

I. Introduction

- A. Title 16 of the Education Article of the Annotated Code of the State of Maryland provides that the Board of Trustees exercises 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; 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. The Safety and Security Office in conjunction with the Parking and Transportation Office is responsible for administering the provisions of these regulations.

II. Definitions

- A. The term College means Montgomery College.
- B. The term regulation 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 permit means a valid hang tag, decal or permit authorized by Security.
- 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 expired or not displayed, or the vehicle is in an inoperative condition caused by the removal of necessary parts or wrecked condition.

III. Applicability and Purpose

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

1. To facilitate the operation of the College by providing appropriate parking spaces for those who attend or are employed at the College.
2. To provide parking spaces for College visitors and guests.
3. To protect pedestrian traffic and preserve the grounds of the College.
4. To assure access at all times for emergency vehicles.
5. 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 Campus - Counseling and Advising Building (CB 101)
Takoma Park / Silver Spring Campus - Student Services Center (ST 117)
Germantown Campus - Sciences and Applied Studies Building (SA 282)

V. Authority of Campus Security Officers and Parking Attendants

Security officers and parking attendants are authorized to enforce these regulations. Failure to comply with either the published regulations or the lawful instructions of a security officer or a parking attendant 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 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 display a valid Montgomery College parking permit.
2. Vehicles must be parked in the designated area for which their parking permit is valid.
3. 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 obtain a permit from Security before parking at the College.
4. Handicapped parking spaces are located on each campus for use by persons with disabilities who display a state issued disability license plate or hang tag. A properly displayed Montgomery College parking permit is also required. Security does reserve the right to check the state identification card issued along with the permit.
5. A parking permit is not valid for parking on campus while the motor vehicle operator conducts non-College business off campus.

6. It is not feasible to place signs on all areas of College property where parking is prohibited. Parking is valid only when parked between the marked control lines in a single space.
7. Vehicles left on campus during a snowfall or forecast of snow after school hours should be parked in the following areas; Lot 11 on the Rockville Campus, below the roof level in the parking garage on the Takoma Park / Silver Spring Campus and Lot B on the Germantown Campus.
8. The responsibility of finding a legal parking space rests with the motor vehicle operator. Lack of parking spaces is not a valid reason for violation of these regulations.
9. Visitor parking areas are restricted to persons who are not students, faculty, or staff of Montgomery College.
10. Any motor vehicle parked in violation of these regulations, or abandoned on campus, is subject to removal and impounding at the risk and expense of the owner.
11. Any operator of a motor vehicle who does not heed a security officer or parking attendant's warning is subject to having their vehicle cited and towed at their expense.

B. Employee Registration

1. By September 5 of each academic year, all faculty and staff desiring to use College parking facilities must display a valid parking permit. A permit can be obtained by logging into the [MyMC](#) portal and clicking on the on-line parking link. Only one hangtag will be issued. The hangtag must be displayed on the rearview mirror with the number clearly visible from the outside of the front windshield.
2. Registration of motor vehicles belonging to new faculty and staff can be accomplished after receipt of their [MyMC](#) log in. The permit will be mailed and the receipt can be displayed during the three to five day mailing period.
3. Emeritus faculty and staff employees are eligible to receive a free hang tag if they submit an Application to the Security office.
4. Student aides are not eligible for employee hang-tags.
5. If a hangtag is lost or stolen, contact the Parking Office at parking@montgomerycollege.edu or call 240-567-4213 to obtain a replacement permit. There is a six dollar (\$6.00) fee for the replacement of a hangtag.

C. Student Registration

1. Montgomery College students are assessed a transportation fee which currently includes the cost of a parking permit. A permit is required to be on any vehicle parked on campus.
2. Students must log on through the [MyMC](#) portal to order a parking permit. Students should register their primary vehicle when ordering their parking permit. Only one hangtag will be issued. The hangtag must be displayed on the rearview mirror with the number clearly

visible from outside of the front windshield.

3. A hangtag can be moved between registered vehicles. You can only have one vehicle parked on campus at any given time. Register your secondary vehicles online through the [MyMC](#) portal.
4. If a hangtag is lost or stolen, contact the Parking Office at parking@montgomerycollege.edu or call 240-567-4213 to obtain a replacement permit. There is a six dollar (\$6.00) fee for the replacement of a hangtag.
5. Parking permits are valid starting the beginning of each fall semester and expire at the end of the following summer sessions. All parking permits have an expiration date printed on the permit. 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 student parking areas on any campus. Students attending a program or class lasting 30 days or longer must obtain a student parking permit through the [MyMC](#) portal.

D. Consultant and Contractor Registration

Consultants and contract workers are eligible for hangtags with the approval of the hiring unit's administrator. Requestors must present a completed application and photo identification to Security to order the permit. Once the appropriate fee is paid at the cashier's office, the permit will be issued. Holders of these permits can park in Faculty/Staff or Student parking lots. These permits are not valid in parking spaces identified as Reserved Contractor. The reserved spaces require a permit from security and are set aside for active loading/unloading of tools needed for an active service call.

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 and 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 photo 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. The maximum speed on the parking lots and in the parking structures is 5 miles per hour.
- E. All traffic and parking signs shall be obeyed.
- F. 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 citation is issued.
 - a. **\$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 permit

- Parked in violation of posted regulations
- Student vehicle parked in space provided for faculty and staff

b. \$50.00 + (booting/towing optional)

- Parked in marked pedestrian walkway (non ADA accessible)
- 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)

c. \$100.00 + (booting/towing optional)

- Parked in fire lane
- Unauthorized parking in a space reserved for the disabled or blocking ADA access. Security does reserve the right to check the state identification card issued along with the displayed disabled permit of license plate.

2. In addition to the \$100.00 penalty fee imposed by the College on fire lane violations and parking in a space reserved for the disabled, the County/City Fire and Police Departments can issue an additional citation.
3. Unless appealed, citation fees are payable at the Cashier's Office or online at <https://montgomerycollege.t2hosted.com/cit/index.aspx> within ten (10) calendar days from the date of issue.
4. Failure to pay parking citations within the 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 the student ineligible for future registration. Failure to pay parking citations 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 citations (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 citations 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. The College may refuse use of the parking facilities to anyone whose record of violations demonstrates a disregard of these regulations.

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

B. Appeals

1. Montgomery College Students, Faculty and Staff can appeal a parking citation online through the [MyMC](#) portal within ten (10) days of the date of issue. Anyone without a MyMC log in can go to the Security Office to request an appeal form. Written appeals must be made in writing to Security on the campus at which the parking citation was issued within ten (10) calendar days from the date the parking citation is issued.
2. The Parking and Transportation Manager or designee will review the appeal to determine the validity of the citation and accept or deny the appeal. Denied appeals will be payable in ten calendar days or may be appealed to the Traffic Appeals Board by scheduling to appear at a hearing. Contact the Parking Office at parking@montgomerycollege.edu for a scheduled hearing time and date within five days of the denial email notice. 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.
3. The Safety and Security Supervisor, or their designee, on each campus shall establish a Traffic Appeals Board for their respective campus. The Traffic Appeals Board will have one representative each from the student body, the faculty, and the staff. 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 citations received during the summer semesters (June, July, and August) will be heard by an ad hoc committee as needed.
4. Appellants will be notified of the results of the hearing via e-mail and not during the hearing itself.
5. In all cases where the appeal is denied by the Traffic Appeals Board, payment of the citation is required within ten calendar 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.