

# **Traffic Division**

Welcome to NEO! Thank you for the opportunity to serve you while you are a student here at NEO. If you have questions or need information, we at the Dept. of Public Safety are pleased to serve you. General Information All City, State and NEO A&M College traffic regulations and rules governing the use of motor vehicles must be complied with on all parts of the NEO College area and campus through all hours of the day and night. Parking is a Privilege NEO A&M College considers the student and faculty's use of motor vehicles in and about the college area as a convenience to those who operate the vehicle. Rules and regulations are established to ensure convenience and safety for everyone. Therefore, the College holds all operators responsible for proper registration, use, and operation of their vehicle on the NEO Campus, which includes all properties whether owned, leased, rented or controlled by the College. If you have questions, concerning a parking situation contact the Director of Public Safety at 918-540-6300 or personnel at 918-540-6373 (please remember to use the 918 area code).

## **Speed Limit**

The speed limit on the NEO A&M campus is 15 miles per hour.

## **Pedestrians**

Pedestrians shall have the right of way at all times.

## **Drivers Responsibilities**

NEO A&M College does not assume any responsibility for the care and/or protection of any vehicle or its contents at any time the vehicle is in operation, parked or impoundment occurs. Every student, faculty and staff member enrolled or employed at NEO A&M College who operates a motor vehicle on campus must properly display a parking decal before they are eligible for operating and parking privileges on campus. Ownership of vehicle is immaterial.

## **Placement of parking decals**

Decals must be attached to the lower right hand corner of the front windshield

Any truck larger than a standard size pick-up is allowed to park only in the Overflow Parking Lot. No van, truck or SUV will be allowed to park in the front of the Library Administration Building. You Are Responsible Knowing the rules Therefore, claims of failure to receive a copy/copies of tickets will not be honored because you are to know when you are in violation of rules at the time of the actual occurrence.

Please read this information carefully and ask officers questions, if you have any doubts about rules and regulations.

## **Vehicle Registration**

The NEO Traffic Department is a subdivision of the NEO Department of Public Safety, which has the authority to institute traffic control measures whenever necessary, with approval from the Office of Student Affairs. Advanced traffic control arrangements can be made at the NEO Department of Public Safety -Traffic Department.

Any student operating a vehicle may park in any student parking lot provided the vehicle bears a current NEO parking decal. All NEO Student Parking areas are interchangeable. Student parking areas are marked by yellow paint.

Students are urged to park in their own dorm area when possible. The big lot on the east side of the campus will always accommodate excess cars.

## **Registration of Motor Vehicle**

Registration of motor vehicle, including motorcycles, is a part of the enrollment procedure. The \$50 fee is for each academic year, which runs from August 1st to July 31st . You must present your student I.D. Be enrolled for the current semester. Know your tag number or license plate number. Vehicle registration with you or know who the vehicle is registered to. The NEO Department of Public Safety does not accept payment of any kind, and decals must be paid for at the Business Office. The Traffic Office is located in the NEO DPS Headquarters located at the corner of 4th. And I street N.E.(north of Cunningham Hall) If you have any questions or concerns about your vehicle registration come in and visit with the Director of Public Safety .

## **Parking Decals**

The parking decal must be affixed to the vehicle that the decal is registered to at the time of purchase. The parking decal will not be honored unless it is properly affixed to the vehicle or

motorcycle. The decal must be completely stuck on the front windshield with the decal adhesive.

## **Placement on the vehicle or motorcycle Vehicles**

Your decal must be placed inside the vehicle on the lower right hand corner of the front windshield (down by the dash). The decal is required to be affixed to the windshield with the adhesive on the decal.

## **Faculty Parking Decals**

Faculty parking decals will permit the use of all College parking except visitors' areas. Faculty or/staff are not to use visitors' parking areas. Faculty parking areas are marked by white paint. Faculty/employee decals, under no circumstances, are to be issued to student assistants or work study's. Children of faculty/employees are to purchase a student decal if they have their own vehicle and are a NEO student. If such students drive their parent's car, the car is to be parked in student parking even though it has a faculty decal, unless the car is driven for the parents use.

## **Motorcycles**

The decal for the motorcycle is smaller approximately 1 1/2 inches in size. The decal is attached to the front right or left side of the cycle (or the fork that decal is visible). You must affix the decal to the fork of the cycle with the adhesives on the decal.

### **Handicapped Drivers**

The NEO College parking requirement for this classification ordinarily means legally state identified handicapped. You must register your vehicle with the NEO College Traffic Office. If you have a temporary injury and need a handicap tag, your doctor can supply you with a tentative time frame for the permit. If you have questions about the handicapped permit please ask one of our staff, we will be glad to help you. Handicapped students are requested to use marked areas whenever possible. If you need assistance, please call (918)540-6300. 3. Cost of Decal A one-time cost of \$50 per school year. The decal runs from August 1st to July 31st of each school year. Each fall semester a new decal is required for a student's vehicle. It is a student's responsibility to remove a decal from a sold vehicle and notify the Dept. of Public Safety that the transaction has taken place. Without notification of a sold vehicle, ticket charges will remain on the students account.

## **Paper Tags**

As a courtesy, the NEO Traffic Department will allow students to purchase a decal when a paper tag is on their vehicle. However, after 30 days of the decal purchase, if a permanent tag number is not provided to the Depart. of Public Safety,

- ⌌ 1st 30 days \$10.00 fine will be assessed
- ⌌ 2nd 60 days \$20.00 fine will be assessed

Each 30 days thereafter, a nonrefundable fee of \$25.00 for policy violation until a tag number is provided in person to the Depart. Of Public Safety .

## **Borrowed, Rented and Loaned Vehicles**

You may register a borrowed vehicle at no cost. A student or employee having a current valid permit that must borrow or rent another vehicle due to mechanical failure, loss, theft or family use of their registered vehicle will be eligible for a short term temporary permit. Please come into the NEO Department of Public Safety for more information.

Failure to secure a temporary permit is not acceptable grounds for appeal of a citation for Failure to Display Valid Permit. Warning: If you allow someone to borrow the vehicle registered to you and that vehicle is found in violation you are liable for any fines assessed to that vehicle (inform your friends or parents of parking rules).

## **To help prevent Theft**

Please remember to keep your vehicle locked at all times and to keep items of value out of view. Don't leave cell phone, Ipods, laptops, purses or wallets on the dash or keys visible. Hide anything of value. Out of Site Out of Mind.

## **Fines**

Fines are marked on the front of the ticket. It is the responsibility of each person to make a prompt settlement for each notice of failure to comply with NEO parking regulations. The NEO Traffic Department disclaims all responsibilities, as an obligation for serving notice that any action is pending or that the right for a hearing is about to expire. Repeat violations can result in the doubling of the fine and cancellation of parking privileges. Students who have

more than five violations will be required to pay 1 ½ times the violation fine. The offender is referred to the Discipline coordinator to address the situation. Students who have more than ten violations will be required to pay twice the violation fine and are subject to losing privileges. All Parking violation notices are payable directly to the cashier in the Library Administration Building, Business Office. It is necessary to bring the copy of the citation to the cashier or mail it with appropriate remittance to: Northeastern Oklahoma A&M College Business Office P.O. Box 3842 Miami, OK 74354-0001 4.

## **FINES ARE AS FOLLOWS**

<b>Offense</b>	<b>Fine</b>
Parking in a no Parking Zone (yellow curbs), wrong side of the street	Fine \$25
Not parking properly within the lines of marked parking spaces (stay off lines with tires), blocking of a driveway or service area (partially or in whole), double parking	Fine \$25
Parking in a cafeteria, visitor or administration parking area	Fine \$25
Driving: (1) recklessly; (2) in or on the mall or sidewalks; (3) speeding; (4) excessive acceleration; (5) Driving or parking on grass	Fine \$50
Failure to produce I.D./Driver's License. (No driver's license you can be arrested.)	Fine \$50
Decal missing or mutilated, put on wrong, on wrong vehicle; not attached completely with decal adhesive	Fine \$35
Parking by student (or anyone else parking a student's car) in faculty zone	Fine \$25
Parking in handicap zone. (State Law)	Fine \$75
Failure to stop or heed instructions or falsifying information. Failure to stop	Fine \$50

Offense	Fine
at stop sign	
Repeat violations	fine doubles
Other violations	

## APPEALS

An appeal for a citation shall be made in writing and presented to the NEO Department of Public Safety within 5 working days after the date of the cited violation.

You are required to bring your copy of the citation to the Depart. Of Public Safety or the appeal is invalid. If a request for an appeal is made to the Discipline Coordinator, it must be made within 24 hours prior to the hearing and along with the copy of the citation. Anyone failing to answer a citation within 5 days of the date of issuance forfeits the right to appeal. All fines are to be paid to the NEO Business Office. The DPS Traffic Department or any representative of the mentioned Department will not receive payment of any kind.

## Student Identification Cards

You may get your SMART CARD at DPS headquarters during regular business hours. All students must have an ID (SMART CARD) and are required to have their picture taken during registration. The Smart Card admits students to all home athletic contests free. If a student is unable to present a Smart Card, the student must pay the regular student admission price. The Student I.D. Card cost \$15. Students must carry a Smart Card for identification purposes at all times while on campus. Carrying of your ID card is strictly enforced; it is your responsibility to carry the card on campus at all times. If your card is broken or no longer working, an employee at the business office can advise you toward your next step. If you lose your student I.D. card you must get it replaced immediately. A fine of \$25 can be issued to a NEO Student if an ID Card is not produced upon request.

## Missing Persons Notification

NEO Miami Main Campus provides on-campus housing and has a missing Persons notification policy. When a student who lives on-campus is been missing person should be reported to the Department of Public Safety. Anyone with information warranting a missing student who is living on campus is obligated and must report the missing person to NEO DPS . You may contact by phone or in person at the front desk to the secretary, officer or the Director. The NEO Department of Public Safety phone number is 918-540-6300 or to contact an officer on the 24 hour cell phone, 918-533-1243. Business hours are Monday through Friday, 8am to 4:30 pm. The NEO Department of Public Safety is located at the corner of 4th. And I street, north of Cunningham Hall.

NEO advises each student less than 18 years of age (not emancipated) that the school must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing, according to the official missing student notification procedures.

The NEO Department of Public Safety initiates an investigation, and determines a student has been missing for more than 24 hours and has not returned to campus. Then an emergency contact that the student designates is notified by the NEO Campus Police. Each student is given the option to give an emergency contact person and phone number when he/she applies for an NEO Student I.D. Card. Policy for Reporting The Annual Disclosure of Crime Statistics The NEO Dept. of Public Safety prepares this report to comply with the Jeanne Clery Disclosure Act of Campus Security Policy and Crime Statistics Act.

The full text of this report is located [HERE](#). This report is prepared in cooperation with the local law enforcement agencies surrounding our Miami Campus, which includes Housing and Residential Services, the Vice President for Student Affairs and Enrollment management and the Discipline Officer. Each entity provides updated information on their educational efforts and programs to comply with the Act.

The NEO Dept. of Public Safety is located on the corner of 4th. And I Street N.E., (north of Cunningham Hall) . If you have any question or need to report a crime please see someone in the NEO DPS headquarters and you will be immediately directed to an NEO Officer.

Hours of operation are 8:00 am – 4:30pm.

## **Contact Information**

Department of Public Safety	(918)540-6300
Traffic Division	(918) 540-6373 (918)540-6333 After normal business hours
Officer Cell Phone	(918)533-1243
Miami Police Department	911 <i>Non-emergency number (918) 542-5585</i>
Ottawa County Sheriff's Department	(918) 542-2806
Fire Department	(918) 542-6685
Community Crisis Center Hotline	(918)542-2432 <i>Toll Free Number 1-800-400-0883 (24 Hour)</i>