

DEPARTMENT OF TRANSPORTATION SERVICES  
**REGULATIONS**

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2008-2009



DEPARTMENT OF  
TRANSPORTATION SERVICES



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# PARKING

## INTRODUCTION

- a. The Parking Regulations set forth in this document are designed to provide parking spaces as equitably as possible for students, faculty and staff, and campus visitors. **THESE REGULATIONS APPLY TO ANYONE (INCLUDING UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE INDIVIDUALS) PARKING A MOTOR VEHICLE OR OPERATING A BICYCLE ON UNIVERSITY OF MARYLAND, COLLEGE PARK CAMPUS, AND/OR ITS JURISDICTIONAL BOUNDARIES.** These regulations do not apply in the University College Parking Garage. **However, the regulations apply to UMUC surface lots. LOT SIGNAGE TAKES PRIORITY OVER PRINTED REGULATIONS.**
- b. ALL MOTOR VEHICLES ARE SUBJECT TO MARYLAND DEPARTMENT OF TRANSPORTATION ARTICLES WHILE ON CAMPUS. Maryland State Uniform citations may be issued by Police personnel for violations.
- c. A current valid permit is required to be displayed on vehicles parked in any non-metered or non-cashiered space as posted on each parking lot restriction sign at the entrance to each parking area. This includes visitors to campus. Excluding University of Maryland Baltimore County (UMBC) faculty and staff permits, all other University System of Maryland parking permits are not valid at University of Maryland, College Park. *UMBC faculty and staff may park with a current valid UMBC parking permit in any Faculty/Staff and Student ungated lot at the University of Maryland, College Park.*
- d. All parking regulations instituted by the University of Maryland, College Park, Department of Transportation Services (DOTS), must be observed at all times, except as indicated by official notices or as stated below:

The following is a schedule of upcoming semesters and commencements including the parking regulations that are in effect during each period. Academic semester schedules may change. Please refer to the appropriate [academic calendar](#) for exact dates. ***Cashier attended areas may be in effect during these periods except for Commencement.***

**Summer Session I & II '08**  
(6/2/08-8/22/08)

**Summer Session I & II '09**  
(6/1/09 - 8/21/09)

Any vehicle displaying a current valid student permit may park in lots 1, 2, 4, 5, 6, 9, 11 and 16. Faculty/Staff lots and meters are enforced as usual.

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**Winter Break '08-'09**  
(12/21/08 - 1/25/09)

**Winter Term '09**  
(1/5/09 -1/23/09)

**Spring Break '09**  
(3/16/09 – 3/20/09)

**Pre-Summer Break '09**  
(5/23/09 –5/31/09)

**Pre-Fall Break**  
(8/22/09-8/30/09)

Any vehicle (with or without a current valid DOTS permit) may park in lots 1, 2, 4, 5, 6, 9, 11 and 16. Faculty/staff lots are enforced as stated on lot entrance signs. Meters are enforced from 7:00 a.m. until 10:00 p.m. excluding Lot 19 only meters.

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**Fall Semester '08  
(9/2/08-12/12/08)**

**Spring Semester '09  
(1/26/09 - 5/12/09)**

From the first day of classes to the last day of classes, posted lot and meter restrictions are in effect.

**Campus Study Day  
Fall (12/13-14/08)  
Spring (5/13/09)  
Senior Day (5/21/09)**

**Final Examinations  
Fall (12/15/08 - 12/20/08)  
Spring (5/14/09 - 5/20/09)**

Any vehicle (with or without a current valid DOTS permit) may park in lots 1, 2, 4, 5, 6, 9, 11, and 16. Faculty/Staff lots and meters are still enforced.

**Winter Commencement Ceremony (12/20/08) Saturday Evening  
Spring Commencement Ceremony (5/21/09) Thursday Evening**

Beginning at 3:00 p.m. vehicles may park free in lots 4, 6, 9 and 11 and FF. Guests should refer to campus publications for additional information.

**Fall College Commencement Ceremonies (12/21/08) Sunday  
Spring College Commencement Ceremonies (5/22/09) Friday**

Any vehicle may park in any ungated lot on campus. Metered parking and cashier attended areas are free anywhere on campus on these dates. Do not park in disabled spaces/transfer areas, fire lanes, or areas not specifically designated for parking unless authorized. Refer to campus publications for additional information.

University Observed Holidays - The University of Maryland, College Park, observes some state and federal holidays on different dates. Do not assume that the holiday is being observed on its traditional date. On university observed holidays the following policy is in effect:

Any vehicle may park in any lot on Campus. Disabled spaces/transfer areas, fire lanes, and areas not specifically designated for parking are still enforced. Meters are not enforced on university observed holidays.

University of Maryland observes the following holidays on the following dates:

Independence Day	July 4, 2008
Labor Day	September 1, 2008
Columbus Day	December 29, 2008
Election Day	January 2, 2009
Veteran's Day	December 30, 2008
Thanksgiving Day	November 27, 2008
Thanksgiving Break	November 28, 2008
Christmas Day	December 25, 2008
Winter Break	December 31, 2008
New Year's Day	January 1, 2009
Dr. M. L. King's Birthday	January 19, 2009
Presidents Day	December 28, 2009
Spring Break	March 16-17, 2009
Memorial Day	May 25, 2009

- e. During a period of emergency and/or construction, special events, special parking restrictions and sanctions may be implemented.

- f. DOTS reserves the right to limit the number of registrants in any parking area based on space availability.

## **GENERAL INFORMATION**

- a. The Department of Transportation Services (DOTS) is the Office responsible for administering the provisions for these regulations and falls under the Division of Student Affairs.

### **AUTHORITY**

Pursuant to Maryland Transportation Code Annotated Section 26-301.

26-301 grants authority for issuing citations for a violation of an ordinance or regulation that is adopted by the Board of Regents of the University System of Maryland. Specifically, "Any State agency authorized by law and any political subdivision of the State may adopt ordinances or regulations that:

- (1) Regulate the parking of vehicles;
- (2) Provide for the impounding of vehicles parked in violation of the ordinances or regulations;
- (3) Regulate the towing of vehicles from publicly owned and privately owned parking lots; and
- (4) Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section."

This authority is shared by the Department of Transportation Services (DOTS) and University of Maryland Public Safety.

- b. The parking regulations are in effect to help ensure safe and adequate parking for the campus community. As such, when interacting with the Department of Transportation Services, students, faculty and staff are expected to abide by the University standards with regard to conduct. Students who violate the [Code of Conduct](#) may be referred to the Office of Student Conduct. Faculty/staff who engage in misconduct may be referred to their Dean, Department Head, or the Office of Human Relations for appropriate action.

- c. **TERMS**

- (1) **Attended Cash Areas/Cashier Attended Areas/Pay Areas** are synonymous.
- (2) **Campus Affiliate** includes but is not limited to faculty, staff, students, vendors, volunteers, visiting professors, construction workers, visiting scholars, and contract employees.
- (3) **Current / Valid Permits** refers to a permit displayed on a vehicle that meets the following conditions: permit is not expired, permit authorizes parking within the area/lot designated by the permit, permit has not been reported lost or stolen, permit has not been altered in any way, permit was legally and properly obtained in accordance with DOTS policies, person and/or vehicle displaying permit is not restricted from parking on campus.
- (4) **DOTS** – University of Maryland, College Park, Department of Transportation Services.

- (5) **Legal/Proper Parking Space/Areas**  
Proper spaces are those bounded by two parallel control lines. If there are no control lines where you want to park - do not park there.
- (6) **Lot, Assigned Area, Area, Parking Area and Lot Assignment** are synonymous.
- (7) **Lot Signs:**
  - a) **Faculty/Staff Restricted** – Any area designated by a sign which reads, “Valid Lot # - Permit Required 7a.m.-4p.m., Monday-Friday. Any Valid Faculty/Staff Permit Required At All Other Times, Including Weekends.”
  - b) **Restricted At All Times** – Any area designated by a sign which reads, “Valid Lot # - Permit Required 24 Hours-a-Day, 7 Days-a-Week.”
  - c) **Unrestricted Lot** - Any area designated by a sign which reads, "Valid Lot # - Permit Required 7a.m.-4p.m., Monday-Friday. You are Welcome to Park Without a Permit Before and After Above Posted Hours."
  - d) **Faculty/Staff Modified Restricted** - Any area designated by a sign which reads, “Valid Faculty/Staff permit required 7am-4pm”, “Any Valid Faculty/Staff Permit Required, 4 p.m. – 8 p.m., Monday–Friday, And All Day Saturday and Sunday, No Permit Required, 8 p.m. - 7a.m. Monday–Friday.”
- (8) **Non-Locking Vehicles** include motorcycles, scooters, "Jeep" (removable top) type vehicles and convertibles. Vehicles that have broken door locks are not considered non-locking. Hard top retractable roofs are not considered non-locking vehicles.
- (9) **Parking Ticket, Parking Citation, and Parking Violation Notice (PVN)** in these regulations, and any citing documents, are synonymous.
- (10) **Permit/Decal and Hanging Permit** - The terms permit/decal and hanging permit are synonymous. Permit/decal and hanging permits are issued by DOTS to identify and regulate parking privileges at the University of Maryland, College Park.
- (11) **Surface Lot** – Any area, in a parking lot or in a numbered/lettered lot in a parking garage that requires the display of a parking permit.
- (12) **Visitor** - A person(s) that is not affiliated with the university.
- (13) **Volunteers** - individuals donating their personal time to a department without receiving pay for their services and without gaining experience/knowledge that will be used for personal monetary gain in the future.

## **PARKING REGISTRATION INFORMATION**

### **CAMPUS AFFILIATE**

- a. ANY MOTOR VEHICLE (requiring state license plates) OR BICYCLE parked on campus by anyone affiliated with University of Maryland, see Section 2c. (2) above, must display a current valid DOTS parking permit/decal regardless of the legal ownership of

the vehicle (except when stipulated by a sign at campus meters and cashier attended areas).

- b. Only one permit will be issued to applicants with locking vehicles. Applicants with "jeep" type vehicles (canvas top), convertibles or motorcycles may receive a decal and a permit for purposes of transferability (exception: students will only receive a decal). **Remember, each registrant may only park one vehicle on campus in an assigned permit area at one time.**
- c. Permits/decals are for the exclusive use of the registrant. Permits/decals may not be sold, exchanged, loaned, shared, given away, or purchased from any person or agency other than DOTS. Persons found using a permit/decal contrary to these regulations will be charged as provided in paragraph 7b (Pg. 23) may be referred to the Office of Student Conduct and required to return permit/decal to DOTS. **The cost of the permit will not be refunded. To replace permit there is a charge of \$20.00.**
- d. **EACH REGISTRANT IS RESPONSIBLE FOR ALL PARKING VIOLATIONS CITED AGAINST THAT PERMIT.** One may not apply for a DOTS parking permit/decal in his/her name for another person. Violators will be charged as provided in paragraph 7b (Pg. 23) and may be required to return permit/decal to DOTS. **The cost of permit will not be refunded. Permit registration will be at full price.**

In the event a current valid permit is not displayed on the vehicle being cited, and DOTS is unable to match the vehicle with a registered student at the time the citation was written or a faculty/staff member, the parking violation notice will be charged to the registered owner of the vehicle.

- e. Students, who have registered for parking privileges with DOTS and change from commuter to campus resident or from campus resident to commuter during the academic year, must visit the DOTS Office to exchange their permit/decal for correct lot assignment as determined by their current class standing and residency status. Additionally, students who have registered for parking privileges with DOTS and their accrued degree credits drop below DOTS's required credit level for their lot assignment must visit DOTS to determine if they are still eligible for their lot assignment. In some instances the students may have to exchange or return their permit (if no longer eligible for parking privileges) if it is determined that their current class standing does not meet DOTS's required credit level for their assignment. Violators will be charged as provided in paragraph 7b (page 23) and may be required to return permit/decal to DOTS.
- f. All permit(s)/decal(s) issued by DOTS remain the property of this office and are subject to revocation if illegally procured and/or displayed.
- g. Only vehicles properly displaying a current valid DOTS parking permit/decal can park on this campus (exceptions include campus meters and cashier attended areas). Permit/decal must be displayed at all times as follows:
  - (1) Current valid hanging permit may only be displayed from vehicle's rearview mirror, in clear view, with parking lot designation facing the vehicle's front windshield. Panel trucks/vans that are not originally equipped with rearview mirrors may display hanging permit in clear view on vehicle's dashboard on driver's side with parking lot designation facing vehicle's front windshield. Maryland State law states that the permit must be removed when vehicle is in motion.

- (2) \* Motorcycles must have a decal attached to their rear fender or to a metal plate bolted onto their rear license plate. Motorcycles may ONLY park in established motorcycle pads or at paid meters.
- (3) \* On "jeep" type vehicles (canvas top) and convertibles, a valid registration decal must be permanently affixed to vehicle's rear bumper, driver's side, or on a metal plate attached to rear license plate. Hanging permits must be displayed from the rearview mirror anytime a convertible is secured via a hardtop.

\*Decals may only be displayed on motorcycles, convertibles and non-locking "jeep" (canvas top) type vehicles.

## **REGISTRATION, PERMITS and DECALS**

### **STUDENT REGISTRATION**

Student parking permit/decal will expire on date indicated on permit/decal. The possession of a Fall Only Semester permit does not guarantee you the same parking assignment for the Spring Semester. Student I.D. card will be required with application for permit/decal except with WEB registration. All vehicles MUST properly display current valid permit/decal in order to be considered registered. Students must register by the first day of classes for each semester.

### **Campus resident students lot assignments**

1. Campus sophomore and freshman resident students, by policy, cannot register for a parking permit. However, this restriction may be modified at any time by DOTS due to parking space availability.
2. Campus resident students who are eligible, and purchase a permit, will be assigned a parking lot based on available space, their credit level, and campus residence address. (See chart below). Resident students may only display permits on vehicles registered in their name or the name of a family member.

Any resident students assigned to Lot 19, in Mowatt Lane Garage, will be subject to rules and regulations pertaining to prox card usage. Prox card activity will be monitored on a regular basis and, if found (or believed) to be misused, the permit / prox card owner may be reassigned to another lot and referred to the Office of Student Conduct. Such a referral applies also to any other students involved in the misuse of the permit or prox card.

3. Some of the parking areas assigned to campus resident students may require their vehicles be moved for certain University events.

<b>RESIDENCE COMMUNITY</b>	<b>CREDIT LEVEL</b>	<b>LOTS</b>
Fraternity Row	0-29 (Freshman)	Lot 6 or 4B
	30-59 (Sophomore)	Lot 2, 6, or 4B
	60+ (Junior and Higher)	Assigned to Lot 16. If Lot 16 is not available, you will be assigned to the next available lot in this order: 2, 6, 4B.

North Hill (Excluding Caroline Wicomico & Carroll Residence Halls	0-29 (Freshman)	Lot 6 or 4B
	30-59 (Sophomore)	Lot 2, 6, or 4B
	60+ (Junior & Higher)	Assigned to Lot 2. If Lot 2 is not available, you will be assigned to the next available lot in this order: 6, 4B
University Commons, South Hill & Caroline, Wicomico & Carroll Halls	0-29 (Freshman)	Lot 6 or 4B
	30-59 (Sophomore)	Lot 2, 6, or 4B
	60+ (Junior or Higher)	Assigned to Lot 19, (Mowatt Lane Garage). If Lot 19 is not available, you will be assigned to the next available lot in this order: 2, 6, 4, 5
Cambridge, Denton & Ellicott Communities	0-29 (Freshman)	Lot 6 or 4B
	30-59 (Sophomores)	Lot 2, 6, or 4B
	60+ (Junior & Higher)	Assigned to Lot 2. If Lot 2 is not available, you will be assigned to the next available lot in this order: 6, 4B
Graham Cracker Complex Sorority	0-29 (Freshman)	Lot 6 or 4B
	30-59 (Sophomore)	Lot 2, 6 or 4B
	60+ (Junior or Higher)	Assigned to Lot 15. If Lot 15 is not available, you will be assigned to the next available lot in this order: 16, 2, 6, 4B
University View Apartments	All Credit Levels	Assigned to Lot 11. If Lot 11 is not available you will be assigned to the next available lot in this order: 6, 4B

## COMMUTING STUDENT LOT ASSIGNMENTS

University of Maryland commuting students are assigned to a commuter parking lot based on their class standing and lot availability, except for Lot 5. Please note, when a permit is required, the car cannot be parked over 24 consecutive hours. See the following chart:

Credit Level 0 – 29	Freshman	Assigned to Lot 6 and then to Lot 4
Credit Level 30 – 59	Sophomore	Choice of Lot 4, 6 & 9
Credit Level 60 – 89	Junior	Choice of Lot 1, 4, 6, 9, 11 & SDG*
Credit Level 90 +	Senior & Graduate**	Choice of Lot 1, 4, 6, 9, 11 & SDG*

\*SDG - Stadium Drive Garage (gated area with access by proximity gate card), permit holders will be required to relocate or park their vehicles in an alternate parking area for football and some other special events.

\*\***LOTTERY FOR LOT 5**\*\* - Senior and Graduate commuting students have an option to enter the lottery for Lot 5 during the fall registration process until the announced ending date. Students must register through the WEB parking application to be eligible for Lot 5. All Lot 5 permit assignments for the academic year are issued based on the lottery. Students not selected will receive their lot assignment at the time of registration. Graduate students receive priority for assignment to Lot 5.

**Golden Identification Student permits (GI permits)** are issued at the prevailing commuter student rate to qualified GI students attending this university. Except with WEB registration, Student Golden Identification I.D. card will be required with application for permit/decal. These permits are not transferable to another person and are for the exclusive use of the person to whom issued. Vehicles displaying these permits are not to be parked on this Campus by relatives, friends, or others who are affiliated with University of Maryland, College Park. Misuse of these permits by unauthorized persons will result in their revocation.

GI students may park in Lots 1, 4, 5, 6, 9 or 11 at all times, and unrestricted lots from 7:00 a.m. – 4:00 p.m. – excluding some special events.

- (2) **If a UMUC student is registered for a class that begins at or before 4:00pm, or has a valid disabled parking permit, he/she must comply with these regulations when parking at the University of Maryland, College Park.**

Because parking fees for this population are incorporated within their general tuition, UMUC students need not register nor display a DOTS parking permit when parking in unrestricted parking lots on the campus between the hours of 4:00 p.m. - 7:00 a.m., Monday through Friday, and all day on weekends & University observed holidays. Parking meters at University of Maryland, College Park, must be paid during the hours of 7:00 a.m. until 10:00 p.m., Monday through Friday.

If a UMUC student is registered for a class that begins at or before 4:00 p.m. or has valid disabled parking privileges, he/she may acquire a free parking permit for Lot 4 only. This free parking permit only applies to students taking classes at the University of Maryland, College Park, for a full semester (short or mini





**AS REQUIRED BY STATE LAW, A DRIVER WHO IS PARKING A VEHICLE DISPLAYING STATE ISSUED DISABLED IDENTIFICATION MUST PROVIDE THEIR STATE MVA DISABLED AUTHORIZATION FORM TO DOTS ENFORCEMENT OFFICIALS UPON REQUEST. IF THIS INFORMATION IS UNAVAILABLE, DRIVER CANNOT UTILIZE DISABLED PRIVILEGES.**

Based upon information available to DOTS Office, there are instances wherein students and faculty/staff are parking vehicles displaying disabled identification and utilizing designated disabled parking spaces, meters, and other areas to park even though the student or faculty/staff member is not disabled in any manner. **THIS IS ILLEGAL AND SUBJECT TO A \$500 FINE, SEE VIOLATION 7p** (see pages 23 and 26). Specific information concerning such abuses should be brought to the attention of the DOTS Office for transmittal to State authorities and other appropriate action. Students found in violation may also be referred to the Office of Student Conduct.

**SPECIAL PARKING PERMIT REGISTRATION**

a. **ADMINISTRATIVE PERMIT** (Departmentally Issued)

An Administrative Permit is issued in the **DEPARTMENT'S NAME**, based upon a letter of request from the Department Chairperson or Transportation Services Coordinator, outlining the need for the permit. These permits are issued to meet special departmental needs.

The Administrative Permits are issued on a limited basis. They must be controlled by the requesting department and furnished to individuals for use on a **temporary** basis to attend meetings and/or special functions.

- (1) Administrative Permit must be displayed in conjunction with current valid DOTS FACULTY/STAFF LOT ASSIGNMENT PERMIT (does not include student permits).
- (2) Administrative Permits should not be issued to any one individual for over a 24-hour period of time. This permit may not be used to enable a person to park as close as possible to their office/workplace, or for convenient overflow parking. Violators may be issued a parking violation notice.
- (3) **THIS PERMIT IS FOR USE BY CURRENTLY REGISTERED FACULTY/STAFF ONLY.**
- (4) The security of the permit is the responsibility of the user. In the event of loss or theft, it is the department's responsibility to notify DOTS immediately in writing. All requests for replacement of lost/stolen Administrative Permits are subject to the approval of the Director of Transportation Services. ***Lost/Stolen replacement fee applies.***
- (5) Administrative Permits are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), cashier attended areas, roadways, service areas, courier spaces, designated tow-away zones, or any other area not designated as a parking space.

b. **COURIER PERMIT** (Departmentally Issued)

A Courier Permit is issued in the **DEPARTMENT'S NAME**, based upon a letter of request from the Department Chairperson or Transportation Services Coordinator, outlining the need for the permit.

These permits are issued on a limited basis. They must be controlled by the requesting department and furnished to individuals for use on a temporary basis to make deliveries and pickups or to perform similar functions necessary to the operation of the department.

- (1) Courier Permit must be displayed in conjunction with current valid DOTS student or faculty/staff permit.
- (2) Parking with a displayed Courier Permit for more than 30 minutes in one space will result in the receipt of a 7d parking violation.
- (3) The security of the permit is the responsibility of the user. In the event of loss or theft, it is the department's responsibility to notify DOTS immediately in writing. All requests for replacement of lost/stolen Courier Permits are subject to the approval of the Director of Transportation Services. ***Lost/Stolen replacement fee applies.***
- (4) Courier Permits are valid only in courier spaces, faculty/staff lots, and student lots.

c. **AFTER HOURS PERMIT**

Faculty/staff who have purchased their permits through the DOTS Office, must bring their parking permit to DOTS with the completed form from the Transportation Services Coordinator to apply for the After Hours Permit. If no permit has been purchased, an After Hours Permit will be issued based on available lots at that time and receipt of the departmental After Hours Request Form.

Graduate Assistants (GA's), Teaching Assistants (TA's), and Resident Assistants (RA's) with a current valid permit may come into the DOTS office to request an After Hours permit. A designated number of After Hours permits are available in pre-determined lots. These permits will be issued on a first-come-first-serve basis. In order to secure an After Hours permit, individuals must come into the DOTS office to complete an application form, and they must present to the cashier their student identification, proof of employment, and their current valid permit. There is no charge for the After Hours permit.

Departments have the first priority to assign faculty/staff to an after-hours lot during the first week of a semester. Beyond that, after-hours permits are issued on a first-come, first-served, basis.

Two lot designations will be placed on the After Hours Permit. The first lot designation is valid AT ALL TIMES. The second lot designation is valid ONLY IN THAT ASSIGNED LOT from 4:00 p.m. to 7:00 a.m. Monday-Friday and all day on weekends. After-hours permits ARE NOT valid during athletic events.

**THE STUDENT AFTER HOURS PERMIT DOES NOT AUTHORIZE PARKING IN FACULTY/STAFF OVERFLOW AREAS OR ANY NUMBERED LOT, OTHER THAN THAT INDICATED ON THE PERMIT, FROM 7:00 A.M. UNTIL 4:00 P.M.**

d. **ALUMNI PERMIT**

Parking permits are issued as a courtesy, at no cost, to qualified alumni. He/She must present their current valid Alumni Association Card, in person, at the DOTS Special Permits counter. This process cannot be performed by mail. Alumni must be current

dues-paying members of the University of Maryland Alumni Association, who are not students taking classes or employed as faculty/staff members on campus. They are for the exclusive use by the person to whom issued and vehicles displaying these permits are not to be parked on this campus by relatives, friends or others who are affiliated with this university. When an alumnus registers for classes or assumes employment with the University of Maryland, they are required to return their free Alumni Parking Permit and purchase the appropriate permit based upon their current affiliation. Friends of Alumni requesting permit must show, upon request, that he/she is a “friend of the University of Maryland, College Park” by presenting an Alumni Card. Alumni permits are for the exclusive use of the person.

Alumni permits are valid in Lot 4, Monday-Friday, from 7:00 a.m. until 4:00 p.m. Overnight parking is prohibited.

e. **TIME & MATERIALS PERMIT**

Campus projects requiring contract employment through the University of Maryland Purchasing Department must submit applications for Time and Materials permits. Authorized construction project managers from the Department of Facilities Management must also approve these applications. Time and Materials permit requests are also subject to approval by DOTS. Vehicles displaying Time and Materials permits may park **in any lettered parking area except starred lots** i.e., A\*, N\* for no longer than 1 hour except as follows: Time and Materials permitted vehicles may park in lots K, P, U, Z, and any State vehicle and student parking area, for as long as necessary. DOTS will enforce this rule and will issue a 7g parking violation notice for parking over the stated time limit.) At the discretion of DOTS, repeat offenses may result in loss of the T&M permit. If available, vehicles displaying a T&M permit should first attempt to park in “service” designated parking spaces. All personal vehicles belonging to employees of contractors will be assigned to a remote parking lot, **BASED ON AVAILABILITY**, and will be required to pay the prevailing fees. In the event remote parking is not available, visitor parking lots may be available at a cost of \$2.00 per hour up to a maximum of \$12.00 per day.

DOTS is the determining authority for approving lot assignments. This permit cannot be utilized by University of Maryland, College Park, affiliated students, faculty and staff. Time and Materials permits are not valid in disabled spaces, move in/out spaces, fire lanes, unpaid meters (including meters located in permit areas), cashier attended areas, roadways, designated tow-away zones, courier spaces, or any other area not designated as a parking space.

Prevailing fees apply.

f. **EMERITUS PERMIT**

EMERITUS PERMITS ARE ISSUED TO THOSE PERSONS DESIGNATED BY THE PRESIDENT OF THE UNIVERSITY OF MARYLAND AS EMERITI. These persons will be issued, at no cost, a special Emeritus Permit authorizing parking in any legal un gated lot assignment space throughout Campus.

Permit does not authorize parking in disabled parking spaces, fire lanes, unpaid meters (including meters located in permit areas), move in/out spaces, cashier attended areas, roadways, service spaces, loading zones, designated tow-away zones, courier spaces, or any other area not designated as a parking space.

This permit is for the exclusive use of the registrant and may not be sold, exchanged, shared, loaned, given away, or purchased from any person or agency other than DOTS.

g. **MEDICAL PERMIT**

Medical parking privileges are issued to an individual for parking in designated lot(s) on this campus ONLY. The individual in need of medical parking privileges must bring a completed Application for Medical permit to the DOTS Office. These applications are available at the Health Center and must be approved by a doctor at the Health Center, who will also indicate on the application the duration of the permit. Students can only be assigned to student lots. DOTS is the final determining authority for approving lot assignments. Persons requiring special medical parking privileges must contact the University Health Center and make an appointment to see a doctor to determine eligibility for issuance of a DOTS Medical Permit. Parking registration fees apply.

**Medical Permits are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), cashier attended areas, roadways, service spaces, loading zones, designated tow-away zones, Courier spaces or any other area not designated as a parking space. Medical Permits are valid only at the University of Maryland, College Park.**

h. **SERVICE PERMIT**

Service representatives and vendors visiting departments on campus must register for parking or park at paid meters or in cashier attended areas. A permit is issued to an individual after completion of an application (documentation may be required) and approval by DOTS. Parking registration fees apply. Service Permits are not issued to students. If service representatives or vendors register for classes or assume employment with the University of Maryland, they are required to return their Service Permits and purchase student or faculty/staff permit/decals.

Service representative permits are valid in posted service spaces or at any legal parking space within faculty/staff or student parking areas.

Service permits are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), cashier attended areas, roadways, loading zones, designated tow-away zones, Courier spaces, or any other area not designated as a parking space.

i. **ALL CAMPUS PERMIT**

The All Campus permit must be requested by memorandum to the Director of Transportation Services stating the reason this type of permit is required. If this permit is requested during Fall registration the memorandum of request must be attached to the application. If the permit is being requested at any other time during the year, the permit presently assigned to the requestor must be turned in upon approval. Each time you apply for an All Campus permit you must provide documentation. If you have received an All Campus permit in the past, it does not necessarily mean you will receive one the next time you apply. When approved, the permit will be issued and the recipient will be assigned a base lot from the quotas assigned to the department. The permit holder must park in the base lot assigned unless there is no space available, in which case they should park in the nearest overflow space available. **Gate cards are not automatically issued when an All Campus permit is issued.** If the base lot assignment is a gated lot, a gate card for that base lot will be issued and a non-refundable \$10.00 gate card fee will be assessed. Parking registration fees apply to both individual and department.

j. **SPECIAL PARKING PERMIT** – (prevailing fees apply)

Special Parking Permits are available at DOTS based on special needs. For example:

- (1) University of Maryland, College Park, retirees may, upon request, receive a DOTS parking permit which allows them to park in Areas K, P, U and Z free of charge. If a University of Maryland, College Park, retiree desires to park in an area other than these overflow areas, he/she must make this request through their Transportation Services Coordinator. If approved, this request would use one of the department's quota for the specified lot. The retiree must request the permit in person and, at the time of registration, present their University of Maryland, College Park, retiree identification card. If a retiree resumes employment with the University of Maryland, they are required to return their free retiree permit and purchase a faculty/staff permit.
- (2) Volunteers – Departments who have volunteers may submit a written request to DOTS for a free parking permit for the volunteer. The request must include the volunteer's name, UID, length of volunteer time, a short description of volunteer work, and a contact person. If approved, DOTS will issue a permit at no charge. Lot assignment will be based upon lot availability. Individuals are not considered to be volunteers if they: receive payment / stipend for their services; are gaining knowledge/experience for future monetary gain; or they are a student (this includes students volunteering during the summer months and are full or part-time students during the Fall and Spring semesters). If a volunteer becomes a student (including Golden I.D. students) or faculty/staff member, regardless of whether they continue to perform as a volunteer, they must pay the prevailing parking rate for the type of lot they are parking in (i.e., if the individual parks in a student lot they will be required to pay the student rate; if using a faculty/staff lot they will pay the faculty/staff rate).

The department for which the individual(s) is volunteering has the option to subsidize parking fees for their volunteer(s) if they choose to do so.

k. **PREPAID METER & SURFACE LOT PERMITS**

Requests for prepaid meter and surface lot permits must be made in writing to the Director of Transportation Services. Prevailing rate applies.

Surface Lot Permit Fees:

<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>6 MONTHS</u>
\$ 6.00	\$ 30.00	\$ 90.00	\$ 450.00

\*Bus permit is \$30.00 per day.

Prepaid Parking Meter Permit Fees:

<u>DAILY</u>	<u>WEEKLY</u>	<u>MONTHLY</u>	<u>6 MONTHS</u>
\$ 7.00	\$ 35.00	\$ 140.00	\$ 800.00

For additional information on Special Parking Permits, contact Special Projects Section, DOTS, at 301-314-7201.

Parking regulations prohibit the reproduction or alteration of these permits. The misuse of these permits may result in a penalty of \$300.00, appropriate judicial action and revocation of permit.

**PARKING REGISTRATION and TOW-RELATED FEES**

a. **FACULTY, STAFF AND STUDENTS**

**GREEN PERMIT**

**A new type of permit is available for faculty, staff and students. The GREEN PERMIT** is available to persons who drive a car to campus that averages 37 miles per gallon on the highway according to federal standards. To see if your car qualifies, visit <http://www.fueleconomy.gov/feg/findacar.htm>. Eligible persons will receive a 20 percent discount on the cost of their parking permit.

**How to apply:**

If you think you are eligible, bring your car registration to the DOTS Office at Regents Drive Garage between the hours of 8:15 a.m. and 4 p.m. to purchase the permit.

If you have already purchased a parking permit, bring the current permit to exchange with the new permit. Your account will be credited. You will be assigned to your usual parking area according to credits/class standing and residence hall location if you are a student. Green permit holders will receive the same lot designation to which they were assigned.

**Faculty and staff members who are payroll deducted for their permit fee will pay the regular bi-weekly rate for the permit, but will have their payroll deduction stopped once they've reached the point where they've paid 80% of their total fee.**

Your **Green Permit** must be displayed on a vehicle that meets the standards as designated above or it will be in violation of DOTS regulations and will be issued a citation.

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Faculty/staff and students must purchase a current valid DOTS parking permit to park on campus. **THIS FEE IS NOT REFUNDABLE** for faculty and staff. Student permit fees are refundable for the following reasons:

**UNIVERSITY OF MARYLAND, COLLEGE PARK, STUDENTS:** Students who have withdrawn from classes within the first month of the semester and are interested in obtaining a prorated refund for parking registration must return the parking permit to DOTS within 30 days of the first day of classes and submit a written request for refund to DOTS. Refunds will be reviewed and, if approved, will be issued to the student account records at the Office of the Bursar.

Student, faculty, or staff members, who reside on campus and are in need of a parking permit, must register for a parking permit under the current rules and regulations. An affiliated family member (spouse, domestic partner, child, etc.) who resides within the same household may register for a parking permit, provided that the affiliated household member purchases the parking permit at the current registration rate. A student lot will be assigned to the non-affiliated person. If the non-affiliated family member prefers a faculty/staff lot assignment, he/she will have to pay the prevailing faculty/staff fee.

Students who purchase a Fall Only permit and return for the Spring Semester must pay the Spring parking fees. The higher Fall Only permit rate will not be applied toward annual fee. The possession of a Fall Only Semester permit does not guarantee you the same parking assignment for the Spring Semester.

**USING AN ANNUAL PARKING PERMIT FOR ONE SEMESTER IS NOT A VALID REASON FOR REQUESTING A REFUND.**

	<b>CAMPUS RESIDENT STUDENTS</b>	<b>COMMUTER STUDENTS</b>
(1) ANNUAL FEES.....	\$ 412.....	\$ 213
(2) SPRING FEES .....	\$ 206 .....	\$ 107
(3) SUMMER FEES .....	\$ 103 .....	\$ 53
(4) FALL ONLY FEES .....	\$ 247 .....	\$ 128

**FACULTY AND STAFF PARKING FEES:** The annual permit year and fee cover November 1st to October 31st.

**Annual Parking Fees for Non-bargaining and Bargaining Units:**

Employees who earn above \$50,000: \$605

Employees who earn \$50,000 and below: \$404

All-campus permit (see below)....**either \$1,210** (\$605 + \$605) **or \$1009** (\$404 + \$605). Employee is responsible, **minimally**, for their base permit fee. Beyond that, either the employee or department can pay the additional \$605 premium.

Affiliates whose parking fees are paid by a third-party pay the lower rate.

**Departmental Parking Permit Fees:**

All Campus Permits must be paid by cash, check, credit card OR by JV if department is paying

Department Fee: \$605

An employee approved for and All-Campus permit will pay the appropriate fee based on their salary, either \$605 or \$404. Then, the department or employee can pay the additional \$605 fee. The department must approve each All-Campus permit issued to their department's employees. The issuance of an All-Campus permit does not automatically qualify or provide the permit holder for an all-campus prox card.

**Split Assignment Department Fee: \$404**

If an employee is approved for two specific lot assignments, the employee will pay the appropriate fee based on their salary, either \$605 or \$404. A department must approve the additional fee of \$404.

**Administrative Permit Fee:** \$605.00 Department pays for Administrative Permit.

**Faculty- Staff Payroll Deduction:**

Payroll deductions for parking fees are pre-taxed and are deducted for twenty pay periods (PP-5 through PP-24, September – June). When you enroll in payroll deduction, you authorize and acknowledge that the fee can be amended in accordance with approved future registration fee changes. The permit year runs from November through October and if there is an increase in the fee, the change will be seen in the first paycheck in November. Upon enrollment the employee agrees to abide by the guidelines established

for payroll deduction. Payroll deduction will continue until the employee cancels the deduction and the employee returns their permit to DOTS. The employee must complete a cancellation form.

**Eligibility:**

Employees of the College Park Campus, who are regular exempt and non-exempt employees, are paid through Central Payroll and will receive a paycheck during each pay period over the nine and one-half months (September – June) are eligible for payroll deduction. Also eligible are employees who are in the categories Contingent II and Contingent I and receive a paycheck during each pay period over the nine and one-half months (September – June).

Employees who are short term, (e.g., Adjunct Professors), status are not eligible for payroll deduction. Requests for exceptions must be requested through the Director of Transportation Services.

**Missed Deductions:**

The employee is responsible for payment of missed deductions. DOTS will make an effort to contact the employee either by a phone call, through the Transportation Services Coordinator (TSC) or via email. If we are unable to contact the individual through the University, a letter notifying them of the outstanding balance will be mailed to their home address. If there is no response within ten (10) calendar days from the date of the letter, the permit will be placed on the *lost/stolen* list and, if found displayed on campus, a \$300 parking violation notice may be issued to permit owner for displaying a lost/stolen permit. In addition, vehicle may be towed. If payment is not received within 30 days of being placed on the lost/stolen list, an invoice will be generated. Parking privileges may also be revoked if payment has not been received and a new authorization form completed, when necessary.

*It is the responsibility of the employee to verify that deductions are being taken out of their paycheck, and to contact DOTS if the deduction is dropped for any reason.* In order to confirm that deductions are being taken, employees may look under the Taxes/Deductions for UM SYS PARKING. Although parking fees are deducted at a pre-tax rate, DOTS does not have the ability to give pre-tax rates for missed payments.

When the permit is not in the possession of the Department of Transportation Services, the registered permit holder is responsible for all missed payments.

**Changes to Permits**

**Fees associated with permit replacement when changing to another lot and permits reported as lost or stolen will have to be paid by cash, check, or credit card.**

**Payroll Deduction Cancellation:**

When an employee separates from the College Park Campus, or is on a leave of absence (long or short-term), the employee must return their permit to DOTS and complete a “Payroll Deduction Cancellation Form”. Employees on payroll deduction that are on sabbatical, etc. must return their permit to DOTS and cancel their payroll deduction. Permit fees will continue to accrue until the permit is returned to the Department of Transportation Services. Refunds will not be issued for the month the permit is returned.

- b. **LOST/STOLEN REPLACEMENT FEE** – There is a first-time replacement fee of \$20.00. For the second time you will pay half of the price of the permit. or thereafter the replacement fee will be at full cost. (This applies to all permits including but not limited to Golden ID Students, After Hours, Alumni, and UMUC Students and most permits issued through the Special Projects Section.)



**FINES**

- a. Public Safety:- Parking in a roadway, driving lane, sidewalk, crosswalk or bus stop.....\$100.00
- b. Displaying & possessing permits/decals contrary University of Maryland, DOTS parking regulations by tampering or misusing permits/decals; providing incorrect information to University of Maryland, DOTS, or possessing or using a reported lost or stolen permit/decals or proxy. card ..... \$300.00
- c. Parking an unauthorized vehicle in a disabled space or any vehicle in an adjacent transfer area ..... \$250.00
- d. Unauthorized use of marked Courier spaces and/or Courier permit..... \$ 75.00
- e. Parking in other than assigned permit area ..... \$ 75.00
- f. Parking outside control lines..... \$ 15.00
- g. Parking in loading zones or ANY area not SPECIFICALLY designed for parking..... \$ 75.00
- h. Parking in expired or malfunctioning meter spaces ..... \$ 15.00
- i. Parking an unauthorized vehicle in a marked fire lane or within 12 feet of a fire hydrant ..... \$ 100.00
- j. Parking in a designated Service Area or State vehicle only space ..... \$ 75.00
- k. Failure to display a current valid DOTS parking permit; overtime limit in Lot 19 loading area ..... \$ 75.00
- l. Parking more than one vehicle per registrant on Campus at one time..... \$ 300.00
- m. Permits/decals improperly displayed ..... \$ 75.00
- n. Observed in act of illegally by-passing electrically controlled gate; personnel controlled parking areas; barricaded parking areas, or cashier attended areas or violating gate anti-passback mode, or meter payment ..... \$ 300.00
- p. Illegal use/display, receipt and/or alteration of state issued disabled permit/placard/license tag..... \$500.00
- r. Fraudulent use of documents ..... \$ 300.00

**To avoid a late fee, violations must be paid within fifteen (15) calendar days from the date of issue at the DOTS Office during normal hours of operation. Payments may be paid in person, on-line through the DOTS web site, mailed-in, or deposited in the DOTS drop box. A late fee of \$20.00 will be imposed for failure to pay violations within fifteen (15) calendar days from date of issue.**

**Any student found to be in violation may also be referred to the Office of Student Conduct.**

#### **VIOLATION DESCRIPTION**

- a. **PUBLIC SAFETY - PARKING IN A ROADWAY, DRIVING LANE, SIDEWALK, CROSSWALK, BUS STOP:**
  - (1) Parking in a Roadway or Driving Lane: parking a vehicle in a road that is designated for one or two way traffic. Driving lanes are not marked by signs.
  - (2) Sidewalks
  - (3) Crosswalks: Marked crossing zones located in parking lots, parking garages, and roadways identifying pedestrian walkways. Marked or unmarked zones in a parking lot/area that vehicles utilize to access parking spaces. Paved walkway for pedestrians at the side of a street; areas designated for buses to load and unload passengers.
  - (4) Bus Stops: Areas designated for buses to load and unload passengers.
  
- b. **ILLEGAL DISPLAY AND/OR RECEIPT OF PERMIT/DECAL OR PURPOSELY CONCEALING IDENTITY OF VEHICLE OWNER:** Displaying and/or possessing permits/decals in violation of established University of Maryland, DOTS Parking Regulations by:
  - (1) Altering, duplicating and/or tampering with the originally issued permit/decal;
  - (2) Unauthorized fabrication of permits/decals;
  - (3) Using and/or possessing permits/decals in violation of DOTS established policies and procedures regarding their use and possession;
  - (4) Providing fraudulent information in order to obtain and/or utilize a permit/decal or proximity card; Student using an Administrative or Faculty/Staff permit.
  - (5) Possessing and/or using a permit/decal or proxy card that has been illegally procured including, but not limited to, obtaining permits/decals or proximity card from an agency or person(s) other than DOTS;
  - (6) Any unauthorized possession or display of a permit/decal that attempts to circumvent the Parking Regulations.
  - (7) Possessing or using a reported lost or stolen permit/decal or proximity card (expired or current).
  - (8) Concealing identity of vehicle owner by covering VIN or removing or covering license plates.
  
- c. **DISABLED SPACE/TRANSFER AREA:** Parking, stopping, or standing a vehicle in a disabled space without displaying valid state issued disabled license plate(s), window placard(s) or hanging permit(s). No vehicles may park in a transfer area.

- d. **UNAUTHORIZED USE OF MARKED COURIER SPACE AND/OR COURIER PERMIT:** Parking a vehicle in a marked Courier space without displaying a current valid DOTS Courier permit. Displaying a Courier Permit for longer than the 30 minute limit.
- e. **OTHER THAN ASSIGNED AREA:** Parking in a restricted area or while displaying a current valid DOTS permit/decal in an area other than the assigned parking area or designated overflow area(s). Failure to pay prevailing rate while parked at a numbered cash box space or cashier attended areas.
- f. **PARKING OUTSIDE OF CONTROL LINES:** Parking a vehicle outside of the parallel control lines that define a parking space.
- g. **NOT A DESIGNATED PARKING SPACE:** Parking a vehicle in an area that is not designated for parking, for example:
  - (1) **LANDSCAPE AREAS;**
  - (2) **PLAZAS / SIDEWALKS:** Areas adjacent to buildings designed for pedestrian use only;
  - (3) **LOADING ZONES:** All loading docks or areas specifically designated for loading and unloading;
  - (4) **MOTORCYCLE PADS:** Parking areas designated for motorcycles and scooters only;
  - (5) **OVER TIME LIMIT:** Parking areas designated with time limits, including marked move in/out spaces;
  - (6) **BAGGED METERS:** Unauthorized vehicles parked at bagged meters;
  - (7) **CONSTRUCTION SITE:** Marked or designated areas in or blocking a construction fence/site;
  - (8) **CASHIER ATTENDED AREAS:** Failure to exit from cashier attended area prior to closing.
- h. **PARKING IN EXPIRED METER SPACES:** Vehicles parking at meter spaces with the "Violation" or "Time Expired" flag displayed or "Flashing Indicator" displayed. This includes vehicles parking at jammed or malfunctioning meters. Vehicles may receive a parking violation for multiple meter periods (not to exceed two parking violations/meter/day).
- i. **PARKING AN UNAUTHORIZED VEHICLE IN A MARKED FIRE LANE OR ADJACENT TO A FIRE HYDRANT:** Persons are prohibited from leaving vehicle parked in a fire lane or within 12 feet of a fire hydrant except for marked fire/rescue vehicles, and police vehicles.
- j. **PARKING IN A DESIGNATED SERVICE AREA:** Parking a vehicle in a marked service area without displaying a Service permit. State vehicles and vehicles properly displaying Time & Materials permits are authorized to park in marked service areas.
- k. **FAILURE TO DISPLAY A CURRENT VALID DOTS PARKING PERMIT/DECAL OR OVER TIME LIMIT IN LOT 19 UNLOADING AREAS:** Failure to display a

permit/decal issued by DOTS for the appropriate year or for parking a vehicle in Lot 19 unloading area for over designated time.

- l. **PARKING MORE THAN ONE VEHICLE PER REGISTRANT ON CAMPUS AT THE SAME TIME:** No person may park two or more vehicles displaying their DOTS permit(s)/decal(s) on Campus at the same time.
- m. **PERMITS/DECALS IMPROPERLY DISPLAYED:** Displaying a permit/decal contrary to DOTS regulations regarding placement including but not limited to:
  - (1) Displaying a permit/decal in an area of the vehicle not specifically designated for placement of the permit/decal.
  - (2) Displaying a permit/decal in a manner in which the control number, lot designation, and/or expiration date are not visible to the enforcement officer.
  - (3) Displaying Administrative permit without a current valid faculty/staff lot assignment permit.
  - (4) Displaying a Courier permit without a current valid lot assignment permit.
  - (5) Displaying a GREEN PERMIT on a non-qualifying vehicle
- n. **ILLEGALLY ENTERING A GATED/BARRICADED/PERSONNEL CONTROLLED AREA/CASHIER ATTENDED AREA:** Any vehicle observed illegally entering or exiting a gated area by lifting, bending or breaking the control arm or in any other manner entering/exiting and/or parking in the gated area or any vehicle circumventing a personnel controlled parking station or barricaded or coned off area or violating gate anti-passback mode is in violation. Anyone also illegally paying meters is also in violation.
- p. **ILLEGAL USE/DISPLAY AND/OR RECEIPT OF STATE ISSUED DISABLED LICENSE PLATE(S)/PLACARD/PERMIT:** Any individual illegally using a disabled license plate(s)/placard/permit in violation of established state & Federal regulations or laws by:
  - (1) Altering, duplicating and/or tampering with the original disabled license plate(s)/placard/permit;
  - (2) Fabricating of disabled license plate(s)/placard/permit;
  - (3) Using and/or possessing license plate(s)/placard/permit in violation of University of Maryland, DOTS, state and Federal regulations/policies regarding their use and possession;
  - (4) Providing fraudulent information in order to obtain and/or utilize a disabled license plate(s)/placard/permit;
  - (5) Possessing and/or using a disabled license plate(s)/placard/permit that has been illegally procured;
  - (6) Any unauthorized possession or display of a disabled license plate(s)/placard/permit that attempts to circumvent the regulations.
- r. **FRAUDULENT USE OF DOCUMENTS:** Utilization of documents in an effort to deceive University officials. (Example: Placing previously issued violations, with the

same license plate, on the vehicle in an effort to avoid receipt of additional parking citations.)

## **PARKING VIOLATION NOTICE REVIEW**

Parking violation notice (PVN) recipients must either pay the fine or request a review within 15 calendar days of the violation date. PVN recipients may request a review either through the University of Maryland Department of Transportation Services (DOTS) system or through the Prince George's County District Court (PGCDC). CHOICE OF ONE REVIEW PROCESS WAIVES CHOICE OF THE OTHER PROCESS.

### a. **UNIVERSITY OF MARYLAND REVIEW**

#### **Visitors:**

Bona fide visitors to University of Maryland College Park may request a DOTS review by filing an on-line review through the DOTS web site, or by completing the requested information on the PVN, along with a written appeal and returning the parking violation notice in person or by mail to the DOTS Office. All decisions of the DOTS Parking Violation Review Manager will be final.

#### **Students:**

University of Maryland, College Park students may request a Student Ticket Review Section (STRS) review by filing an on-line review through the DOTS web site, or by completing the requested information on the PVN and returning the parking violation notice in person or by mail to the DOTS Office.

UMUC student appeals will be reviewed by the DOTS Parking Violation Review Manager (Note...second reviews are not available to UMUC students)

If dissatisfied with the review decision, students (other than UMUC students) may choose to appeal such reviews through a 2<sup>nd</sup> appeal process. In order to be granted a 2<sup>nd</sup> appeal, you must prove that STRS made a decision that was somehow arbitrary and capricious, or made a procedural error that adversely affected their decision. This may be done by completing the request in person at the DOTS Office within 7 calendar days from the date on the review decision letter. The fine(s) associated with the parking ticket(s) must be paid (up to \$50.00 per ticket). You must then go to the DOTS lobby desk, show your receipt, and complete a written request which must be accompanied by an explanation of the circumstances surrounding the issuance of the ticket(s). If the University Appellant Board overturns the decision by STRS, the paid parking fine will be refunded to you. This is a written process and there will be no oral appeals. For more information, please call (301) 314-1991.

University of Maryland, College Park, and UMUC faculty and staff may request a DOTS review by filing an on-line review through the DOTS web site, processing their request through their Transportation Services Coordinator, or forwarding their request directly through DOTS. All decisions of the DOTS Parking Violation Review Manager are final.

### b. **PRINCE GEORGE'S COUNTY DISTRICT COURT REVIEW**

Visitors, students, faculty and staff receiving parking violation notices at the University of Maryland, College Park, may request a Prince George's County District Court trial by appropriately completing the requested information on the parking violation notice and

returning the parking violation notice to University of Maryland, DOTs, College Park, MD 20742-2711.

## **UNRESOLVED PARKING VIOLATIONS**

### **a. BILL TO STUDENT ACCOUNT/CENTRAL BILLING/FLAGGING**

Unresolved parking violation notices may be referred to the State MVA Flagging Program or State Central Collection Unit for action and all unresolved fines may be added to the University accounts of students. Personal checks will not be accepted for ticket payment under State MVA Flagging Program. Students may be responsible for parking violation notices issued to vehicles owned by family members. Income tax returns may be garnished for settlement of unresolved parking violation notices.

Flagrant violators of the Parking Regulations may be referred to the Office of Student Conduct or appropriate administrative office for action.

### **b. OUTSTANDING VIOLATIONS**

**Vehicles with 2 or more outstanding violations that are more than 15 days old may be towed at the owner's expense. Vehicle will not be released until those outstanding fines and fees are satisfied.**

### **c. REDUCED/DENIED REVIEW THAT REMAINS OUTSTANDING**

Parking violation notice appeals that have been reduced or denied (remain outstanding), must be paid by the recipient within 15 calendar days from the date of the appeal decision letter or a \$20.00 late fee will be imposed. **In the case of a reduced fine, failure to pay within the 15-day period will result in the fine being returned to the original amount plus late fee.**

## **MOTORIZED SCOOTERS and MOPEDS**

The Maryland State Law classifies motorized scooters and mopeds as vehicles, therefore motorized scooters and mopeds are bound by all vehicle laws. All traffic laws apply to mopeds and scooters; speed limits, lane use, turn signals, etc. In this document **motorized cycle** is defined to include all mopeds and scooters.

**According to the Maryland State Laws the moped and motor scooter are defined as below.**

**“Moped”** means a bicycle that:

- (1) Is designed to be operated by human power with the assistance of a motor;
- (2) Is equipped with pedals that mechanically drive the rear wheel or wheels;
- (3) Has two or three wheels, of which one is more than 14 inches in diameter; and
- (4) Has a motor with a rating of 1.5 brake horsepower or less and, if the motor is an internal combustion engine, a capacity of 50 cubic centimeters piston displacement or less.

**“Motor Scooter”** means a non-pedal vehicle that:

- (1) Has a seat for the operator;
- (2) Has two wheels, of which one is 10 inches or less;
- (3) Has a step-through chassis;
- (4) Has a motor;
  - (i) With a rating of 2.7 brake horsepower or less; or
  - (ii) If the motor is an internal combustion engine, with a capacity of 50 cubic centimeters piston displacement or less;
- (5) Is equipped with an automatic transmission.

\* “Motor scooter” does not include a vehicle that has been manufactured for off-road use, including a motorcycle and an all-terrain vehicle.

### **Prohibited Areas**

No person on UMD campus shall ride a motorized cycle:

- a) On sidewalks.
- b) Within any building.
- c) On any ramp established for the use of persons with disabilities.
- d) On any stairs.
- e) On any object or surface not designated or intended for use by wheeled devices.

### **Registration of Motorized Cycle**

All motorized cycles used, stored, or parked on the University shall be registered with a valid bicycle permit. Every motorized cycle must display a valid university-issued sticker including a unique registration number

Please see the section on *Bicycle Registration* for details.  
Proof of ownership may be required to register a motorized cycle.

### **Impounding of Unregistered Motorized Cycles**

The Department of Public Safety (Police) and DOTS are authorized to impound unregistered motorized cycles and remove them to an area designated for storage. Motorized cycles that are impounded may be recovered only upon proof of ownership and after required fees are paid. No motorized cycle shall be released unless it is registered. Unclaimed motorized cycles, which have been impounded because they were unregistered or impounded for violation of parking regulations set forth in this regulations, shall be held for a minimum of 30 days at which time the owners shall be presumed to have relinquished their legal title. Such motorized cycles shall be sold at public auction without reserve. The same disposition shall be applied to motorized cycles which remain unclaimed after storage with the Department of Public Safety or DOTS and to stolen motorized cycles which have been recovered by the Police Department if said motorized cycles remain unclaimed for a period of 30 days. Notices will be sent as soon as possible to the owners of all impounded motorized cycles.

### **Displaying of Motorized Cycle Permits**

Motorized cycle permits shall be visibly displayed on the handlebar stem.

### **Motorized Cycle Parking**

Motorized cycles shall be parked, stored or left on the University only in areas specifically designated by the presence of racks or other devices designed for bicycle parking or when designated by the posting of signs indicating the space as a bicycle parking area.

No motorized cycle shall be parked, stored or left in an area where signs are posted indicating that bicycle parking is prohibited.

### **Blocking Entrances-Exits Prohibited**

No person shall park, store or leave a motorized cycle in such a manner as to block or otherwise impede normal entrance to or exit from any building on the University.

No motorized cycle shall be parked, stored or left on any building access or egress.

### **Blocking Traffic**

No motorized cycle shall be parked, stored or left so as to block or impede the normal flow of traffic on any highway, roadway, street, alley, sidewalk, mall, patio, and parking area or bicycle path on the University.

### **Blocking Ramps and Stairways Prohibited**

No motorized cycle shall be parked, stored, or left so as to interfere with or impede the normal movement of disabled persons, pedestrians or bicyclists upon ramps, stairways or curb cuts.

### **Parking Prohibited on Landscaped Areas.**

No motorized cycle shall be parked, stored or left on any landscaped area except in those areas designated as a bicycle parking area by the presence of racks or other parking devices or signs indicating the area as a bicycle parking area.

### **Locking to Unauthorized Objects**

No motorized cycle shall be chained or otherwise locked, or attached to any handrail, tree, bushes, door, signpost, lamp, telephone pole, lamppost, fence, or other object not maintained or designated for the purpose of securing bicycles.

### **Removal of Motorized Cycles in Violation**

Whenever any motorized cycle is found in violation of this Section, the University personnel authorized to impound motorized cycles may remove the securing mechanism using whatever reasonable measures are necessary to impound the motorized cycle. University shall not be liable to the owner of the securing device or the owner of the motorized cycle for the cost of repair or replacement of such securing device.

Locks or locking devices left on parking racks not securing a motorized cycle, or left attached to any tree, door, signpost, lamppost, fence or other object not designated for the purpose of securing motorized cycles may be removed by authorized University personnel. University shall not be liable to the owner of the securing device for the cost of repair or replacement of such securing device.

### **Parking or Storing Inside Buildings Prohibited.**

No motorized cycle shall be parked, stored or left in any lobby, hallway or room of any building unless said area is specifically designated for bicycle parking. Designated areas must be in accordance with all Federal, State and local fire and safety regulations. This Section is not intended to prohibit the storing or parking of a motorized cycle in an area by any person to which the area or room has been assigned as that person's office or residence, e.g., a residence hall room or apartment. However, use of any assigned area for bicycle parking or storage may be restricted when, in the judgment of the person(s) responsible for the area, movement of the motorized cycle to or use of the assigned space for motorized cycle parking or storage interferes with the routine activities normally conducted in the area or creates other problems.

### **Impounding of Motorized cycles**

The UMD Department of Public Safety (Police) and DOTS are authorized to move, relocate, immobilize or impound any motorized cycle which:

- a) Blocks or otherwise impedes the normal movement of persons with disabilities and other pedestrians, and equipment upon entrance to or exit from any building on the University;
- b) Blocks or otherwise impedes traffic on any street, highway, roadway, path, sidewalk, mall or patio;
- c) Is parked in violation of any of the sections of these regulations;
- d) Appears to be abandoned as evidenced by signs of disuse or neglect;

- e) Has been reported as stolen to any law enforcement agency.

### **Motorized Cycle Impound Fee**

Any motorized cycle impounded pursuant to any section of these regulations shall be stored in a secure facility designated for such purpose. A fee shall be charged to the owner prior to the release of any impounded motorized cycle. Any motorized cycle being released must be properly registered prior to the release; unless the owner is not a UMD affiliate and the motorized cycle will not be operated on campus.

### **Unauthorized Storage for Extended Periods is Prohibited**

No motorized cycle shall be parked, stored, or left at any bicycle parking area between the end of spring semester and the beginning of fall semester, unless the owner is on campus and still riding the vehicle.

### **Temporary "No Parking" Signs**

DOTS is authorized to place temporary "No Parking" signs on the University when necessary. No motorized cycle shall be parked or left in violation of such temporary restrictions.

## **BICYCLE REGISTRATION and REGULATIONS**

**It is the responsibility of all individuals operating, or parking their bicycles on campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of a citation.**

Department of Transportation Services (DOTS) encourages the use of bicycles and recognizes that it is necessary to establish campus regulations for the safety of pedestrians, cyclists, and the campus population.

The Campus Bicycle Committee is responsible for reviewing and recommending parking and transportation policy and regulations. The administration of the policy and regulations is delegated to the Director of DOTS.

### **INTRODUCTION**

a. The Bicycle Regulations set forth in this document are designed to provide biking conditions that are as safe and convenient as possible for students, faculty and staff, and campus visitors. **THESE REGULATIONS APPLY TO ANYONE (INCLUDING UNIVERSITY OF MARYLAND UNIVERSITY COLLEGE INDIVIDUALS) RIDING AND/OR PARKING A BICYCLE ON THE UNIVERSITY OF MARYLAND, COLLEGE PARK CAMPUS, AND/OR WITHIN ITS JURISDICTIONAL BOUNDARIES.**

b. **ALL BICYCLES ARE SUBJECT TO MARYLAND DEPARTMENT OF TRANSPORTATION ARTICLES WHILE ON CAMPUS.** Maryland State Uniform citations may be issued by Police personnel for violations.

c. During a period of emergency and/or construction, special events, special parking restrictions and sanctions may be implemented.

### **GENERAL INFORMATION**

a. The Department of Transportation Services (DOTS) is the Office responsible for administering the provisions for these regulations and falls under the Division of Student Affairs.

## AUTHORITY

Pursuant to Maryland Transportation Code Annotated Section 26-301. 26-301 grants authority for issuing citations for a violation of an ordinance or regulation that is adopted by the Board of Regents of the University System of Maryland. Specifically, "Any State agency authorized by law and any political subdivision of the State may adopt ordinances or regulations that:

- (1) Regulate the parking of vehicles;
- (2) Provide for the impounding of vehicles parked in violation of the ordinances or regulations;
- (3) Regulate the towing of vehicles from publicly owned and privately owned parking lots; and
- (4) Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section." **This authority is shared by the Department of Transportation Services (DOTS) and University of Maryland Public Safety.**

b. The bicycle regulations are in effect to help ensure safe cycling for the campus community. As such, when interacting with the Department of Transportation Services, students, faculty and staff are expected to abide by the University standards with regard to conduct. Students who violate the Code of Conduct may be referred to the Office of Student Conduct. Faculty/staff who engage in misconduct may be referred to their Dean, Department Head, or the Office of Human Relations for appropriate action.

## **OPERATION OF BICYCLES ON CAMPUS**

It is the responsibility of all individuals operating a non-motorized device on campus to read and fully understand these regulations. Lack of knowledge of these regulations will not be accepted as grounds for dismissal of citations.

Persons operating bicycles and other non-motorized devices on campus shall practice careful riding, giving right-of-way to pedestrians when appropriate, traveling at safe speeds, and having their vehicles under control at all times.

## **BICYCLE REGISTRATION**

### **General Requirements**

Bicycle registration is voluntary at the University of Maryland. UMD affiliates are encouraged to register their bikes. Registrants must bring their bicycles at time of registration. Bicycles brought on campus are subject to University Bicycle Regulations.

### **Registration Benefits**

- Registering your bike provides a record of ownership
- Registration aids authorities in locating the owner of a stolen bike
- Free lock cutting services are provided for the registered bicycles, should your lock become damaged or disabled.

In addition to the above advantages, other benefits may periodically be offered.

### **Registration Process**

Registration is FREE to campus affiliates.

Registration forms are available at DOTS or may be downloaded from our web site.

A UMD bicycle permit will be attached to the bicycle frame by the responsible official at the time of registration. Permits will be issued after you provide;

- a. a picture identification card;
- b. a completed and signed bicycle registration form.

### **Term of Permit and Transfer of Permit**

Registrations are valid for four years. Permits are assigned to the registrant. Registration and permits may not be transferred to another person. Liabilities for impound and parking fees and citations incurred are the responsibility of the permit registrant. The operator is liable for all traffic citations.

### **Replacement Permits: Sold or Traded Bicycles**

Failure to advise DOTS of a sale or trade of registered vehicles/bicycles will result in continued responsibility of the registrant for citations received on that permit and vehicle/bicycle. The registrant is responsible for canceling or removing bicycle permits prior to selling or trading the vehicle/bicycle.

### **False Registration.**

No person shall obtain, attempt to obtain, or use an altered, stolen, lost, or counterfeit bicycle permit or a permit issued upon false information. Giving a false name, address, identification number, or other information known to be false shall constitute false registration. Violation of this provision shall be cause for citations/fees and possible legal action.

### **Displaying of Bicycle Permits**

Bicycle permits shall be displayed on the front of the seat tube of the bicycle frame.

## **BICYCLE PARKING REGULATIONS**

### **Parking Areas**

Bicycle parking is available throughout campus and is designated by the presence of bicycle racks. Bicycles must be properly attached to a bike rack.

Bicycle racks are not to be utilized as long term bicycle storage. Bicycles that are in a state of poor condition parked at racks and appearing to be abandoned are subject to *impoundment*.

Bicycle related gear (or other items) should not be left alone at bicycle racks. Items such as; locks, chains, helmets, seats, wheels, etc, left on racks/blocks may be considered abandoned and subject to impoundment.

Abandoned or long term storage means that the bicycle, through a visual inspection and monitoring process has not moved for several consecutive days. State of disrepair means the bicycle has such features as: flat tire(s), bent rims, rusted or broken - chain links, cassette, derailleur - broken or rusted brakes, etc.

### **Restricted Parking Areas**

Bicycles shall be parked in accordance with federal, state, and local fire and safety regulations. Bicycles shall not be parked or stored:

- In any University building without a bicycle storage facility or permission from the department;
- Against or fastened to any tree, plant, bush;
- Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, sign post, railing, public seating fixture, or emergency safety device;

- Upon or attached to any ingress/egress ramp, stairway or stairwell railing or otherwise fastened to or blocking any exit/entrance to any University building;
- Any place that might block fire department access;
- In any other area where parking is specifically prohibited by these regulations or by signs.

## **TRAFFIC REGULATIONS**

### **Bicycles/General Regulations**

Every person operating a vehicle shall obey traffic control devices and rules of the road applicable under Maryland state laws and these regulations.

Here are some important recommendations for your own safety and to avoid citations.

- Bicyclists operating on streets must obey the traffic laws, all applicable traffic control devices, rules, laws and signage.
- Bicycles must be operated only in the direction of traffic flow.
- Yield to pedestrians and walk your bike when congested.
- Use extreme caution around pedestrians.
- No person operating a bicycle on UMD campus shall exceed the maximum speed limit or operate in a manner that is likely to endanger the safety of any person or property.
- A parked bike may not interfere with safety or emergency zones, building entrance, disability ramp, a tree, bush, signpost, meter, fence, stairway, etc. Illegally parked bikes are subject to fines and impoundment.
- Please wear a helmet for your own safety.
- Use headlights and reflectors. A white headlight and a red rear reflector are required for operation between dusk and dawn.

## **IMPOUNDMENT OF BICYCLES**

a. The University maintains the right to impound, at the expense of the owner/rider or claimant, any bicycle which is classified as lost/stolen, parked/stored, abandoned, or operated in violation of these regulations. The University maintains the right to remove security devices attached to vehicles/bicycles for impoundment purposes. All damage is the responsibility of the owner.

b. Impounded vehicles/bicycles may be claimed at the DOTS office during regular office hours.

c. Vehicles/bicycles will be released after the claimant:

Provides proof of ownership;

Registers the bicycle, if applicable (if the person is a campus affiliate); and

Pays all outstanding citations, impound fees and storage fees.

d. Sales/ disposal of Unclaimed Bicycles

**Notice will be sent** to known vehicle **owners/registrants** when bicycles have been impounded.

**Notices shall be left** at the site where the bicycle was impounded on **non-registered** bicycles.

Bicycles which remain unclaimed for 1 year after the original date of impoundment shall be considered abandoned, and may be disposed of or sold by the University.

## **BICYCLE ENFORCEMENT**

The purpose of bicycle enforcement is to ensure optimum convenience and safety for students, faculty, staff and visitors. DOTS and the UMD Department of Public Safety (Police) reserve the right to impound and/or cite any bicycle on campus for any violation of these regulations.

Each bicycle operator shall be responsible for all citations issued to him/her personally or to the bicycle(s).

Although all State regulations must be followed, here are some important ones to guide you, for your own safety and to avoid citations.

### **Parking Violations**

- Blocking and/or parking on any ingress/egress ramp;
- Blocking and/or parking on wheelchair access ways or
- Unauthorized parking in a space designated for the disabled.
- Parking in or blocking fire lanes, exits/entrances to University buildings,
- Attaching to or blocking emergency safety devices.
- Parking along the hallway of any University building, blocking the entrance and exits.

### **Other violations**

- Failure to stop at Stop or yield at Yield signs.
- Locking a bicycle to another bicycle, thereby preventing its use.
- Riding without proper lighting equipment when it is dark.
- Riding in opposite direction of traffic or traffic signs.
- Any violations of the State Vehicle Laws and the University Bicycle Regulations.

**Violators of the above rules will be subject to a fine.**

**Storage Fees:** Fees (\$1 per day) begin to accrue 20 calendar days after impoundment.

### **Times of Enforcement**

Regulations governing restricted parking areas and traffic regulations are enforced twenty-four (24) hours a day, three hundred and sixty-five (365) days a year.

### **Fines for Violating the Regulations**

Citation	(\$10)
Impoundment	(\$10)

The University will remove security devices and impound at the expense of the owner/operator, any bicycle that is:

- Determined to be abandoned
- Parked, stored, or operated in violation of these regulations

To avoid a late fee, violations must be paid within fifteen (15) calendar days from the date of issue at the DOTS Office during normal hours of operation. Payments may be paid in person, on-line through the DOTS web site, mailed-in, or deposited in the DOTS drop box. A late fee of \$10.00 will be imposed for failure to pay violations within fifteen (15) calendar days from date of issue.

The unpaid fees may be added to the University accounts of students.

### **LIABILITY**

THE UNIVERSITY IS NOT RESPONSIBLE FOR DAMAGE TO OR THEFT OF YOUR BICYCLE AND ITS PARTS. Unfortunately, bikes on campus are attractive targets for thieves. It is important to follow basic security steps to help prevent bicycle thefts. Following these basic steps will help you minimize your risk.

- Always lock your bicycle. While locking your bicycle, please use U-locks rather than cable locks as U-locks have been found to perform better against theft. (It may take only a couple of minutes to cut a cable lock!)
- Register your bike! This will help the authorities locating the owner of a stolen bike.

- Report any suspicious activity to police by using the blue light phones in the parking lots, or by dialing (301) 405-3555
- Emergency? Dial 911 or (301) 405-3333

## **TOWING, RELOCATION AND IMPOUNDING OF VEHICLES**

### General Information and Conditions

- a. **Vehicles with 2 or more outstanding violations that are more than 15 days old may be towed at the owner's expense. Vehicle will not be released until all outstanding fines and fees are satisfied.**
- b. Illegally parked vehicles in ROADWAYS, FIRE LANES, DISABLED/TRANSFER AREAS, AREAS MARKED AS TOW-AWAY ZONES AND OTHER SUCH AREAS AS DESIGNATED IN THESE PARKING REGULATIONS are subject to being towed at the owner's expense. Vehicles blocking in other vehicles may be towed.
- c. Vehicles displaying lost, stolen or altered DOTS permits and/or State-issued disabled persons permits may be impounded at owner's expense. These permits may be confiscated by University officials (DOTS or University Police) and the holder may be referred to the Office of Student Conduct for judicial proceedings.
- d. ALL TOWING, STORAGE AND/OR IMPOUND FEES WHICH ARE INCURRED MUST BE PAID IN FULL. ALL PARKING VIOLATION NOTICES MUST BE SATISFACTORILY RESOLVED. Positive identification must be provided before the vehicle is released. These regulations provide for an administrative review for any towing action by DOTS if requested. Tows initiated by the University of Maryland Public Safety Department may be appealed through established police procedures.
- e. DOTS reserves the right to relocate vehicles as required for emergencies, construction or maintenance, access needs, event parking, or at their discretion for any other reasons.
- f. ABANDONED VEHICLES - Enforced by University of Maryland Public Safety Department. Any motor vehicle parked in violation of towable offenses of the University of Maryland, College Park regulations or abandoned on campus is subject to removal and impoundment at the expense of the owner or operator. The term abandonment, as it relates to motor vehicles parked on property owned or leased by the University of Maryland, is defined by any of the following conditions:
  - (1) Any vehicle which has not been moved for forty-eight (48) hours and whose owner or other claimant the University of Maryland Public Safety Department is unable to locate.
  - (2) Any vehicle which has not been moved for forty-eight (48) hours and whose identified owner or other claimant refuses to move it.
  - (3) Any vehicle on which current license plates are not displayed and which had not been moved for forty-eight (48) hours or is displaying registration plates of another vehicle (as described in the Transportation Article Sec. 25-201.B.7.ii).
  - (4) Any vehicle which has not been moved for forty-eight (48) hours due to any inoperative condition caused by the removal of necessary parts or a wrecked condition.

- (5) Vehicles in inoperative condition must be immediately removed from disabled spaces, fire lanes, roadways, service areas, and unpaid meters.

Vehicles suspected of being abandoned will be reported to the University of Maryland Public Safety Logistics Officer for appropriate action and removal.

## **VISITOR PARKING and SPECIAL EVENTS**

### **a. CASHIER ATTENDED AREAS**

Visitor parking is primarily designated within cashier-attended facilities, although the University does maintain some parking meters at various locations throughout campus. The [campus map](#) provides a visual view of the location of the parking meters and cashier-attended areas.

For cashier-attended facilities, the operational hours and parking restrictions (as they relate to enforcement) vary between locations. Additionally, even though current rates and operational hours of these facilities are listed below, please remember that they are subject to change during the year or a facility may be unavailable due to a sporting or special event.

**Also, due to sporting or special events, any of the cashiered locations may be temporarily converted, without notice, to a PRE-PAY type operation. Pre-pay operations require a flat-rate fee to be paid to an authorized attendant upon entry to the facility. For any such entry, the attendant should present you with a payment receipt (ticket stub). If you are ever charged a pre-paid amount to enter a facility and ARE NOT given a receipt/ticket stub, please ask for a supervisor and report it immediately.**

Vehicles parked in any of the cashiered facilities listed below must properly/legally exit the respective facility, and pay the accrued parking fee, by the posted closing time or the vehicle is in violation and will be cited with a parking violation notice.

Assigned permit holders who forget their proximity card may be charged the prevailing rate for the pay facility.

Cashiered facilities accept only cash or credit card as methods of payment. No checks accepted.

### **Locations, Rates and Hours Of Operation**

Union Lane Garage – A 285-space garage situated between the Stamp Student Union and Cole Fieldhouse. Hours of operation are 7:00a.m. to 1:45a.m., seven days a week. Current rates at this facility are \$2.00 per hour, with a \$12.00 per day maximum.

Stadium Drive Garage – An 800-space garage situated adjacent to Byrd Stadium, the Clarice Smith Performing Arts Center and the Alumni Center. This is a mixed-use facility, meaning the parking spaces are appropriated to visitors and permit-holding commuter students and faculty/staff members. The hours of operation, as a cashiered facility, are 7:00a.m. to 11:30pm, Monday thru Friday. This location is also used for prepay visitor parking on evenings and weekends, as necessary, for Clarice Smith Performing Arts Center events. Current rates at this facility are \$2.00 per hour with a \$12.00 per day maximum.

Paint Branch Drive Visitor Lot – A 187-space surface lot located near the A.V. Williams, Animal Science, Kim Engineering Building and Agriculture/Life Science building. Thirty of the 187 spaces are reserved for permit-holding faculty/staff members and the remaining 157 spaces for visitors. The hours of operation, as a cashiered facility, are Monday thru Thursday, 7:00a.m. to 11:00p.m., and Fridays, 7:00a.m. to 6:30p.m. Parking rates at this location are \$2.00 per hour, with a \$12.00 per day maximum.

Mowatt Lane Garage – A 1700-space garage located near Van Munching Hall and the Robert H. Smith School of Business. This is a mixed-use facility, with the spaces being utilized by visitors, and permit-holding faculty/staff and south-campus resident students. Three hundred fifty parking spaces within this facility are allocated for visitor parking. The hours of operation, as a cashiered facility, are 24-hours per day. The parking rates for this facility are \$2.00 per hour with a \$12.00 per day maximum.

b. **METERED PARKING**

In addition to cashier-attended areas visitors may also park at meters. The current meter rate is \$1.00 per hour. Meters must be paid from 7:00 a.m. to 10:00 p.m. unless otherwise noted on a meter, Monday through Friday, excluding University-observed holidays. **Meters, even those located in assigned lots, must be paid during hours of operation.**

Please report malfunctioning meters to the DOTS Office (301-314-PARK). If the meter is malfunctioning, **DO NOT PARK IN THE SPACE** or you may be issued a parking violation notice (violation 7h). **Monies placed in a malfunctioning meter will not be refunded.**

c. **SURFACE LOT PARKING**

**Hours vary; please refer to the signs posted at each lot entrance for restriction guidelines.**

d. **SPECIAL EVENTS PARKING**

Vehicles displaying a current permit/decal for parking at the University of Maryland, College

Park, (students, faculty and staff) may have access to their assigned area during most special events, as long as parking spaces are available in that area. **However, the campus recognizes that there may be a limited number of major events each year that may preclude access to certain areas in assigned lots/garages.**

Departments/groups that wish to reserve parking spaces, within a cashier-attended area, surface lot or meter may do so by contacting the DOTS Special Events Manager, at 301-314-7182, to find out availability and associated costs. When parking spaces are reserved, the department/group will be charged based upon the number of spaces being held – even if they go unused. Additionally, the department/group may be charged for the spaces at the time of day that DOTS actually begins holding the spaces, in order to guarantee the reservation – even if the event is several hours later. Reservation contracts that ultimately exceed the number of spaces agreed to, at flat-rate pricing, will be adjusted after the event has concluded to reflect the higher number of vehicles. An additional charge will be applied for reservations made less than 24 hours prior to requested event.

Departments/groups can still utilize cashier-attended areas on a non-reservation basis through a temporary validation, however parking space availability is not guaranteed. Contact 301-314-7389 for additional information.

**Fees for Event Parking:**

Football .....	\$10/car .....	\$40/RV
Basketball.....	\$5/car	
CSPAC Events .....	\$5/car	
Other Special Events.....	\$6/car surface lot	
.....	\$7/car meter space	

For cashier-attended area reservations contact the Special Events Manager at 301-314-7182 for details.

**PIT Crew Services Fee Structure:**

Some events/functions require “control” personnel to properly manage the event, or require labor hours and material in preparation for the event. The costs for these associated fees are as follows:

**Parking Attendant**

With 7 days notice .....	\$20 per hour
With less than 7 days notice.....	\$27 per hour
With less than 24 hours notice and/or any changes .....	\$46 per hour

\*Additional permit charges may also apply

\*Canceling within 3 business days is subject to a cancellation fee of 20% of total cost of event contract

**Permits**

Prepaid Meter Permits & Surface Lot Permits..... \$5 per space

\* Permit fees double with less than 24 hours notice.

Bus Surface Lot Permit..... \$25.00

**Bagging Meters for Events**

1-20 meters .....	\$15.00
21-40 meters .....	\$20.00
40+ .....	\$25.00

**Requests for Signs**

Standard – 24” x 36”..... \$50 each

Reinstallation and take down of signs .... \$20.00 per hour, minimum 2 hours

**NOTE:** Requests for signs require five (5) working days notice. Less than 5 days (weekends excluded) notice will result in a \$100.00 charge per sign. Sign production will not begin until DOTs receives an authorized request with pre-payment or an FRS account number from the requesting department.

Map Design..... \$45.00 per hour

Please contact the Special Events Manager, at 301-314-7182 to obtain rates for **Valet parking services** or for any additional information regarding event scheduling.

**OFFICIAL FEDERAL, STATE & LOCAL JURISDICTION VEHICLES**

Persons attending classes on this campus utilizing official Federal, State, and local jurisdiction vehicles must register for parking. Although official Federal, State, and local jurisdiction vehicles are not required to register for parking on this campus, they are expected to comply with University of Maryland Parking Regulations. These vehicles may park in State only or service spaces or any legal space. Vehicles of this type may not park in disabled parking spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), cashier attended areas,

move in/out spaces, roadways, loading zones, designated tow-away zones, courier spaces, or any other area not designated as a parking space.

### **OVERSIZED & UNUSUAL VEHICLES**

DOTS will only register motorized vehicles not exceeding 222" long x 96" wide. Examples of vehicles and parts thereof that may not register to park on campus are buses, boats; trailers; oversized recreational vehicles and trucks; and certain multi-purpose vehicles.

Events requiring commercial or Board of Education buses must make prior parking arrangements through the DOTS Special Events Manager at 301-314-7182. Commercial buses will be charged appropriate fee.

Exceptions to this regulation must be approved by the Director of Transportation Services and appropriate parking fees will apply.

### **THE UNIVERSITY IS NOT REPOSNSIBLE FOR DAMAGE TO OR THEFT OF YOUR VEHICLE AND ITS CONTENTS**

Many different makes and models of cars, trucks, and SUVs park on our campus every day. It is important to follow basic security steps to help prevent thefts from cars, and theft of cars. Following these basic steps will make your car less attractive to thieves and will help minimize your risk.

- Always lock your vehicle
- Do not store valuables in plain view
- Use multiple anti-theft devices like alarms, steering wheel immobilizers, or kill switches
- Report any suspicious activity to police by using the blue light phones in the parking lots, or by dialing (301) 405-3555
- Emergency? Dial 911 or (301) 405-3333

### **EMERGENCY SITUATIONS**

During declared emergency situations, i.e., severe weather conditions; security alerts, etc., check the University of Maryland, College Park website at [www.umd.edu](http://www.umd.edu), Department of Public Safety University Police website at [www.umpd.umd.edu](http://www.umpd.umd.edu) or call (301)314-SNOW for information.

### **SHUTTLE – UM TRANSPORTATION SERVICES**

The University of Maryland provides several transportation services intended to assist students, faculty, staff, and visitors while moving throughout the campus. Those services are listed below. Throughout the course of the year, these services may be modified. Please consult the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu) for any updates.

### **COMMUTER AND EVENING SERVICE FIXED ROUTES**

Schedules and maps for all fixed route services are available under the TRANSIT SERVICES tab at [www.transportation.umd.edu](http://www.transportation.umd.edu). To obtain additional information, call (301) 314-2255.

**a. COMMUTER SERVICE FIXED ROUTES**

- 100     Burtonsville Park and Ride  
This route provides express service between the campus and the Burtonsville Park and Ride located at the intersection of route 29 and route 198 in Burtonsville.
- 101     Beltway Plaza - Sunday  
This route provides service between the campus and the Beltway Plaza shopping center.
- 102     Campus Connector North  
This route provides intra-campus service between the Stamp Student Union, North Hill residence halls, Art/Sociology Building, UMUC, Clarice Smith Performing Arts Center, Stadium Drive Parking Garage, Center for Young Children, Eppley Recreation Center, Terrapin Trail Parking Garage, Comcast Center, Chesapeake Building, parking lots 4b, 9, and 11, A.V. Williams & Kim Engineering Buildings, and the Regents Drive Parking Garage.
- 103     Campus Connector South  
This route provides intra-campus service between the Stamp Student Union, Math Building & Engineering Fields, University House Apartments, UM Department of Public Safety (University Police), Ritchie Colliseum, Leonardtown Apartments, Fraternity Row, Graham Cracker Complex, downtown College Park, South Campus Commons, Mowatt Lane Parking Garage, Van Munching Hall, Art/Sociology Building, and North Hill Residence Halls.
- 104     College Park Metro  
This route provides service between the campus and the College Park Metro Station.
- 105     Courtyards Express  
This route provides service between the campus and the University Courtyards apartments located at the intersection of University Boulevard and Metzert Road.
- 106     Greenbelt North  
This route provides service between the campus and Greenbelt Road between route one and Lakecrest Road in Greenbelt and old town Greenbelt.
- 107     Laurel Park and Ride  
This route provides express service between the campus and the Laurel Park and Ride located off of route 197 in Laurel.
- 108     Powder Mill Village  
This route provides service between the campus and the Powder Mill Village apartments, located off of Powder Mill Road (MD Rte. 212) in Calverton. It also provides service to Metzert Road, Avery Park apartments, and New Hampshire Avenue (MD Rte. 650) between Metzert Road and Powder Mill Road.
- 109     River Road  
This route provides service between the College Park Metro Station and several locations along River Road (American Center for Physics, USDA, FDA, Raytheon, and M-Square Technology Park).
- 110     Seven Springs Apartments  
This route provides service between the campus and the Seven Springs Village apartments located off of Cherry Hill Road. It also provides service to Rhode Island Avenue between University Boulevard and Edgewood Road, and route one between campus and University Boulevard.

- 111     **Silver Spring Metro**  
This route provides service to the Silver Spring Metro Station. It also provides service to University Boulevard between campus and Franklin Avenue, and neighborhoods throughout Silver Spring.
  
- 113     **University Town Center**  
This route provides service between the campus and the Prince George’s Plaza Metro Station, University Town Center, the Mall at Prince George’s, and Toledo and Belcrest Roads in Hyattsville. It also provides service to Adelphi Road between campus and Toledo Road.
  
- 114     **University View**  
This route provides service between the campus and the University View apartments located on route one.
  
- 119     **Greenbelt South**  
This route provides service between the campus and College Park Metro Station, Westchester Park, Greenway Center, Ora Glen Road, Mandan Road, Hanover Parkway, and Eleanor Roosevelt High School.
  
- 120     **Bowie Park and Ride**  
This route provides express service between the campus and the Bowie Park and Ride lot, located near the intersection of route 197 and Northview Drive, in Bowie.
  
- 121     **Route One Corridor**  
This route provides service between the campus and a portion of Rte 1. The portion of Rte 1 served spans between the Prince George’s County courthouse in Hyattsville (to the south) and the IKEA store near the beltway (to the north).

**b. EVENING SERVICE FIXED ROUTES**

- 115     **Orange**  
This route provides intra-campus service between the Stamp Student Union, parking lot 1, Clarice Smith Performing Arts Center, Stadium Drive Parking Garage, Eppley Recreation Center, North Campus residence halls, Regents Drive Parking Garage, Mitchell Building, Main Administration, Lee Building, Memorial Chapel, South Hill residence halls, UM Department of Public Safety (University Police), Ritchie Colliseum, Leonardtown apartments, Fraternity Row, Graham Cracker complex, downtown College Park, and South Campus Commons.
  
- 116     **Purple**  
This route provides intra-campus service between the Regents Drive Parking Garage, Math Building & Engineering Fields, Visitor’s Center, South Campus gate, Mitchell Building, Main Administration, Lee Building, Memorial Chapel, south hill residence halls, downtown College Park, South Campus Commons, parking lots 4b, 9, and 11, University Courtyards apartments, and the North Campus residence halls.
  
- 117     **Blue**  
This route provides intra-campus service between the Stamp Student Union, University View apartments, University House apartments, and downtown College Park.
  
- 118     **Gold**  
This route provides intra-campus service between the Stamp Student Union, South Campus Commons, north hill residence halls, Gossett Team House, parking lot 1, Clarice

Smith Performing Arts Center, Stadium Drive Parking Garage, Denton Hall, Graduate Hills, UMUC, Van Munching Hall, Hillel, Mowatt Lane Parking Garage, Graduate Gardens, downtown College Park, Mitchell Building, Main Administration, Lee Building, Memorial Chapel, South Hill residence halls, Engineering, AV Williams, parking lots 9 and 11, and the Comcast Center.

**c. RIDERSHIP POLICY**

General Information

The majority of our transit services are paid for by the University of Maryland, College Park students; therefore, many of our services are geared towards serving that population. In certain circumstances, it is in the best interest of the campus community to have evening service fixed routes and NITE Ride open to the public, so anyone may ride such routes. University IDs are required for all routes EXCEPT evening service fixed routes (Blue, Gold, Purple, and Orange), NITE Ride, College Park Metro, Campus Connector North, Campus Connector South, Courtyards Express, University View and River Road.

Permitted Passengers

The following individuals are permitted to ride Shuttle-UM routes or use Shuttle-UM services.

1. Students, faculty, staff from either the University of Maryland, College Park campus or University of Maryland, University College campus, and College Park City Residents with valid transportation ID are permitted to ride all Shuttle-UM routes or use any Shuttle-UM service. These individuals simply need to show their University ID to the bus driver as they board. University IDs are required for all routes EXCEPT evening service fixed routes (Blue, Gold, Purple, and Orange), NITE Ride, College Park Metro, Campus Connector North, Campus Connector South, Courtyards Express, University View, and River Road.
2. The University Town Center route is open to all students, faculty, and staff from any Washington, DC metro area college or university. These individuals simply need to show their University ID to the bus driver as they board.
3. The Retired Volunteer Service Corps (RVSC) is the official volunteer group for the University of Maryland, College Park and is the only volunteer group that is permitted to ride Shuttle-UM routes or use Shuttle-UM services that require a University ID. Each RVSC volunteer is issued an identification card displaying the University seal and emblem, and the ID is valid for up to one year. RVSC volunteers must display their ID to the bus driver as they board.
4. Non-University affiliated individuals less than 18 years of age are permitted to ride Shuttle-UM routes or use Shuttle-UM services without a University ID, when accompanied by a parent or legal guardian who has a valid University ID. Spouses and other family members who are not affiliated with the University are not permitted to ride Shuttle-UM routes or use Shuttle-UM services at any time without appropriate documentation from DOTS.
5. There may be times when visiting scholars, faculty and family members, and attendees may need to ride Shuttle-UM routes or use Shuttle-UM services

that require a University ID in order to attend various events. In these cases, a letter on Department of Transportation Services letterhead will serve as a temporary identification and must be shown to the bus driver as he or she boards. The following fee structure applies: \$3 per day, \$34 per summer session, or \$68 for the entire summer, \$68 for the semester, and \$136.00 for the academic year. Visitors will receive the letter once they have made payment for the services at the Department of Transportation Services, 0123 Regents Drive Parking Garage.

### **Prohibited Conduct on Shuttle-UM Vehicles**

The following conduct is prohibited while on board Shuttle-UM vehicles.

1. Any activity that limits the driver's ability to operate the vehicle safely or affects the safety of the passengers, including but not limited to rowdiness or drunkenness, as deemed by the driver. Individuals engaged in such behavior may be asked to exit the vehicle. Drivers use their discretion and take into consideration their safety, the safety of the passengers, and the safety of the public when making such decisions. The University of Maryland, Department of Public Safety (University Police) may be contacted to assist in the removal of passengers when necessary.
2. Damaging any part of the interior or exterior of the vehicle. Individuals found responsible will be assessed fees to cover the cost of repairs.
3. The consumption of alcoholic beverages or smoking on board the vehicle. Passengers may not carry open containers of alcohol while on board. However, passengers are permitted to consume non-alcoholic beverages and food while on board the vehicle.
4. Extending any part of the body or placing any objects through the windows and outside of the bus while it is in motion. Spitting or littering from the vehicle is prohibited at all times.
5. Violating the Student Code of Conduct, Human Relations Code, or any other University policy or State and Federal laws at any time while on board the vehicle.
6. Transporting common containers of alcohol (kegs) or controlled substances. Passengers of legal drinking age may carry sealed alcoholic beverages in cans and/or bottles.

### **d. SHUTTLETRAC REAL-TIME PASSENGER INFORMATION SYSTEM**

#### **General Information**

The ShuttleTrac Real-Time Passenger Information System provides highly accurate arrival information for passengers using Shuttle-UM fixed routes (both evening and commuter). Passengers may use one of five methods to obtain this information (listed below) for any of the bus stops served by Shuttle-UM. This system is based on GPS technology and allows Shuttle-UM to quickly monitor transit service as well as provide arrival time information.

#### **Methods of Operation**

Passengers may use any of these five methods to obtain bus arrival times:

1. By calling (301) 314-2255 and choosing option 1 from the menu. The passenger then enters the 5-digit stop number for the passenger stop at which he or she wished to board the transit vehicle. These 5-digit numbers can be found at the bus stop, on printed route schedules, or one the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu).
2. By using a BusFinder located at 30 of the system's bus stops. The BusFinders are red and have a touch sensitive screen with which passengers chose the route for which they are waiting. LED lights will illuminate to show the arrival time of the next bus.
3. By using an Internet-enabled cell phone (WAP service). The passenger directs their phone to the Department of Transportation Services WAP-site at [www.shuttle.umd.edu](http://www.shuttle.umd.edu) and types in the 5-digit stop number. The site then displays a text-only output showing the arrival time of the next bus.
4. By using the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu). Passengers simply chose the route and the bus stop, and the system displays the arrival time for the next bus.
5. By using the large flat-panel display in the Stamp Student Union (on the side closest to the bus stops). This screen will display arrival information for both of the bus stops located at the Stamp Student Union.

### **N.I.T.E. RIDE (Night-time Intra-campus Transit Express)**

#### **a. PURPOSE**

NITE Ride provides service to passengers whose service needs are not on the above mentioned fixed routes, or for locations that are on the fixed evening service routes once those routes have ceased operation each night. NITE Ride is also available for registered para-transit passengers within the service area outlined below. To request a NITE Ride, call (301) 314-NITE (6483).

#### **b. HOURS OF OPERATION**

NITE Ride operates year-round, seven days a week except during University holidays. The hours of operation are from 5:30pm until 7:30am the following morning. Please consult the DOTS web site at [www.transportation.umd.edu](http://www.transportation.umd.edu) for specific information concerning days of operation.

#### **c. SERVICE AREA**

NITE Ride service is restricted to the University of Maryland campus, downtown College Park, College Park Metro Station, University View, University Courtyards, Graduate Hills, Graduate Gardens, Leonardtown apartments, Fraternity Row, and the Graham Cracker complex. A map of the service area is available on the Department of Transportation Services web site at [www.transportation.umd.edu](http://www.transportation.umd.edu).

### **TERP TAXI**

#### **a. PURPOSE**

Terp Taxi provides a premium service to University of Maryland students who wish to pay a small fee for express transportation throughout the campus and adjacent areas within College Park. Students pay a \$5 per person fee to use the service, and non-students are permitted to use the service if a student pays for them. Students must show a University ID to the driver and the \$5 fee is debited from the student's Student Account. Drivers do not carry cash, and cash transactions are not permitted. To request a Terp Taxi ride, call (301) 314-TAXI (8294).

**b. HOURS OF OPERATION**

Terp Taxi operates Thursday, Friday, and Saturday evenings during the fall and spring semesters. The hours of operation are from 5:30pm until 3:00am the following morning. Please consult the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu) for specific information concerning days of operation.

**c. SERVICE AREA**

Terp Taxi service includes all of the areas served by NITE Ride and mentioned above and the University Town Center. It also serves other areas located within a distance of approximately ¼ mile from the campus. A map of the service area is available on the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu).

## **UM DEPARTMENT OF PUBLIC SAFETY**

The University of Maryland, Department of Public Safety (University Police) provides an escort service for anyone who feels unsafe when walking on campus. These escorts are performed by the Student Police Auxiliary Aides or uniformed police officers. Contact the Department of Public Safety at (301) 405-5355 to request an escort or to obtain hours of operation. Blue light emergency PERT phones may also be used to call for an escort. For additional information, please visit the Department of Public Safety's web site at [www.umpd.umd.edu](http://www.umpd.umd.edu).

## **PARATRANSIT**

**a. PURPOSE**

Paratransit service is a curb-to-curb, on demand or subscription service available to all University of Maryland, College Park and University of Maryland, University College students, faculty, staff, and visitors with disabilities. Paratransit service is provided to individuals with disabilities who have registered for the service through either the Disability Support Services (DSS) or the University Health Center (UHC). Private physicians can diagnose injuries/illnesses but individuals wishing to use the paratransit service must have that information verified through DSS or the UHC. Once verified, DSS and UHC are able to allow that individual to have access to the service through the online paratransit scheduling application available at [www.transportation.umd.edu](http://www.transportation.umd.edu).

**b. HOURS OF OPERATION**

Paratransit operates year-round, seven days a week except during University holidays. During the fall and spring semesters, the service is available 24 hours a day. During the summer and winter sessions, the service is available 24 hours a day, Monday through Friday, and from 5:30pm until 7:30am the following morning on Saturdays and Sundays. Service which is requested between 5:30pm and 7:30am is accommodated with the NITE Ride service.

**c. SERVICE AREA**

The paratransit service area is identical to the NITE Ride service area, and is restricted to the University of Maryland campus, downtown College Park, College Park Metro Station, University View, University Courtyards, Graduate Hills, Graduate Gardens, Leonardtown apartments, Fraternity Row, and the Graham Cracker complex. A map of the service area is available on the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu). Passengers traveling outside of this area may still be eligible for paratransit service provided that the pick-up and destination points are at locations served by the existing Shuttle-UM fixed routes, the requested trip time is during that particular fixed route's regular hours of operation, and the requested trip can not be accommodated on the fixed route vehicle. The majority of vehicles used in fixed-route service are accessible, and used to the greatest extent possible.

#### **d. OBTAINING CERTIFICATION**

##### University Health Center (UHC) registered passengers

1. Contact the Shuttle-UM Dispatcher at (301) 314-2255 to schedule a ride to the University Health Center during UHC regular hours of operation.
2. After evaluation, the UHC will register the passenger in the online paratransit scheduling application.
3. If needed, contact the Shuttle-UM Dispatcher to request a return ride after evaluation.
4. The passenger can then schedule paratransit rides through the online system on the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu). Passengers will only be able to use this system to the extent allowed by the UHC. If a service extension is needed, the passenger will need to contact the UHC.

##### Disability Support Services (DSS) registered passengers

1. Contact DSS at (301) 314-7682 to meet with a DSS staff member.
2. After evaluation, DSS will register the passenger in the online paratransit scheduling application.
3. The passenger can then schedule paratransit rides through the online system on the Department of Transportation Services website at [www.transportation.umd.edu](http://www.transportation.umd.edu). Passengers will only be able to use this system to the extent allowed by DSS. If a service extension is needed, the passenger will need to contact DSS.

#### **e. SCHEDULING RIDES**

To schedule rides, follow these directions.

##### Logging in to the system

After an account with the Directory ID has been created by Shuttle-UM's Paratransit Department, Disability Support Services, or the University Health Center, the user should log in with his or her Directory ID and password. Once the username and password has been entered, click on the "login" button. This will bring up the main page for the user. If this is your first time using our Paratransit Web Application, the "DOTS Shuttle-UM Confidentiality Policy" will appear. Check the box next to "I agree to the terms listed above" and click the "Agree" button.

##### Welcome Screen

Once the user has agreed to the terms, the user's main welcome screen will display three main sections: (1) Alerts and Messages, (2) Schedule a New Ride, and (3) Your Current Schedule.

###### 1. Alerts and Messages

On the Welcome screen, the last two messages sent from Admin (Shuttle-UM) will be displayed. It will display the date the message was sent, who sent it (System Admin), and the subject of the message. The subject of unread messages will be in bold, whereas the subject of a previously read message will be in regular font. If a message is urgent or important, it will be marked by a red exclamation point. To send a message, click on "Messages" at the top of the screen. Complete the "Subject" and "Message" portions and click "Send" when finished. To view all messages, click "Messages" and then click "View All Messages."

###### 2. Schedule a New Ride

To schedule a new ride, first select the date of the ride and the time you wish to arrive at your destination and then click "Schedule." The next page asks you for (1) Pick-up location, (2) Drop-off location, (3) The time for the drop-off. To select locations, click on the "Select a pick-up location" or "Select a drop-off location" button. The next page

will display a list of all available locations. Some buildings may have more than one pick-up location. Click on a pick-up location to view a description and/or select the location by clicking the “Select This Location” button. Once both the pick-up and drop-off times have been selected, verify the time you want the ride scheduled and click “Schedule.”

Rides may be scheduled by the passenger up to one hour before the ride is going to occur. If a ride is needed less than an hour in advance, you may request the ride from the dispatcher at (301) 314-2255. If the user attempts to schedule a ride during the time of another scheduled ride, another screen will appear giving alternate times for the ride. If none of these times work, there is also a waitlist option. If the waitlisted ride becomes available, the Paratransit Scheduling Application will ask you if you want to accept the ride.

### 3. Your Current Schedule

A user’s schedule is displayed for four weeks at a time in calendar format. To view past or future weeks, use the navigation links, “Backwards/Forwards.” You can also use this schedule to cancel rides. Click on the check box above the ride you wish to cancel, and then push the “Cancel These Rides” button.

#### **f. MISSED TRIP POLICY**

Paratransit passengers are encouraged to be at their pick-up locations as early as possible. The paratransit vehicle may be at the pick-up location several minutes early and will wait up to five (5) minutes past the scheduled pick-up time for the passenger. If a passenger is over five (5) minutes late to a scheduled pick-up, a “missed trip” will be documented and any remaining rides for the day for that passenger will be cancelled. In addition, the passenger must either call the Shuttle-UM Dispatcher at (301) 314-2255 or use the online paratransit scheduling application to reinstate their rides for the day. Once cancelled, ride times may not be available due to the scheduling of other passengers and passengers may have to choose alternate ride times.

A “missed trip” will be documented when a passenger:

1. Calls to cancel a ride less than thirty (30) minutes prior to the scheduled ride time.
2. Does not call to confirm rides for the same day and does not show to his/her first scheduled ride of the day.
3. Is more than five (5) minutes late for any scheduled ride.

If a passenger misses two trips, he/she will receive a warning letter via email or postal mail. On the third missed trip, the passenger will be fined \$20 and will continue to be fined an additional \$20 for every missed trip there after. After two weeks of consecutive missed trips, the Department of Transportation Services will assume that the passenger no longer requires paratransit service and will cancel all remaining rides. If a passenger is consistently late to his/her pick-ups, he/she will be contacted to discuss and update his/her existing schedule. In the event that a paratransit passenger believes that he/she has received substandard service, the passenger may contact the Marketing and Public Affairs Manager at (301) 314-2019.

#### **g. CONFIRMING RIDES FOR THE DAY**

All paratransit passengers must call to confirm their ride(s) each day that they require service one hour prior to their first scheduled ride. Passengers who do not call will have their rides confirmed during their first scheduled ride. If a passenger does not show for his/her ride and does not call to confirm his/her rides, a “missed trip” will be documented and all remaining rides will be cancelled for that day.

#### **h. CHANGING/CANCELLING RIDES**

Paratransit passengers must use the online paratransit scheduling application to change or cancel an existing ride. Passengers are able to cancel a ride using this system until 30 minutes remain

before the scheduled pick-up, or may change a ride until 60 minutes remain before the scheduled pick-up. After this time, the passenger must call the Shuttle-UM Dispatcher at (301) 314-2255 to change/cancel the ride. If a passenger is unable to change or cancel the ride through the online system, he/she is able to do this by calling the Shuttle-UM Dispatcher for rides scheduled that day only.

**i. PERMITTED PASSENGERS**

Paratransit service is provided to students, faculty, and staff who are registered through DSS or UHC. Personal Care Attendants (PCAs) and/or service animals are allowed to accompany a passenger. PCAs may not use the service when not accompanying a registered paratransit passenger. Visitors to the University who require paratransit service will be given a maximum of three (3) consecutive days of service. After this initial period, proper registration through DSS or the UHC will be required.

**j. SAFETY INFORMATION**

Each paratransit vehicle is equipped with a wheelchair lift/ramp and wheelchair securements which must be used at all times. Seatbelts are also available and may be used at the request of the passenger.

**CHARTER**

**a. INFORMATION**

1. The Department of Transportation Services provides cost-effective charter services (bus rental) for the University community. Accessible vehicles are available for individuals with special mobility needs.
2. All charters must be official state business and sponsored by the University of Maryland. A representative from any group chartering a bus must be identified and this individual will assume responsibility for the group while on board the chartered vehicle. A Dean, Department Head, or Designee must be designated who will verify the purpose of the charter and authorize the payment of the costs incurred by the group.
3. Transit vehicles carrying 14-45 passengers and motor coaches carrying 36-56 passengers are available for charter. Transit vehicles are available for local trips and motor coaches are available for both local trips and overnight trips.

**b. RESERVATIONS**

1. Reservations must be made at least 10 business days prior to the requested date of the charter, and must include a signed contract. Reservations are accepted Monday through Friday during regular business hours or any time through the Department of Transportation Services website ([www.transportation.umd.edu](http://www.transportation.umd.edu)). Charter service will not be provided if a signed contract is not received by the charter department or if the department designee does not hold budgetary authority.
2. Charters are subject to fleet availability. The charter department will provide options for vehicles that may possibly be used while taking into consideration the size of the group, activity of the group, and vehicle availability.
3. Charters in transit vehicles will be offered at a flat rate of \$72 per hour, per vehicle, with a two hour minimum. One half-hour will be added at the beginning and at the end of the charter for preparation and clean-up, and will be included in the cost of the charter.

4. Charters in motor coach vehicles will be offered at a flat rate of \$120 per hour, per vehicle, with a 4-hours minimum. Any charter exceeding nine hours will be charged a daily rate of \$1320 per day. One half-hour will be added at the beginning and at the end of the charter for preparation and clean-up, and will be included in the cost of the charter.

**Due to the instability of fluctuating fuel prices, a 5% fuel surcharge will apply for the dates of service if diesel gas prices reach \$4.25 per gallon, based on the weekly average for the Central Atlantic region as posted on the Energy Information web site at: <http://tonto.eia.doe.gov/oog/info/wohdp/diesel.asp>. Thereafter, for each \$0.10 increase in diesel fuel, and additional 2% fuel surcharge will apply.**

5. Cancellations made after the contract has been signed and fewer than 10 business days prior to the date of the charter will result in a cancellation fee of 20% of the total cost of the charter contracted. All cancellations must be received in writing with the signature of the representative or Dean, Department Head, or Designee.
6. Any reservations requested and accommodated, or the addition of vehicles to an existing contract, less than 10 business days prior to the charter will result in an additional fee of \$144 per transit vehicle and \$240 per motor coach. The provision of such service is dependant upon human resources and vehicle availability.
7. Charter information may be given verbally, but all requests must be made in writing. The preferred method of request is through the Department of Transportation Services website ([www.transportation.umd.edu](http://www.transportation.umd.edu)). However, email ([charterum@umd.edu](mailto:charterum@umd.edu)), postal delivery (013 Greenhouse Road, College Park, MD 20742), and fax (301-314-9314) are also accepted.

### **c. ADDITIONAL INFORMATION**

1. Drivers are instructed to wait for passengers for up to 30 minutes from the scheduled pick-up time listed on the contract.
2. When chartering more than one vehicle, the vehicles will travel as a group whenever possible. Drivers are not allowed to make any unscheduled stops. Absolutely no open containers of alcohol, controlled substances, or smoking will be permitted on any chartered vehicle. Lodging for the driver on overnight trips, parking fees, and tolls are the responsibility of the group chartering the vehicle.
3. Additional costs may be incurred if the vehicle is damaged or grossly littered.
4. Formal documentation may be forwarded to the appropriate office on campus and result in charges being filed against any passengers engaged in behavior including but not limited to the following: violations of the Student Code of Conduct, the Human Relations Code, University policies, or Federal and State laws. This behavior includes smoking or possessing controlled substances and/or open alcoholic beverages, or acting in a manner that may cause the driver concern for the safety of the individual, the other passengers, or the driver him or herself.
5. All payments must be made at least 10 business days in advance, either by submitting an FRS number or an organizational check. Only organizational checks made payable to the UNIVERSITY OF MARYLAND will be accepted. Organizations not using an FRS number as the method of payment must also submit 20% of the total charter cost as a deposit for motor coaches. This must be done by a separate organizational check not less than 10 business days prior to the charter. No personal checks will be accepted.

6. Although the Department of Transportation Services will make every effort to meet the terms of the contract, there may be instances, due to unforeseen circumstances, where a substitution is made concerning the type of vehicle requested. The alternate vehicle will be of comparable size and capability. The Department of Transportation Services reserves the right to cancel a charter without notice due to safety concerns associated with severe weather or other emergencies.

#### **SUGGESTIONS FOR CHANGE**

Suggestions on improving the Parking and Transportation Management Program on Campus are welcomed by the Department of Transportation Services office. Suggestions should be addressed to the Director, Department of Transportation Services, University of Maryland, College Park, Maryland 20742-2711.

**APPROVED: July 1, 2008**

**J. DAVID ALLEN**  
**Director of the Department of Transportation Services**