



## **OP 95.503: Management of Traffic and Parking**

### **Purpose**

To delineate responsibility for the management of traffic and parking at Mississippi State University.

### **Policy**

1. The Mississippi State University Police Department is responsible for:
  - a. Enforcing traffic regulations.
  - b. Being alert for traffic problem areas and flow difficulties and reporting these problems and difficulties through the established chain of command.
  - c. Taking temporary action to reduce traffic flow problems until a permanent solution has been put in place.
  - d. Observing and reporting the effectiveness of the university system of sanctions and penalties regarding traffic violations and reporting these observations through the Dean of Students and the Vice President for Student Affairs for consideration and possible recommendations by the Executive Council and possible review and/or approval by the President.
  - e. Being alert for any safety problems or potential safety problems that exist in traffic and parking, and reporting these safety hazards through the established chain of command.
  - f. Taking temporary action to reduce safety hazards until permanent solutions are enacted.
  
2. The Mississippi State University Division of Campus Services is responsible for:
  - a. Repairing and maintaining streets and parking lots, including overlayment, patching, drainage, curbing, painting, and lighting.
  - b. Installing and maintaining approved traffic and parking signs, signals, and appurtenances.
  - c. Surveillance of the campus traffic and parking system to detect any safety problems and hazards which might exist and reporting such findings through the established chain of command.

- d. Monitoring of the university system of parking fees and parking penalties and making recommendations through the Vice President for Campus Services for consideration and possible concurrence by the Executive Council and possible review and/or approval by the President.
  - e. Construction of, and/or management of, all facets of streets and parking additions or rehabilitations. Assignments to consultants for planning, bidding, and/or contract award will be coordinated with affected university parties through the established chain of command.
3. The Mississippi State University Parking and Traffic Regulation Committee is responsible for:
- a. Considering request for changes to parking and traffic regulations.
  - b. Considering annual changes for parking and traffic fines and fees.
  - c. Considering request for parking zone changes and zone delineation for newly constructed parking lots.
  - d. Annually reviewing OP95.501 Traffic and Parking Rules and Regulation.
  - e. Providing an annual report to the Executive Council on the state of university traffic and parking.

The Parking and Traffic Regulation Committee shall include the following, with the chair to be elected by the membership, rotating annually between the members:

- Director of Parking and Transit Services
- MSU Chief of Police
- Executive Director of Campus Services
- Dean of Students
- President of Faculty Senate, or their designee
- President of Staff Council, or their designee
- President of the Student Association, or their designee
- Dean of the College of Veterinary Medicine, or their designee
- Campus Master Planner

All reviews, reports, and recommendations shall be submitted to the Office of the Vice President for Student Affairs and the Vice President for Campus Services for approval or, as deemed necessary, their submittal to the Mississippi State University Executive Council or President's Cabinet. Any recommendations regarding traffic flow changes, signal changes, etc. will be routed through the DRC (Design Review Committee) and the Campus Master Plan Committee.

### **Review**

The Vice President for Student Affairs and the Vice President for Campus Services.

**REVIEWED BY:**

/s/ Regina Hyatt  
Vice President for Student Affairs

10/17/2016  
Date

/s/ Amy Tuck  
Vice President for Campus Services

10/17/2016  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

10/18/2016  
Date

/s/ Joan Lucas  
General Counsel

10/25/2016  
Date

**APPROVED BY:**

/s/ Mark Keenum  
President

11/03/2016  
Date