

I. General Policies and Regulations

All matters concerning traffic and parking should be referred to the University Police & Parking office. For assistance, call 657-1704.

- A. The owner/operator of any vehicle is responsible for that vehicle while it is on campus. MSU Billings assumes no responsibility for any vehicle, its contents or occupants, while operated or parked on campus. Please lock your vehicle. **Do not leave children or pets unattended in your vehicle.**
- B. In addition to MSU Billings regulations, Montana laws and Billings City Ordinances are enforced on all University properties. Compliance is expected of every vehicle owner/operator driving or parking on campus property.
- C. Parking permits and fines incurred are considered personal expenses. The use of any institutional funding source to pay for either privately-owned parking permits or citations are unauthorized and against University policy.
- D. There are no free parking areas on campus. All lots are constructed, maintained, operated and administered through parking fees which are paid by all patrons. All vehicles parked on University property must display a current MSU Billings parking permit between 8:00 am and 7:00 pm Monday – Thursday and from 8:00 am to 4:00 pm on Friday during Fall and Spring semesters, and between 8:00 am and 4:00 pm Monday – Friday during Summer sessions. This includes state, motor pool and rental vehicles.
- E. All campus parking is designated by signs indicating Faculty/Staff, Student and Visitor areas. Please observe posted restrictions.
- F. Faculty/Staff permit holders may park in Student areas, but students may not park in Faculty/Staff areas between 8:00 am and 4:00 pm Monday – Friday.
- G. Visitor lots are for visitors and require a visitor permit. Faculty, staff and student permits are not valid in visitor areas.
- H. Loading Zones, indicated by signs and/or white curbs, are for loading and unloading, not to exceed 15 minutes. Emergency flashers must be ON while parked in any Loading Zone.
- I. ATVs are to park in regular vehicle spaces, not motorcycle areas.
- J. Motorcycles and motorbikes must park in areas designated. Only motorcycles and motorbikes may be parked in these areas.
- K. Bicycles are to be parked in bicycle racks only. Please lock your bike.
- L. All parked vehicles must be within the confines of the painted parking space boundaries. The fact that other vehicles may park improperly is not an excuse for parking any part of your vehicle over a line. Unless otherwise indicated by signs or painted boundaries, all parking is perpendicular. Please do not back in.
- M. Parking is not allowed in driveways, in crosswalks or in areas designated “No Parking,” including “Shop Vehicles Only” and Reserved (CV) spaces, painted crosshatching or yellow curbs. Parking on lawns, sidewalks or other non-designated areas is prohibited. There is 24-hour tow-away enforcement of these zones and spaces. The owner/operator of any towed vehicle is liable for all fines, towing and impounding costs and risks involved.

- N. All vehicles parked on campus must be in operating condition. Any parked vehicle that constitutes a hazard or interferes with University operations or is deemed abandoned may be towed away and impounded at owner’s expense.
- O. The campus speed limit is 15 miles per hour. The speed limit is 5 miles per hour within the Parking Garage, which has speed bumps. Speeding on University property is prohibited.
- P. Reserved (CV) spaces are reserved 24-hours a day, seven days a week, year-round. Upon space-holder’s request, violators may be towed without notice and at their own expense.
- Q. Only Student Family Housing residents may park in the Family Housing lot. A Housing permit is required. Housing permits are also valid in student lots.
- R. Entrances to the parking garage are located on Poly Drive and in Cisel parking lot. The University Police and Motor Pool area is reserved for authorized vehicles only.
- S. Persons with a state disability permit or license plates are required to purchase and display a campus parking permit. Spaces reserved for disability permits are available to campus disability permit holders, regardless of the general Student or Faculty/Staff lot designation.
- T. Students, faculty and staff who become temporarily physically disabled may make arrangements for parking. Written recommendation of a physician is required and forms are available at the University Police & Parking office.
- U. VIP permits are available for a nominal one-time fee to retired faculty and staff members only. These permits are non-transferable, to be used by retiree only. Vehicle registration is required and permit must be validated annually.
- V. Pedestrians shall be given right of way at all times.
- W. Purchasing a parking permit does not guarantee that a parking space will be available at all times for a registered vehicle.
- X. Regulations may be changed or amended at any time and become effective by order of the University Chancellor.
- Y. The University reserves the right to temporarily close specific lots to permit holders to accommodate special events as needed.
- Z. It is forbidden to use a MSU Billings parking permit that has been reported lost or stolen, or to use a false permit. Disciplinary action for fraud and theft of services (including but not limited to improper use of a permit and use of a false permit) may be taken by the Vice Chancellor for Student Affairs and includes expulsion and prosecution.

II. Permits and Registration

A. PERMITS

1. Permits for faculty, staff and students are issued during regular weekday office hours at the University Police & Parking office and also at fee payment in the Student Union Building. Permits for College of Technology faculty, staff and students are available at the COT.
2. Your permit must be displayed in your vehicle. Payment alone will not prevent or void tickets issued for ‘no permit’ violations.
3. All hang-tag permits may be transferred between permit holder’s vehicles; however, permit **holdership** is **not** transferable. All permits remain the property of MSU Billings. Unexpired permits must be

returned to University Police & Parking upon early departure of students or employees.

4. Hang-tag permits must hang from the inside rearview mirror facing out. Self-sticking permits must be affixed to the lower inside of the front window on the driver’s side. Pay’n’Display permits must be placed face-up on the vehicle’s dashboard. Motorcycle and ATV permits must be attached to a front fork or the rear fender. All permits must be clearly visible.
5. Persons who have registered their vehicles but must use a substitute vehicle may obtain a free temporary parking permit at the University Police & Parking office.
6. Visitors who are attending conventions, meetings or workshops, or who are guests of the University may receive complimentary 1-2 day parking permits from the University Police & Parking office.
7. Visitors may purchase a temporary permit using the Pay’n’Display dispensers located in the visitor parking areas south of McMullen Hall and along the east side of the Peaks to Plains Park. Dispensers accept bills or coins and make limited change. After 4 pm only, visitor permits are also valid in Faculty/Staff and Student lots.
8. Evening parking permits are valid after 4:00 pm, and holders may park in either Faculty/Staff or Student lots.
9. Reserved (CV) permits are available only to current faculty or staff members on an annual basis. CV permits may be transferred between holder’s vehicles; however, permit holdership is not transferable. CV permits must be displayed in holder’s vehicle at all times while parking on campus. CV permits must be returned when leaving University employment or a replacement fee may be assessed. Reserved spaces held by a department may not be used by University employees.
10. Lost or stolen permits must be reported to the University Police & Parking office immediately. If not reported, any resulting tickets will not be considered for dismissal. The fee for replacing a lost or stolen permit is \$20.00 for each semester replaced.
11. Complimentary guest and visitor permits are not for personal use by faculty, staff or students.

B. REGISTRATION

1. All vehicles brought to campus must be registered at the University Police & Parking office. The person in whose name a vehicle and/or permit is registered shall be responsible for all violations recorded against that vehicle and/or permit while on campus.
2. Any changes regarding vehicle registration must be reported immediately to the University Police & Parking office, and include the following:
 - a. Change of license plate
 - b. Change of address
 - c. Vehicle destruction or abandonment
 - d. Sale or transfer of a vehicle

C. PERMIT REFUNDS

All refunds are calculated on a semester basis and the permit or proof that it was destroyed must accompany that request. No refunds are issued for partial semesters, beyond the three-week cut-off date. A handling fee of \$3.00 is charged for all refunds. Refunds will be less any financial obligation to the University.

III. Penalties and Appeals

The Board of Regents of Higher Education by authority of the Montana State Legislature has authorized MSU Billings to assess fines for violating published parking regulations. Unpaid fines constitute a legal debt owed to the University. Substantial unpaid fines and/or tickets may result in having your vehicle towed and/or loss of on-campus parking privileges. Vehicles may be identified using state DMV files. Failure to identify vehicles that are used by students, staff or faculty in no way releases the driver/owner from obligation for payment.

A. PENALTIES

1. Parking citations for vehicles having no permit are issued during hours listed in section I.D. Citations for vehicles parked in violation of Regulations or for hazardous parking are issued upon detection, not to exceed six in one 24-hour period.
2. Driving a motor vehicle on University property other than on authorized roads, driveways and parking areas is prohibited. Violators may be ticketed and/or prosecuted in city or county court.
3. Vehicle operators who receive three or more violations and do not resolve those tickets in a timely manner may be deemed a habitual offender and may be towed at any time without additional warning. All fines, towing and impound charges must be paid before the vehicle is released.
4. Failure to resolve tickets within seven days may result in the University withholding the amount of unpaid fines from any amount owed to any student, faculty or staff member.
5. Students who have unpaid fines are not permitted to register, receive transcripts, grades or diplomas.

B. APPEALS

1. Ignorance of the regulations will not be considered in appeals. A lost ticket, a lost or stolen permit, forgetfulness, parking for only a short period, failure to display permit, and/or not seeing posted signs are not acceptable grounds for appeal.
2. Any request for dismissal may be referred to the Ticket Appeals Board. A person's ticket history, including any outstanding fines, will affect your request. Late fees apply after seven days and are not dismissable.
3. Persons wishing to appeal citations before the Ticket Appeals Board must appear at the University Police & Parking office and file a notice of appeal **within seven days**. Upon appeal, bond must be posted in the amount of the fine. If the Board upholds the fine, the bond will be used as payment of the fine. If the appellant does not appear before the Board on the appeal date, the bond is forfeited and is used as payment of the fine. If the Board overturns the fine, the bond will be returned to the appellant, less a \$5.00 service fee.
4. Appeals are heard and decided upon by the MSU Billings Traffic Appeals Board. The Board is chaired by the Chief of Police and consists of two faculty, two staff and two students. Board membership is voluntary with final approval by the Administrative Vice Chancellor.

C. FINE REFUNDS

Refunds for payment of fines resulting from ignorance or negligence on the part of the ticket recipient will not be issued. Requests for refunds of fine payments must be made **within thirty days** of payment and may be referred to the Ticket Appeals Board.

VIOLATIONS AND FINES

1. Failure to register a vehicle or display valid permit	\$10.00
2. Parking in designated No Parking Zone	\$10.00
3. Parking in Loading Zones over 15 minutes or without emergency flashers on	\$10.00
4. Parking in non-designated areas such as lawns or sidewalks	\$10.00
5. Expired time on coin dispensed permit	\$10.00
6. Unauthorized parking in Disabled space	\$100.00
7. Parking in the wrong lot	\$10.00
8. Improper display of permit	\$10.00
9. False permit/false use of permit.....	\$20.00
10. Failure to resolve a fine within seven (7) calendar days	\$5.00
11. Improper parking of motorcycles or bicycles	\$10.00
12. Other violations	\$10.00
13. Parking in Reserved (CV) or Shop Vehicles Only spaces.....	\$10.00 and/or immediate tow plus expenses

Payment may be made at the Business Office, or by check or U-Card only at the University Police & Parking office. Do not mail cash.

IV. Emergencies, Accidents and Special Circumstances

For assistance, call the University Police at 657-2147.

- A. All traffic accidents occurring on campus should be reported to the MSUB University Police before the vehicles involved are moved. University Police do not investigate "fender-benders" (no injury) on campus, but do have accident information exchange forms available for insurance purposes.
- B. In emergencies and special circumstances, the University Police may impose parking restrictions as required.
- C. No authorized barricades may be removed.
- D. In general, no vehicle may be stored on campus. Exceptions to any parking restrictions must be approved by the University Police & Parking office, in advance of parking.
- E. Arrangements for temporarily parking buses or trailers must be made in advance with University Police & Parking. Bus/trailer parking location indicated on map.
- F. No overnight campers or RV parking allowed.



Montana State University Billings vehicle regulations are to promote the convenience and safety of all personnel on the campus and to facilitate efficient operations. These regulations are part of the terms and conditions pertaining to students who are enrolled at MSU Billings, to faculty and staff who are employed by the University, and are applicable to all vehicle owners/drivers on campus. Parking on the MSU Billings campus is a privilege, not a right.

Vehicle Permit Fees

1. Annual Permit (fall, spring, summer)	\$75.00
2. Academic Permit (fall, spring)	\$70.00
3. Semester Permit	\$40.00
4. Semester Evening Permit (after 4:00 pm)	\$30.00
5. Summer Permit (May-August)	\$22.00
6. Motorcycle Permit (annual)	\$12.00
7. ATV Permit (semester)	\$12.00
8. Hourly Pay'n'Display Permit (coins or bills accepted, dispensers make limited change) ...	\$0.50
9. Weekly Temporary Permit (2 week maximum)	\$3.00
10. Reserved (CV) Annual Permit	\$150.00 (faculty/staff only)
11. Non-transferable VIP Permit	\$5.00 (available to retired faculty/staff only)

*Payment may be made at the Business Office, or by **check or U-Card only** at the University Police & Parking office. **Do not mail cash.***

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