



DEPARTMENT OF PUBLIC SAFETY

PARKING OFFICE



PARKING RULES AND REGULATIONS

Updated 2-9-2022

TABLE OF CONTENTS

Introduction and Authority	3
Parking Permits	4
Freshmen Parking	4
Faculty/Staff Pre-Tax Parking.....	5
Parking Fees	6
Traffic/Parking Rules.....	7
MVA Requirements.....	8
Violations and Fines	8
Procedures for Parking Citation Appeals	9
Flagging Procedure.....	10
Unpaid Fines	10
Towing	11
Parking Lot Assignments.....	11
Campus Map.....	12

INTRODUCTION

The Bowie State University Police and Department of Public Safety provides this manual to outline the Parking Rules and Regulations which apply to all property owned or leased by BSU. All BSU employees, students, and visitors are subject to the provisions in this manual.

The Department of Public Safety is located in the Theodore McKeldin Gymnasium. General information, visitor information, and vehicle assistance can be acquired at this office, or at the Police Communication's Office located in Robinson Hall, Room 103. The contact number is 301-860-4040.

Traffic and parking rules and regulations are in effect at all times, including Saturdays, Sundays and holidays unless otherwise specified, and are applicable to all persons operating or parking vehicles on campus.

All BSU employees, students, and visitors who operate a vehicle on campus parked are required to obtain a Parking Permit which must be displayed at all times when parking on campus. Drivers are responsible for any traffic violation citations. The registered owner of the vehicle parked on campus is ultimately the responsible party for all parking and traffic citations issued to his/her vehicle.

The University is not responsible for damage to or theft of vehicles operated or parked on the campus, or for injury to occupants of such vehicles, unless it is clearly established that such damage or injury resulted from an act by a BSU employee in the performance of his/her duties, or from negligence on the part of the University.

AUTHORITY

The Maryland Transportation Annotated Code, Section 26-301, grants the BSU Police Department of Public Safety the authority to issue citations for violation of an ordinance or regulation adopted by the Board of Regents of the University System of Maryland. Campus Police Officers and Security Officers are authorized to issue Parking Violation Notices (citations). Police Officers issue State Moving Violation. Copies of violations and their codes, as they appear on the (citation), may be obtained from the Department of Public Safety or on Page 7 of this booklet.

Pedestrians and operators of motor vehicles must obey all lawful instructions of the BSU Police Officers at all times. Concerns and complaints should be directed in writing to the Bowie State University Department of Public Safety, Theodore McKeldin Gymnasium, Bowie, Maryland 20715 or an email to DPS@bowiestate.edu.

PARKING OFFICE

The DPS Parking Office hours for obtaining parking information are Monday thru Friday from 8:30 a.m. to 4:30 p.m. or you may call 301-860-4040. The hours to obtain a parking permit are Monday thru Friday from 8:30 a.m. to 4:30 p.m. in the McKeldin Gym Office or from the Police Communications Office in Robinson Hall 24 hours a day.

Who Must Obtain a Parking Permit?

All Students, Faculty, and Staff members must obtain a parking permit. In addition all part-time employees and contractual employees, vendors, contractors, visitors, and guests must obtain a parking permit. Resident students must show their Resident Life I.D. at the time of purchasing their parking permit.

Freshmen resident students do not have the privilege of having a vehicle on campus. If a freshman has extenuating circumstances that necessitate having a vehicle on campus, they must [complete the Waiver Request Form](#) and submit that form to the Parking Office Administrator, Shirley Williams (swilliams@bowiestate.edu). The Parking Administrator will notify the freshman student of the decision.

To utilize handicapped spaces on campus, the driver must purchase a BSU parking permit and meet the State requirements to obtain and display a disability placard or handicap license plate. A copy of the placard registration must be filed with DPS.

To obtain a parking permit for the current year, payment options are as follows:

- **Option 1:** Fees may be paid at the Office of Student Accounts
- **Option 2:** Students, faculty or staff can make payment using their Bowie Card, if funds are available, at the Police Communications Office in Robinson Hall or at the Police Administrative Office in McKeldin Gym.
- See Option 3 below.

The valid receipt or confirmation number is then taken to the DPS Parking Office located in Robinson Hall or at McKeldin Gym; an Application for a Parking Permit is filled out completely along with receipt or confirmation number, and the permit is issued.

Every vehicle operated on campus must be registered by plate/tag number. (Drivers who change plate/tag within the year must present the registration card and new license plate/tag number to the Parking Office.) If a driver operates both a vehicle and a motorcycle, the motorcycle must also appear on the Application for Parking Permit and a hangtag will be issued for the vehicle and a decal will be given to be placed on the motorcycle. All motorcycles must have decals if parked on campus. If the motorcycle is the only form of transportation, in order to obtain a decal, the fee for the permit would be the same as for a vehicle depending on the category of the owner.

Vehicle Registration Fees for an academic year can be found on Page 5 & 6 of this booklet or obtained from the Office of Student Accounts or the Department of Public Safety.

A refund will be issued only if a scheduled class has been cancelled, and that is the only class in which the student is enrolled. The receipt must be presented to DPS within two weeks after the class has been cancelled.

Option 3: Pre-Tax Parking permit process

The option of purchasing annual parking permits through payroll deduction is available to regular PIN faculty and staff. Contingent staff, long-term contractual and adjunct faculty employees are not eligible for this benefit. In accordance with the Internal Revenue Code, the permit must be purchased through the payroll deduction option in order to be eligible for the Pre-Tax Benefit.

The Pre-Tax Deduction Authorization Form must be completed by 7/15/2022 for all qualified full-time faculty and staff for the parking permit for the 2021-22 academic year. The Form can be obtained from Human Resources (HR), Department of Public Safety (DPS), McKeldin Gym or on the HR and DPS website. Bi-weekly deductions will be made for a total of 20 pay periods beginning September and ending in May. The deduction will appear on your paystub as 20-PAY PARKING.

New employees hired after September will begin their payroll deduction on the next payroll cycle after completion of the Authorization Form. New employees hired from June to August of each year will be required to pay for a short-term permit through the Student Accounts Office; fill out the vehicle registration card at the Police Communication Office in Robinson Hall or Police Administrative office in McKeldin Gym; and receive the permit.

Once payroll deductions have been initiated by the State Central Payroll Bureau, there will be no refunds. The payroll deduction will automatically renew in July of each year and parking fees can be amended in accordance with future fee changes. An employee may also select to cancel this payroll deduction at this time by checking the "Cancel Box" on the Deduction Authorization Form.

Deductions end upon separation of service to the University. It is the employee's responsibility to return the parking permit to the Parking Office before the Clearance Certificate Form will be signed off by the Police and Department of Public Safety.

Energy Efficient Qualifying Vehicle information can be found on the American Council for Energy-Efficient Economy (ACEEE) website www.greenercars.org for a vehicle scoring 40 or higher as rated by ACEEE may receive a 20% discount in the cost of the permit. You will need proof of the qualifying car to receive this discount and that this is the vehicle you will be driving to campus.

Visitor Permits

All department deans, chairs, or heads must ensure visitors to their departments are aware of the BSU parking rules and regulations, and must obtain Temporary Parking Permits for their visitors or advise them accordingly.

A visitor may obtain a Temporary Parking Permit from the Parking Office in Robinson Hall or McKeldin Gym. Faculty, staff and students may not obtain a Visitor's Parking Permit unless they have purchased a permit/hangtag and do not have the hangtag on their vehicle, or have forgotten to transfer the permit/hangtag to the vehicle parked on campus.

Valid Parking Permit

A permit is valid only when it corresponds to the license plate number registered with the Parking Office, is visible and displayed properly, and is not suspended, altered, or revoked.

A parking permit is transferable only to vehicles listed on the registration card. If the permit is affixed to an unregistered vehicle, the operator of that vehicle will be subject to a \$100 fine and revocation of parking privileges. All permits must hang from the rearview mirror with the expiration date being visible from the outside of the vehicle.

PARKING PERMIT FEES 2022-2023		
		Green Car 20%
Reserved - Faculty/Staff	\$145.00	\$116.00
Faculty/Staff	\$105.00	\$84.00
ASCFME Union Staff	\$105.00	\$84.00
Faculty Fall Semester, only	\$65.00	\$52.00
Staff Fall Semester, only	\$65.00	\$52.00
Resident Student	\$100.00	\$80.00
Commuter Student	\$93.00	\$74.40
Fall Semester Commuter Students, only	\$60.00	\$48.00
Monthly	\$50.00	

All Faculty and Staff are required to purchase a permit at the beginning of the Academic school year.

On January 1st, permits for all **NEW incoming** students, faculty, and staff will be half the academic year fee: Reserve Faculty/Staff \$72.50; F/S \$52.50; Resident \$50.00; Commuter Student \$46.50. **See 20% discount for qualifying green cars.

Permits for an academic year must be in place by September 1st and expire August 31st. Note expiration date/year on hangtag.

Parking Lot Designations

Parking permits designate the assigned parking lots. If parked in other than the designated lots, a vehicle is subject to be citation and/or towed at owner's expense.

Parking on the Henry Circle is strictly for visitors. All visitors must have the appropriate visitor parking permit hanging from the rearview mirror to park on the Henry Circle.

Replacement

To receive a replacement permit, proof of loss of original permit or original receipt must be presented. Only one (1) replacement permit will be issued per year due to permit being misplaced, lost or stolen, etc. An application card must be completed and a \$5.00 fee is charged for the replacement permit.

Revocation and Removal of Permits

Anyone failing to abide by the regulations for obtaining a parking permit as set forth in this guide will be charged accordingly, and may lose on-campus parking privileges. Authorization to park in reserved spaces, reserved areas, or non-reserved areas will be terminated or revoked should violations of the Parking Rules and Regulations occur. These violations include changing permanent parking assignments (i.e., from reserved to non-reserved) without authorization, or other such violations.

For additional information, please contact the Parking Office if the conditions or actions listed above exist. Revoked permits must be returned to the Parking Office. Authorization to park at BSU may be revoked during the course of administrative or judicial enforcement procedures.

Traffic and Parking Rules and Regulations

In addition to the general rules regarding pedestrians and right of way, drivers are reminded: the speed limit on campus is 15 miles per hour, unless otherwise posted. A driver should not leave the scene of an accident. All accidents must be reported to the Police at 301-860-4040.

Reserved Space and Reserved Area Parking

A reserved space marked with a posted or painted sign is restricted Monday through Sunday, as indicated by sign markings, for the sole use of the employee assigned to that space. This reserve space is the only space this employee may park on campus. If parked in other than the reserve space, this employee would be utilizing two spaces at the same time and may be citation. The campus does not have parking accommodations for this practice. Any unauthorized vehicle parked in a reserved space will be citation and towed at the owner's expense.

Official Visitor Parking

All visitors must obtain a visitor's permit from the Parking Office. Visitors may park on

the Henry Circle, a designated visitors' parking area. The visitor's permit should be displayed from the rearview mirror with valid date clearly visible from the outside of the vehicle.

Vehicle Repair Service

A driver whose car requires service on campus must notify the Police and Department of Public Safety immediately if the car is not properly parked; is located somewhere other than in an assigned space; or is left on campus after the hours for which a permit is required. If the Police are not notified, the car will receive a citation and towed.

A service mechanic removing a disabled vehicle from campus may leave his or her own vehicle in the space from which the disabled vehicle is being removed, provided it is properly identified as a service vehicle, either by the firm's name being lettered on its side, or by a company card, or sign plainly visible in the windshield. Before removing a vehicle, the mechanic must contact the Police, and provide the firm's name, a description of the vehicle being removed, the area, the lane number (if numbered), and the license plate/tag number of the disabled vehicle. Employees with a disabled vehicle must inform their service mechanic of these requirements.

Except for emergencies, major repairs to vehicles may not be performed on BSU property.

Motor Vehicle Administration (MVA) Requirements

The MVA requires all students enrolled in an accredited Maryland university, and operating an out-of-state vehicle in the State of Maryland, to obtain a Non-Resident Vehicle Permit from the MVA, if the vehicle will be operated in the State of Maryland for more than thirty (30) days. The non-refundable registration fee is \$27 a year and can be renewed, annually, if the student is still attending school in Maryland and the vehicle registration is current. Failure to obtain a Non-Resident Vehicle Permit will result in a fine of \$270 and/or revocation of tags. Questions may be directed to the MVA: 410-768-7174.

Violations and Fines

The following are violations, with the code, as it appears on the BSU violation notice (citation):

1. No Valid BSU Permit Displayed	\$ 40.00
2. No Parking Zone	\$ 35.00
3. Blocking Vehicles/Roadway	\$ 50.00
4. No Parking Fire Lane	\$ 50.00
5. No Parking Handicap Zone	\$100.00
6. Stolen/Altered Permit *Vehicle will be towed	\$100.00
7. No Parking on Sidewalk/Grass	\$ 50.00
8. Blocking Dumpster *Tow Away Zone	\$ 70.00
9. No Parking on MARC Lot	\$ 50.00
10. No Parking Unregistered Vehicle on BSU Property	\$ 50.00
11. No Parking Reserved Area	\$ 50.00

Payment of fines may be made in person or mailed to the Student Accounts Office in the Henry Administration Building between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Receipts/confirmation number must be taken to Police Communication office located in Robinson Hall or Police Administrative Office located in McKeldin Gym.

Fines can be paid with the Bowie Card at either location the Department of Public Safety, Robinson Hall #103 or Police Administrative office in McKeldin Gym Offices.

Procedures for Parking Citation Appeals

Recipients of Parking Violation Notices (PVN) must pay the fine or request an appeal within fifteen (15) days of the date of violation. The appeal may be heard at the Prince George's County District Court or by the BSU Parking Hearing Board at Bowie State University. The bottom portion of the citation must be filled out with the complete name, address, and driver's license number of the appellant. *This address is where the hearing notice will be sent. If the hearing notice does not reach the appellant at this address, this will be cause for a Failure to Appear. Return the completed appeals request, designating type of appeal, to BSU Department of Public Safety Office or mail to: BSU DPS Parking Appeals Office, McKeldin Gymnasium, 14000 Jericho Park Road, Bowie, Maryland 20715.

The completed citation will be sent to the District Court of Maryland for Prince Georges County. the BSU Parking Appeals Hearing Office. If you wish to have the officer who issued the citation present in court, please indicate in on the citation and notification will be sent to the BSUDPS. The District Court of Maryland or BSU Parking Hearing Appeals Office sends written notification of the date, time, and location of the parking appeals hearing. A BSU Parking Appeals Hearing can be rescheduled one time via written request or e-mail at least five days in advance of the hearing date. The decision rendered by the District Court of Maryland or the BSU Parking Appeals Panel is the final resolution for the citation.

Failure to Appear for a hearing will result in the fine doubling or tripling depending on the issue date of the citation, as specifically stated on the parking violation notice, and the tags will be flagged at MVA. When MVA receives a flagging notice from BSU, the citation or citations are placed on the MVA tag record of the registered vehicle. When a tag is flagged, MVA charges a \$30 administrative fee for each citation placed on the tag. All BSU citation fines must be paid before the VR-119 MVA Flag Release can be issued from BSU and all MVA administrative fees paid in order for the flag to be removed from the MVA record.

All assessed fines double after thirty (30) days and triple after sixty (60) days from the citation issue date, if the original fine is not resolved.

Payment of fines should be made in person or mailed to the Student Accounts Office in the Henry Administration Building between the hours of 8:30 a.m. and 4:30 p.m., Monday

through Friday; or through the Bowie Card at the DPS Offices in Robinson Hall or McKeldin Gym.

Payment may be made by money order, personal checks credit card, Bowie Card, or cash. Personal checks are not accepted for fines assessed on citations over thirty days old. Please include on your check or money order the citation number and the tag number of the cited vehicle.

Flagging Procedures: Motor Vehicle Tags

Maryland Tag numbers for outstanding citations are submitted to the Maryland Department of Motor Vehicles for the license tag to be flagged due to outstanding parking fines. The Registration on a tag that has been flagged cannot be renewed until all outstanding fines and administrative fees are paid. If a tag has been flagged, the registered owner of the vehicle will be notified by letter from MVA indicating additional fees owed. The citation fines are to be paid at the Student Accounts Office. After payment of all fines and the \$10 fee for the MVA VR-119 have been made, the violator must take the cash receipt to the BSUDPS Parking Office either at Robinson Hall or the McKeldin Gym to obtain the VR-119 Form which is then taken to MVA to release the flag and renew the vehicle registration (Maryland tags only). MVA assesses an administrative fee of \$30 per citation when a license plate/tag number is flagged.

BSU Student Unpaid Parking Fines

A student's account will have a service indicator place against their account for any fines that are 30 days or more delinquent. If the student fails to fulfill their obligation, they will not be able to graduate, register for classes or obtain transcripts until such time the account is cleared.

BSU Faculty/Staff Unpaid Parking Fines

All fines 90 or more days delinquent are considered debts owed to the State. Notice of the unpaid fines will be submitted to Central Payroll for deduction from the employee's paycheck. No deduction will be made until the employee is notified by letter and offered an opportunity to rebut the claim that a debt is owed.

Unpaid parking fines will result in the revocation of campus parking privileges until paid in full. Vehicles found on campus with unpaid fines will be towed at the owner's expense. All fees and fines must be paid before the vehicle will be released to the owner. There is a \$10 fee for the preparation of the vehicle release form.

Towing and Impounding of Vehicles

All vehicles must be parked on campus in compliance with BSU parking regulations, i.e., parking in the designated lots listed on the permit. **Failure to comply may result in the vehicle being citation and/or towed at owner's expense.**

Vehicles abandoned for more than 30 days or improperly parked are subject to be citation and towed at the owner's expense.

If a vehicle has been towed, the driver should contact the Department of Public Safety at 301-860-4040; pay all outstanding parking violations at the Student Accounts Office, along with a \$10 fee for a Vehicle Release Form; present the receipt of payment to DPS, and the Vehicle Release Form will be issued. The Vehicle Release Form and Vehicle Registration I.D. are given to the towing company. All towing and storage fees must be paid by the registered owner before the vehicle will be released.

Towing Company

**Ray's Towing
12705 10th Street
Bowie, MD 20720
301 464-8596
301 785-0502**

PARKING LOT ASSIGNMENTS

FACULTY	LOTS A,G,H,I,J,L,M,N,O,P,R
STAFF	LOTS A,G,H,I,J,L,M,N,O,P,R
RESIDENT STUDENTS	LOTS H,I, L,Q, S
COMMUTER STUDENTS	LOTS A,G,H,I,K,L,M,N,O,P,

**Department of Public Safety
Parking Office
301-860-4040**

Please add the map to this page