



Parking Rules and Regulations



Table of Contents

| | | |
|-----|----------------------------------------|--------|
| 1. | Introduction | Page 2 |
| 2. | Purpose | Page 2 |
| 3. | Available Parking | Page 2 |
| 4. | Parking Permits | Page 3 |
| 5. | Parking and Traffic Regulations | Page 4 |
| 6. | Enforcement | Page 5 |
| 7. | Towing of Motor Vehicles | Page 6 |
| 8. | Appeals | Page 7 |
| 9. | Community Parking Reservation Requests | Page 7 |
| 10. | Contact Us | Page 8 |

Welcome to Baltimore City Community College. At BCCC, we recognize that the safety and security of the college community is fundamental to everything we do. Because illegally parked or irresponsibly operated vehicles pose a threat to public safety and a hazard to Emergency Vehicles responding to emergencies on campus, BCCC has established these parking and traffic regulations. These regulations apply to all who operate vehicles on any part of BCCC's campuses. It is the responsibility of every member of the college community to become familiar with and adhere to these regulations. Regulations must be observed at all times including exam periods, registration, summer school and inclement weather.

These regulations are not to be superseded by any verbal communications by anyone. Changes to this official policy will be made in writing and distributed as an addendum to this document. Any information contained within is subject to change during the course of the academic year.

I. Purpose

These parking Rules and Regulations are promulgated to:

- A. To protect pedestrian traffic.
- B. To assure access at all times for ambulance, fire fighting apparatus and other emergency response agencies.
- C. To assure an orderly flow and safety of vehicular traffic on campus.
- D. To facilitate the work of the college providing a distribution of parking space with appropriate priorities.

II. Available Parking

- A. All parking lots are clearly marked with signs indicating any restrictions and hours that may apply.
- B. Parking in lots designated for certain groups (ie. Faculty and Staff, Student, etc.) without the appropriate Parking Permit is prohibited.

C. To be legally parked on the campus, one must display a valid permit; this policy also applies to ALL handicapped drivers and visitors.

D. Parking Permits are required to park anywhere on campus, Monday through Friday from 8AM until 5 PM

III. Parking Permits

A. All motor vehicles, including motorcycles and scooters must have a Parking Permit.

B. Faculty and Staff and student parking permits are available from the Department of Public Safety at the main campus, Room 58.

C. Parking permits must be properly displayed.

Faculty and staff, and Students should place the “hang tag” on the rear view mirror with the numbers facing the front of the vehicle.

Temporary permits must be displayed on the mirror with the expiration facing forward and clearly visible.

D. The person who registers a motor vehicle or the registered owner is responsible for all violations involving that vehicle.

E. Securing or using parking permits through misrepresentation or fraud will result in the loss of parking privileges on campus.

F. Temporary parking permits for visiting groups, vendors or special occasions are available through the campus Public Safety Office.

G. Spaces reserved and provided for handicapped are identified by symbol and/or word “Handicapped.” Parking in these spaces requires a “handicapped” license plate or special permit issued by the Motor Vehicle Administration (MVA).

H. Once a permit is purchased, refunds will not be given unless the permit is returned, PRIOR to the start of the vehicle registration year.

I. If a permit is lost or stolen it must be reported immediately to the Public Safety Office before a replacement can be obtained.

IV. Parking and Traffic Regulations

A. Parking and traffic regulations MUST be obeyed at all times.

B. All motor vehicles are subject to college traffic regulations while on campus. The college assumes no responsibility for loss or damage to private property. Incidents can be reported to the Department of Public Safety.

C. Any motor vehicle parked in violation of college parking and traffic regulations, or abandoned on campus is subject to fines, and/or towing.

D. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of such space is not considered a valid reason for violation of regulations.

E. Pedestrians in a designated crosswalk shall have the right of way at all times. All vehicle traffic MUST STOP for pedestrians to cross.

F. It is difficult to use signage to identify all prohibited parking areas on the college campus. Parking and/or driving is prohibited on all grass/tree plots, construction areas, or any place that will cause damage to the grounds, create a safety hazard, or interfere with the use of the college facilities.

G. In parking areas that have marked spaces and lanes, a vehicle must be parked in only one space, leaving clear access to adjacent spaces, and without blocking driving lanes or creating a hazard for other drivers.

H. Motorcycles and scooters may park in the areas assigned for those vehicles, or in the white spaces. Other vehicles may not use areas reserved for motorcycle parking.

I. Every vehicle stopped or parked on a roadway shall be stopped or parked parallel to the curb or edge of the roadway, in the direction of authorized traffic movement with the wheels within 12 inches of the curb or edge of the roadway.

J. Any vehicle shall not enter any area on the college campus that has been closed off by the use of barricades or other traffic devices.

K. All state and local laws governing movement, operation, and parking of vehicles shall apply on college property.

L. The fact that an operator parks a vehicle in violation of any regulation and does not receive a citation does not mean that the applicable regulation is no longer in effect.

M. These regulations apply to the registrant of a vehicle as well as to any individual (spouse, relative, or friend) who operates the registered vehicle on campus. The vehicle owner and/or registrant will be held responsible for any violation and/or damage caused on campus grounds by the vehicle regardless of who was operating the vehicle.

N. Overnight, on-campus storage of automobiles, trucks, trailers, or other vehicles or device is prohibited except as authorized by the Department of Public Safety.

O. No U-turns are permitted on college roadways.

P. The term "abandonment," as it relates to vehicles on property owned or leased by the college, shall denote any one or more of the following conditions:

1. Any vehicle which has not been moved for five (5) consecutive days and whose owner or other claimant that the college is unable to locate.

2. Any vehicle on which current license plates are not displayed.

Q. The College reserves the right to close and/or make other parking lot adjustments for special campus events, construction, repairs, or other activities as the needs arise. In such events, employees and/or students shall be provided notice and instructions for alternative parking.

V. Enforcement

A. Violators of campus traffic and parking regulations will be subject to fines, and/ or towing.

B. Parking violations and fines are clearly marked on each summons.

C. All fines are payable to cashier at the Cashier's Office on campus.

D. Uncooperative behavior or harassment directed towards Department of Public Safety personnel will result in student referral to Judicial Affairs, for Code of Conduct sanctions (found in Student Handbook), employees being referred to their supervisor for discipline according to the Human

Resources Employee Manual, and/or all individuals being referred to law enforcement officials, when necessary. Repeat offenders are subject to more stringent sanctions, to include loss of parking privileges.

E. Unpaid fines will be treated as any other college obligation.

F. Parking citations are cumulative

G. Unpaid fines or excessive violations will result in any of the following:

1. Students will not be permitted to register, receive final grades/transcripts, or graduate until the fines are paid in full.

2. Faculty and Staff members are required to follow the same rules and regulations as students. Violators will be reported to their appropriate supervisor to ensure that they comply with college policy.

3. Flagging of Motor Vehicles

a. The Department of Public Safety will Flag unpaid Citations with the Motor Vehicle Administration (MVA). Renewal of Maryland vehicle registration and license plates will be withheld by MVA until fines and late fees are paid to the College cashier. To have the Flag removed; violators must pay the citation and are responsible for any applicable fees charged by the Motor Vehicle Administration.

VI. Towing of Motor Vehicles

A. Violators of campus traffic and parking regulations may be towed away at the owner's expense for the following reasons:

1. Vehicles parked illegally in handicapped spaces, fire lanes/zones, blocking fire hydrants, on walkways and on unpaved areas and tow away zones.

2. Vehicles that are obstructing the normal flow of traffic.

3. Abandoned vehicles (refer to Article IV, Section P).

4. When parking privileges have been revoked.

5. Any other excessive or frequent failure to comply with this policy.

6. The towing fee is in addition to any storage fees where applicable, and is payable to the tow company. The Department of Public Safety does not provide transportation in these cases.

7. If towing services become necessary, the vehicle will be towed at the owner's risk and expense.

VII. Appeals

A. A member of the campus community wishing to appeal a parking and traffic violation may obtain information on the appeals procedure from the Department of Public Safety.

B. Appeals must be filed within ten (10) business days, after the violation. Appeal hearings may be done in person, or in writing at parking@bccc.edu. Information on filing an appeal is on the back of each citation. Written appeals should include the citation number, date of violation, contact information and reason for the appeal.

C. Once a citation has been paid, an appeal cannot be processed. Should anyone pay a parking fine, after they have filed an appeal, the payment will cancel out the appeal.

D. All Appeal decisions are final.

VIII. Community Parking Reservation Requests

As an outreach service to the Community, Baltimore City Community College allows community groups to use campus lots to park cars on a short-term basis for events/trips; the number of cars is limited to 25. Such requests are considered based on availability and scheduling of College events. Written approval must be granted from the Department of Public Safety, in advance, of the scheduled trip. Written requests should include the following information:

1. Full name
2. Address
3. Contact Number
4. Destination location
5. Date and time of departure
6. Date and time of return
7. Number of vehicles to be parked on the lot

8. Emergency contact number

Upon appropriate review of the reservation request, the requestor will receive a letter of confirmation or regrets. The College reserves the right to deny such requests, without reason. Further, the College is not responsible for any thefts or damages to vehicles while parked on the College campus.

Contact Information

- In the event of an accident of any kind, the Baltimore City Community College Police Department, located in the Main Building, Room 58, must be notified immediately. The Police Department also handles parking enforcement for all College parking lots. The Police Department operates on a 24-hour basis. Please Call 410-462-7700.