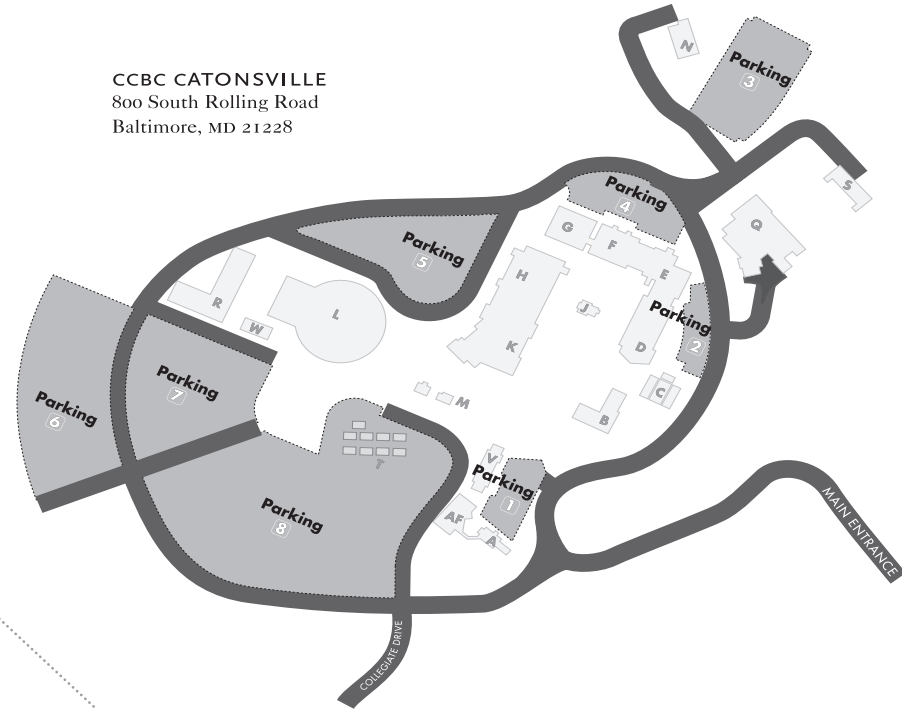
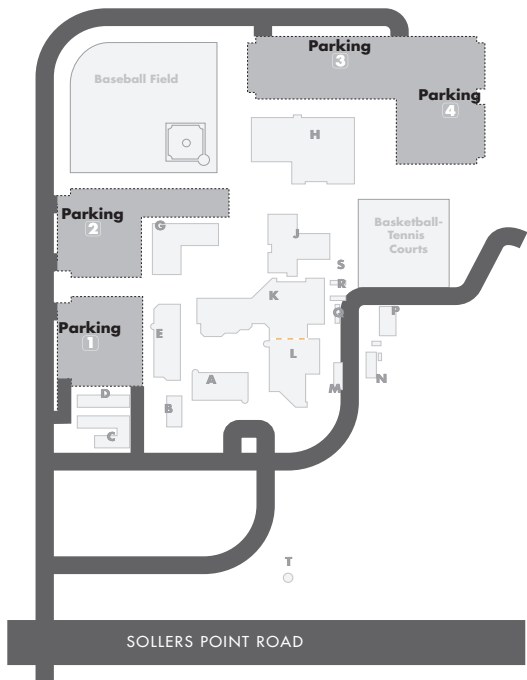


The Community College of Baltimore County PARKING AND TRAFFIC REGULATIONS

CCBC CATONSVILLE
800 South Rolling Road
Baltimore, MD 21228



CCBC DUNDALK
7200 Sollers Point Road
Baltimore, MD 21222



CCBC ESSEX
7201 Rossville Boulevard
Baltimore, MD 21237

WELCOME to The Community College of Baltimore County (CCBC). At CCBC, 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, CCBC has established these parking and traffic regulations. These regulations apply to all who operate vehicles on any part of CCBC's campuses. It is the responsibility of every member of the college community to become familiar with and adhere to these regulations.

ARTICLE I. PURPOSE

- 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 all campuses.
- D. To facilitate the work of the college providing a distribution of parking space with appropriate priorities.

ARTICLE II. AVAILABLE PARKING

- A. All parking lots are clearly marked with signs indicating any restrictions and hours that may apply.
- B. All striping of parking spaces are color-coded to assist in the identification of the type of parking permitted:

fig. II-B.1. PARKING DESIGNATION

Red	faculty and staff
White	students and visitors
Blue	handicapped
Green	college service vehicles
Yellow	no parking zone

- C. Students and Visitors park in white-lined spaces only. Parking in other spaces is subject to fines, immobilizing (booting), and/or towing. Faculty and staff are also permitted to park in white-lined spaces.

ARTICLE III. REGISTRATION OF VEHICLES

- A. All motor vehicles, including motorcycles and scooters, operated on campus by faculty and staff must be registered for the current year with the campus Public Safety department regardless of ownership.
- B. Presentation of the vehicle state registration card bearing the name of the faculty/staff member is required when registering the vehicle. The vehicle's license tag number must be provided.

- C. The Public Safety offices have the capability to identify unregistered vehicles through MVA when necessary.
- D. Faculty and Staff parking permits are available from Public Safety department on any of the main campuses.
- E. There is a limit of two parking permits for members of Full-time Faculty and Staff.
- F. Part-time/adjunct faculty will be issued a temporary parking permit renewable each year.
- G. Vehicles are not considered officially registered unless the permit is properly displayed. Faculty and staff place the "hang tag" on the rear view mirror with numbers facing the front of the vehicle. Although, students are not required to register their vehicles with the Department of Public Safety, it is recommended to partake in motorist assistance programs. However, students must park in white lined spaces only.
- H. The employee who registers a motor vehicle is responsible for all violations involving that vehicle.
- I. Parking permits must not be defaced or altered in any manner.
- J. Securing or using parking permits through misrepresentation or fraud will result in the loss of parking privileges on campus.
- K. Temporary parking permits for visiting groups, vendors or special occasions are available through the campus Public Safety office.
- L. Spaces reserved and provided for handicapped are identified by symbol and/or word "medical." Parking in these spaces requires a "handicapped" license plate or special permit issued by the Motor Vehicle Administration (MVA). Two-week temporary permits may be issued by the Public Safety Department on each of the three main campuses. To prevent abuse of handicapped permits/tags, all such registered vehicles must also be registered at no charge with the Department of Public Safety.

For driving directions, go to
<http://www.ccbcmd.edu/campus.html>

ARTICLE 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 campus Public Safety office.
- C. Any motor vehicle parked in violation of college parking and traffic regulations, or abandoned on campus is subject to fines, immobilizing (booting), 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 campuses. 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 Public Safety department.
- 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) 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.

ARTICLE V. ENFORCEMENT

- A. Violators of campus traffic and parking regulations will be subject to fines, immobilizing (booting), and/ or towing.
- B. Parking violations and fines for each offense:

fig. V-B.1. PARKING VIOLATIONS

VIOLATIONS	FINES (\$)
Expired permit	20
No permit displayed	20
Invalid permit	20
Exceeded parking time limit	20
No parking area	20
Faculty-staff reserved space	20
Reserved space/area	20
Motorcycle space	20
Handicapped space	50
Blocking fire lane/hydrant	40
Obstructing traffic	20
Speeding / unsafe driving	20
Disobeyed traffic device	20
All other violations	20

NOTE: certain offenses or repeated offenses will result in immobilizing (booting) which is accompanied by a \$30 fee (as specified in ART V-1.3), or in towing, the fee for which is set by the towing contractor (see ART V-1.4).

- C. All fines are payable to the cashier at the Bursar's Office on each campus within 14 calendar days from the issuance of the ticket. Bursar contact information is listed at right in figure v-c.
 - 1. Checks should be made payable to CCBC.
 - 2. All grades, transcripts, diplomas and course registration will be withheld until fines have been paid.
- D. Presently, the Baltimore County Police and Parking Department issues citations on our college campuses for fire lane and handicapped parking violations. Baltimore County fines are currently: \$77 for Handicapped violations and \$45 for Fire Lane violations. Baltimore County Violations and Fines prevail if issued simultaneously with college citations. CCBC and/or the Public Safety department cannot accept appeals to Baltimore County Fines. Follow the instructions on the reverse of the municipal violation.
- E. At the discretion of the Public Safety Department, MVA will be contacted for vehicle identification.
- F. Uncooperative behavior or harassment of Public Safety personnel will not be tolerated and can result in students being referred to the Dean of Learning and Student Development 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.
- G. Fines not paid will be treated as any other college obligation.
- H. Parking citations are cumulative.

- I. **Unpaid fines or excessive violations could 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. **Immobilizing (booting) of Motor Vehicles**
 - a. Public Safety will immobilize (boot) vehicles that have three or more parking violations.
 - b. Vehicles that are immobilized due to the exceeded parking violations will have visible notices posted on the vehicle window indicating that the boot is secured on the tire.
 - c. Violators are to contact Public Safety to have the boot removed.
 - d. Prior to the boot being removed, violators will be required to display vehicle ownership, sign a promissory note stating that the violator will pay the accrued fines, or show a valid receipt from the College that accrued fines have been satisfied.
 - e. The fees accrued by violators will include the parking ticket(s), and boot removal fee (see ART V-B).
 - f. Any vehicle booted for more than two days will be considered abandoned and will be towed to an off-campus location at the vehicle owner's expense.

4. 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:
 - i. Vehicles parked illegally in handicapped spaces, fire lanes/zones, blocking fire hydrants, on walkways and on unpaved areas.
 - ii. Vehicles that are obstructing the normal flow of traffic.
 - iii. Vehicles booted for more than two days.
 - iv. Abandoned vehicles (refer to Article IV, Section P).
 - v. Vehicles failing to display current license plates.
 - vi. When parking privileges have been revoked.
 - vii. Subsequent to being immobilized once in any academic year.
 - viii. Any other excessive or frequent failure to comply with this policy.
- b. The towing fee is approximately \$100 in addition to any storage fees and are payable to the towing company at the owner's expense. Public Safety is not permitted to provide transportation in these cases.
- c. If towing services become necessary, the vehicle will be towed at the owner's risk and expense to the appropriate towing company listed below in figure v-1

ARTICLE VI. APPEALS

- A. A member of the campus community wishing to appeal a parking and traffic violation must obtain information on appeals procedure from the Public Safety Department. No appeal will be accepted unless filed within seven working days after the violation. The Appeal Board will address all appeals and the resultant decision will be recorded on the bottom of the appeal form and returned to the appellant. The appeal board will consist of one student, one faculty member, and one staff / secretary. The decision of the appeal board is final.
- B. Once a ticket has been paid no appeal can be processed.

fig. V-C. CCBC BURSAR'S OFFICES

CCBC CATONSVILLE	Building K, Rm. 206 800 South Rolling Rd Baltimore, MD 21228 410.455.4313
CCBC DUNDALK	Building A, Rm. 103 7200 Sollers Point Rd Baltimore, MD 21222 410.285.6255
CCBC ESSEX	Building A, Rm. 130 7201 Rossville Boulevard Baltimore, MD 21237 410.780.6350

fig. V-1. TOWING CONTRACTORS

CCBC CATONSVILLE	Varsity Towing Company 5625 Old Frederick Road 410.747.6797/410.788.0678
CCBC DUNDALK	Curtis Auto Service, inc. 2104 Dundalk Avenue 410.282.4900/866.282.4900
CCBC ESSEX	Sullivan's Garage 7318 Golden Ring Road 410.686.8536/410.687.8101

NOTE: towing fees are set by the individual towing contractors, and will vary accordingly.