

**Missouri
State**

TRANSPORTATION
SERVICES

Personal Transportation Device Regulations

Revised July 2019

Office of University Safety
Transportation Services
700 E. Elm Street, Springfield, MO 65806

Table of Contents

1. Purpose of Regulations	3
2. Conditions for Authorized Operation	3
3. Registration.....	3
4. Campus Thoroughfares.....	3
5. Right of Way	3
6. Adherence to Traffic Law.....	3
7. Training	4
8. Parking and Storage.....	5

1. Purpose of Regulations
 - 1.1. Pursuant to Missouri State University's Bicycle, Low-Speed Utility Vehicle, and other Personal Transportation Device Usage Policy, the University's department of University Safety has promulgated the following regulations regarding the usage of Personal Transportation Devices on University owned or controlled property.
2. Conditions for Authorized Operation
 - 2.1. Operation of any Personal Transportation Device must be in accord with University policy including but not limited to the University's Transportation Policy and Regulations (Op9.07).
 - 2.2. Failure to abide by appropriate usage may subject the individual to disciplinary proceedings including but not limited to, dismissal from the University, or termination of employment.
3. Registration
 - 3.1. Bicycle Registration: It is encouraged that all bicycles be registered with the University's Transportation Services, located at 636. E. Elm Street. This free service is provided daily, Monday through Friday.
 - 3.2. Low-Speed Utility Vehicles: All Low-Speed Utility Vehicles (LUV) operating on MSU property must be registered with Transportation Services.
4. Campus Thoroughfares
 - 4.1. Sidewalks are designed for pedestrian use and may only be used by Personal Transportation Devices when other options such as bike paths and streets are not available.
 - 4.2. Those sidewalks designated with red colored concrete may be used by Personal Transportation Devices as the primary surface of travel. Consistent with this Regulations, care must be taken by operators of Personal Transportation Devices of pedestrians at all times, including when traveling on such sidewalk.
 - 4.3. LUVs should avoid operating on sidewalks, except when necessary.
5. Right of Way: All Personal Transportation Devices must yield the right of way to pedestrians while on campus property. Motorized Personal Transportation Devices must yield the right of way to non-motorized Personal Transportation Devices. Failure to properly yield the right of way as set forth above, is inconsistent with appropriate usage of a Personal Transportation Device, and may result in disciplinary proceedings.
6. Adherence to Traffic law.
 - 6.1. All Personal Transportation Device usage on University owned or controlled property must adhere to applicable state and municipal driving codes, as may be updated from time to time. Failure to so adhere, is inconsistent with appropriate

usage of a Personal Transportation Device, and may result in disciplinary proceedings.

7. Training:

7.1. Low-Speed Utility Vehicles

7.1.1. Prior to operating any registered LUV on University owned or controlled property, drivers must receive appropriate training as set forth by Transportation Services.

7.1.2. Transportation Services shall retain satisfactory completion for all LUV operators.

7.1.3. Transportation Services may update training at its discretion, operators will then require the updated training prior to operating any LUV on University owned or controlled property.

7.2. Non-LUV Personal Transportation Devices

7.2.1. The University does not offer and/or require specific training prior to the use of any non-LUV Personal Transportation Device. The University expects that operators of such devices are sufficiently skilled to operate the device in a manner consistent with University policy and regulations. To the extent that any operator of a Personal Transportation Device appears unskilled to operate a device in such a way, the University may take appropriate action.

8. Parking and Storage

8.1. Personal Transportation Device should be parked or stored in designated areas and not be stored at unauthorized areas, including but not limited to, entrances to facilities, sidewalks, bike paths, roadways, grass, light poles, sign poles, and railings. Transportation Services may assist operators in locating the most convenient location to park and/or store their Personal Transportation Device.

8.2. University Low-Speed Utility Vehicles should be parked in University Service Vehicle spaces or the Central Stores and Maintenance parking lot.

8.2.1. Low-Speed Utility Vehicles may park on sidewalks, on the grass, and other non-parking areas for temporary business purposes, provided that they do not obstruct the movement of people and other Personal Transportation Devices on campus.

8.3. Students living in residence halls may secure their device according to the *Guide for Residence Hall Living*.

9. Impoundment

- 9.1. Transportation Services may impound and/or remove any Personal Transportation Device when such device is:
 - 9.1.1. determined to be a public hazard,
 - 9.1.2. not parked in a designated parking/storage area,
 - 9.1.3. no longer in a useable condition,
 - 9.1.4. not moved from a designated parking/storage area for 30 or more consecutive days during any semester unless Transportation Services is notified otherwise, or
 - 9.1.5. not removed from a designated parking/storage area within 14 days of the end of the spring semester, unless Transportation Services is notified otherwise.
- 9.2. If the owner of impounded property can be identified, a reasonable attempt will be made to notify the owner of the impoundment.
- 9.3. Impounded property may be reclaimed within 60 calendar days of the date of impoundment by contacting the Transportation Services.
- 9.4. If after 60 calendar days of the date of impoundment, the owner of such property has not claimed the property, the property may be disposed, sold, or otherwise dispensed without notice.
- 9.5. There is an impoundment fee due prior to the return of impounded property. This fee may be waived by the Transportation Manager in extenuating circumstances.