered owner/driver to a \$100 penalty, plus restoration for any damage to PTS property and, for students, referral to the Dean of Students Office for disciplinary action.
- D.2.9. Any person falsifying a federal or state-issued handicapped placard or altering a visitor/special event-parking pass will be subject to a \$100 penalty; students will also be referred to the Dean of Students Office for disciplinary action.

D.3. Towing/Booting

- D.3.1. The University is authorized to boot, tow or impound, at the owner's expense, any vehicle that has been issued four or more parking citations in an academic year (paid or unpaid).
- D.3.2. Booting or towing a vehicle is also authorized in the following cases:
- D.3.3. A vehicle is issued two or more parking citations for a non-registered license plate vehicle (failing to register and purchase a PTS virtual parking permit); (including Warnings)
- D.3.4. A vehicle is inoperable or appears to be abandoned;
- D.3.5. A vehicle is obstructing traffic;
- D.3.6. A vehicle is parked in a fire lane or near a fire hydrant;
- D.3.7. A vehicle is parked illegally in a reserved parking space or lot or visitor parking;
- D.3.8. A vehicle is parked illegally in a handicap/handicapped curb cut (wheelchair ramp) space;
- D.3.9. A vehicle has an expired or falsified/altered federal or state-issued handicapped placard;
- D.3.10. A vehicle has a falsified/altered visitor or special event parking pass;
- D.3.11. A vehicle is parked in a No Parking - Tow Away area;
- D.3.12. A vehicle is parked in a Service area without the required PTS virtual permissions;

- D.3.13. A vehicle is parked on sidewalk/grounds.
- D.3.14. A vehicle, which has been booted but not claimed after 24 hours, will be towed.

D.4. Revocation of Parking Privileges

- D.4.1. The University 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. A violation of a notice of revocation by continuing to park on a University property will result in immediate booting or towing.

D.5. Hearing and Appeals

- D.5.1. An individual who receives a parking or traffic citation is required to submit all appeals online at usm.edu/parking-transit-services. If you have a problem, call PTS at 601.266.4943.
- D.5.2. The following reasons are NOT acceptable grounds for dismissing a parking or traffic citations:
 - D.5.2.1. Ignorance of regulation
 - D.5.2.2. Inability to find a legal parking space
 - D.5.2.3. No space available
 - D.5.2.4. Inclement weather
 - D.5.2.5. Late for class
 - D.5.2.6. Improperly displayed a federal or state-issued handicapped placard or visitor/special event parking pass
 - D.5.2.7. Failure to register a vehicle and purchase a virtual parking permit
 - D.5.2.8. Someone else parked the vehicle
- D.5.3. Requests for an appeal must be made within five calendar days of issuance of the citation. The appeal clerk with the Department of Parking and Transit Services will provide the time and place of the hearing via email. The board(s) may make a decision based upon the written request with or without the presence of the alleged violator.
- D.5.4. **Hattiesburg Campus:** Students shall have a hearing before a student judicial board. Student hearings will be held weekly during fall and spring semesters. During the summer semester, student hearings will be held once a month. Faculty and staff members shall have a hearing before a staff board. Faculty and staff hearings will be held each month. The ruling of the board(s) may be appealed to the Parking and Transit Services Committee in writing within five calendar days from the decision of the board(s). The decision from the Parking and Transit Services Committee is final.
- D.5.5. **Gulf Park Campus:** The Parking and Transit Services Committee will hear faculty, staff and student hearings once a month. The decision from the Parking and Transit Services Committee is final.
- D.5.6. **GCRL:** The School of Ocean Science and Technology (SOST) associate director will hear Faculty, staff and student hearings once a month. The decision from the SOST associate director is final.
- D.5.7. A person requesting a hearing may be present at his or her parking violation hearing and may present information as permitted by the board(s) regarding the citation. Parking violations "Request for Hearing" cases where the alleged violator wishes to be present are decided by the board(s) at the hearing.
 - D.5.7.1. A diagram or other pertinent information describing details concerning the citation may be submitted to the Department of Parking and Transit Services office.
 - D.5.7.2. Citations are considered pending during the parking violation hearing process, however, that does not stop one from receiving a citation, if found in violation.

- D.5.7.3. The board(s) will hear the matter and render a decision. The board(s) (1) may 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 the entire fine imposed as a result of a finding of fact in the hearing.
- D.5.7.4. The decision of the board(s) is transmitted to the alleged violator at the address supplied online.
- D.5.7.5. The dean of students reviews appeals on all University Police Department traffic citations. The decision of the dean of students is final.
- D.5.7.6. The Parking and Transit Services' Committee reviews appeals on boot, tows and resubmissions. The decision of the Committee is final.

E. TRAFFIC

E.1. Bicycle and Motorcycle Policy

- E.1.1. Regulations have been established to provide for the orderly movement and parking of bicycles and motorcycles on campuses and teaching/research sites. In using bicycles or motorcycles on campus, the rights and safety of others should be considered at all times.
- E.1.2. Bicycles and motorcycles shall follow state and local regulations governing movement and operation.
- E.1.3. Bicycle and 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 or mechanical turn or stop signals.
- E.1.4. Operating any vehicle, motorcycle, motorbike or bicycle during hours of darkness without proper headlights, taillights or reflectors is forbidden.
- E.1.5. All operators and passengers of motorcycles, motorbikes or similar types of cycles are required to wear helmets while the vehicle is in operation.
- E.1.6. All operators of any type of motor vehicle or bicycle shall yield right-of-way to emergency vehicles and pedestrians.
- E.1.7. Bicycles and motorcycles will be parked and secured to bicycle/motorcycle racks/pads or designated motorcycle parking only where applicable.
- E.1.8. Neither bicycles nor motorcycles may 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.
- E.1.9. Abandoned bicycles or motorcycles will be picked up and impounded at regular intervals. A bicycle or motorcycle may be considered abandoned if it is not moved or relocated within 30 days or is not in an operable condition.
- E.1.10. The University assumes no responsibility for the care and protection of any bicycle, motorcycle, attached accessories, or contents at any time the bicycle or motorcycle is operated or parked on a University property.
- E.1.11. Failure to comply with these rules and regulations will result in impoundment of the bicycle or motorcycle, fines and towing. Neither the University nor its representatives will be held liable for any damage that occurs during removal or impoundment procedures. Bicycles will be removed or impounded by the University Police Department and assessed a \$25 fine. Motorcycles will be towed by the Department of Parking and Transit Services and assessed a \$100 fine.
- E.1.12. Motorcycles may be claimed with proof of ownership at the Department of Parking and Transit Services, and bicycles may be claimed with proof of ownership by contacting the University Police Department during regular business hours, Monday-Friday, 8

a.m. - 5 p.m. After 5 p.m., all motorcycles/bicycles must be claimed at the University Police Department with proof of ownership. After 60 days, unclaimed bicycles may be disposed of or auctioned off.

- E.1.13. Motorcycles operated or parked on a campus or teaching/research site must have a current permit.
- E.1.14. Motorcycle registration will follow the same process as vehicle registration and will be considered one of the four vehicles allowed per account. Make, model, color and tag number will be required.
- E.1.15. The University Police Department does offer summer bicycle storage. For more information, contact UPD at 601.266.4986.

E.2. Policy Governing Use and Operation of Nonconventional Modes of Transportation (ATVs, etc.)

- E.2.1. The purpose of this policy is to establish operational guidelines for the use and operation of nonconventional modes of transportation on the campuses and teaching/research sites of The University of Southern Mississippi and to establish equipment needs, both required and optional, regarding these modes of transportation.
- E.2.2. A nonconventional mode of transportation is defined as any motorized vehicle, gas or electric-powered, that is used to transport people, equipment or other goods. Examples include, but are not limited to, golf carts, ATVs, UTVs, side-by-sides, lawn mowers, etc.
- E.2.3. These nonconventional modes of transportation will be operated in accordance with the “Rules of the Road” used by conventional modes of transportation.
- E.2.4. Operators will not use sidewalks as transportation routes. Sidewalks can only be utilized when a 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.
- E.2.5. When parking, operators should utilize areas that will not impede pedestrian or vehicular traffic. Operators are not to park in designated parking spaces, in a roadway, or in any tow-away zone.
- E.2.6. 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, etc.
- E.2.7. All equipment on nonconventional modes of transportation will be maintained in good working order.
- E.2.8. Nonconventional modes of transportation will be properly marked with department/division name and unit number assigned by Motor Pool, which shall be visible from a minimum distance of 25 feet.
- E.2.9. The following equipment will be utilized on all nonconventional modes of transportation depending on time and purpose of use (required or optional):
 - E.2.9.1. windshield (required for golf carts, optional on all others)
 - E.2.9.2. flashing yellow caution light affixed to top or above roof (required)
 - E.2.9.3. rearview mirror (required)
 - E.2.9.4. headlights and rear lights/reflectors (optional for daytime use only, required for nighttime operation)
 - E.2.9.5. reflective triangular placard for off-road equipment (required)
 - E.2.9.6. horn (optional)
 - E.2.9.7. weather enclosure (optional)
- E.2.10. Operators of nonconventional modes of transportation shall be limited to personnel who have a valid driver’s license.
- E.2.11. Vehicles shall not exceed the load limit capacity of the cart manufacturer’s specifications.

- E.2.12. Driver and passenger(s) are to remain seated while moving and keep hands and feet inside at all times.
- E.2.13. When reversing, operators should look behind the vehicle before commencing operation.
- E.2.14. When leaving the vehicle unattended, the operator shall remove the key and set the parking brake.
- E.2.15. The vehicle must be completely stopped before entering or exiting.
- E.2.16. Procedures:
 - E.2.16.1. All current employees and new hires, whose job descriptions allow or require the use of nonconventional modes of transportation, will submit information to the University Police Department for a driver's license check for validation. Employees will read and sign an acknowledgment of understanding this policy regarding the use of nonconventional modes of transportation.
 - E.2.16.2. Notice of violations of this policy will be forwarded to the appropriate college 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.

E.3. Driving Rules and Regulations

- E.3.1. Stop Signs: A vehicle shall come to a complete halt at stop signs and remain stationary until it is safe to proceed.
- E.3.2. Reckless Endangerment: No vehicle shall be operated in any manner that endangers the life or safety of the driver, passengers, pedestrians or others.
- E.3.3. Speed Limit: The maximum speed limit is 20 miles per hour, except in areas with lower limits posted.
- E.3.4. Yield: Vehicles will yield to other vehicles having right-of-way.
- E.3.5. Directing Traffic: Vehicle operators must obey the lawful directions of a University Police officer.
- E.3.6. One-Way Streets: Vehicles will be operated only in the direction indicated by one-way signs, unless directed to do otherwise by a University Police officer.
- E.3.7. Driving Areas: Vehicles will be driven only on streets designated for that purpose.
- E.3.8. Driving and parking is not permitted on areas designated for pedestrians or on lawn areas, unless directed to do so by a University Police officer.
- E.3.9. Barricades: Vehicles will observe barricade instructions, unless directed otherwise by a University Police officer.
- E.3.10. Pedestrian Crosswalks: Vehicles will yield to pedestrians in marked crosswalks.
- E.3.11. Bicycle Traffic: Vehicle operators will share the roadways with bicycle operators and respect their rights to roadway access.
- E.3.12. Noise: Vehicle operators will observe the University's noise ordinance. The use of public address systems will be by permit only.
- E.3.13. U-turns: U-turns are not permitted on University streets unless directed by a University Police officer.
- E.3.14. Transportation Means: Skates, skateboards and in-line skates may be used on a 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.
- E.3.15. 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.

- E.3.16. Small Vehicles: Vehicle operators will exercise caution when encountering small vehicles on University streets. Small vehicle operators will exercise caution and yield to golf carts and pedestrians when on and off streets.
- E.3.17. No Smoking in University Vehicles: This includes any automobile, truck, van, bus or golf cart owned or leased by the University. To view the smoking policy, go to usm.edu/student-health-services/smoking-policy.
- E.3.18. Hover board/Skateboard: To view the policy, visit usm.edu/institutional-policies/policy-pres-pr-002.

F. ENACTMENT AND PUBLICATION

- F.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 a University of Southern Mississippi campus or teaching/research site 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 campuses/sites of the University for a period of four weeks after their promulgation. (Miss. Code Ann. § 37-105-3).

- F.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 1, 2020**.