

Minnesota State University, Mankato University Policy	
Policy Name: Parking and Transportation	Effective Date of Last Review: July 1, 2018
Custodian of Policy: Vice President for Finance and Facilities	Date of Last Review: September 2017
Date of Adoption: July 1, 2011	Date of Next Review: September 2024

POLICY

To park at the University a vehicle must have been issued parking privileges (a.k.a. “a parking permit”), purchased parking space time via a parking kiosk or Flowbird App, or, in the case of free parking stalls, must register with the vehicle with Security. Fees and procedures are approved annually by the University President (or designee).

Parking and driving on campus are permitted in accordance with regulations which are designed to control movement of vehicles. Anyone operating a vehicle on campus is responsible for being familiar with and complying with all parking and traffic regulations.

Minnesota State Mankato assumes no responsibility for care of, damage to, and/or protection of any vehicle or its contents at any time while it is operated or parked on the campus. All vehicles should be locked when left unattended

PROCEDURE

1. Minnesota State Mankato assigns responsibility for developing recommendations for parking fees and procedures, as well as administering the parking and busing programs, to an institutional staff member (currently the Facilities Services Director), who also serves as the Parking and Transportation Advisory Committee Chairperson and Recording Secretary of the Sustainability Fee Advisory Committee
2. A handbook is updated annually and made available which includes all regulations relating to parking, buses and shuttles, etc.
3. Space and rates are subject to change.
4. Parking permit registrants are assigned parking privileges valid in designated color-coded parking areas. License Plate Recognition (LPR) software is used by Security when patrolling parking spaces to determine if vehicles are authorized to park in specific areas.

5. The purchase of parking privilege does not guarantee space availability unless specific assignment of a space is made. Rates are based on proximity to the center of campus – the closer you park to the campus core the more expensive the parking privilege. Electronic paperless version of the Parking & Traffic Guidelines Handbook can be found on the Parking and Transportation Website, with printed versions available from Facilities Services or University Security offices. For parking prices and locations, go to <http://www.mnsu.edu/parking>
6. The vehicle owner is responsible for finding a legal parking space.
7. To purchase parking privileges or pay for a parking citation, customers should go to the Parking and Transportations website, access the parking portal option for purchasing privilege or ticket paying. When trying to park on a temporary basis in the Visitors Pay Lot or at a “curbside” Flowbird designated space, customers may download the Flowbird App or pay using a Flowbird Kiosk.
8. Parking coverage for stalls begins the first day of Fall Semester classes. Reduced rates are offered as the Academic year progresses. Since License Plate Recognition (LPR) is used for enforcement with camera equipped Security vehicles, changes in vehicle plates need to be communicated with Security so it can update its data base.

Departments hosting conference/workshops or guest lecturers may purchase from Security electronic parking codes which facilitate parking in the Visitors Pay Lot or at Flowbird stall sites.

9. The Facilities Service Director, in consultation with the Parking and Transportation Advisory Committee, and, for busing the Sustainability Fee Advisory Committee, administers the overall Parking & Transportation Program which includes all parking, busing, and Traffic Control related issues. A public hearing on parking policies, parking capital improvements, and parking budgets is held in March of each year to seek formal public response of proposals for change.
10. A Parking Citation Appeals Board has been established to review written appeals from individuals challenging citations received for campus parking violations (personal appearance is optional). Decisions of the independent Parking Citation Appeals Board are final, but that Board reserves the right to revisit its decisions and render different judgments based on new evidence or circumstances.
11. Policy and Budget Busing Contract - contract with the Mankato Transit System shall identify busing routes and services. Funding for such services shall be derived in part from a mandatory student sustainability fee which is reviewed each April by Student Government’s Sustainability Fee Advisory Committee.

RATIONALE

Authority for establishing parking & traffic regulations on state university campuses is granted by Minnesota Statute 136F.53 and Minnesota Statute 169.966. Minnesota State Colleges and Universities Procedure 5.11.1 Part 4 Mandatory fees, Subpart B states that colleges and universities may collect fines and towing fees for parking violations as well as authorizes the development of a policy to charge parking fees to generate revenue for parking lot construction improvements and maintenance, and parking enforcement. The president shall determine the fees. Students shall pay an amount that is equal to or less than that paid by the institution's employees for the same type of parking. A Parking and Transportation Advisory Committee, a panel which includes student representatives and collective bargaining unit members, exists for budget review, policy development and capacity enhancement. The parking and transportation budget, built on a self-supporting basis, is used to maintain the lots, cost of enforcement and administration of the overall program.

Policy:		
Formal Review Process	Date Submitted	Date Reviewed
✓ Vice President's Recommendation		Date
✓ President's Approval		Date