



# TRANSPORTATION SERVICES

## PARKING REGULATIONS

Effective August 1, 2017– June 30, 2018

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## AUTHORITY OF THE DEPARTMENT OF TRANSPORTATION SERVICES

The Department of Transportation Services (DOTS) falls under the Division of Student Affairs and is the office responsible for administering the provisions for these regulations. This authority is shared by the Department of Transportation Services (DOTS) and University of Maryland Public Safety.

- A. Pursuant to Maryland Transportation Code Annotated Section 26-301. Section 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 this 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. "
- 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 Student 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. DOTS and the UMD Department of Public Safety reserve the right to impound and/or cite any bicycle, motorcycle, moped or scooter on campus for any violation of these regulations.

## CAMPUS TRANSPORTATION ADVISORY COMMITTEE

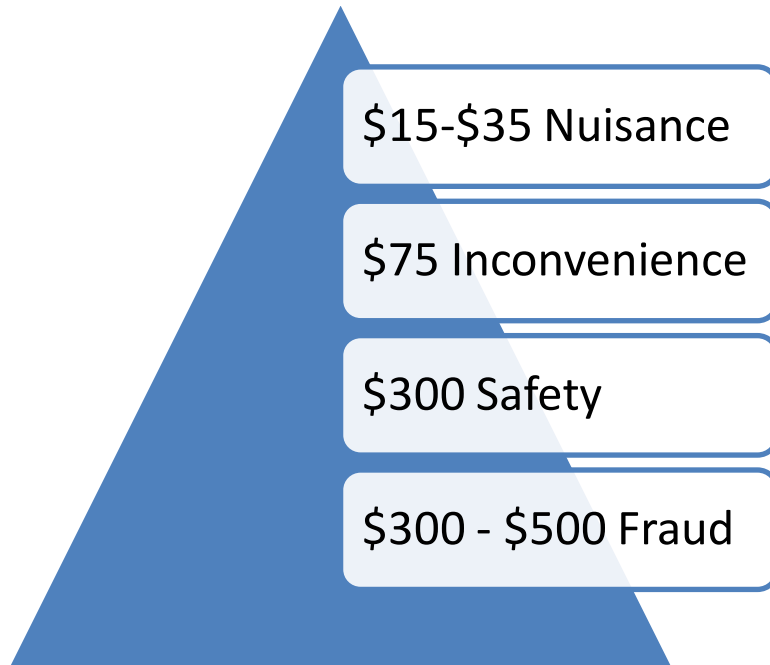
The purpose of regulating parking on campus is to ensure optimum availability, safe, and sustainable use of Transportation Services' facilities by students, faculty, staff and visitors. To this end, DOTS meets with a committee of stakeholders to establish the important policies and practices that will optimize benefits to the campus community. Below are the members of the Campus Transportation Advisory Committee (CTAC):

Campus Transportation Advisory Committee (CTAC) Members 2016-2017		
FACULTY/STAFF MEMBERS		
Name	Status	Term
Mary L. Hummel	Chair	N/A
Carolina Ethridge	Support for Mary Hummel	N/A
Pat Perfetto	Ex Officio	N/A
David Allen	Ex Officio	N/A
Kevin Brown	Support for David Allen	N/A
Valerie Goubeau	Support for David Allen	N/A
Robert Briber	Faculty	2017
Kelley O'Neal	Faculty	2019
Dr. Christine Hanhardt	Faculty	2018
TBD	Ex Officio, Chair of Senate Staff Affairs Committee	
Erin Rooney-Eckel	Ex Officio, Chair of Senate Campus Affairs Committee	2017
Cynthia Shaw	Exempt Staff	2017
Audrey Stewart	Non-Exempt Staff	2018
Dana Wimbish	Staff	2019
Andrea Wise Oh	Exempt Staff	2018
STUDENT MEMBERS		
Graduate		

Stephanie Cork	President, GSG	2017
Rianna Murray	Vice President, GSG	2017
<b>Undergraduate</b>		
Katherine Swanson	President, SGA	2017
AJ Pruitt	Vice President, SGA	2017
Chris Keosian	Representative, SGA	2017
Steven Chen	Student Senator	2017
Dana Rodriguez	Representative, RHA	2017

## FEE AND FINE STRUCTURE

Violations, and therefore fines (as created by CTAC), are divided into four general categories with the goal of providing safe and equitable parking facilities for UMD affiliates:



## REGULATIONS OVERVIEW

The Parking Regulations set forth in this document are designed to provide parking spaces as equitably as possible for students, faculty, staff, and campus visitors. These regulations apply to anyone parking a motor vehicle or operating a bicycle on the University of Maryland, College Park campus and/or its jurisdictional boundaries, which include any University-owned and/or managed properties. **Posted lot signage takes priority over printed regulations.**

- A. All motor vehicles are subject to Maryland Department of Transportation articles while on campus.
- B. A current valid University of Maryland, College Park campus permit or license plate registered with the Campus License Plate Registration (CLPR) system must be displayed on vehicles parked in any non-metered space as posted on each parking lot restriction sign in each parking area. University System of Maryland parking permits are not valid at University of Maryland, College Park.
- C. All parking regulations instituted by DOTS must be observed at all times, except when indicated by official notices, during a period of emergency, special events, and/or construction. Special parking restrictions and sanctions may be implemented.

- D. DOTS reserves the right to limit the number of registrants in any parking area based on space availability.
- E. DOTS reserves the right to change the terms and conditions of all fees, fines, and assignments without notice and before the listed expiration date.

**DATES AND TERMS**

[ACADEMIC CALENDAR](#)

Parking restrictions are subject to change, specifically in student lots, outside of the fall and spring semesters. Modified lot restrictions outside of the fall and spring semesters will affect access to student lots. Such modified restrictions are posted on the DOTS website during the affected terms.

Below is a table of important dates and the related parking restrictions. Please refer to the University [Academic Calendar](#) to confirm dates.

PARKING RESTRICTIONS BY DATE POSTED RESTRICTIONS IN EFFECT	
Fall Semester	August 28, 2017 to December 11, 2017
Spring Semester	January 24, 2018 to May 10, 2018

Any vehicle <b>with a current DOTS permit/CLPR</b> may park in Lots 1, 2, 3, 4, 5, 6, 7, 9, 11, and 16. Faculty/Staff Lots and meters are enforced as usual.	
Summer Term	May 29, 2018 to August 17, 2018

Any vehicle <b>with OR without a current DOTS permit/CLPR</b> may park in Lots 1, 2, 3, 4, 5, 6, 7, 9, 11, and 16. Faculty/Staff Lots and meters are enforced as usual.	
Summer-Fall Intersemester	August 19, 2017 to August 27, 2017



Any vehicle **with OR without a current DOTS permit/CLPR** may park in Lots 1, 2, 3, 4, 5, 6, 7, 9, 11, and 16. Faculty/Staff Lots and meters are enforced as usual.

Thanksgiving Break	November 23, 2017 to November 24, 2017
Fall Study Days, Final Exams, and Commencement	December 12, 2017 to December 20, 2017
Winter Break	December 21, 2016 to January 1, 2018
Winter Term	January 2, 2018 to January 22, 2018
Spring Break	March 18, 2018 to March 25, 2018
Spring Study Days, Final Exams, and Commencement	May 11, 2018 to May 21, 2018
Spring-Summer Intersemester	May 22, 2018 to May 28, 2018

## UNIVERSITY-OBSERVED HOLIDAYS

UMD observes some state and federal holidays on different dates. On most University-observed holidays, any vehicle may park in any lot on campus. On the University-observed Labor Day holiday, parking restrictions will be in place as if it were a Sunday. This means that parkers should obey all posted lot signage and restrictions. Disabled spaces/transfer areas, fire lanes, and areas not specifically designated for parking are still enforced. Meters are not enforced on University-observed holidays, with the exception of Labor Day. Additional restrictions apply for athletic and/or special events that occur during University holidays. For example, restrictions are in place during football games that occur over Thanksgiving Break as well as basketball games that occur over Winter Break.

Please refer to the [University of Maryland Holiday Schedule](#) online for a listing of University-observed holidays.

## TERMS

**Abandoned Bicycles:** Bicycles that, through a visual inspection and monitoring, have not moved for 72 hours.

**Abandoned Vehicles:** Vehicles that appear to be abandoned as evidenced by signs of abuse or neglect.

**Campus Affiliate:** Includes, but is not limited to, faculty, staff, students, vendors, volunteers, visiting professors, construction workers, visiting scholars, and contract employees.

**Current / Valid Permits:** A permit displayed on a vehicle that meets the following conditions: is not expired, authorizes parking within the area/lot designated by the permit, has not been reported lost or stolen, has not been altered in any way, was legally and properly obtained in accordance with DOTS policies and/or the person and/or vehicle displaying the permit is not restricted from parking on campus. Please see also CLPR.

**Campus License Plate Registration (CLPR) and Parking Registration:** The parking registration system whereby registered parkers display their vehicle license plate as proof of parking privileges.

**Commuter Lot:** A parking lot for students who drive to campus for classes.

**Department of Public Safety (DPS):** The University of Maryland Police Department.

**Disabled Parking Space:** A spaces marked by signaged and painting, and reserved for individuals with state issued disabled parking identification. Marked spaces within faculty, staff, and student lots also require a campus parking registration.

**DOTS:** University of Maryland, College Park, Department of Transportation Services.

**DOTS Flagging Fee:** Administrative fine associated with the release of an MVA flag upon payment of outstanding fees. May be waived if citations are paid online.

**Double-Space Meters:** Two parking meters that share a single pole and which control two adjacent parking spaces.

**Employee:** Individuals with an employee Payroll and Human Resources System (PHR) appointment are eligible for employee parking. Does not include student employees.

**Legal/Proper Parking Space/Areas:** Proper spaces are those bounded by two parallel control lines.

**License Plate Recognition (LPR):** LPR is technology that uses character recognition to read vehicle license plates. The registered license plate information is stored in our database along with the assigned parking lot. If a license plate is not listed in our database, or if the lot does not match, the enforcement officer may issue a citation.

**Linking:** The process by which DOTS associates a student or other UMD affiliate's parking account with a non-affiliate who is related, or otherwise connected, to the UMD student, faculty, or staff member.

**Lot, Assigned Area, Area, Parking Area and Lot Assignment:** Synonymous terms that refer to campus parking zones.

**Lot Signs:** Any sign posted at the entrance to or within a DOTS regulated parking area that designates the lot name, restrictions and hours of enforcement. See examples below:

Student Unrestricted after 4	• Any area designated by a sign which reads, "Valid Lot # - Campus License Plate Registration or Permit required 7 a.m. - 4 p.m., Monday-Friday."
Student Restricted At All Times	• Any area designated by a sign which reads, "Valid Lot # - Campus License Plate Registration or Permit required 24 Hours-a-Day, 7 Days-a-Week."
Faculty/Staff Unrestricted after 4	• Any area designated by a sign which reads, "Valid Lot # - CLPR Registration or Permit required 7 a.m. - 4 p.m., Monday-Friday."
Faculty/Staff Restricted after 4	• Any area designated by a sign which reads, "Valid Lot # - Campus License Plate Registration or Permit required 7 a.m. - 4 p.m., Monday-Friday." "Any Valid Faculty/Staff Permit Required At All Other Times, including Weekends."
Faculty/Staff Modified Restricted	• Any area designated by a sign which reads, "Valid Faculty/Staff Campus License Plate Registration or Permit required 7 a.m. - 4 p. m.", "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."
Modified Restricted (Open on Weekends) –	• Any area designated by a sign which reads, "Valid Lot # Permit Required 7 a. m. - 4 p.m., Monday-Friday." "Valid Faculty/Staff Permit required 4 p.m. - 8 p.m., Monday - Friday. No permit required 8 p.m.- 7 a.m., Monday - Friday and all day Saturday and Sunday."

**Motorized Cycle:** In this document, motorized cycle is defined to include all motorcycles, scooters, and mopeds. According to the Maryland Motor Vehicle Administration, the moped and motor scooter are defined as below. Please find more information about State regulations for motorized cycles online [here](#). "Motor scooter" does not include a vehicle that has been manufactured for off-road use, including motorcycles and all-terrain vehicles.

Moped
<ul style="list-style-type: none"> <li>• Is designed to be operated by human power with the assistance of a motor</li> <li>• Is equipped with pedals that mechanically drive the rear wheel or wheels</li> <li>• Has two or three wheels, of which one is more than 14 inches in diameter; 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.</li> </ul>

Motor Scooter
<ul style="list-style-type: none"> <li>• Has a seat for the operator</li> <li>• Has two wheels, of which one is 10 inches or less</li> <li>• Has a step-through chassis</li> <li>• Has a motor with a rating of 2.7-brake horsepower or less; OR If the motor is an internal combustion engine, with a capacity of 50 cubic centimeters piston displacement or less</li> <li>• Is equipped with an automatic transmission</li> </ul>

**Non-positional Personnel:** Persons who do not meet the criteria for volunteers and are not an active PHR appointment.

**Overflow Lot:** A parking lot that provides additional parking for employees and students.

**Parking Citation, Parking Ticket:** Synonymous terms for an official notification of a violation for parking in a restricted area.

**Parking Garage:** Multilevel parking facility for students, faculty/staff and visitors.

**Parkmobile:** A pay by phone parking system (877-727-5758) for pay stations through a mobile application on a smart phone. Please find more information about Parkmobile [here](#).

**Pay Stations:** Devices that allow payment for parking in a designated area or group of parking spaces.

**Permit, Hanging Permit, Registration:** The terms permit, hanging permit and registration, are synonymous. Registrations, whether physical or virtual, are issued by DOTS to identify and regulate parking privileges at the University of Maryland.

**PHR:** UMD's payroll and human resources system.

**Resident Lot:** A parking lot for students who live on campus.

**Satellite Property Housing:** Any of the local apartment complexes whose residents are affected by the Transportation Demand Management ([TDM](#)) Surcharge.

**Single-Space Meter:** A single parking meter that independently controls one parking space.

**State of Disrepair:** When a bicycle, motorized cycle or vehicle has such features as a flat tire(s), bent wheels, rusted or broken chain links, or other damaged or inoperable parts.

**Student:** A person who is currently enrolled with any number of credits and who does not have an employee (faculty/staff) appointment in PHR.

**Surface Lot:** Any area in a parking lot that requires the display of a parking permit or CLPR.

**TDM:** Transportation Demand Management. Used to describe initiatives, such as a surcharge, designed to support alternative transportation and green commuting.

**Transportation Services Coordinators (TSC):** Employees in campus departments other than DOTS, who manage and coordinate parking for employees in their respective departments. The TSC is the point of contact between DOTS and employees regarding parking registration and other transportation-related needs.

**UMD:** University of Maryland, College Park.

**UMUC:** University of Maryland University College.

**Visitor:** A person who is not [affiliated](#) with the University.

**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 FOR CAMPUS AFFILIATES

Any motor vehicle that requires state license plates or any motorized cycle parked on campus by a campus affiliate must have a current valid DOTS Campus License Plate Registration (CLPR) or parking permit regardless of the legal ownership of the vehicle, except when stipulated by a sign at campus meters and pay stations. Bicycles and scooters must display their registration.

Vehicles displaying a current registered license plate affiliated with their DOTS parking registration at UMD, (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 are a limited number of major events each year that may preclude access to certain areas in assigned lots/garages. DOTS reserves the right to change campus parking lot restrictions during events.

### PERMIT DISPLAY

On registrations that result in a physical parking permit being issued, the permit must be displayed as follows:

- A. Current valid hanging permit may only be displayed from the vehicle's rearview mirror, in clear view, with parking lot designation facing the vehicle's front windshield. Vehicles 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.
- B. All permits issued by DOTS remain the property of this department and are subject to revocation if illegally procured and/or displayed.
- C. Add a section about how to properly display your license plate (one plate etc.)

### REGISTRATION TERMS

- A. Registrations are for the exclusive use of the registrant. Registrations may not be sold, exchanged, loaned, shared, given away, or purchased from any person or agency other than DOTS. Persons found using a registration contrary to these regulations may be cited, required to cancel that registration and may be referred to the Office of Student Conduct or appropriate campus Chair.
- B. One may not apply for a DOTS parking registration in his/her name for another person. Each registrant is responsible for all citations cited against that registration. Violators may be required to cancel their DOTS parking registration. The cost of the registration will not be refunded.
- C. In the event a vehicle is cited and that vehicle has not been linked to a student or faculty/staff member, the citation will be charged to the registered owner of the vehicle.

D. All registrations issued by DOTS are subject to revocation or cancellation if illegally procured and/or displayed.

## STUDENT CAMPUS LICENSE PLATE REGISTRATION

DOTS uses license plate recognition technology to enforce parking registration.

A parking registration gives you permission to park in your assigned lot or overflow area. Registrations will expire on the date provided by DOTS at the time of purchase. The purchase of a fall-only registration does not guarantee you the same parking assignment for the spring semester. All students are expected to provide their local address when registering for campus parking and are required to update that information if their residence changes during the year. Students who provide fraudulent information regarding their local address may be referred to the Office of Student Conduct and disciplinary action may be taken.

### Registration

- Students may have up to two license plates on their parking registration
- Students cannot share a registration
- Registration is available online throughout most of the semester
- Walk-in registration is available after the semester has begun, but lot selection is extremely limited

### Parking

- Only one car per registration may be parked on campus at a time unless the second vehicle is in a parking meter or paystation space
- Students must keep their license plate unobstructed from the roadway or aisle and clear of debris

### Registration Changes

- Students who need to park a car other than one of the two already registered must update their parking account to include the new vehicle before parking on campus

### Sharing Vehicles

- Students may not add the same vehicle to multiple parking registrations

## STUDENT BUNDLE PACK PERMITS

Commuter students, who only need to park on campus occasionally, may purchase a Bundle Pack. Each Bundle Pack contains 10 one-day parking permits and costs \$75. To be eligible for a Bundle Pack, you may not already be registered to park on campus. Bundle Packs can be purchased at the DOTS office in Regents Drive Garage. Students may only purchase one Bundle Pack at a time. Student Bundle Packs are valid in lots 4 and 6. [Athletic restrictions apply.](#)

## CLASSIFICATION CHANGES

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 update their lot assignment as determined by their current class standing and residency status.

#### GOLDEN IDENTIFICATION LICENSE PLATE REGISTRATION (GI LPR)

[Golden ID](#) registrations are issued at the prevailing commuter student rate to qualified GI students attending this university. These registrations are not transferable to another person and are for the exclusive use of the person to whom it is issued. Vehicles displaying a GI-registered license plate are not to be parked on this campus by relatives, friends, or others who are affiliated with UMD. Misuse of these registrations by unauthorized persons will result in their revocation.

GI students may park in Lots 1, 4, 6, 9 or 11 (Overnight restrictions still apply), excluding some special events.

UMUC

- A. If a UMUC student is registered for a class that begins at or before 4 p.m. or has valid disabled parking privileges, they may acquire a free parking registration for Lot 4 only. This parking registration only applies to students taking classes at UMUC for a full semester. This registration may be acquired upon providing a photocopy of a UMUC itemized bill or other proof of course registration to DOTS. All other UMUC students who park at UMD before 4 p.m. must park at paid parking meters or in areas controlled by pay stations.
- B. UMUC students need not register nor display a DOTS parking registration when parking in unrestricted parking lots on the campus between the hours of 4 p.m. and 7 a.m. , Monday through Friday, and all day on weekends and University-observed holidays, with the exception of Labor Day.

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**STUDENT LOT ASSIGNMENTS**

Please visit the Student Parking section of the DOTS website for updates regarding eligibility. Students who live in off campus including housing complexes immediately adjacent to campus like Enclave, University View, Varsity, Domain, Landmark, and Terrapin Rown are considered residents of Satellite Property Housing. Students who live in Satellite Property Housing may choose to register for overnight storage parking or commuter parking and will be assessed the corresponding rates.

Students residing off campus who require overnight parking accommodations must purchase Overnight Storage Parking which is available in Lots 5, 7, and 11 on a first come, first served basis. When those spaces fill, there is no additional overnight parking registration available.

<b>COMMUTERS</b>		
<b>Credit Hours Earned</b>	<b>Eligible Parkers</b>	<b>Available Lots</b>
Credit level 0-29	Lot selection based on availability spaces	Lots 6, 9, 11
Credit level 30-59	Lot selection based on availability spaces	Lots 1, 6, 9, 11, SDG
Credit level 60-89	Lot selection based on availability spaces	Lots 1, 6, 9, 11, SDG
Credit level 90+	Lot selection based on availability spaces	Lots 1, 6, 9, 11, SDG
<b>RESIDENTS</b>		



Housing Location	Eligible Parkers	Available Lots
Fraternity Row, Old & New Leonardtown	All (excluding freshmen)	Lots 16, 17
North Hill (excluding Caroline, Wicomico, and Carroll Halls)	Lot 19 is available as space allows for students with 60+ credit hours earned	Lots 2, 3, 6, 19
South Campus Commons, South Hill, Caroline, Wicomico, Carroll, and Prince Frederick Halls	Lot 19 is available as spaces allows for students with 60+ credit hours earned	Lots 2, 3, 6, 19
Cambridge, Denton, and Ellicott Communities	All (excluding freshmen)	Lots 2, 6
Graham Cracker	All (excluding freshmen)	Lots 15, 16, 17
<b>OVERNIGHT STORAGE</b>		
Parking Needed	Eligible Parkers	Available Lots
Students who live off-campus but want overnight parking	Anyone; however, this lot is designed to assist residents of The View, Varsity, Enclave, Domain, Lankmark, and Terrapin Row who may not have parking available at their apartment	Overnight Storage Lots (Lots 5, 7, 11)

**\*Athletic Restrictions: Lot 1, 3, 4, 5, 6, 7, 9, 11 and SDG registrants will be required to relocate or park their vehicles in an alternate parking area for basketball, football and some other special events. Lot 5 and 11 registrants will be required to relocate or park their vehicles in an alternate parking area for football and some other special events. Please see the DOTS [website](#) for information specific to your lot. See section [Academic Exceptions for Athletic Restrictions](#) below.**

University of Maryland commuter students are assigned to a commuter parking lot based on their class standing and lot availability. Students who live in Graduate Gardens and Graduate Hills are classified as commuter students.

**Please note, vehicles with commuter student parking registrations may not be parked between 3 a.m. – 5 a.m., Monday – Friday, in a commuter lot. Overnight parking is available in the shaded lots on [this map](#) from 4 p.m. until 7 a.m. Please see the following chart:**

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## ACADEMIC EXCEPTIONS TO ATHLETIC RESTRICTIONS

Vehicles with a current UMD parking registration have access to their assigned area during most special events, as long as parking spaces are available. However, there are a limited number of major events each year that may preclude access to certain areas in assigned lots/garages.

Students are required to move their cars from certain areas on campus before and during special events, including home football and basketball games. **If you have an academic conflict that affects your ability to move your car on a specific game day, you must bring your schedule to our office prior to the day of the game so that accommodations can be made. Exceptions will not be made the day of the game or any time after the game.**

The [Graduate Student Government](#) offers a limited number of Game Day Permits to graduate students. Game Day Permits are available for basketball games only. Please contact your GSG representative for more information about these permits.

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## STUDENT PARKING FEES

Students must purchase a current valid DOTS CLPR to park on campus. DOTS offers refunds for student parking registration fees, which can be found online [here](#) and below. Please note, this is a tentative schedule that may change prior to the 2016-2017 academic year.

Annual Refund Schedule	
Refund	Last Day
100%	August 27, 2017
80%	September 17, 2017
60%	October 1, 2017
<b>Spring Only Portion</b>	January 23, 2018

40%	February 11, 2018
20%	February 25, 2018

Fall-Only Refund Schedule	
Refund	Last Day
100%	August 27, 2017
80%	September 10, 2017
60%	September 17, 2017
40%	September 24, 2017
20%	October 1, 2017

Spring-Only Refund Schedule	
Refund	Last Day
100%	January 23, 2018
80%	February 11, 2018
60%	February 18, 2018

40%	February 25, 2018
20%	March 4, 2018

- A. Students who purchase a fall-only CLPR and return for the spring semester must then purchase a spring parking registration. The possession of a fall-only semester CLPR does not guarantee you the same parking assignment for the spring semester.
- B. Student registration fees will be billed to student account.
- C. Resident students who wish to park both a car and a motorcycle on campus at the same time must purchase a motorcycle registration in addition to a car registration.
- D. Please view the student parking registration fee structure tables below.

Academic Term	Resident Students	Commuter Students	Overnight Storage	Motorcycle/Scooter	Expiration Date
<b>Annual</b>	\$567	\$293	\$767	\$147	8/24/18
<b>Fall Only</b>	\$341	\$176	\$461	\$89	1/19/18
<b>Spring Only</b>	\$284	\$147	\$384	\$74	8/24/18
<b>Summer Only</b>	\$284	\$147	\$384	\$74	8/24/18

Motorized cycles must be registered with DOTS to be parked on campus	
<b>Motorcycle Only</b>	\$133
<b>Motorcycle and Car</b>	Car registration fee only; both vehicles may not be parked on campus at the same time
<b>Scooter Only</b>	\$133
<b>Scooter and Car</b>	\$133 + Car registration fee
<b>Motorcycle and Scooter</b>	\$266
Motorcycles	Scooters and Mopeds
Must be registered with campus license plate registration (CLPR)	Must display a valid, DOTS-issued scooter license plate

Note: View the [Motorized Cycle](#) section of these Regulations for more information about policies related to operating and parking motorized cycles on campus.

## FACULTY/STAFF REGISTRATION

### INDIVIDUAL FACULTY/STAFF REGISTRATIONS AND PERMITS

Faculty and staff seeking parking privileges on the UMD campus must be assigned into a parking lot by their Transportation Services Coordinator (TSC). Faculty/staff must provide their license plate information to their TSC at the time of assignment. UMD is a permit-less campus for faculty/staff members and their license plate is their “permit.” Faculty/Staff members may have up to four vehicles linked to their registration. Faculty staff overflow lots are K, P, U, V, X, XX1, Z and any lot that begins with a number

### **PAYROLL DEDUCTION**

Payroll deduction registrations are a pre-tax benefit deducted from the faculty/staff member’s paycheck over the course of 20 pay periods. Deductions are not taken over the summer. Employees that are hired during the summer will be required to pay in order to activate their registration until payroll deduction resumes.

Payroll deduction registrations do not expire and it is the responsibility of the employee to cancel the parking registration when it is no longer needed and to send the payroll deduction cancelation form to DOTS.

### **CASH/CHECK/CREDIT CARD REGISTRATIONS**

Employees wishing to pay cash/check/or credit card for their parking registration will need to have their TSC renew their parking registration on a yearly basis, or as needed.

### **Registration Terms**

Faculty and staff may park in the lot assigned to them by their TSC. UMUC evening faculty/staff do not need a permit or CLPR to park in the unrestricted parking areas after 4 p.m. on weekdays, and all day on weekends and University-observed holidays with the exception of Labor Day. However,

### **UMUC**

UMUC faculty/staff must register and properly display a current valid permit or CLPR to park in the faculty/staff restricted parking areas. UMUC one-year permit holders must renew their parking registration annually. UMD one-year permit holders must renew their parking registration annually. Refunds will not be issued for permits that are canceled early.

### **How to Apply**

See your TSC.

### **FACULTY/STAFF BUNDLE PACK PERMITS**

Faculty/staff, who only need to park on campus occasionally, may purchase a Bundle Pack of parking permits.

### **Registration Description**

Each Bundle Pack allows a vehicle to park on campus for a total of 10 separate days and costs \$75. To be eligible for a Bundle Pack, you cannot have a DOTS CLPR. Faculty and staff using these registrations may park in lots B, K, P, U, V, X, XX1, Z and any lot that begins with a number or otherwise signed.

### **How to Apply**

You may purchase a Bundle Pack at the DOTS office in Regents Drive Garage.

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## **DEPARTMENTAL PARKING OPTIONS**

## ADMINISTRATIVE PERMIT

Administrative permits are issued to a department on a limited basis upon request. It is the TSC's responsibility to control the use of the Administrative permit among department employees.

### Permit Description

The Administrative permit is for temporary use by individuals within the requesting department to attend meetings, special functions on campus, or to otherwise meet department needs. The administrative permit must be displayed with a current valid DOTS individual faculty/staff registration. It may not be loaned to any one individual for more than a 24-hour period. Administrative permits are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), areas controlled by pay stations, roadways, service areas, courier spaces, Zipcar spaces, carpool spaces, state vehicle spaces, designated tow-away zones, reserved event spaces, or any other area not designated as a parking space. Administrative permits are not valid during athletic events. 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 citation. 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 Executive Director of DOTS and payment of a lost/stolen fee.

### How to apply

The TSC must submit a written request to the DOTS Faculty/Staff section outlining the need for this permit.

## AFTER-HOURS PERMIT

The After-Hours CLPR/parking registration is issued to faculty/staff as well as eligible Graduate Assistants (GAs), Teaching Assistants (TAs), and Resident Assistants (RAs), who have professional or academic commitments that necessitate access to restricted lots from 4 p.m. to 7 a.m., Monday-Friday and all day on weekends.

### Permit Description

The lot designation is valid in the assigned after-hours lot from 4 p.m. to 7 a.m. only, Monday-Friday and all day on weekends. A finite number of After-Hours permits are available in pre-determined lots. After-Hours registrations are not valid during athletic events.

### How to apply

All applicants must bring a completed After-Hours letter from their TSC to the DOTS office. Faculty/staff, GAs, and TAs, who do not have an individual CLPR, will not be issued an After-Hours registration. Departments have priority to assign faculty/staff to an after-hours lot during the first week of a semester.

## ALL-CAMPUS REGISTRATION

The All-Campus permit is issued to individual faculty/staff members, with departmental approval, or to departments that are located off campus. Individuals with All-Campus permits must register and pay for their regular faculty/staff permit.

### Permit Description

When approved, the permit will be issued and the recipient will be assigned a base lot from the quotas assigned to the department. All-Campus permits are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), areas controlled by pay stations, roadways, service areas, courier

spaces, Zipcar spaces, carpool spaces, state vehicle spaces, designated tow-away zones, or any other area not designated as a parking space. All-Campus permits are not valid during athletic events.

### How to apply

The TSC applies for this permit as part of the normal registration process.

### COURIER PERMIT (REQUIRES INDIVIDUAL REGISTRATION)

Courier permits are issued to departments on a limited basis upon request, and are valid from 7:00 a.m. to 4:00 p.m., Monday-Friday, unless otherwise noted. It is the requesting department's responsibility to control the use of the Courier permit among department employees.

### Permit Description

Courier permits are for use by department employees on a temporary basis to make deliveries and pickups or to perform similar functions necessary to the operation of the department. Courier permits are valid only in courier spaces, faculty/staff lots, and student lots. Courier permits must be displayed with a current valid CLPR. 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 Executive Director of DOTS. Lost/stolen replacement fee applies.

### How to apply

The TSC must submit a letter of request.

## SPECIAL PERMITS FOR INDIVIDUALS

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

### ALUMNI PERMIT

Parking permits may be purchased by qualified alumni.

### Permit Description

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 on campus. The Alumni permit is for the exclusive use by the person to whom it is issued. 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 Alumni parking permit and purchase the appropriate permit based upon their current affiliation. Alumni permits are valid only in Lot 4, Monday-Friday, from 7 a.m. until 4 p.m. Overnight parking is prohibited. This permit is not valid during many athletic or other special events on campus.

### How to Apply

Alumni must present their proof of membership and photo ID, **in person**, at the DOTS office in Regents Drive Garage. Friends of alumni requesting permits must show, upon request, that they are a "Friend of the University of Maryland, College Park" by presenting an Alumni card or proof of membership and photo ID.

### EMERITUS PERMIT

Emeritus permits are issued to those persons designated by the President of UMD as emeriti.

### **Permit Description**

The Emeritus permit is valid for two years. Emeritus permit-holders may park in any valid, ungated lot space throughout campus. The Emeritus permit does not authorize parking in disabled parking spaces, fire lanes, unpaid meters, move in/out spaces, areas controlled by pay stations, roadways, service spaces, loading zones, designated tow-away zones, courier spaces, Zipcar spaces, carpool spaces, state vehicle 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.

### **How to Apply**

Eligible emeriti must be appointed by the President's Office. Once appointed, they must bring the appropriate paperwork to the DOTS office. If the Emeritus employee is still working on campus and is being payroll deducted, once appointed Emeritus status, they must notify their TSC that they wish to cancel their current CLPR and payroll deduction. Once the cancellation is initiated by the TSC, DOTS will mail the Emeritus permit to the new Emeritus employee unless the TSC informs DOTS that the employee wishes to pick up the permit from the DOTS office.

### **RETIREE**

Retiree permits are issued to individuals who are retired from a university faculty/staff position.

### **Permit Description**

The permit is valid for 2 years in all faculty/staff overflow lots, which are lots K, P, U, V, X, XX1, Z and any lot that begins with a number. Retirees are not eligible for this free permit if they receive payment or a stipend of any sort, are gaining on the job training or experiential learning for positional advancement later, or are a student.

### **How to Apply**

Retirees should come to the DOTS office with the retiree card or university-issued retiree paperwork.

### **VOLUNTEER**

Volunteer permits are issued to a customer through a requesting department.

### **Permit Description**

Volunteers are not eligible for a Volunteer permit if they receive payment or a stipend of any sort, are gaining on the job training or experiential learning for positional advancement later, or are a UMD student. If through the course of their volunteer time a person becomes a student or campus employee of any kind, they are expected to register for the appropriate registration and pay the prevailing rate, regardless of whether their work as a volunteer continues. Lot assignment preference may be indicated on the request, but ultimate lot assignment is based on DOTS availability at the time of the request.

### **How to Apply**

Departments who have volunteers should send a request, in advance, for parking privileges on department letterhead to the DOTS Parking Administration section at Regents Drive Garage. The written request must include the name, length of volunteer time, a short description of the volunteer work, a contact person in the department, and the TSC's signature.

### **NON-POSITIONAL PERSONNEL**



Persons who do not meet the criteria for volunteers listed above, but are not an active PHR appointment for the requesting department are eligible to obtain campus parking privileges through the DOTS office.

### **Permit Description**

The department for which the individual is working has the option to subsidize parking fees through a KFS charge, as long as the person has no PHR appointment and is not in student status. Non-positional personnel must pay the prevailing rate of the permit they need (i. e., student lots, faculty/staff lots, etc.). An affiliated family member (spouse, domestic partner, child, etc.) who resides within the same household may also 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 family member. If the family member prefers a faculty/staff lot assignment, they will have to pay the prevailing faculty/staff rate for a Tier 4 employee. Staff members who live on campus and share their on-campus apartment may request parking for the individual residing with them. These individuals will be required to pay the prevailing residential student parking rate and will be assigned to a student lot.

### **How to Apply**

Departments that have non-positional personnel must send a request for parking privileges on department letterhead with the person to the DOTS office at Regents Drive Garage. The written request must include the name, length of need for registration, a short description of the purpose on campus, a contact person in the department, and the TSC's signature.

## COMMERCIAL PERMITS

### CONTRACTOR PERMIT

Contractors coming to campus to fulfill work orders are eligible for a Contractor permit.

### **Permit Description**

Contractor permits are issued based on project location for managers and supervisors based on availability, and in Lot 4 for all other contracted staff. Contractor permits are valid in the lot indicated on the permit. Contractor permits are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), areas controlled by pay stations, roadways, loading zones, designated tow-away zones, courier spaces, Zipcar spaces, carpool spaces, state vehicle spaces, or any other area not designated as a parking space. Contractor permits are not issued to students. If contracted representatives register for classes or assume employment with the University of Maryland, they are required to return their Contractor permits and purchase a parking registration.

### **How to Apply**

Project managers, supervisors, or workers may request a Contractor permit in person at the DOTS office. The requestor must present the work order or contract from the requesting campus department.

### SERVICE PERMIT

Service representatives and vendors visiting departments on campus are eligible for a Service permit.

### **Permit Description**

Service permits are valid in posted service spaces or in any legal parking space within faculty/staff or student parking areas within any ungated lots. Service permits are valid for up to 30 minutes in loading zones. Service permits are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit

areas), areas controlled by pay stations, roadways, designated tow-away zones, courier spaces, Zipcar spaces, carpool spaces, state vehicle spaces, or any other area not designated as a parking space. 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 a parking registration.

### **How to Apply**

To apply for a Service permit, a service representative or vendor must come to the DOTS office to submit an application and gain approval by DOTS. Service permits for construction personnel are limited to on-site supervisors.

### **TIME & MATERIALS PERMIT (T&M)**

Campus projects requiring contract employment through the University of Maryland Department of Procurement are eligible for a Time & Materials permit.

### **Permit Description**

Vehicles displaying Time & Materials permits may park in any lot that begins with a letter, except lots AA, DD, J, QQ, LL, NN, UU, M, YY, WW, for no longer than one hour except as follows: Time & Materials permits are valid in lots K, P, U, V, X, XX1, Z, and any State Vehicle, Service, and student parking area for as long as necessary. All personal vehicles belonging to employees of contractors will be assigned to a remote parking lot, based on availability, and prevailing fees will apply. This permit cannot be utilized by UMD affiliated students, faculty and staff. Time & Materials permits are not valid in disabled spaces, move in/out spaces, fire lanes, unpaid meters (including meters located in permit areas), areas controlled by pay stations, roadways, designated tow-away zones, courier spaces, Zipcar spaces, carpool spaces, or any other area not designated as a parking space.

### **How to Apply**

Campus projects requiring contract employment through the University of Maryland Department of Procurement must submit applications for Time & Materials permits. Authorized construction project managers from the Department of Facilities Management or the Department of Residential Facilities must also approve these applications. Time & Materials permit requests are also subject to approval by DOTS.

### **GATE CARD**

Only faculty/staff and departments are eligible for a gate card.

### **Description**

Gate cards are for the exclusive use of the faculty/staff member or department to whom it was assigned. Gate cards grant access to the faculty/staff member's assigned gated lot and are to be used in conjunction with the appropriate parking registration. Gate cards must be picked up in person. Individuals must have an active parking registration for the corresponding gated lot in order to obtain a gate card. Individuals are not permitted to possess more than one gate card.

### **How to Apply**

TSCs may request a gate card from DOTS.

## SPLIT ASSIGNMENT

Individuals are eligible for a split assignment registration.

### Permit Description

A split assignment registration assigns individuals parking privileges in two lots. Split assignment registrations are not valid in disabled spaces, move in/out spaces, fire lanes, unpaid meters (including meters located in surface lots), areas controlled by pay stations, roadways, designated tow-away zones, courier spaces, Zipcar spaces, carpool spaces, state vehicle spaces, or any other area not designated as a parking space. In order to receive a split lot assignment, the department must have spaces available in their allotment groups for each lot, and the individual must have a professional, work-related reason for receiving the split lot assignment.

### How to Apply

TSCs may request a split assignment from DOTS.

## PERMIT FEES AND PAYROLL DEDUCTION

### FACULTY STAFF PERMIT FEES

Type of Permit	Yearly Fee	Permit Conditions
<b>Individual Registration</b>	\$427	Employees who earn \$30,000 or less
	\$484	Employees who earn between \$30,001 - \$45,000
	\$543	Employees who earn between \$45,001 - \$60,000
	\$806	Employees who earn between \$60,001 - \$80,000
	\$853	Employees who earn more than \$80,000
<b>Bundle Pack</b>	\$75	10 permits per pack
<b>Motorcycle Only</b>	\$147	
<b>Motorcycle and Car</b>	Prevailing car registration fee only	Motorcycle and car may not be parked on campus at the same time
<b>Scooter Only</b>	\$147	
<b>Scooter and Car</b>	\$147 + Prevailing car registration fee	
<b>Scooter and motorcycle</b>	\$294	
<b>Administrative</b>	\$921	Paid for by department
<b>After-Hours</b>	No additional cost	Must already own a CLPR or permit

<b>Type of Permit</b>	<b>Yearly Fee</b>	<b>Permit Conditions</b>
<b><u>All-Campus*</u></b>	\$1262 (\$400 + \$921)	Employees who earn \$30,000 or less
	\$1315 (\$453 + \$921)	Employees who earn between \$30,001 - \$45,000
	\$1370 (\$508 + \$921)	Employees who earn between \$45,001 - \$60,000
	\$1616 (\$754 + \$921)	Employees who earn between \$60,001 - \$80,000
	\$1660 (\$798 + \$921)	Employees who earn more than \$80,000
<b><u>Courier</u></b>	\$50 (per year, issued on a two-year basis)	Issued upon departmental request
<b><u>Alumni</u></b>	\$293 (student commuter rate)	Must be a dues-paying member of the Alumni Association
<b><u>Emeritus</u></b>	\$0	Designated emeritus by University President
<b><u>Retiree</u></b>	\$0	
<b><u>Volunteer</u></b>	\$0	
<b><u>Non-Positional Personnel</u></b>	Prevailing rate for student or faculty/staff lot	Can be subsidized by the department
<b><u>Service</u></b>	\$921 (Annual)	Requires official service vehicle
<b><u>Time &amp; Materials</u></b>	\$921	Sept. 1- Aug. 30
	\$691	Dec. 1- Aug. 30
	\$461	March 1- Aug 30
	\$230	June 1-Aug 30
<b><u>Gate Card</u></b>	\$10	For Faculty/Staff
<b><u>Split Assignment</u></b>	\$427	Employees who earn \$30,000 or less
	\$484	Employees who earn between \$30,001- \$45,000
	\$543	Employees who earn between \$45,001 - \$60,000
	\$806	Employees who earn between \$60,001 and \$80,000
	\$853	Employees who earn more than \$80,001

Notes:

1. The all-campus portion of the individual registration (\$921) must be paid by cash, check, credit card or by the department.
2. Affiliates will be charged at the Tier 3 rate.
3. C 1 & 2 (Non-Exempt) will be charged at the Tier 1 rate.
4. C 1 & 2 (Exempt) will be charged at the Tier 2 rate.

If an employee's salary tier changes at any point, the employee's parking deduction rate may be updated to account for the move from one salary tier to another.

## PERMIT REPLACEMENT FEES

Fees associated with permit replacement when changing to another lot and permits reported as lost or stolen must be paid by cash, check, student account, or credit card. Lost/Stolen Replacement Fee: There is a first-time replacement fee of \$40. For the second time, you will pay half of the price of the permit; thereafter, the replacement fee will be at full cost. This applies to all permits including, but not limited to, scooter, Alumni and most permits issued through the Special Projects Section.

- A. The lost/stolen replacement fee does not apply to pre-paid meter permits. Replacement fee for pre-paid meter permits is at the full rate.
- B. Gate card replacement fee: A \$10 replacement fee will be charged for lost or stolen gate cards. Only one card is issued to each registrant. Unauthorized transfer of a gate card is prohibited and may result in revocation of this privilege.
- C. Bundle packs may not be returned or exchanged. Refunds are not available for Lost/Stolen Bundle Packs.

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## PAYROLL DEDUCTION ELIGIBILITY

Regular exempt, non-exempt, Contingent I and Contingent II employees are paid through Central Payroll and who will receive a paycheck during each pay period are eligible for payroll deduction.

## PAYROLL DEDUCTION

It is the employee's responsibility to verify eligibility for pre-tax deductions according to Federal guidelines. After enrolling, employees must also verify that deductions are being taken out of their paycheck. New enrollees will see deductions begin up to two pay periods after enrolling. It is the responsibility of the employee to contact DOTS if deductions are missed for any reason. As long as the registration is active and payroll deduction is in place, the registrant is responsible for all payments. Upon cancellation, employees should expect one additional deduction to occur depending upon the date that the cancellation is received.

To confirm that deductions are being taken, employees may look under the Taxes/Deductions for "20-PAY PARKING" on pay statements. Although parking fees are deducted at a pre-tax rate, DOTS cannot give pre-tax rates for missed payments.

The employee is responsible for any missed deductions. DOTS will contact the TSC to verify that the registrant is still an active employee. Upon confirmation, DOTS will reach out to the employee to retrieve payment. If the employee does not pay the full balance owed, DOTS will cancel the individual's parking registration. The outstanding balance for previous unpaid deductions must still be paid. Upon cancellation of the individual's permit, the vehicle will be eligible for parking citations.

## PAYROLL DEDUCTION CANCELLATION

When an employee separates from UMD, or is on a leave of absence (long- or short-term), the employee must have their TSC cancel the registration and complete a Payroll Deduction Cancellation Form. Parking fees will continue to accrue until the registration is cancelled. Refunds may not be issued for the month the permit is returned.

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## MEDICAL REGISTRATION

Medical parking registrations are issued to individuals who need temporary parking accommodations due to a medical condition. Medical parking registrations are valid in an assigned lot on campus. 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 University Health Center and must be approved by a Health Center designee, who will also indicate on the application the duration of the accommodation. DOTS is the final determining authority for approving lot assignments.

Persons requiring special medical parking privileges must contact the Health Center and make an appointment to determine eligibility for issuance of a DOTS Medical Registration. Parking registration fees apply if there is no pre-existing registration. Bundle Packs cannot be converted to a medical parking registration. Medical registrations are not valid in disabled parking spaces, move in/out spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), areas controlled by pay stations, roadways, service spaces, loading zones, designated tow-away zones, courier spaces, Zipcar spaces, carpool spaces, state vehicle spaces, or any other area not designated as a parking space. Vehicles with a medical parking registration do not have to relocate for special events.

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## PARKING WITH STATE-ISSUED DISABLED IDENTIFICATION

All parking spaces in campus lots that begin with a letter or number are restricted to vehicles with current, valid Campus License Plate Registration (CLPR), and this includes all disabled parking spaces within those lots.

Vehicles displaying disabled parking identification may not be parked in fire lanes, move in/out spaces, roadways, loading zones, designated tow-away zones, service, courier, Zipcar, or carpool spaces, state vehicle spaces, or any other area not designated as a parking space.

Any person parking in a disabled parking area or displaying state-issued disabled identification is advised of the following:

- A. Vehicles displaying state-issued disabled parking identification WITH a current, valid CLPR or campus permit
  - a. May park in parking spaces in any ungated lot that begins with a letter or number, including disabled spaces in these lots
    - i. Individuals with campus gate cards may also access designated gated lots
  - b. May park in individual metered spaces and do NOT need to pay for parking
  - c. May park in spaces controlled by a multi-space pay station and are NOT required to pay for parking
- B. Visitors and vehicles displaying state-issued disabled parking identification WITHOUT a current, valid CLPR or campus permit
  - a. May NOT park in parking spaces in campus lots that begin with a letter or number when restrictions are in effect, including disabled spaces

- b. May park in individual metered spaces for twice the amount of time listed on the meter OR four hours, whichever is shorter, and do NOT need to pay for parking during that time
- c. May park in disabled spaces controlled by a multi-space pay station and MUST pay for parking
- d. May park in all other spaces controlled by a multi-space pay station and MUST pay for parking

Multi-Space Pay Station



Individual



## VISITOR PARKING

Visitor parking spaces are controlled by pay stations and credit card meters.

Current rates and operational hours of these facilities are listed below. However, rates and hours of operation are subject to change during the year due to athletic or other special events on campus. Garage and surface lot visitor parking areas may be temporarily converted, without notice, to a pre-pay 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 must 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.

## VISITOR PARKING LOCATIONS

Pay station facilities accept cash, credit/debit card, and validation/pin codes as methods of payment. Machines do not accept bills larger than \$10, nor do they issue change. The DOTS office does not issue any refunds or change for pay station transactions.



**LOCATIONS, RATES AND HOURS OF OPERATION**

**Hours of Enforcement**

7 a.m. to midnight daily

**Rates**

\$3 per hour daily, no maximum rate

<u>Union Lane Garage</u>	
A 290-space garage situated between the Stamp Student Union and Cole Field House, Union Lane Garage is located in the center of campus. The roof level is restricted to faculty/staff parking registrants.	
<u>Stadium Drive Garage</u>	
An 800-space garage situated adjacent to Maryland Stadium, the Clarice Smith Performing Arts Center and Samuel Riggs IV Alumni Center. This is a mixed-use facility, meaning the parking spaces are appropriated to visitors, permit-holding commuter students, and faculty/staff members. Because the number of attendees at evening and weekend events at the Performing Arts Center and/or Riggs Alumni Center may vastly exceed the allotted number of visitor parking spaces, it is necessary to sign all parking spaces within the garage with a space number. As a result, there will not be any specific parking space or area in the garage designated solely as commuter student, faculty/staff or visitor parking.	
<u>XFINITY Visitor Lot</u>	
XFINITY Visitor Lot is an 135-space surface lot located outside the XFINITY Center on Paint Branch Drive.	
<u>Mowatt Lane Garage</u>	
A 1700-space garage located near Van Munching Hall, South Campus Commons, and South Hill. This is a mixed-use facility, with the spaces being utilized by visitors, and registered faculty/staff and resident students.	
<u>Mowatt Visitor Lot</u>	
A 70-space mixed-use surface lot located near Mowatt Lane Garage and South Campus Commons 6 and 7.	
<u>Regents Drive Garage</u>	
Regents Drive Garage is a 1500-space mixed-use facility located on Regents Drive between Stadium Drive and Field House Drive. This facility contains visitor and faculty/staff parking areas.	

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## CURBSIDE AND OTHER VISITOR PARKING

### LOCATIONS, RATES AND HOURS OF OPERATION

#### Hours of Enforcement

7 a.m. to midnight daily

#### Rates

\$3 per hour, pay stations require cash/credit;  
stand-alone meters take credit/debit cards only

Hours of operation: 7 a.m. to 12:00 a.m., unless otherwise noted on a meter, excluding University-observed holidays. Meters, including meters located in surface lots, must be paid during hours of operation. Meter durations vary throughout campus and maximum hours (30 minutes, 2 hours, all day, etc.) are printed on each meter.

Please report malfunctioning meters to the DOTS office by calling 301-314-3687 (4-DOTS). It is prohibited to park at a space with a malfunctioning meter. **Monies placed in a malfunctioning meter will not be refunded.**

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## PARKING VALIDATION (PIN) CODES

Validation codes are to be used by University Departments and their invited guests. These codes are issued to Department Transportation Coordinators upon request. Parking validation codes are non-transferrable and may not be shared. Fraudulent use of validation codes is subject to a \$300 fine.

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## PREPAID SURFACE LOT PARKING AND FEES

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

#### A. Surface Lot Permit Fees:

DAILY	WEEKLY	MONTHLY
\$15	\$ 75	\$ 300

#### B. Prepaid Parking Meter Permit Fees:

DAILY	WEEKLY	MONTHLY
\$ 15	\$ 75	\$ 300

For additional information on Special Parking Permits, contact Special Events Unit, DOTS, at 301-314-1427

Parking regulations prohibit the reproduction or alteration of these permits. The misuse of these permits may result in a penalty of \$300, appropriate judicial action, and revocation of registration.

## SPECIAL EVENT PARKING

### RESERVING PARKING SPACES

Departments/groups that wish to reserve parking spaces, within a pay station area, surface lot or meter may do so by contacting the DOTS Special Events Unit at 301-314-1427.

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 will 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 a flat-rate pricing will be adjusted after the event has concluded to reflect the larger than expected number of vehicles. Payment is required in advance for all parking permits. DOTS will not issue refunds for unused permits.

### Event Parking Fee Structure

See parking services offered and fees below. For certain events, additional permit charges may also apply. Canceling within three business days is subject to a cancellation fee of 20% of total cost of the event contract. An additional charge will be applied for reservations made less than 24 hours prior to requested event.

Event	Fee/Vehicle Type
Football	\$17/car or \$75/RV
Basketball	\$15/car or \$60/RV
Swimming	\$12/car
Other	\$15/car for a meter space

### PARKING ATTENDANT AND LABOR FEES

Many events require personnel to properly manage the event, or require labor hours and material in preparation for the event. Costs for these associated fees are as follows:

On-Site Supervisors (1-2 per event)	Fee
With seven days' notice	\$45/hr.
With less than seven days' notice	\$60/hr.
With less than 24 hours' notice and/or any changes	\$90/hr.
Parking Attendant Services (number of attendants depends on event size)	Fee
With seven days' notice	\$35/hr.
With less than seven days' notice	\$45/hr.
With less than 24 hours' notice and/or any changes	\$70/hr.

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## LABOR COST FOR RESERVING METERED SPACES FOR EVENTS

Number of meters set aside for the event	Fee Per Event
1-20	\$25
21-40	\$30
40+	\$50

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## PERMITS AND OTHER SERVICES

Please view the fee structure table for permits below. Permit fees double with less than 24 hours' notice.

Permit Area	Fee Per Space
Prepaid Meter	\$15
Surface Lot	\$15
RV Surface Lot Permit	\$75

Sign production will not begin until DOTS receives an authorized request with pre-payment or a KFS account number from the requesting department. Signs must be requested five business days prior to the event at which they will be posted. A \$100 fee will be assessed per sign if fewer than five days' notice is given.

Sign Options	Cost
Standard – 24" x 36"	\$53 each
Reinstallation and take down of signs	\$40

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## VALET PARKING

DOTS offers valet parking services. Please contact the Special Events Manager, at 301-314-1427 to obtain rates for valet parking or for any additional information regarding event scheduling.

## PARKING FEES, FINES, AND VIOLATIONS

In addition to parking citation fines, DOTS assesses administrative and other fees related to towing, relocating, and MVA flagging.

## RENTAL CARS

Customers using borrowed vehicles (rental cars, leased vehicles, and/or vehicles registered to someone other than the driver) are suggested to pay or request a review of the citation immediately after the citation is issued. Once a citation

has been issued, the registered owner of the vehicle may be contacted and given the opportunity to pay a citation on the driver's behalf. Payment of a citation forfeits the driver's right to pay or request a review of a citation regardless of who pays the fee. Please note, when rental agencies pay citations they often assess their own administrative fees; DOTS is not responsible for any related fees incurred by the driver.

## FEES

- A. DOTS Administrative Flagging Fee - The \$20 payment has to be made with cash or credit card or may be billed to the student account. No checks will be accepted.
- B. Towing/Relocation Fee - A \$100 relocation fee will be assessed for vehicles relocated. A \$150 tow fee will be assessed for vehicles impounded. A \$75 tow fee will be assessed for scooters, motorcycles, mopeds towed.
- C. Impound Storage Fee – When a car, motorcycle, moped, or scooter is towed, you will accrue a storage fee of \$10 per day. The storage fee begins the 2<sup>nd</sup> calendar day after the vehicle was towed.
- D. Tow Release Administrative Fee - \$30 (applies to all vehicle impounds but not relocations).
- E. Bicycle Impound Fee – If a bicycle is impounded, there is a \$25 fee.

## FINES

Fines must be paid within fifteen (15) calendar days of the date the citation was issued. Payments may be paid in person, online through the DOTS website, or by mail. Failure to pay within the 15-day grace period will result in a late fee.

Please view the list of violations and the fines associated with each violation below.

Violation Code	Description of Violation	Fine
<a href="#">7a</a>	Public safety	\$100
<a href="#">7b</a>	Illegal display and/or receipt of permit or campus registered license plate	\$300
<a href="#">7c</a>	Illegally parked in disabled space/transfer area	\$250
<a href="#">7d</a>	Illegally parked in a Courier permit parking space	\$75
<a href="#">7e</a>	Parked in other than assigned area	\$75
<a href="#">7f</a>	Parked outside of control lines	\$15
<a href="#">7g</a>	Illegally parked in violation of posted DOTS signage	\$75
<a href="#">7h</a>	Expired parking meter/pay station	\$35
<a href="#">7i</a>	Illegally parked in a fire lane	\$100
<a href="#">7j</a>	Illegally parked in a Service permit-only space	\$75
<a href="#">7k</a>	Illegally parked in a restricted lot	\$75

Violation Code	Description of Violation	Fine
<a href="#">7l</a>	More than one vehicle per registrant on campus at the same time	\$150 (per vehicle)
<a href="#">7m</a>	Permit or campus registered license plate improperly displayed	\$75
<a href="#">7n</a>	Illegally entering a controlled lot	\$300
<a href="#">7p</a>	Illegal use of State-issued disabled permit	\$500
<a href="#">7r</a>	Fraudulent use of documents/registration/validation or pin codes	\$300
<a href="#">7s</a>	Athletic's Terrapin Club Violation	\$75

## VIOLATIONS

In committing any of the following acts, you are subject to a fine, as listed in the previous section. Any student found to be in violation may also be referred to the Office of Student Conduct. Please view the following detailed violation descriptions.

### 7A PUBLIC SAFETY

Parking in or blocking access to:

- A. A roadway or driving lane: Parking a vehicle in a road that is designated for one- or two-way traffic  
Note: Driving lanes are not marked by signs
- B. Plazas or sidewalk areas adjacent to buildings that are designed for pedestrian use only
- C. Marked crossing zones located in parking lots, parking garages, and roadways identifying pedestrian walkways
- D. Marked or unmarked zones in a parking lot/area that vehicles utilize to access parking spaces
- E. Paved walkway for pedestrians at the side of a street
- F. Areas designated for buses to load and unload passengers
- G. ADA ramp/curb cuts
- H. Parking in any hashed out area or non designated parking space

### 7B ILLEGAL DISPLAY AND/OR RECEIPT OF PERMIT OR CAMPUS REGISTERED LICENSE PLATE

Displaying and/or possessing a permit or campus parking registration in violation of established University of Maryland, DOTS Regulations by:

- A. Altering, duplicating and/or tampering with the originally issued permit
- B. Unauthorized fabrication of permits
- C. Using and/or possessing permits in violation of DOTS established policies and procedures regarding their use and possession

- D. Providing fraudulent information in order to obtain and/or utilize a permit or campus registered license plate or gate card; student using an Administrative or Faculty/Staff permit
- E. Possessing, registering, and/or using a permit or campus registered license plate or gate card that has been illegally procured including, but not limited to, obtaining permits or gate card from an agency or person(s) other than DOTS
- F. Any unauthorized possession or display of a permit or campus registered license plate that attempts to circumvent the Parking Regulations
- G. Possessing or using a reported lost or stolen permit, license plate or gate card
- H. Concealing identity of vehicle owner by covering VIN or removing or covering license plates

#### 7C ILLEGALLY PARKED IN DISABLED SPACE/TRANSFER AREA

Parking, stopping, or standing a vehicle in:

- A. A disabled space without displaying valid state-issued disabled license plate(s), window placard(s) or hanging permit(s)
- B. A disabled space transfer area

#### 7D ILLEGALLY PARKED IN A COURIER PERMIT PARKING SPACE

- A. Parking a vehicle in a marked courier space without displaying a current valid DOTS Courier permit
- B. Displaying a Courier permit for longer than the 30-minute limit

#### 7E ILLEGALLY PARKED IN OTHER THAN ASSIGNED/RESTRICTED AREA

Parking in a restricted area or while displaying a current valid DOTS permit/decal/campus registered license plate in an area other than the assigned parking area or designated overflow area(s).

#### 7F ILLEGALLY PARKED OUTSIDE OF CONTROL LINES

Parking a vehicle outside of the parallel control lines that define a parking space.

#### 7G ILLEGALLY PARKED IN VIOLATION OF POSTED SIGNAGE

For example:

- A. Parking in violation of posted signage
- B. Parking areas designated for motorized cycles only
- C. Marked or designated areas in or blocking a construction area
- D. Parking areas designated with time limits, including marked move in/out spaces
- E. Unauthorized vehicles parked at bagged meters
- F. Spaces designated for Zipcars, State Vehicle, Carpool, Electric Vehicle, etc.

## 7H EXPIRED PARKING METER

Such as vehicles parked at:

- A. Meter spaces with the "Violation" or "Time Expired" flag displayed or "Flashing Indicator" displayed or at spaces controlled by a pay station past the time paid for at a time when the space has not been paid for
- B. Vehicles parked at malfunctioning meters

## 7I ILLEGALLY PARKED IN A FIRE LANE

Persons are prohibited from leaving vehicles parked in a fire lane or within 12 feet of a fire hydrant except for marked fire/rescue and police vehicles.

## 7J ILLEGALLY PARKED IN A SERVICE-PERMIT-ONLY SPACE

Persons are prohibited from 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.

- A. Service permits are valid for up to 30 minutes in all loading docks or areas specifically designated for loading and unloading. Any vehicle parked in a loading zone must display a service permit.

## 7K ILLEGALLY PARKED IN A RESTRICTED LOT

- A. Failure to display a permit issued by DOTS or a campus registered license plate for the appropriate year, lot or designated overflow area
- B. Parking a vehicle in Lot 3/19 unloading area for over the designated time
- C. Parking in a commuter lot between 3 a.m. and 5 a.m.

## 7L MORE THAN ONE VEHICLE PER REGISTRANT ON CAMPUS AT THE SAME TIME

No person may park two or more vehicles displaying their DOTS permit or campus registered license plate on campus in their assigned lot or overflow area at the same time. Any person registered in CLPR may only park one registered vehicle on campus at a time (except when the second vehicle is parked in a meter/pay station or a lot that is unrestricted at that time). If two or more vehicles from a unique parking registration are found parked in the same registered lot or valid overflow lot, one citation will be issued per vehicle.

## 7M PERMIT/CAMPUS REGISTERED LICENSE PLATE IMPROPERLY DISPLAYED

Displaying a permit or campus registered license plate contrary to DOTS regulations regarding placement including, but not limited to:

- A. Displaying a permit or campus registered license plate in an area of the vehicle not specifically designated for placement of the permit or campus registered license plate



- B. Displaying a permit or campus registered license plate in a manner in which the control number, lot designation, and/or expiration date are not visible to the enforcement officer
- C. Displaying an administrative permit without a current valid faculty/staff lot assignment permit/CLPR
- D. Displaying a courier permit without a current valid lot assignment permit/CLPR
- E. Displaying a green permit/registration on a non-qualifying vehicle
- F. Failure to park so that a CLPR license plate is visible from the roadway or driving lane (Vehicles with only rear plates may not back into the parking space.)

#### 7N ILLEGALLY ENTERING A CONTROLLED AREA

- A. 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
- B. Any vehicle circumventing a gate or barricaded or coned-off area
- C. Any vehicle observed illegally entering a staff-controlled lot

#### 7P ILLEGAL USE OF STATE-ISSUED DISABLED PERMIT

Any individual illegally using a disabled license plate(s)/placard/permit in violation of established State and Federal regulations or laws by:

- A. Altering, duplicating and/or tampering with the original disabled license plate(s)/placard/permit
- B. Fabrication of disabled license plate(s)/placard/permit
- C. Using and/or possessing license plate(s)/placard/permit in violation of University of Maryland, DOTS, State regulations/policies regarding their use and possession
- D. Providing fraudulent information in order to obtain and/or utilize a disabled license plate(s)/placard/permit
- E. Possessing and/or using a disabled license plate(s)/placard/permit that has been illegally procured
- F. Any unauthorized possession or display of a disabled license plate(s)/placard/permit that attempts to circumvent DOTS, State, or Federal regulations

#### 7R FRAUDULENT USE OF DOCUMENTS/REGISTRATION

It is prohibited to use documents in an effort to deceive University officials. For example, placing previously issued violations with the same license plate on the vehicle in an effort to avoid receipt of additional parking citations.

#### 7S TERRAPIN CLUB

Terrapin Club member displaying a Terrapin Club Football Parking Permit and parking in an area other than the assigned parking space indicated on the permit. This includes parking in a Terrapin Club Football Parking space other than the space where the permit holder is assigned to park.

## CITATION NOTICE REVIEW

Citation recipients must either pay the fine or request a review within 15 calendar days of the violation date. Citation recipients may request a review either through the University of Maryland DOTS system or through the Prince George's County District Court (PGCDC). **Choice of one review process waives choice of the other process.** Partial or full payment of a citation forfeits the option for review.

## UNIVERSITY OF MARYLAND REVIEW

### VISITORS

Visitors to University of Maryland College Park may request a DOTS review by filing an online review through the DOTS website, or by completing the requested information on the citation, along with a written appeal, and in person or by mail to the DOTS office. All DOTS citation review decisions are final.

### STUDENTS

UMD students may request a Student Citation Review Unit (CRU) review by filing an online review through the DOTS website, or by completing the requested information on the citation in person or by mail to the DOTS office. UMUC student appeals will be reviewed by the DOTS Parking Violation Review Specialist.

### VIDEO APPEALS

UMD students may request a real-time video review appointment with a member of the Student Citation Review Unit (CRU). Appointments must be scheduled online through the appellant's parking account.

### SECOND APPEALS

Second appeals are conducted by the University Appellate Board, a branch of the Office of Student Conduct. The Appellate Board considers appeals that include new and relevant information not provided with the original review request, such as supporting documents, receipts, letters of support and so on. The burden of proof is on the appellant to demonstrate that the original review decision should be overturned.

Current UMD students with new and relevant information not provided with the original review request are eligible for a second appeal. Second appeal requests must be submitted in person at the DOTS Office within seven business days from the date of the appeal decision letter. There is no fee associated with submitting a second review; however, the Appellate Board will only consider requests that include new and relevant information not provided with the original appeal.

### FACULTY AND STAFF

UMD and UMUC faculty and staff may request a DOTS review by filing an online review through the DOTS website, or by mailing their request directly to DOTS. All decisions of the DOTS Parking Violation Review Specialist are final.

## TRANSPORTATION COORDINATORS

Each department's Transportation Coordinator can submit an appeal on behalf of a guest or a faculty/staff member through the Transportation Coordinator's portal/website. Appeals will be reviewed by the DOTS Parking Review Specialist and all decisions of the DOTS Parking Review Specialist are final.

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## PRINCE GEORGE'S COUNTY DISTRICT COURT REVIEW

Visitors, students, faculty and staff, who receive a citation at UMD, may request a Prince George's County District Court trial by completing the requested information on the citation and returning the citation to DOTS. Prince George's County court fees apply. Individuals who request PG County Court Reviews and who fail to appear in court more than two times will be assessed a \$75 administrative fee by DOTS following each subsequent failure to appear in court.

## UNRESOLVED PARKING CITATIONS

A citation that remains unpaid after the 15-day period or after a reduced or denied appeal is considered unresolved. DOTS may take one or more of the following steps to achieve resolution:

1. A late fee of \$30 will be assessed.
2. Vehicles with five outstanding citations that are more than 15 days old may be towed at the owner's expense. Vehicles will not be released until those outstanding fines and fees are satisfied.
3. The citation may be referred to the state MVA Flagging Program or state Central Collection Unit (CCU) for action, and all unresolved fines may be added to the University student account. Personal checks will not be accepted for citation payment under the State MVA Flagging Program.
4. Students may be responsible for citations issued to vehicles owned by family members.
5. Maryland income tax returns and wages may be garnished for settlement of unresolved citations.

## VEHICLE TOWING, RELOCATION, AND IMPOUNDING

Any motor vehicle parked in violation of towable offenses of the University of Maryland, College Park regulations or that is in a state of disrepair/abandoned on campus is subject to removal and impoundment at the expense of the owner or operator.

## CONDITIONS

- A. Vehicles identified by DOTS as being associated with any individual with five (5) 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. Vehicles identified by DOTS as being associated with any individual who receives more than 15 citations during a consecutive 12-month period, may be impounded at the owner's expense regardless of the payment status of those citations. The vehicle will be eligible for impoundment each time that a new citation is issued. The vehicle will not be released until all fines and fees are satisfied.
- C. Vehicles that are not moved after 90 days are subject to being towed at the owner's expense.
- D. Vehicles parked illegally in roadways, fire lanes, disabled/transfer areas, areas marked as tow-away zones, and other public safety areas as designated in these parking regulations are subject to being towed at the owner's expense.
- E. Vehicles displaying lost, stolen or altered DOTS permits/CLPR and/or State-issued disabled permits may be impounded at owner's expense. These permits may be confiscated by university officials (DOTS or University of Maryland Department of Public Safety) and the holder may be referred to the Office of Student Conduct for judicial proceedings.
- F. All towing, storage, and/or impound fees incurred must be paid in full. All citations 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 Department of Public Safety may be reviewed through established police procedures.
- G. DOTS reserves the right to relocate or impound vehicles as required for emergencies, construction or maintenance, access needs, event parking, at the discretion of the Department of Public Safety, upon request of the vehicle owner, or at their discretion for any other reasons such as blocking in another vehicle or being in a state of disrepair.

## NON-STANDARD VEHICLES

### OFFICIAL FEDERAL, STATE, AND LOCAL JURISDICTION VEHICLES

Although official Federal, State, and local jurisdiction vehicles are not required to register for parking on this campus, they are expected to comply with UMD DOTS parking regulations. These vehicles may also park in State-only, service spaces, or any other legal space.

Persons attending classes on this campus using official federal, state, and local jurisdiction vehicles must register for parking.

Vehicles of this type may not park in disabled parking spaces, fire lanes, unpaid meter spaces (including meters located in permit areas), pay station 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 AND UNUSUAL VEHICLES

DOTS will only register motorized vehicles not exceeding 18'6" long x 8' 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 unless those vehicles are being used to provide a service to the university. Exceptions may be made for special events. All exceptions must be approved by the Department of Transportation Services.

Events requiring commercial or Board of Education buses must make prior parking arrangements through the DOTS Special Events Manager at 301-314-1427. Commercial buses will be charged the appropriate fee. Exceptions to this regulation must be approved by the Executive Director of DOTS and appropriate parking fees will apply.

## PORTABLE STORAGE UNITS

Portable storage units may not be parked/stored in campus parking lots.

## MOTORIZED CYCLES

Maryland state law classifies motorcycles, motor scooters, and mopeds as vehicles. Traffic laws, including, but not limited to, obeying speed limits, lane use, turn signals, etc. apply to motorcycles, motorized scooters, and mopeds.

### REGISTRATION OF MOTORIZED CYCLES

#### **Motorcycles:**

All motorcycles used, stored, or parked on the UMD campus must display a State-issued license plate and be registered with DOTS. Like personal vehicle registrations, motorcycles must display a CLPR; no permits or stickers will be issued by DOTS to motorcycle registrants. Motorcycles can be added to an existing vehicle registration at no extra cost. Motorcycle registrants who also have a current, valid vehicle registration may park their motorcycle in a car spot in their assigned parking lot or in a designated motorcycle parking area. Registrants may not park both a registered motorcycle and personal vehicle (car, truck, SUV, etc.) on campus in their assigned lot/overflow area at the same time except in unrestricted lots, etc., unless they have two assignments (one for car, one for motorcycle).

#### **Motorized Scooters and Mopeds:**

All scooter riders are required by Maryland State Law to wear a helmet and eye protection. Scooters must be titled with the MVA and scooter operators must have Personal Injury Protection (PIP) insurance. A copy of the title or MVA registration must be presented at the time of registration at DOTS.

Motor scooters and mopeds must display a DOTS-issued license plate, available for purchase in the DOTS office, to be parked on campus. All scooters/mopeds used, stored or parked on the UMD campus must be registered with a DOTS-issued license plate. The license plate must be attached to the rear of the scooter/moped and must be easily visible at all times. Scooters may park in designated motorcycle, scooter, moped parking areas. Scooters may park in metered parking spaces on campus and must pay the associated hourly/daily parking rate. If a scooter is parked illegally, it will be towed and assessed a \$75 towing fee, storage fees may apply.

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## MOTORIZED CYCLE PARKING

No motorized cycles shall be parked, stored or left in the following areas:

- A. In an area where signs are posted indicating that motorized cycle parking is prohibited
- B. In such a manner as to block or otherwise impede normal entrance to or exit from any building on the campus
- C. On any building access or egress
- D. So as to block or impede the normal flow of traffic on any roadway, street, alley, sidewalk, mall, patio, or parking area or bicycle path on the university
- E. On any landscaped area
- F. So as to interfere with or impede the normal movement of disabled persons, pedestrians or bicyclists upon ramps, stairways or curb cuts
- G. Chained or otherwise locked, or attached to any handrail, tree, bush, door, signpost, lamp, telephone pole, lamppost, fence, or other object not maintained or designated for the purpose of securing motorized cycles, such as a bike rack
- H. In any lobby, hallway or room of any building
- I. At any approved motorized cycle 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.

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## REMOVAL OF MOTORIZED CYCLES AND ACCESSORIES IN VIOLATION

Whenever any motorized cycle is found in violation of these regulations, University personnel authorized to impound motorized cycles may remove the securing mechanism using whatever reasonable measures are necessary to impound the motorized cycle. The 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, bush, door, signpost, lamppost, fence or other object not designated for the purpose of securing motorized cycles may be removed by authorized university personnel. UMD is not responsible for the cost of repair or replacement of any securing device damaged during this process.

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## IMPOUNDING OF MOTORIZED CYCLES

Any motorized cycle impounded pursuant to any section of these regulations shall be stored in a secure facility designated for such purpose. The Department of Public Safety and DOTs are authorized to impound unregistered motorized cycles and relocate them to an area designated for storage. The prevailing impoundment fee shall be charged to the owner prior to the release of any impounded motorized cycle. Motorized cycles that are impounded may be recovered only upon proof of ownership and after required fees including daily storage fees are paid.

Abandoned motorized cycles that remain unclaimed for one year and one day after the original date of impoundment will be disposed of or sold by the university.

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

- 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 campus
- 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
- F. Is not registered with DOTS.

## BICYCLE REGULATIONS

The purpose of bicycle enforcement is to ensure safe and convenient access to UMD bicycle facilities and services. Bicyclists are subject to [Maryland State traffic laws](#) while riding on campus. All State regulations related to traffic laws are enforced by the UMD Department of Public Safety. This includes obeying traffic control signs, riding with traffic in roadways, yielding to pedestrians in crosswalks, and using hand signals. Maryland State Uniform Citations may be issued by police personnel for moving violations. The bicycle operator is responsible for all traffic citations.

### BICYCLE REGISTRATION AND PARKING

Registration is free for all bicycles parked on campus. Registration is required for all bikes parked on campus owned by students, faculty, or staff. Registration is not required for guests or visitors. Bike registration information and procedures are available online at [http://www.transportation.umd.edu/bike\\_campus.html](http://www.transportation.umd.edu/bike_campus.html).

Bicycle registrations are assigned to the registrant and may not be transferred to another person. Liabilities for impound fees, parking fees, and citations incurred are the responsibility of the registrant. Bike registrations do not expire and cannot be renewed.

### IMPOUNDMENT

Bicycle parking is available at racks throughout campus. Bikes parked anywhere other than a bicycle rack, in a state of disrepair, and/or that appear to be abandoned are subject to impoundment, storage fees, and associated fines. Items such as bicycles, locks, chains, helmets, wheels, etc., left on racks for over 72 hours may also be considered abandoned and subject to impoundment. In most cases warning tags are put on the handlebars of bikes 72 hours prior to impoundment. Bicycles left on Shuttle-UM bus racks are not the responsibility of DOTS and are subject to impoundment at the owner's expense.

### 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 the following areas:



- A. In any University building without a bicycle storage facility or permission from the department controlling the space where the bicycle is parked or stored
- B. Against or fastened to any tree, plant, bush, or other landscape item
- C. Against or fastened to any water, steam or gas pipe, fitting, electrical fixture, fence, sign post, railing, public seating fixture or table, or emergency safety device
- D. 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
- E. Any place that might block fire department access
- F. Blocking and/or parking on wheelchair access ways
- G. In any other area where parking is specifically prohibited by these regulations or by signs

### CLAIMING AN IMPOUNDED BICYCLE

Impounded bicycles may be claimed at the DOTS office by appointment only. Find your bicycle in the impound database [here](#) and then email [bike@umd.edu](mailto:bike@umd.edu) with the following information.

- UID number
- Link to registration information from [bikeindex.org/umd](http://bikeindex.org/umd)
- Bicycle manufacturer and model
- Color and any unique identifiers
- Last known date and location of the bike

Abandoned bicycles that remain unclaimed for one year and one day after the original date of impoundment will be disposed of or sold by the university.

An impounded bicycle will be released after the claimant:

- A. Provides proof of ownership
- B. Pays all outstanding impound fees and storage fees

### LOST ITEMS

DOTS is not responsible for items left on Shuttle UM buses or in campus parking areas. When items are recovered, DOTS will hold those items at the DOTS office in Regents Drive Garage for 30 days before properly disposing of the items. Most items are donated or turned over to the appropriate campus department after 30 days. Food or other perishable items may be thrown away earlier at the discretion of DOTS staff.

**APPROVED by J. DAVID ALLEN, Executive Director of DOTS**

October 10, 2017