



2009 - 2010 **PARKING  
REGULATIONS**

## **PARKING**

### **I. INTRODUCTION**

Welcome to Towson University. The Parking Regulations contain information you need to know about parking at Towson University. The use of parking facilities stipulates that all parking / traffic regulations must be observed.

#### **Responsibility for Damages**

As a condition of parking on Towson University's campus, the vehicle Operator agrees that Towson University shall not be liable for any damage to or theft of any vehicles parked on campus nor shall it be responsible for the theft of or damage to any personal property located therein ("Damages"). The vehicle Operator shall have sole responsibility of any and all such Damages. The vehicle Operator further agrees to indemnify and hold Towson University, its officers and employees harmless from any liability for such Damages.

### **II. GENERAL INFORMATION**

The department of Parking & Transportation Services is responsible for the administration and enforcement of all parking regulations. This authority is shared with the Towson University Police Department.

#### **A) AUTHORITY**

Pursuant to Maryland Transportation Code Annotated Section 26-301:

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

- 1) Regulate the parking of vehicles;
- 2) Provide for the impounding of vehicles parked in violation of the ordinances or regulations at owner's expense;
- 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) PURPOSE**

The parking regulations have been designed to provide for the effective use of parking areas, the safe movement of motor vehicles and pedestrian traffic, and the general safety of the campus. Regulations must be observed at all time, including exam periods, registration, summer and winter sessions and inclement weather. Failure to comply with the traffic regulations constitutes a violation subject to parking fines and / or university sanctions. When interacting with Parking & Transportation Services, students, faculty and staff are expected to abide by the University's standards with regard to conduct. Students who violate the Code of Conduct may be referred to The Office of Student Conduct and Civility Education. Faculty/staff who engage in misconduct may be referred to their Dean, Department Head or the Department of Human Resources for appropriate action. Any information contained within this document is subject to change. Further information may be obtained on the Parking & Transportation Services Web site at [www.towson.edu/parking](http://www.towson.edu/parking).

C) **PARKING ADMINISTRATION & UNIVERSITY POLICE**

The Parking & Transportation Services office is located on the first floor of the University Union Garage. All administrative and operational functions are handled from this office with the exception of permit sales and citation payments. Permit sales and citation payments are handled through the Auxiliary Services Business Office located on the first floor of the University Union. For current hours, please visit their Web site at <http://auxops.towson.edu>.

The Towson University Police Department is located in the General Services building and operates 24 hours a day, 7 days per week. Please call 410-704-2134 for general information or visit their Web site at <http://www.towson.edu/police>. In case of an accident of any kind or to report property damage or theft, the Towson University Police Department should be contacted immediately.

D) **CONTACTS, KEY TERMS AND DEFINITIONS**

The department of Parking & Transportation Services is located on the first floor of the University Union Garage. They may be contacted at: 410-704-PARK (7275), 410-704-RIDE (7433) or [upark@towson.edu](mailto:upark@towson.edu).

The Auxiliary Services Business Office is located on the first floor of the University Union. They may be contacted at: 410-704-2284 or [asbo@towson.edu](mailto:asbo@towson.edu).

The Towson University Police Department is located in the General Services building. They may be contacted at 410-704-2134 (non-emergency), 410-704-2133 (emergency) or <http://www.towson.edu/adminfinance/facilities/police/>.

1. **Legal, Non-reserved space** – Legal spaces are those bounded by two parallel control lines. Reserved spaces have signs specifically detailing the permit type allowed to park in that space.
2. **Permit/Hangtag** – The terms permit and hangtag are synonymous. Permits and hangtags are issued by Parking & Transportation Services to identify and regulate parking restrictions at Towson University.
3. **Visitor** – A visitor is defined as any individual who is not a student, faculty, staff or contracted employee of the university.
4. **Volunteer** – A volunteer is defined as someone providing services to the university and does not receive any type of compensation (including pay or class credits).
5. **Resident Student** – students who are taking courses at the University and live in residence halls/apartments located on university property, including those managed by outside contractors.
6. **Parking Violation Notice/Citation/Ticket** – State of Maryland document used to cite individuals for violation of Towson University or State of Maryland parking regulations.
7. **Reserved Spaces** – A parking space restricted for use by a specific individual, type of permit or type of vehicle at all times.
8. **Time Limited Spaces** – Parking spaces that are designated for the express purpose of loading/unloading items. These spaces may only be used for the designated time frame, after which, the vehicle must be moved to a legal space without time limits.
9. **Motorcycle Spaces** – Specific spaces designated for motorcycles, mopeds and other wheeled vehicles with an engine.

Additional definitions may be found in the University Parking Policy.

### III. PARKING & TRAFFIC REGULATIONS

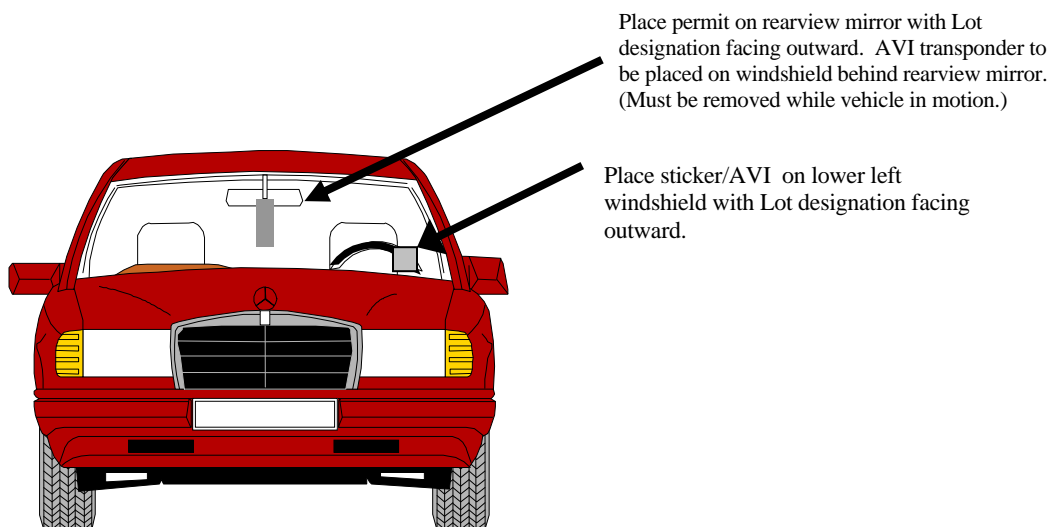
#### I. GENERAL

- a. Parking regulations are subject to change.
- b. Additional policy information, rates and hours may be found on the University policy Web site. The approved parking policy dictates and takes precedence over the regulations with regard to policy.
- c. Posted signs take priority over printed material.
- d. All vehicles must be in compliance with Towson University's parking regulations. Any violation of these policies may result in the revocation of parking privileges, a parking citation being issued, and/or the vehicle being towed. Violators may be referred to The Office of Student Conduct and Civility Education Office or Human Resources for possible further action.
- e. The responsibility for parking in a legal space rests with the motor vehicle operator. **LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF ANY REGULATION.**
- f. If a vehicle is parked in violation of any regulation and does not receive a citation, this does not mean the regulation is no longer in effect.
- g. All vehicles, including motorcycles and any wheeled vehicle with an engine (motor scooters, mopeds, etc), must be parked in designated/authorized areas only.
- h. It is impractical to mark all areas of university property where parking is prohibited. Parking or operating a vehicle on grass, tree plots, construction areas, sidewalks or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of university facilities or hinder the free movement of traffic is prohibited.
- i. Only one **VALID** hangtag/sticker will be issued, with exception of a second permit for a motorcycle or convertible vehicle. If the original issued hangtag or sticker is lost or stolen, it must be reported and a Lost/Stolen report must be filed at the Parking & Transportation Services office. Students, faculty and staff members will be assessed a \$25 replacement fee for the first occurrence. Subsequent occurrences **for students** will require the permit holder to purchase a new permit at the current full permit rate.
- j. Individuals may return a semester or annual permit for a prorated refund (date restrictions may apply). The refund amount will be based on the prorated value when the permit is returned (not the date of separation from the University) to the Auxiliary Services Business Office. Separated faculty and staff members are responsible for returning their permit to the Auxiliary Services Business Office and cancelling any payroll deductions, if applicable. For specific information regarding refund amounts, bring your permit to the Auxiliary Services Business Office in the University Union. Daily, weekly and monthly permits are not eligible for refunds.
- k. At its discretion, Parking & Transportation Services may grant a limited number of exceptions for resident students who were unable to obtain a permit and can demonstrate a substantial medical need or can document a required college course or ROTC program being taken at another university.
- l. Parking without a valid handicapped permit in spaces reserved for the handicapped is prohibited at all times. Towson University parking permit restrictions are applicable to vehicles parked in handicapped spaces. Vehicles parked in these areas are subject to being cited and towed.
- m. Parking a vehicle on campus roads is prohibited at all times including yellow curbs, fire lanes or within 15 feet of a hydrant. Exceptions include spaces that are designated, metered, or where parking is allowed by posted signs.
- n. Vehicles shall not enter any area of the university which has been closed off by barricades or other traffic control devices.

- o. The university is not liable for any damage resulting to any vehicle requiring tow removal.
- p. All gated parking areas on university property are reserved exclusively for those with a valid access control device during the hours of operation posted on each area. Signs are posted at the entrance to each gated area indicating the faculty/staff hours of operation. The hours of operation are subject to change when a gated area is reserved for a university function. After the posted hours of operation, any valid Towson University permit is accepted and required.
- q. A parking space is defined by two parallel lines. Parking in an area outside of two parallel lines is prohibited at all times. Vehicles must be parked in one space only. Operators must leave clear access to adjacent spaces and may not block or impede driving lanes. Parking on “hash marks” or over painted parking control designations is prohibited. Parking in any area not indicated by clear parking signage is prohibited at all times.
- r. All traffic and parking control devices on campus must be obeyed. Speeding in the garages is prohibited and is monitored. The speed limit in garages is 5 mph and the speed limit on campus roadways is 15 mph. University Police will monitor and enforce all traffic regulations on campus.
- s. Berkshire parking garage levels P1 and P2 are reserved exclusively for Berkshire guests and visitors. Faculty/Staff and students are prohibited from parking in these areas.

## **II. PERMIT PLACEMENT**

1. Hangtag permits are to be clearly displayed on the inside rearview mirror of the vehicle, with the permit number and lot designation completely unobstructed facing the front windshield. If the permit is physically unable to be hung, a sleeve, to be affixed to the windshield and hold the hangtag, may be obtained from the Parking & Transportation Services offices at no charge.
2. Windshield stickers must be affixed to the driver’s side, lower-inside of front windshield with the permit number and lot designation completely unobstructed and facing the front windshield.
3. AVI transponders must be affixed, unobstructed, to the windshield behind the rearview mirror (remove when vehicle is in motion) or in the lower left corner of the windshield.



4. Motorcycle stickers must be affixed to the front fender fork.

#### **IV. PARKING PERMIT REGISTRATION & FEES**

##### **I. GENERAL INFORMATION**

1. Towson University employment or student status takes priority over any other status. An individual's full time status takes priority over any part time status. Part time employment status takes priority over part time student status. In the event that students are carpooling with a faculty/staff member, the student status and restrictions would take priority.
2. Any student, visitor, faculty or staff member with a permit whose status changes at any time is required to exchange that permit for the permit appropriate for their new status. For example, a student who is hired as a full-time staff member must surrender their student permit and purchase a faculty/staff permit. Applicable charges or credits will be assessed at the time of exchange.
3. A valid parking permit is required to park anywhere on campus from 6 a.m. to 8 p.m., Monday – Thursday, and 6 a.m. – 3 p.m. on Fridays. Some parking areas as indicated on the signs are restricted to specific permit holders at all times. Single space metered parking spaces do not require a permit, however meters must have available time showing when those spaces are used.
4. University parking hangtags, stickers, temporary permits and gate control devices are the property of Towson University and MUST be surrendered upon request of Parking & Transportation Services personnel or the University Police. Faculty/Staff who separate from the University must surrender their permit and access control device upon separation. Refunds, if applicable, will be issued based on the date the permit is returned.
5. Students, faculty and staff may purchase a transferable hangtag to be displayed on the vehicle being driven onto campus. Permit holders must abide by the following restrictions:
  - a. Permit holders are not permitted to lend, resell or give away the parking permit issued to them. Permit owners will be responsible for all citations issued to the permit. If the University is unable to successfully link a citation to the permit holder, the vehicle owner will ultimately be responsible for the citation.
  - b. Permits may not be purchased for use by others.
  - c. The misuse of any parking permit by a student, faculty or staff may result in fines, parking privilege revocation and university sanctions.
6. The responsibility for transferring and properly displaying a hangtag to another owned vehicle rests with the individual to whom the permit was originally issued. If for some reason you forget your hangtag, you will be required to obtain a daily parking permit. Permit holders may obtain a maximum of two temporary daily parking permits from the Parking & Transportation Services office at no charge. Temporary permits will allow the same access as the original permit. Additional temporary permits may be granted at the discretion of Parking & Transportation Services. Hybrid Permit holders must use assigned codes and are not eligible to be issued temporary permits (see Hybrid Permit application).
7. Students whose parents are faculty or staff members are not entitled to use the permit or gate control device issued to their parent. Students using a faculty/staff parking permit or gate control device may be subject to a citation, fines and university sanctions.
8. Displaying a student, faculty/staff, or visitor parking permit does not authorize free parking at meters or in visitor spaces. Meters and visitor spaces are intended for visitors, however students, faculty and staff members may also use, where authorized, visitor meters/spaces by paying the prevailing rates. If for some reason the meter is malfunctioning, it should be reported to the Parking & Transportation Services office

- (University Union Garage) immediately. Parking at a malfunctioning/broken meter is prohibited and will result in a parking citation.
9. Weekly and monthly temporary permits, unless approved otherwise by the Director, will only be valid in Towson Center lots.
  10. When special groups permit holder (Alumni, Wellness Center participant, etc.) registers for classes or assumes employment with Towson University, he or she is required to return their permit and purchase the applicable Commuter or Faculty/staff permit. Use of a Towson University permit for parking for local employment is not permitted.
  11. All lots are available on a first-come, first-served basis. Lack of space is not a valid reason to park illegally or park in a lot requiring another permit type.
  12. All Towson Center lots, excluding 21a, function as overflow parking for any vehicle displaying a valid TU-issued parking permit.

## **II. LOT & SPACE RESTRICTIONS**

1. **Reserved Spaces** - Vehicles parked in spaces marked as reserved or restricted to a specific type of permit or vehicle must display the appropriate permit. Reserved spaces include, but are not limited to: Reserved, Vendor, TU Vehicle, Resident Life and handicapped spaces.
2. **Faculty/Staff Lots** – Vehicles parked in faculty/staff lots must display a valid faculty/staff, TU Vehicle, Vendor or Board permit. Faculty/staff lots may be unrestricted after hours based on signage posted at the lot entrance.
3. **Commuter Lots** - Vehicles parked in Commuter lots must display a valid Commuter, TU Vehicle, Vendor or Board permit. Commuter lots are unrestricted for all valid TU permits after 3 p.m.
4. **Resident Lots** - Vehicles parked in resident lots must display a lot specific valid Resident, TU Vehicle, or Board permit. Resident lots are restricted to a lot-specific valid TU Resident permit at all times.
5. **Overflow Lots** – All Towson Center lots, 21a excepted, are considered overflow lots. Any valid TU permit may be displayed.
6. **Paid / Loading Meters** – Any vehicle parked at a meter must have time remaining on the meter. No permit is required to park at a meter.
7. **Pay & Display 5 Minute Space** – Next to each Pay Station are spaces reserved for motorists to park no longer than 5 minutes to purchase a parking permit. Once the permit has been purchased, the vehicle must be moved to a valid parking space within the appropriate lot.

## **III. STUDENT PERMIT RESTRICTIONS & ELIGIBILITY**

Below are the types of permits available to students and the associated parking restrictions:

1. **Commuter Parking Permit** – Commuter permits are available to students who have 30 or more credits and are not living in campus residence halls, including Millennium Hall, Tubman and Paca. Commuter permits are valid in “Commuter” lots at all times, Towson Center Lots, except 21a, and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.
2. **Evening Parking Permit** – Evening permits are available to students who are not living in the campus residence halls, including Millennium Hall, Tubman and Paca. Evening permits are valid after 3 p.m. in Commuter lots, all Towson Center Lots, except 21a, and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.

3. **West Village Parking Permit** – West Village permits are available to students who reside in Towson Run apartment complex, Tubman or Paca. West Village permits are valid at all times in Lots 18 & 22 and all Towson Center Lots, except 21a. West Village permits are also valid in Commuter lots after 3 p.m. and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.
4. **Lot 7 Resident Parking Permit** – Lot 7 Resident permits available to students who reside in the North Campus housing area to include Ward & West Halls, Residence Tower, Prettyman and Scarborough Halls. Lot 7 permits are valid in Lot 7 next to Ward Hall and in the designated roof section of the Towsontown Garage and all Towson Center Lots, except 21a. Lot 7 permits are also accepted in Commuter areas after 3 p.m. and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.
5. **Lot 26 Resident Parking Permit** – Lot 26 Resident permits are available to students who reside in any of the Glen Towers. Lot 26 permits are valid in Lot 26 and all Towson Center Lots, except 21a. Lot 26 permits are also accepted in Commuter areas after 3 p.m. and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.
6. **Towson Center Permit / Overflow Lot** – Towson Center permits are available to:
  - a. Commuter freshman.
  - b. Eligible Resident students who could not obtain parking in their designated residential lot (North Campus, Glen Towers, Millennium Hall, West Village) – and who have been awarded a space through the waitlist.
  - c. Resident students who have been granted a medical or educational exception or have otherwise been approved for parking on campus.
  - d. Commuter and qualified residents who wish to purchase short term permits and special groups as noted in the Parking Policy.

Towson Center permits are valid in lots 13, 14, 19, 20 & 21 (excluding 21a). Towson Center permits are also accepted in Commuter areas after 3 p.m. and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.
7. **Millennium Hall Permits** - Millennium Hall parking permits are available to a portion of Millennium Hall residents as determined by Capstone Management. Millennium Hall permits are valid in the Millennium Hall lots and Towson Center lots at all times. Millennium Hall permits are also valid in Commuter areas after 3 p.m. and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.

#### **IV. FACULTY/STAFF PERMIT RESTRICTIONS & ELIGIBILITY**

Faculty/Staff permits are available to current faculty and staff members (contingent and regular), emeritus faculty, department volunteers, Graduate Assistants, members of Campus Ministries, partner company employees (Food Service, Cleaning Services) and Construction Managers as requested through Facilities and approved by Parking & Transportation Services.

Valid identification must be presented when purchasing a parking permit or gate control device.

Faculty/staff permit fees are based on a graduated scale linked to the employee's annual salary as of June 30<sup>th</sup> as verified by the Office of Human Resources. Faculty/staff members are eligible to purchase annual, monthly or weekly permits. Graduate Assistants with either a single 20-hour contract or two 10-hour contracts are eligible to purchase annual, semester and monthly permits. Permits will be pro-rated weekly, beginning the second Monday of September. Please contact the Auxiliary Business Office regarding permit cost once pro-

rating has begun. Gate control devices will be included with the purchase of any annual or semester faculty/staff permit. Gate control devices will not be included in the purchase price of any short-term permit, however may be purchased at the prevailing rate. A replacement fee will be charged for any gate control device that is lost/stolen or not returned once an individual is no longer employed or meeting eligibility requirements for a faculty/staff permit.

Regular employees are eligible to purchase a permit through payroll deduction (date restrictions apply), installment payments or by making full payment at the time of purchase. Upon termination of employment, individuals utilizing payroll deduction or installment payments will be responsible for any remaining balance unless the permit is returned to the Auxiliary Services business office. Contingent/contract, partner company employees, including adjunct professors, are eligible to purchase a permit through installment payments or by making full payment at the time of purchase.

Faculty/staff members will be restricted to purchasing a maximum of two Monthly Faculty/staff permits within one academic year. If more permits are required, faculty/ staff members will only be eligible to purchase a Towson Center permit.

If paying through payroll deduction or installment, when an employee separates from Towson University or is on a leave of absence, it is the employee's responsibility to return their permit to the Auxiliary Services Business Office and complete a new Payroll Deduction Form or Installment card and indicate "cancel." Permit fees will continue to accrue until the permit is returned.

## **V. VISITOR**

Visitors are required to park at paid meters or in designated visitor areas with a valid visitor permit. Daily Visitor permits may be obtained from any parking pay station. Weekly or monthly Visitor permits must be obtained from the Auxiliary Services Business Office and will only be valid in Towson Center lots. Visitor permits are valid in visitor lots/spaces from 6 a.m. to 8 p.m. and Towson Center overflow lots. Visitor permits are also valid in "Commuter" lots after 3 p.m. and in Faculty/Staff lots after the restricted hours posted on signage at the entrance of the lot.

## **VI. ACCESSIBLE PARKING**

In accordance with the American with Disabilities Act (ADA), Towson University has designated specific handicap accessible parking spaces throughout campus. **Authorized individuals in possession of state-issued license plate/placards may park in designated handicapped spaces.** Handicapped permit/plates override the lot restrictions associated with the Towson University parking permit for vehicles parked in a handicapped space.

In addition to a valid handicapped plate/placard, a valid Towson University parking permit must also be displayed in accordance with posted lot restrictions. Both permits must be clearly displayed with pertinent serial numbers completely unobstructed and facing the windshield.

Pursuant to Maryland law, vehicles displaying a valid handicapped license plate or valid hangtag may park at an unpaid single-space meter for up to twice the duration of the meter time.

Whenever parking in an accessible parking space, the individual authorized to utilize the plate/placard must be in the vehicle. Specific information concerning abuses should be brought to the attention of the Parking & Transportation Services office for appropriate action.

**Where applicable, as required by state law, a driver who is parking a vehicle displaying state issued disabled identification must provide their state MVA disabled authorization form to Parking & Transportation Services staff or other University officials upon request.**

## **V. SPECIAL PARKING PERMIT RESTRICTIONS & ELIGIBILITY**

1. **TU Vehicle Permit** – TU Vehicle permits are available for partner company vehicles (Food Service, Housekeeping) whose vehicles and operation are based on the university campus. TU Vehicle permits allow parking in any legal, non-reserved spaces in faculty/staff, commuter, resident, vendor, TU Vehicle space and loading docks.
2. **Vendor Permit** - Vendor permits are available to service companies that provide services such as, copier repair, fire prevention, sales representatives, etc. Vendor permits allow parking in any legal, non-reserved spaces in faculty/staff, commuter, resident or vendor designated parking areas.
3. **Pick-up / Drop-off Permit** - Pick-up / drop-off permits are available to designated group members (summer camps, Childcare) who park for no longer than 15 minutes to pick up and drop off those individuals attending the program. These permits are not available to faculty/staff or students.
4. **Alumni**  
Parking permits for Towson University alumni must be purchased in person at the Auxiliary Services Business Hours. Qualified alumni are individuals who have graduated from Towson University and who are not registering for classes or employed as faculty/staff members on campus. Alumni permits are for the exclusive use by the person to whom the permit is issued and are not to be used by relatives, friends or others who are affiliated with Towson University. Alumni are only eligible to purchase Towson Center parking permits.
5. **Golden ID**  
Institutions within the University System of Maryland offer special privileges to senior citizens. They include tuition waiver, use of library and recreational facilities, discounts to campus cultural and athletic events and reduced rates on parking permits when enrolled in courses. Parking permits must be purchased in person at the Auxiliary Services Business Office by providing verification of status. Golden ID participants may purchase a reduced rate permit for the Towson Center or a full rate commuter permit.
6. **Emeritus / Retiree**  
Qualified Emeritus/Retiree are individuals who have retired from Towson University and who are not registering for classes or employed as faculty/staff members on campus. Parking permits for retirees / emeritus are for the exclusive use by the person to whom the permit is issued and are not to be used by relatives, friends or others who are affiliated with Towson University. Retired employees are eligible to purchase Towson Center parking permits at ½ the commuter rate. Emeritus faculty is eligible to purchase faculty/staff permits at the lowest Faculty/Staff rate.

## **VI. PARKING VIOLATIONS & FINES**

In order to efficiently utilize parking resources and provide safe and available on-campus parking, traffic and parking regulations are enforced year round. University citations carry the same weight and importance of any citation issued by any law enforcement agency in Maryland. Individuals who have outstanding citations may be subject to university sanctions, referral to the

State Central Collections Unit (CCU) or administrative holds and fees with the Motor Vehicle Administration.

Towson University offers the right to either an administrative appeal or court hearing for citations regarding non-compliance with current University regulations. Violations of state safety regulations may only be appealed through the District Court. Requests for an administrative appeal or a district court hearing must be submitted within 25 calendar days of the violation. Choosing one review process waives the right to choose the other process. If an appeal is not submitted and granted, payment of the citation fine must be made within 30 calendar days of the violation or within 10 days of an appeal decision.

### **SERIOUS INFRACTIONS**

Parking & Transportations Services, at its discretion, may apply the following sanctions for serious infractions of parking regulations:

- Issuance of parking citation(s) or assessment of violation fee(s) to the student's account.
- Revocation of parking privileges for up to a year.
- Forfeiture of any permit refund.
- Referral to The Office of Student Conduct and Civility Education or Human Resources, as applicable.

### **FINES**

- a. Improper Display of Permit .....\$10**  
Issued to any vehicle when the permit is not displayed in a fashion that the permit number, type and expiration date are clearly visible or the permit is not displayed in the designated location.
- b. Parked in More than One Space .....\$20**  
Issued to any vehicle that is not parked within the two lines designating a parking space.
- c. Abandoned Vehicle .....\$20**  
Issued to any vehicle determined by Parking and Transportation Services to have been abandoned or stored on the property without the approval of the University. Illegally parked vehicles are subject to towing and impoundment.
- d. Expired Meter Violation .....\$20**  
Issued to a vehicle parked at an expired meter; parked beyond the time printed on a pay & display permit for the same day, displaying an expired timed permit, or parking at a jammed or malfunctioning meter.
- e. Exceeding Time Limit (Loading/Unloading or Time specific space) .....\$40**  
Issued to a vehicle parked beyond the allowed timeframe in a space designated for loading/unloading or otherwise restricted to a specific amount of time.
- f. Improper Parking Area .....\$75**  
Issued to vehicles parked in an area without displaying the appropriate permit or authorization. This includes, but is not limited to: failure to display the appropriate permit for the lot, parking in a reserved or restricted space, parking in a loading dock, parking at a bagged meter, parking in landscaped areas, or parking in other areas not designated for parking. Illegally parked vehicles are subject to towing and impoundment.
- g. No Valid Permit .....\$75**  
Issued to any vehicle not displaying a valid permit in lots which require a permit. Also issued for parking more than one vehicle on campus at one time.
  - **No Valid Permit / Start of Semester .....\$12**  
Issued to any vehicle not displaying a valid permit in lots which require a permit. Issued at visitor rate only during designated move-in / move-out periods as defined by Parking & Transportation Services.

- h. Prohibited Parking (State Regulated Violation) .....\$100**  
 Issued to vehicles parked in a fire lane, within 15 feet of a hydrant, in a roadway, on crosswalks or at bus stops. Exceptions made for marked fire/rescue vehicles and police vehicles. Illegally parked vehicles are subject to towing and impoundment.
- i. Handicapped Area (State Regulated Violation) .....\$250**  
 Issued to any vehicle parked in a handicapped space without displaying a valid, state-issued handicapped permit or license plate; vehicles parked in an adjacent transfer area, with or without a valid handicapped permit. Illegally parked vehicles are subject to towing and impoundment.
- j. Displaying an Altered, Lost/Stolen Permit or Using Permit of Another .....\$300**
  - Displaying Altered TU Permit
  - Displaying Lost / Stolen TU Permit
  - Displaying Lost / Stolen HC Permit
  - Using the Permit of Another
 Issued for utilizing or being in possession of a permit which has been altered, reproduced, reported lost or stolen or improperly obtained from an agency or person other than Parking and Transportation Services. Possession of an altered, lost or stolen permit may result in criminal charges. Vehicles are subject to towing and impoundment.

**APPEAL PROCEDURES**

Citation recipients have 25 calendar days to request an Administrative Appeal through the University or an Oral Appeal Hearing through the Baltimore County District Court. Requests for either appeal process may be filed online through the Parking & Transportation Services website or through a written appeal. The selection of one appeal process will forfeit your right to select the other process. Appeal requests received more than 25 calendar days from the citations issuance date will be returned for payment to the registered owner of the vehicle.

**Administrative Appeal Request (State Regulated Violations must be appealed through an oral court appeal).**

All appeal requests must be submitted in writing to Parking & Transportation Services through an online appeal or by completing an Appeal Form. Administrative appeals will be reviewed by a university administrator. Forms must be fully completed to request an administrative appeal. Incomplete appeals will be rejected and mailed back to the individual completing the appeal. All appeal decisions are final.

**Oral Appeal Hearing Request**

All oral hearing requests must be submitted online to Parking & Transportation Services. Appellants receive trial dates directly from the District Court to appear at the District Courthouse in Towson, Maryland. Court costs may be imposed unless waived by the judge. Court-imposed fines and court costs must be paid immediately after the trial.

Citations for “Prohibited Parking,” “Handicapped Area” and “Fire Lane” can only be appealed through the District Court. Administrative appeals cannot be accepted.

**UNPAID CITATIONS**

**Sanctions**

The following sanctions may be applied as a result of unpaid parking citations:

- Outstanding balances may be transferred to the recipient’s university bursar account;
- Flagging of vehicle registration with the MVA;
- Transfer to the State of Maryland Central Collections Unit (CCU);
- Towing.

**Students**

Unpaid citations in excess of 30 days from the citation's issuance date may be transferred to the student's financial account through the Bursar's Offices. Registering for classes and obtaining transcripts or a diploma may be placed on hold until all outstanding balances have been paid in full.

#### **Students' Families**

Violations involving an unregistered vehicle, owned by a member of the immediate family of a student, will be charged to the student's account unless settled by the individual receiving the citation. If a citation is issued to a vehicle registered to the parent of two or more siblings attending the university concurrently, the citation will be linked to the most senior active student's account.

#### **Faculty and Staff**

Unpaid citations in excess of 30 days from the citation's issuance date may be transferred to the employee's financial account through the Bursar's Office.

### **VEHICLE REGISTRATION FLAGGING PROCESS**

1. Notification will be sent to the Maryland Motor Vehicle Administration for flagging (withholding of the motor vehicle registration renewal) for any vehicle with in-state tags that has citations over 30 days old and have not been paid, transferred to individual's Bursar account, or are not pending appeal results. The owner will not be permitted to obtain new tags or validation stickers until all outstanding violations have been paid in full.
2. The University is not required to send warning letters to the registered owner before outstanding violations are referred to the Motor Vehicle Administration.
3. The Motor Vehicle Administration will issue a letter to the registered owner of the vehicle within 45 days before the registration renewal stating the violation must be cleared.
4. Outstanding citations must be paid in full before a flag release will be issued.
5. A Vehicle Flag Release form (VR-119) must be obtained by one of the following methods:
  - a. In person at the Parking & Transportation Services office;
  - b. Via U.S. Postal Service sent to the registered owner's official address;
  - c. Via facsimile to customer while physically present at the Motor Vehicle Administration.

## **VII. TOWING, RELOCATING AND IMPOUNDING OF VEHICLES**

### **RELOCATION**

Parking & Transportation Services reserves the right to relocate vehicles for any one of or a combination of the following:

1. Vehicle is parked in violation of university regulations or state vehicle code.
2. Vehicle is parked in any area specifically posted as restricted.

### **IMPOUNDMENT**

Vehicles may be impounded at the owner's expense for any one of or a combination of the following:

1. Vehicle has 6 or more outstanding violations.
2. Vehicle is illegally parked in roadway, fire lane, accessible space or transfer area, areas marked as tow-away zones and any space otherwise marked as reserved.
3. Vehicle displaying a lost, stolen or altered TU permit and / or stolen or altered state-issued handicapped permit. These permits may be confiscated by Towson University Police personnel or Parking Services staff. The holder may be referred to The Office of Student Conduct and Civility Education or other university departments for further action.
4. Vehicles belonging to individuals who have had their parking privileges revoked.

5. Any vehicle parked in violation of towable offenses of Towson University's parking regulations or abandoned on campus. The term abandoned, as it relates to motor vehicles, is defined as:
- (1) Any motor vehicle, trailer or semitrailer which does not have authority to remain on campus overnight and has not been moved for forty-eight (48) hours and whose owner or other claimant the Towson University Police Department is unable to locate.
  - (2) Any vehicle which has not been moved for forty-eight (48) hours and whose identified owner refuses to move it.
  - (3) Any vehicle which current license plates are not displayed and which had not been moved for forty-eight (48) hours or is displaying registration plate of another vehicle (as described in the Transportation Article Sec. 25-201.B7.ii).
  - (4) Any vehicle which has not been moved for forty-eight (48) hours due to any inoperative condition cause by the removal of necessary parted or a wrecked condition. Vehicles in inoperative condition must be immediately removed from disabled spaces, fire lanes, roadways, service areas, and unpaid meters.

Any vehicle suspected of being abandoned will be reported to the Towson University Police Department for appropriate action and removal.

All towing, storage, and/or impound fees incurred must be paid in full to the authorized towing contractor. All parking violation notices must be satisfactorily resolved. Positive identification must be provided before the vehicle is released. These regulations provide for an administrative review for any towing action by Parking & Transportation Services and the Towson University Police. Tow fines are not subject to a written or oral appeal process.

### **PARKING IN NEARBY RESIDENTIAL NEIGHBORHOODS**

Students and faculty/staff members are cautioned not to park their vehicles in the nearby residential communities while on campus. Many of these communities have instituted a Residential Parking Program that restricts parking to resident during specific times. Violators are subject to significant fines and towing.

Hourly parking is available on Cross Campus Drive. Vehicles parked illegally on Cross Campus Drive are the responsibility of the Baltimore County Police Department and are subject to any applicable fines. Towson University parking permits are not valid on Cross Campus Drive.

### **SPECIAL EVENTS**

During a limited number of special events, including, but not limited to, football games, lacrosse games and commencements, parking in designated lots may be restricted to a special event permit and/or may require an additional parking fee to be paid. Signage will be posted in designated areas to notify the campus community of the event parking restrictions. Vehicles not removed from the restricted area are subject to being issued a citation and towing at the owners expense.

During these events, individuals with a valid TU permit who do not have the appropriate event permit or who do not wish to pay the event-parking fee may park in other valid parking areas on campus.

### **TAILGATING POLICY**

The University permits tailgating in designated parking lots at selected sporting events held at Johnny Unitas ® Stadium. When permitted, signs will be posted at the event to indicate the lot

designated for tailgating. To ensure a safe environment, the following tailgating policy has been established:

1. Tailgating is permitted 3 hours before game time and must end at game time.
2. Tailgating is not permitted during the game or half time.
3. Tailgating is permitted for 1.5 hours after the game.
4. Parking areas may not be used for grilling or other activities.
5. Tailgating is permitted in designated parking lots only.
6. Beer kegs, party balls and open bottles of beverages containing alcohol are prohibited in the parking areas.

For the complete tailgating policy, please see the Parking & Transportation Services website.

### **OUT-OF-STATE VEHICLES**

Maryland law requires that most vehicles be titled and registered in this state if they will be kept in Maryland more than 60 days. A non-resident permit enables a licensed driver to maintain and operate a vehicle with out-of-state registration for more than 60 days in Maryland, without titling and registering it in this state. To obtain a non-resident permit, you must have an out-of-state driver's license and meet one of the following criteria:

1. Student – You are enrolled as a student in an accredited school, college or university in Maryland, the District of Columbia, or in a bordering state, or you are serving a medical internship in Maryland. Note: medical residents are not eligible for a non-resident permit.
2. Temporary Employee – You are temporarily employed in Maryland.
3. Visitor – You have a permanent dwelling in another state and are visiting Maryland as a vacationer, to receive medical treatment or for another legitimate reason.

For your convenience, the Auxiliary Services Business Office is an issuing agent for this permit from the Motor Vehicle Administration. The permit cost is \$27 and is subject to change without notice. You may also obtain the permit directly from the MVA.

### **CAMPUS TRANSPORTATION SERVICES**

Please see the Parking & Transportation Services Web site for current information route and schedule information. Drivers are not allowed to make any unscheduled stops. Drivers have the authority to deny service to any individual who does not provide required ID where applicable and/or may be disruptive. Absolutely no open containers of alcohol, controlled substances, or smoking will be permitted on any university or commercially chartered vehicle.

### **TOWSON UNIVERSITY OPERATES FREE ON CAMPUS & OFF CAMPUS SHUTTLE ROUTES.**

Campus shuttles do not operate during the summer, over breaks or when the University is closed for holidays or inclement weather. In the event of inclement weather and a university early closure, shuttles will continue to operate 1-2 hours after the specified closure time, provided it is safe to do so.

Use of off campus routes is available to active Faculty/Staff and students. Riders utilizing off campus routes, are required to present a valid Towson University ID upon boarding the bus. On campus routes, including Safe Ride provide service to on campus locations and do not require riders to present a valid Towson University ID.

## **PARA-TRANSIT VAN**

The university provides transportation service to students, faculty, staff and guests who require special access to locations on campus not serviced by existing set routes. Para-transit service is a shared service and as such may not always provide direct point-to-point service for riders. Passengers should keep this in mind when they are scheduling/requesting pick-up times. Passengers must have a disability that precludes their using the regular shuttle bus. Passengers in need of rides extending past five days are required to contact the office of Disability Support Services to register to utilize the Para-transit services and must abide by established policies and procedures. Once registered, passengers are strongly encouraged to schedule their needed rides in advance through the Parking & Transportation Services office at 410-704-RIDE (7433) or to email [uride@towson.edu](mailto:uride@towson.edu). Para-transit services are provided during operating hours for shuttle routes. At the discretion of Parking & Transportation Services, service may be provided through the use of a designated vehicle or by temporarily diverting a vehicle operating on a fixed route.

The service area for Para-transit is limited to university property and only to areas where a vehicle can safely maneuver. Parking & Transportation service at its sole discretion will determine what areas can safely be served. Passengers will have access to a lift-equipped vehicle at all locations currently served by university shuttles.

Parking & Transportation Services will accommodate most mobility equipment, including but not limited to: standard wheelchairs, walkers and crutches. A standard wheelchair is any wheelchair no more than thirty (30) inches wide and no more and forty-nine (49) inches long. Motorized wheelchairs of all types are also accepted, as long as they fit within size parameters listed above. The capacity limit of wheelchair lifts is 800 lbs. Wheelchairs must be secured at all times while the vehicle is in motion.

Drivers are instructed to wait for passengers for up to 5 minutes from the scheduled pick-up time. If the passenger does not show within the 5 minute time frame, the driver will proceed to other pick-ups. Unscheduled requests for pick-ups will generally be accommodated within a half hour window.

## **CHARTER BUS SERVICE**

### **Information**

1. The Parking & Transportation Services office provides cost-effective charter services (bus rental) for the University community. Accessible vehicles are also available for individuals with special mobility needs.
2. All charters must be for official state business and sponsored by Towson University. The representative from any group chartering a bus must be able to assume responsibility for the group while on board the chartered vehicle. A Dean, Department Head, or Designee must verify the purpose of the charter and authorize the payment of the costs incurred by the group.
3. Any charter that Parking & Transportation Services cannot fulfill will be contracted out to a pre-determined vendor for service. Motor coaches are available for any long distance or overnight charters.
4. Department are restricted from directly chartering bus services or using vendors who have not been awarded the transportation contract. All charters must be managed by Parking & Transportation Services. Failure to charter service through Parking & Transportation Services will result in procurement denying payment of invoices.
5. Absolutely no containers of alcohol (opened or unopened), controlled substances or smoking will be permitted on any university or commercially chartered vehicle. If alcoholic beverages are found, Parking & Transportation Services personnel may:
  - a. Terminate the charter immediately and return all passengers to original pick-up location;
  - b. Deny refund issuance;

- c. Refer the student group / organization to The Office of Student Conduct and Civility Education (if applicable);
- d. Suspend the department's / organization's privileges to utilize a TU vehicle for future requests.

### **Reservations**

1. Reservations made less than 10 business days prior to the requested date of the charter are not guaranteed. All requests should be made using the online request forms found on the Parking & Transportation Services website.
2. Cancellations made after the charter has been confirmed and fewer than 10 business days prior to the date of the charter may result in a cancellation fee. All cancellations must be received in writing with the signature of the representative or Dean, Department Head, or Designee.

### **Additional Information**

1. Drivers are not allowed to make any unscheduled stops.
2. Additional costs may be incurred if the vehicle is damaged or grossly littered.

### **ROADSIDE ASSISTANCE**

Parking and Transportation Services and the University Police provide limited roadside service to members of the campus community. Individuals requesting service will be required to provide identification and verification that they are either the owner of the vehicle in question or are authorized to use the vehicle. Services provided include jump starts, lock out assistance, transportation to the nearest fueling station, and tire inflation. Department staff has discretion when providing service and may deny service at any time for any reason.

### **ESCORT SERVICE**

The University Escort Service provides an escort service from sunset to sunrise for anyone who feels unsafe walking on campus. This service, offered by the University Police, operates seven days a week, 52 weeks a year. Contact the Towson University Police Department at (410) 704- SAFE (7233) to request a walking escort or to obtain exact hours of operation. Blue light emergency phones located throughout campus may also be used to call for an escort.

### **Suggestions**

Suggestions on methods of improving the parking management program and transportation services on campus are welcomed by the Parking & Transportations Services office. Suggestions should be addressed to:

Director of Parking and Transportation Services  
University Union Garage, Towson University  
8000 York Road  
Towson, MD 21252-0001

APPROVED: August, 2009

PAMELA MOONEY  
Director, Parking & Transportation Services