Revision Responsibility: Vice President for Finance and Administration
Responsible Executive Officer: President

Source/Reference: TBR Policy 7.05.00.00 Traffic and Parking
Columbia State Policy 06:14:00 Vehicle Use on Intercampus Pathways and Green Spaces
Columbia State Student Handbook/Catalog – https://www.columbiastate.edu/catalog-student-handbook/index.html

DEFINITIONS: Columbia State Campus Traffic Regulations

A. Motor vehicle means any self-propelled vehicle capable of exceeding twenty-five (25) miles per hour.
B. Employee means all faculty, executive, administrative, professional, and support staff employed in the service of, and whose compensation is paid by, Columbia State.
C. Employees do not include independent contractors who provide goods or services to the College or student workers as defined in TBR Policy 5.01.01.00.

PURPOSE

To facilitate and regulate the safety and orderly operation of motor vehicles on Columbia State Community College property, to provide parking facilities for their operation within the limits of available space, and to define policies for campus access fee and parking at Columbia State Community College campuses.

POLICY

I. Administration of Policy

A. Any person operating a motor vehicle on a Columbia State Community College campus is required to obey this policy as a condition of parking and operating a motor vehicle on Columbia State property or Columbia State controlled property.
B. The issuance of a parking permit does not guarantee a parking space. The inability to locate a designated parking space does not diminish the responsibility to park in accordance with this policy.
C. The absence of "no parking" signs or painted curbs/lines does not imply that parking is allowed. Parking in designated lots is restricted to designated spaces only. Motor vehicles parked outside of designated spaces are subject to citation and towing, and the owner/operator may be subject to disciplinary or administrative action.
D. The Institution shall have no responsibility for theft or damage to any motor vehicle, or its contents, operated or parked at a Columbia State campus.

E. This policy is enforceable seven days a week, twenty-four hours a day, including holidays and breaks.

II. Parking Permits

A. Columbia State requires students, employees, and visitors to obtain parking permits to park on a Columbia State campus.
B. Columbia State does not assess fees associated with the registration of motor vehicles.
C. Columbia State parking permits are available at all campuses if not received by mail or at a student event prior to the semester. Columbia State students can acquire permits in the Jones Student Center, Office 147, and at the administrative desks or front offices at all other campuses.
D. All vehicles, except temporary visitors, must visibly display a Columbia State Parking Permit.
E. Parking Permit holders are only eligible for one parking permit at a time. Permits may be moved from one motor vehicle to another. Parking Permits may not be transferred from one person to another.
F. Visitors who will be on any Columbia State Campus location for two or more consecutive days should obtain a Visitor's Vehicle Permit. Visitors to the Columbia Campus should contact the Student Services Office. Visitors to other campuses should contact the Campus Director for that campus.

III. Parking Areas

A. Designated parking is available on an unreserved basis for students and employees, except marked locations for the disabled and visitors.
B. Persons utilizing disabled parking spaces must have a state-issued disability license plate or disability placard. All students, faculty, and staff who have a state-issued placard or license plate should be registered with the Institution to ensure access to the appropriate disabled parking spaces on a Columbia State campus.
C. Motorcycles, motor bikes, and motor scooters must display permits and park in regularly marked parking spaces.

IV. Motor Vehicle Operation

A. No private vehicles are permitted on the Colleges' Intercampus Pathways and Greenspaces unless usage complies with Columbia State Policy 06:14:00 [Vehicle Use on Intercampus Pathways and Green Spaces]. Vehicles left unattended for more than fifteen minutes may be ticketed and/or removed at the owner's expense.

B. Operators of motor vehicles on a Columbia State Campus, which includes city streets running through campus, must obey all traffic rules and regulations, postings, and directions of law enforcement, regardless of whether the rule, regulation, posting, or direction is included in these rules, and all applicable traffic rules, regulations, postings, or directions.
C. Violations of posted speed limits, the reckless operation of a motor vehicle on College property or College-controlled property, including but not limited to, squealing tires or sliding the motor vehicle, may result in campus police officers issuing a citation.
D. All persons operating motor vehicles are responsible for maintaining proper control of the motor vehicle, safe operation, and observance of traffic control signs, barriers, and devices.
E. Pedestrians have the right of way, except where regulated by police officers.
F. Individuals riding bicycles must comply with all applicable traffic rules, regulations, postings, or directions.

V. Program Services Fees

A program services fee is assessed each student.

VI. Parking Violations and Fines

Parking violations and fines apply to all students and employees. Students and employees who park in the incorrect designated parking area will be issued parking tickets. Parking violations and fines are listed in the current catalog/student handbook.

VII. Disabled Parking

Handicapped parking will be strictly observed and violators will be ticketed.

PROCEDURES

I. Assessing Program Services Fees

A. Fees are assessed to students during the registration process each semester.
B. Student parking permits are issued by the Student Affairs Office at the Columbia Campus or the Front Desk Administrative Areas at all other campuses.
C. Faculty/Staff parking permits are distributed through channels from Human Resources and Supervisors upon hire or need of replacement.

II. Parking Violations and Fines

A. Fines

1. Specific amounts are assessed in the Student Services Office.
2. All fines are paid in the Business Services Office and are non-refundable.

3. All fines will double if not paid before the end of the semester. Student records will be encumbered until all fines are cleared.

B. Enforcement

1. Columbia State, without advance notice, may tow, boot, or remove to a place of storage, at the owner's expense any motor vehicle that is parked in a fire lane, designated disabled parking space, spaces reserved for designated motor vehicles, or motor vehicles parked in such a manner as to impede the flow of traffic or disrupt the orderly affairs of the Institution.
2. Columbia State may tow, boot, or remove to a place of storage at the owner's expense any motor vehicle that has unpaid parking citations if advance notice and an opportunity to contest has been given. Windshield notices and/or other methods of notification will be used to provide the operator of the motor vehicle with advance notice of the intent to tow and the operator's right to a contest.
3. Columbia State may revoke parking privileges for repeated and/or deliberate parking or moving violations.
4. Any student who receives $100 or more in traffic and/or parking violations on Columbia State property or Columbia State controlled property during any semester may be subject to disciplinary action.

C. Appeal Process

Any appeal or request of remission of fines levied for parking violations must be made to the Vice President for Student Affairs within fifteen (15) working days.

January 1989; Revised November 17, 2000 (new policy format); August 21, 2002 (added II.B under policy on Parking Permits; January 5, 2012 (new policy format and updated titles); updated format December 2020, approved by Cabinet and signed by the President; revised/accepted by Cabinet, approved and signed by the President September 2022.Ministerial changes, updated October 2026.