



## DEPARTMENT OF PUBLIC SAFETY

### PARKING OFFICE



## PARKING RULES AND REGULATIONS

2019-2020

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## **INTRODUCTION**

The Bowie State University Department of Public Safety (BSUDPS) 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 (DPS) is located in the Theodore McKeldin Gymnasium. General information, visitor information, and vehicle assistance can be acquired at this office, or at the DPS Communications 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 the BSU campus.

All BSU employees, students, and persons who operate a vehicle on campus 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 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 (tickets). Only the Police Officers issue State Moving Violation Tickets. Copies of violations and their codes, as they appear on the violation notice (ticket), 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](mailto:DPS@bowiestate.edu).

## **PARKING OFFICE**

The DPS Parking Office hours for obtaining parking information are Monday thru Friday from 8:00 a.m. to 5:00 p.m. or you may call 301-860-4040. The hours to obtain a parking permit are Monday thru Friday from 8:00 a.m. to 5:00 p.m. in the McKeldin Gym Office or from the Communications Office in Robinson Hall between 7:00 a.m. through 9:00 p.m.

### **Who Must Obtain a Parking Permit?**

All Students, Faculty, and Staff employees must obtain a parking permit. In addition all part-time and contractual employees, vendors, contractors, visitors, and guests must obtain a 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, those circumstances must be presented in the form of a letter or e-mail to the Parking Office Administrator, [swilliams@bowiestate.edu](mailto: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.

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 DPS Communications Office in Robinson Hall or at the DPS 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 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 7/1/2019 for all qualified full-time faculty and staff for the parking permit for the 2019-20 academic year. The Form can be obtained from the Human Resources (HR), Department of Campus 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. Submit your Pre-Tax forms to LaVel D Jones in McKeldin Gym.

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 DPS Robinson Hall or 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 Campus Safety.

Energy Efficient Qualifying Vehicle information can be found on the American Council for Energy-Efficient Economy (ACEEE) website [www.greencars.org](http://www.greencars.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.

<b>PARKING PERMIT FEES 2019-2020</b>		
		<b>Green Car 20%</b>
<b>Reserved - Faculty/Staff</b>	<b>\$115.00</b>	<b>\$92.00</b>
<b>Faculty/Staff</b>	<b>\$ 95.00</b>	<b>\$76.00</b>
<b>Faculty Fall Semester, only</b>	<b>\$ 55.00</b>	<b>\$44.00</b>
<b>Staff Fall Semester, only</b>	<b>\$ 55.00</b>	<b>\$44.00</b>
<b>Resident Student</b>	<b>\$ 80.00</b>	<b>\$64.00</b>
<b>Commuter Student</b>	<b>\$ 73.00</b>	<b>\$58.40</b>
<b>Fall Semester Commuter Students, only</b>	<b>\$ 50.00</b>	<b>\$40.00</b>
<b>Monthly</b>	<b>\$ 35.00</b>	

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

On January 1<sup>st</sup>, permits for all **NEW incoming** students, faculty, and staff will be half the academic year fee: Reserve Faculty/Staff \$ 57.50; F/S \$47.50; Resident \$40.00; Commuter Student \$36.50. **\*\*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 a lot other than the designated lots, a vehicle is subject to be ticketed 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 (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. In such cases, revoked permits must be returned to the Parking Office. Further, 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 DPS 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 ticketed. The campus does not have parking accommodations for this practice. Any unauthorized vehicle parked in a reserved space will be ticketed 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 Department of Public Safety immediately if the car is not properly parked; or is somewhere other than in an assigned space; or is left on campus after the hours for which a permit is required. If the DPS is not notified, the car will be ticketed 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 DPS, 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 (ticket):

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
12. Other Violations not listed	\$ 50.00

Payment of fines may be made online, 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 DPS at



Robinson Hall or McKeldin Gym. Fines can be paid with the Bowie Card at the Department of Public Safety, Robinson Hall #103 or 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 ticket 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 bottom portion of the ticket will be sent to the Prince Georges County District Court (PGCDC) or the BSU Parking Appeals Hearing Office. If you wish to have the officer who issued the citation present in court, please check and notification will be sent to the BSUDPS. The District Court or BSU Parking Hearing Appeals Office will send 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 or the BSU Parking Appeals Panel is the final resolution for the ticket.

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 ticket or tickets are placed on the MVA tag record of the registered vehicle. When a tag is flagged, MVA charges a \$30 administrative fee for each ticket placed on the tag. All BSU ticket 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 online, 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 tickets over thirty days old. Please include on your check or money order the ticket 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. 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 ticket 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 will be emailed to MVA by the Police Department to release the flag and renew the vehicle registration (Maryland tags only). Again, MVA assesses an administrative fee of \$30 per ticket when a license plate/tag number is flagged.

### **BSU Student Unpaid Parking Fines**

A student's account will have a service indicator place against his/her account for any fines that are 30 days or more delinquent. If the student fails to fulfill his/her obligation, he or she 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 days or more delinquent are considered to be debts owed to the State. Notice of the unpaid fines may 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. A services indicator will be places against your account here at Bowie State University for any unpaid parking fines.

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 ticket and/or towed at owner's expense.**

Vehicles abandoned for more than 30 days or improperly parked are subject to be ticketed 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 10<sup>th</sup> St.  
 Bowie, MD 20720  
 (301) 464-8596

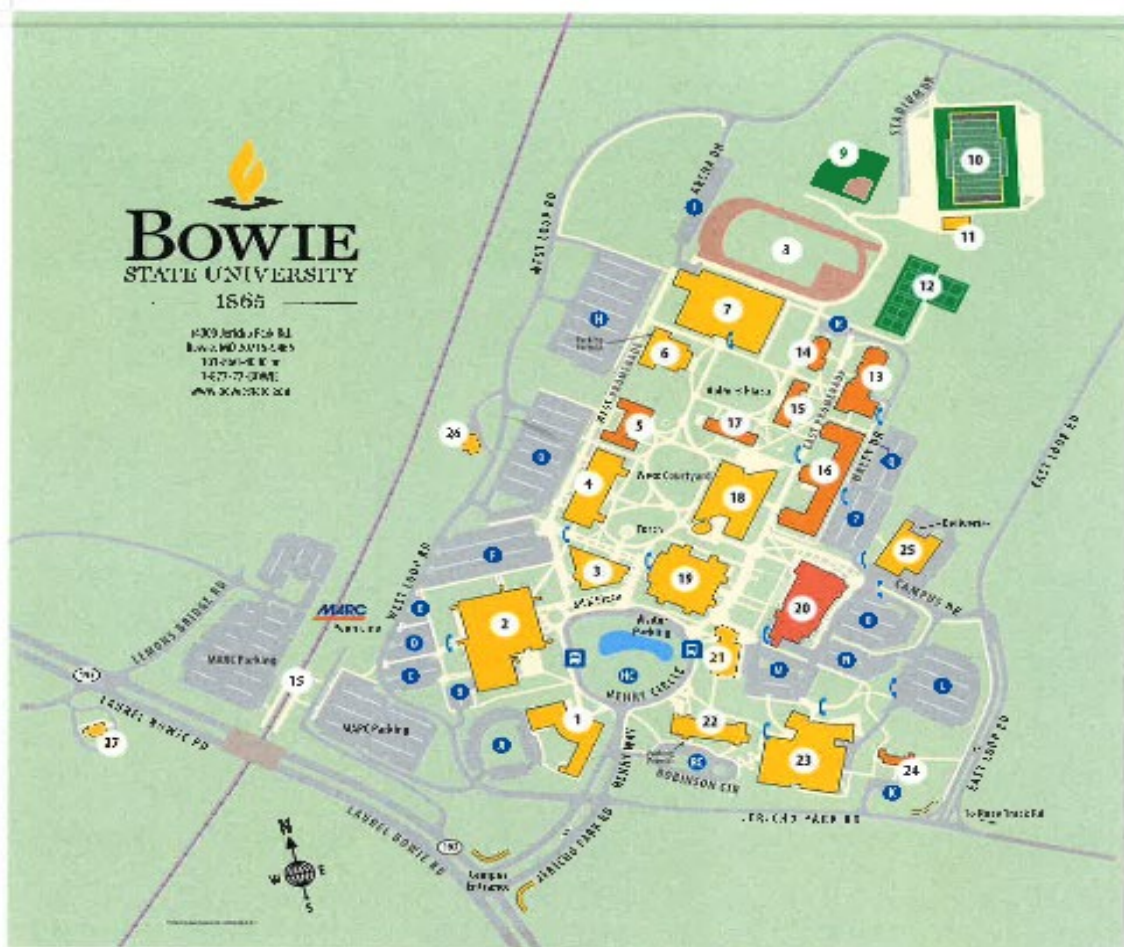
**PARKING LOT ASSIGNMENTS**

<b>FACULTY</b>	<b>LOTS: A, B, F, G, H, J, M, N, O, RC</b>
<b>STAFF</b>	<b>LOTS: A, B, F, G, H, J, M, N, O, RC</b>
<b>RESIDENT STUDENTS</b>	<b>LOTS: H, I, K, L, P, Q</b>
<b>COMMUTER STUDENTS</b>	<b>LOTS A, C, D, E, G, H, K, L, N, O</b>

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

**BOWIE**  
STATE UNIVERSITY  
1866

100 JORDAN BL  
BOWIE, MD 21032-1465  
410-291-4100  
410-291-2242  
WWW.BOWIESTATE.EDU



- 1 Center for Business and Graduate Studies  
BOWIE BUSINESS INNOVATION CENTER  
COLLEGE OF BUSINESS  
T-F 8:00 A.M. - 5:00 P.M.
- 2 Martin Luther King Jr. Communication Arts Center  
BRUNN  
SABRALL MUMFERS AUDITORIUM
- 3 William E. Henry Administration Building  
ADMINISTRATIVE  
STUDENT ACCOUNTS  
LIBRARY INFORMATION
- 4 James E. Proctor Jr. Building  
COLLEGE OF EDUCATION  
COLLEGE OF PROFESSIONAL STUDIES
- 5 Harriet Tubman Residence Hall
- 6 Theodore McFaddin Gymnasium  
CASPER POLICE  
PARKING PERMITS
- 7 Leonidas S. James Physical Education Complex
- 8 Track and Field
- 9 Softball Field
- 10 "Bulldog" Football Stadium
- 11 Field House
- 12 Tennis and Basketball Courts
- 13 Alex Haley Residence Hall
- 14 Towers Residence Hall
- 15 Dwight Holmes Residence Hall
- 16 Christa McHaffie Residential Community  
HENRY MCDONNELL RESIDENCE CENTER
- 17 Lurmette Keenan Residence Hall
- 18 Center for Natural Sciences, Mathematics and Nursing
- 19 Thurgood Marshall Library
- 20 Student Center  
BOOKSTORE  
LUNAR CENTER  
TRANSPORTATION SERVICES
- 21 Computer Science Building  
COLLEGE OF ARTS AND SCIENCES
- 22 Charlotte Robinson Hall  
CAMPUS TOUR  
HUMAN RESOURCES  
MARKETING CENTER  
PARKING PERMITS
- 23 Fine & Performing Arts Center
- 24 Goodlow Apartments
- 25 Facilities Management Building  
BUSINESS  
PRODUCTION CENTER
- 26 Central Steam Plant
- 27 Goodlow House  
MULTI-CULTURAL HOUSE

**Parking Lots**  
**Visitor Parking (Parking Permit Required)**  
Visitors and contractors must obtain a parking permit from the Campus Police Commission in Charles Robinson Hall or on Tuesday following a business day prior to the event. Visitor parking is open to all vehicles on the campus. Visitor Parking Permits will be issued to authorized vehicles only.

**Blue Light/Emergency Phones**

**Residence Halls**

**Student Center**

**University Buildings**