

Montgomery College
Parking and Traffic Regulations

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I. Definitions

- A. The term College means Montgomery College.
- B. The term Regulations means the Parking and Traffic Regulations of Montgomery College.
- C. The term Security means the Office of Safety and Security of Montgomery College.
- D. The term Motor Vehicle means any self-propelled vehicle.
- E. The term Application means the Application for Vehicle Registration, MC Form 8.512.
- F. The term abandoned vehicle relates to one which has been parked without permission on property owned or leased by the College which has not been moved for two days, and: Security is unable to locate the owner or other claimant, or the identified owner or other claimant refuses to move the vehicle, or the current license plates are not displayed, or the vehicle is in an inoperative condition caused by the removal of necessary parts or wrecked condition.

II. Introduction

- A. Title 16 of the Education Article of the Annotated Code of the State of Maryland provides that the Board of Trustees exercise general control over the community college and adopt reasonable rules and regulations. Section 21-803.2 of the Transportation Article gives the Board authority to establish speed limits for safe travel on property under its jurisdiction. Title 16 of the Education Article further provides that the College President is responsible for the conduct of the College and for the administration and supervision of its departments. Parking and traffic regulations are developed as part of the authority granted to the Board of Trustees and from the Board to the President.
- B. The President is authorized to develop, publish, and disseminate parking and traffic regulations of the College; to provide for an assessment of penalties for their violation; to establish methods for collections of fines; and to institute an appropriate appeals process. All persons who use College facilities are subject to adhere to the Regulations regardless of any other type of immunity conferred by law on such persons. Any person violating the Regulations is subject to the fines and penalties prescribed in these Regulations.
- C. Security is responsible for administering the provisions of these Regulations.

III. Applicability and Purpose

These Regulations apply to all who drive or park motor vehicles on any part of any campus or property owned, maintained, or operated by the College. Their purpose is as follows:

- To facilitate the operation of the College by providing appropriate parking spaces for those who attend or are employed at the College.
- To provide parking spaces for College visitors and guests.

- To protect pedestrian traffic and preserve the grounds of the College.
- To assure access at all times for emergency vehicles.
- To notify all concerned of penalties involved for noncompliance and the appeals process associated with the imposition of these penalties.

IV. Location of the Offices of Safety and Security

Rockville - Counseling and Advising Building (CB)

Takoma Park - The Commons (CM) [Student Services (SS) as of June 2006]

Germantown Campus - Sciences and Applied Studies Building (SA)

V. Authority of Campus Security Officers

Security is authorized to enforce these Regulations. Failure to comply with either the published Regulations or the lawful instructions of a Security officer may be considered a disciplinary offense.

VI. Private Property

The College assumes no responsibility for loss or damage to Motor Vehicles or to property left in or on the Motor Vehicles.

VII. Vehicle Registration and Parking

A. General

1. Each person who parks a vehicle on any campus or property owned, maintained, or operated by the College must register the vehicle regardless of its ownership. All vehicles must be registered in the name of the employee or student who is the legal operator of the vehicle, as well as the person who is the legal owner of the vehicle.
2. Vehicles are not considered officially registered until an Application signed by the registrant is on file in the Security office and a decal (students), hang-tag (employees), or temporary parking permit has been properly placed on the vehicle.
3. Registration is valid only for the vehicle described on the Application during the period of the registrant's employment, or while the registrant is a student at Montgomery College.
4. In instances where current decals have been obliterated, or another vehicle replaces a vehicle which has been properly registered, a replacement parking decal must be obtained.
5. Vehicles must park in the designated area for which their decal, hang-tag, or temporary parking permit is valid. Failure to do so will constitute illegal parking. Vehicles shall not occupy more than one parking space. Motor-operated vehicles that do not require a MVA license plate must park in the designated parking areas for these types of vehicles. If you attach a MVA license plate to your motor-

operated bicycle, scooter, or motorcycle you must also complete an Application with Security and properly display a Montgomery College parking decal before parking at the College.

6. Special parking areas have been established on each campus for use by persons with disabilities whose Motor Vehicles display the special state issued license plates or hang tags. Faculty, staff or students with disabilities having special state issued license plates or hang-tags must also complete an Application available from Security and properly display a Montgomery College parking decal or hang-tag on their Motor Vehicle to park legally at the College.

7. A parking decal, hang-tag, or temporary parking permit is not valid for parking on a campus while the Motor Vehicle operator conducts non-College business off campus.

8. Parking is prohibited in the traveled portion of roadways, in marked pedestrian walkways, between buildings, fire lanes, beside yellow curbs, commercial delivery spaces, reserved areas, blocking an entrance/exit or vehicle, on grassy areas or plots, tree plots, construction areas, or any place which will harm the landscaping of the campus, create a safety hazard, or interfere with the normal use of College facilities. It is not feasible to mark with signs all areas of College property where parking is prohibited.

9. The responsibility of finding a legal parking space rests with the Motor Vehicle operator. Lack of parking spaces is not considered a valid excuse for violation of these Regulations.

10. Visitor parking areas are restricted to persons who are not students, faculty, or staff of Montgomery College.

11. Any Motor Vehicle parking in violation of these Regulations, or abandoned on campus, is subject to removal and impounding at the risk and expense of the owner or operator. Any Motor Vehicle operator who receives a verbal warning beforehand from a Security officer that they are about to park illegally and does so regardless, is subject to having the Motor Vehicle towed at his or her own expense.

B. Employee Registration

1. By September 15 of each academic year, all faculty and staff desiring to use College parking facilities must submit a completed Application to the Safety and Security Office. A hang-tag will be issued after the appropriate payments are made to the cashier's office. Only one hang-tag per faculty or staff member will be issued. This permit must be displayed on the rearview mirror with the number clearly visible from the outside of the front windshield. Faculty and Staff will need to present a College Identification card and/or a letter from their Dean, Department Chair, or Supervisor, in addition to their receipt from the cashier's office, to Security in order to obtain a hang-tag.

2. Registration of Motor Vehicles belonging to new faculty and staff, and issuance of parking permits, will be accomplished at the time of employment.

3. Emeritus faculty and staff employees are eligible to receive a free hang tag if they submit an Application to the Security office. A hang-tag will be issued to all part-time faculty, full-time faculty, and staff after paying the appropriate fees to the cashier's office. Student aides are not eligible for these hang-tags.

4. If a hang-tag is lost or stolen, Security Supervisors, or the Shift Lead Officer on duty, will issue a replacement once the cashier's office is paid the requisite six dollar (\$6.00) fee and the receipt is presented to Security.

C. Student Registration

1. Students of the College are assessed a transportation fee which includes the cost of parking.
2. Students must complete an Application when registering for classes the first time each academic year. Applications are available at each campus' Cashier or Security office. Completed Applications are to be presented to Security where parking permits (decals) will be issued. Students will need to present proof of registration consisting of a current semester sticker attached to their student ID card.
3. Parking decals are valid starting the beginning of each fall semester and expire at the end of the following summer semester. All parking decals have an expiration date printed above the decal number.
4. Students should display a legible parking decal on the rear bumper, or rear window on the driver's side of the vehicle described in the Application. If vehicle has tinted windows and the sticker would not be readily visible, the decal should be placed either on the rear bumper or on the 'outside' of the rear window instead.
5. Students may register two vehicles; however, each vehicle must have a separate application on file, and a decal properly placed on each vehicle; decals are not transferable to another vehicle.
6. Workforce Development & Continuing Education (WD&CE) students parking a Motor Vehicle on any campus of the College while attending a program or class lasting less than 30 days will receive a WD&CE Temporary Parking Permit with the class confirmation materials. Permits must be displayed on the dashboard, driver's side. This parking permit will enable students to park in designated student parking areas on any campus. Students attending a program or class lasting 30 days or longer must obtain student parking permit (decal) from the Security office on any campus. The student must present verification of current class registration, along with some form of picture identification, to Security at the time they make Application for a parking decal.

D. Consultant and Contractor Registration

Consultants and contract workers are eligible for hang-tags with the approval of the hiring unit's administrator. Requestors must pay the appropriate fee to the cashier's office and must present a completed Application and picture ID to Security.

E. Visitor Registration

1. A visitor to the campus must obtain a temporary parking permit from the Security office. Temporary permits must be displayed on the driver's side dashboard and are only valid in visitor parking areas or

student lots (white-lined spaces), unless otherwise indicated by the Safety & Security Supervisor or the Director of Facilities.

2. Individuals who purchase pool passes or racquetball passes are eligible for temporary parking permits. Temporary parking permits may be obtained at the Security office with the presentation of a valid pool or racquetball pass, and some form of picture identification.

3. At the request of the office being visited, temporary parking permits may be secured from Security on any campus.

VIII. Traffic Regulations

A. All Motor Vehicles are subject to College Parking and Traffic Regulations while on campus.

B. All Motor Vehicles must yield the right of way to pedestrians in marked crosswalks.

C. The maximum speed on campus thoroughfares is 15 miles per hour

D. All traffic and parking signs shall be obeyed.

E. When inner-campus pedestrian walkways are used to deliver heavy articles to buildings by vehicle, the following will apply:

1. Publicly-owned vehicles:

a. Vehicles owned by or otherwise controlled by the College may be driven on campus walkways only when in the process of delivering an item or items manifestly too heavy and/or too cumbersome to be transported on hand propelled carts. No vehicle may be driven in excess of five miles per hour when on a campus walkway.

b. Deliveries shall be made only on specific instruction of the supervisor of the department or shop responsible for the vehicle. Deliveries should not be scheduled during times when large numbers of persons are using the walkways.

c. Security must be notified of the proposed use, and the vehicle must be preceded by a guide on foot.

2. Privately-owned vehicles:

a. Under no circumstances shall a privately-owned vehicle be driven on or over any campus walkway without permission of the appropriate campus Safety and Security Supervisor or Shift Lead Officer on duty.

b. Permission to operate a vehicle on campus walkways must be obtained for each specific instance.

IX. Enforcement

A. Penalties

1. The following penalty fees are established for noncompliance with these Regulations. Penalty fees will be assessed for each violation observed at the time the violation notice is issued.

\$25.00

- No permit displayed
- Expired permit displayed
- Parked in visitor space without permit
- Parked in reserved space without authorization
- Parked in space provided for commercial vehicles without authorization
- Vehicle parked in two spaces (This includes full-size vehicles in compact car lot.)
- Improperly displayed registration
- Parked in violation of posted regulations
- Student vehicle parked in space provided for faculty and staff without authorization (except disabled)

\$50.00 + (booting/towing optional)

- Parked in marked pedestrian walkway
- Parked on sidewalk or grass without authorization
- Blocking a facility entrance/exit
- Parked outside legal parking space and/or blocking another vehicle
- Parked adjacent to a yellow curb (not fire lane)

\$100.00 + (booting/towing optional)

- Parked in fire lane
- Parked in space reserved for persons with disabilities without proper permit

2. In addition to the \$100.00 penalty fee imposed by the College on fire lane violations, the County/City Fire and Police Departments can issue an additional ticket of \$250.00

3. Unless appealed, penalty fees are payable at the Cashier's Office within 10 calendar days from the date of issue.

4. Failure to pay parking violation penalty fees within time limits prescribed or determined as a result of traffic appeals board action will, in the case of a student, result in withholding final grades and transcripts and rendering him/her ineligible for future registration. Failure to pay parking penalty fees on the part of faculty or staff will result in denial of opportunity to register vehicles for the succeeding academic semester or year and are subject to being sent to a collection agency.

5. Registered vehicles with three or more unsatisfied parking violation notices (unpaid and not under active appeal consideration) per academic year are subject to booting or towing at the owner's risk and expense. For a towed vehicle, the driver must contact Security for information regarding the name and location of the firm which has towed the vehicle. The operator of the towing service in no sense acts as a servant, agent, or employee of the College, but as an independent operator.

6. Anyone associated with the College who is found guilty of four or more parking violations per academic year is subject to disciplinary action.

a. Students are subject to disciplinary action as provided by College Policy and Procedures and which is administered by the Campus Dean of Student Development.

b. Any person whose record of violations results in actions authorized above (6.), or whose record demonstrates a disregard for these regulations, may be refused continued use of College parking facilities.

7. Vehicles without Montgomery College parking hang-tags or decals having three unsatisfied parking violation notices (unpaid and not under active appeal consideration) are subject to booting or towing at the owner's risk and expense. In addition, the violation notices will be forwarded to the Department of Business Management for collection from the vehicle owner of record.

B. Appeals

1. The Safety and Security Supervisor, or their designee, on each campus shall establish a Traffic Appeals Board for their respective campus. Each campus Traffic Appeals Board will have one representative each from the student body, the faculty, and the staff. The Traffic Appeals Board representatives shall not serve on the board for more than a two year term. All three Board members must be present at each Board meeting. A representative from Security also attends meetings as a nonvoting member. The Board shall meet at least monthly throughout the fall and spring semesters. Appeals for parking violation notices received during the summer semesters (June, July, and August) will be heard by an ad hoc committee as needed.

2. Violation notices are to be appealed to the Traffic Appeals Board for the campus at which the notice was issued. Violation notices issued at the Mannakee Building will be appealed to the Rockville Campus Traffic Appeals Board.

3. A request for appeal must be made in writing to Security on the campus at which the parking violation notice was issued and within 10 calendar days from the date the parking violation notice is issued, stating the reason for the appeal. Requests will be made on MC Form 8.532, Traffic Appeal Request, which is available from Security. The appropriate campus Safety and Security Supervisor or their designee, will forward the request for appeal to the Traffic Appeals Board. Incomplete Traffic Appeal Request forms will not be accepted or heard by the Traffic Appeals Board.

3. If the appellant indicates he/she wishes to attend the hearing, the appellant will be notified in writing as to the time and place of the hearing. Witnesses or evidence may be presented at the time and place designated for the hearing. Continuance or delays for any reason, other than emergencies supported by acceptable documented evidence, will not be granted in cases scheduled for hearing before an appeals board. There will be no penalty for choosing not to attend the hearing; however, once an appellant has decided not to attend, they may not change their mind.

4. Appellants will be notified of the results of the hearing via mail and not during the hearing itself.

5. In all cases where the appeal is denied, payment of the penalty is required within five working days following notification sent to the appellant of the results of the hearing.

6. Decisions of the Traffic Appeals Board are final, and may not be contested with any Montgomery College employee or department.

C. Cancellation

1. Traffic violation notices issued in error by the Safety and Security staff may be cancelled by the Safety and Security Supervisor and/or their designee.

2. A record of these administrative cancellation transactions will be maintained in office of the Safety and Security Supervisor, subject to periodic audit as may be determined by the Director of Budget and Audits or upon the request of the Campus Director of Facilities.