

# Coppin State University

## Parking Rules and Regulations



These regulations are effective August 15, 2011  
and under review.

## **PARKING**

### **I. INTRODUCTION**

Welcome to Coppin State University. The parking regulations contain information you need to know about parking at Coppin State University. The use of parking facilities stipulates that all parking and traffic regulations must be observed.

### **II. GENERAL INFORMATION**

The Office of Parking and Transportation Services is responsible for the administration and enforcement of all parking regulations. This authority is shared with the Coppin State University Office of Public Safety.

#### **A) AUTHORITY**

Pursuant to Maryland Transportation Code Annotated Section 26-301:26-301 grants authority for issuing citations for a violation of an ordinance or regulation that is adopted by the Board of Regents of the University System of Maryland. Specifically, "Any State agency authorized by law and any political subdivision of the State may adopt ordinances or regulations that:

- 1) Regulate the parking of vehicles;
- 2) Provide for the impounding of vehicles parked in violation of the ordinances or regulations at owner's expense;
- 3) Regulate the towing of vehicles from publicly owned and privately owned parking lots; and
- 4) Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section."

#### **B) PURPOSE**

The parking regulations have been designed to provide for the effective use of parking areas, the safe movement of motor vehicles and pedestrian traffic, and the general safety of the campus. Regulations must be observed at all time, including exam periods, registration, summer and winter sessions and inclement weather. Failure to comply with the traffic regulations constitutes a violation subject to parking fines and / or university sanctions. When interacting with Parking and Transportation Services, students, faculty and staff are expected to abide by the University's standards with regard to conduct. Students who violate the Code of Conduct may be referred to the Office of Judicial Affairs. Faculty and staff who engage in misconduct may be referred to their Dean, Department Head or the Department of Human Resources for appropriate action. Any information contained within this document is subject to change. Further information may be obtained on the Parking and Transportation Services Web site at [www.coppin.edu/pts](http://www.coppin.edu/pts).

#### **C) PARKING ADMINISTRATION**

The Parking and Transportation Services office is located on the first floor of the Talon Center, Room 132). Office hours are from 8:30 am to 5:00 pm, Monday through Friday. All administrative and operational functions are handled from this office.

## **D) TERMS AND DEFINITIONS**

1. **Legal, Non-reserved space** – Legal spaces are those bounded by two parallel control lines. Reserved spaces have signs specifically detailing the permit type allowed to park in that space.
2. **Permit/Hangtag** – The terms permit and hangtag are synonymous. Permits and hangtags are issued by Parking Services to identify and regulate parking restrictions at Coppin State University.
3. **Visitor** – A visitor is defined as any individual who is not a student, faculty, staff or contracted employee of the university.
4. **Volunteer** – A volunteer is defined as someone providing services to the university and does not receive any type of compensation (including pay or class credits).

## **III. PARKING & TRAFFIC REGULATIONS**

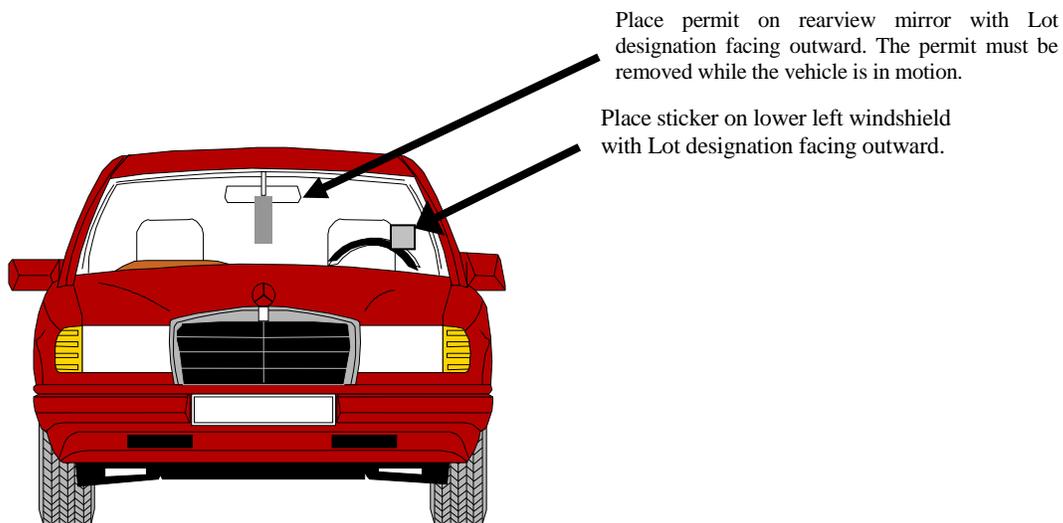
### **GENERAL INFORMATION**

- a. Specific and additional policy information may be found on the University Web site or University documents.
- b. All vehicles must be in compliance with Coppin State University's parking regulations. Any violation of these polices may result in the revocation of parking privileges, a parking citation being issued, and/or the vehicle being booted or towed. Violators may be referred to the University Judicial Affairs Office, or the Office of Human Resources for possible further action.
- c. The responsibility for parking in a legal space rests with the motor vehicle operator. **LACK OF SPACE IS NOT CONSIDERED A VALID EXCUSE FOR VIOLATION OF ANY REGULATION.**
- d. If a vehicle is parked in violation of any regulation and does not receive a citation, this does not mean the regulation is no longer in effect.
- e. All vehicles, including motorcycles and any wheeled vehicle with an engine, must be parked in designated/authorized areas only.
- f. It is impractical to mark all areas of university property where parking is prohibited. Parking or operating a vehicle on grass, tree plots, construction areas, sidewalks or where it will physically mar the landscaping of the campus, create a safety hazard, interfere with the use of university facilities or hinder the free movement of traffic is prohibited.
- g. Only one **VALID** hangtag/sticker will be issued, with exception of a second permit for a motorcycle. If the original issued hangtag or sticker is lost or stolen, it must be reported and a Lost/Stolen report must be filed at the Parking and Transportation Services office. Students, faculty and staff members will be assessed a \$25 replacement fee for the first occurrence. Subsequent occurrences **for users** may require the permit holder to purchase a new permit at the current full permit rate.
- h. Individuals may return a semester or annual permit for a prorated refund. Students are not eligible for a prorated amount. The refund amount will be based on the prorated value when the permit is returned (not the date of separation from the University) to the Parking and Transportation Office. For specific information regarding refund amounts, bring your permit to the Parking and Transportation office in the Talon Center, Room 132.
- i. Parking without a handicapped permit in spaces reserved for the handicapped is prohibited at all times. Vehicles parked in these areas are subject to being cited and towed.
- j. Parking a vehicle on campus roads is prohibited at all times including at yellow curbs, fire lanes or within 15 feet of a hydrant. Exceptions include spaces that are designated, metered, or where parking is allowed by posted signs.
- k. Vehicles shall not enter any area of the university which has been closed off by barricades or other traffic control devices.
- l. The university is not liable for any damage resulting to any vehicle requiring tow removal.
- m. All gated parking areas on university property are reserved exclusively for valid access control card holders during the hours of operation posted on each area. Signs are posted at the entrance to each gated area indicating the faculty/staff hours of operation. The hours of operation are subject to change when a gated area is reserved for a university function. After the posted hours of operation, any valid Coppin State University permit is accepted and required.

- n. A parking space is defined by two parallel lines. Parking in an area outside of two parallel lines is prohibited at all times. Vehicles must be parked in one space only. Operators must leave clear access to adjacent spaces and may not block or impede driving lanes. Parking on “hash marks” or over painted parking control designations is prohibited. Parking in any area not indicated by clear parking signage is prohibited at all times.
- o. All traffic and parking control devices on campus must be obeyed. The speed limit on campus roadways is 15 mph. The Office of Public Safety will monitor and enforce all traffic regulations on campus.

**PERMIT PLACEMENT**

1. Hangtag permits are to be clearly displayed on the inside rearview mirror of the vehicle, with the permit number and lot designation completely unobstructed facing the front windshield. If the permit is physically unable to be hung, contact the Office of Parking and Transportation Services.
2. Windshield stickers must be affixed to the driver’s side, lower-inside of front windshield with the permit number and lot designation completely unobstructed and facing the front windshield.



Motorcycle stickers must be affixed to the front fender fork.

**IV. PARKING PERMIT REGISTRATION & FEES**

**GENERAL INFORMATION**

1. For purposes of campus parking an individual’s Coppin State University full-time status takes priority over any part-time or other status. In the event the individual has dual full-time status (student and employment), employment status will take precedence. For example, Coppin State University full-time employment status takes priority over any other status. Coppin State University full-time student status takes priority over part-time CSU employment status.
2. A valid parking permit is required to park anywhere on campus from 7 a.m. to 6 p.m., Monday through Friday, except for visitors.
3. University parking hangtags, stickers, temporary permits and gate control devices are the property of Coppin State University and MUST be surrendered upon request of Parking and Transportation Services personnel or the Office of Public Safety. Faculty/Staff who separate from the University must surrender their permit and access control device upon separation. Refunds, if applicable, will be issued based on the date the permit is returned.

4. Students, faculty and staff may purchase a transferable hangtag to be displayed on the vehicle being driven onto campus. Permit holders must abide by the following restrictions:
  - a. Permit holders are not permitted to lend, resell or give away the parking permit issued to them. Permit owners will be responsible for all citations issued to the permit.
  - b. The misuse of any parking permit by a student, faculty or staff may result in fines, parking revocation and university sanctions.
5. The responsibility for transferring and properly displaying a hangtag to another owned vehicle rests with the individual to whom the permit was originally issued. If for some reason you forget your hangtag, you will be required to obtain a daily parking permit. Permit holders may obtain a maximum of three temporary daily parking permits from the Parking and Transportation Services office at no charge. After the third request, you will be responsible for purchasing a temporary parking permit at the rate of \$12 per day. Temporary permits will allow the same access as the original permit. Additional temporary permits may be granted at the discretion of Parking and Transportation Services.
6. Students whose parents are faculty or staff members are not entitled to use the permit or gate control device issued to their parent. Students using a faculty/staff parking permit or gate control device may be subject to a citation, fines and university sanctions.
7. Displaying a student or faculty/staff parking tag does not authorize free parking at pay stations or in visitor spaces. Visitor spaces are intended for visitors, however students, faculty and staff members may also use, where authorized, visitor meters/spaces by paying the prevailing rates. If for some reason the pay station is malfunctioning, it should be reported to the Parking and Transportation Services office immediately.
8. All lots are available on a first-come, first-served basis. Lack of space is not a valid reason to park illegally or park in a lot requiring another permit type. The University does not issue more gated and reserved permits than there are spaces available; the University does issue more unreserved permits to provide the maximum of campus parking.

#### **A. LOT & SPACE RESTRICTIONS**

1. **Reserved Spaces** - Vehicles parked in spaces marked as reserved are restricted to a specific type of permit and vehicles must display the appropriate permit. Reserved lots may be unrestricted after hours based on signage posted at the lot's entrance. Wildcard (WC) spaces are only for reserved permit holders who are temporarily parking on another campus lot. These spaces are located on Lots C, F, and H.
2. **Unreserved Spaces** - Vehicles parked in unreserved spaces must display the appropriate permit. Unreserved lots may be unrestricted after hours based on signage posted at the lot's entrance.
3. **Commuter Lots** - Vehicles parked in Commuter lots must display a valid CSU Commuter permit. Valid student permits required.
4. **Resident Lots** - Vehicles parked in resident lots must display a lot specific valid Resident permit. Valid Housing permits required.

#### **B. STUDENT PERMIT RESTRICTIONS & ELIGIBILITY**

In order to receive a parking permit, an individual must have: a valid CSU identification card, a State issued I.D., and a vehicle registration.

Outstanding balances must be satisfied prior to purchasing annual parking permits. This includes:

Unpaid parking citations.  
Unpaid permit balances.

**Commuter Parking Permit** – Commuter permits are available to students who are not living in campus residence halls. Commuter permits are valid in “Commuter” lots at all times. After 4 pm, faculty/staff lots C, F, and H become available to commuter students. Lots A and D will not be available until after 6:00 pm.

**Residential Parking Permit** – Residential permits are available to students who live in campus residence halls only. Residential permits are valid in “Housing” lots at all times. After 4 pm, faculty/staff lots C, F, and H become available to commuter students. Lots A and D will not be available until after 6pm.

### **C. FACULTY/STAFF PERMIT RESTRICTIONS & ELIGIBILITY**

Faculty/Staff permits are available to current faculty and staff members (regular and contingent), emeritus faculty, department volunteers, partner company employees, vendors, and contractors.

**Evening Adjunct Faculty-** As a contribution to the academic mission of the University, Auxiliary Services covers the permit charge for evening adjunct faculty. This permit is only good after 4pm. In order to receive this permit, the adjunct faculty member will need a copy of her/his course schedule signed by the appropriate Dean or Chairperson. This should accompany the other required information and documents presented at Parking and Transportation Services to receive a parking permit.

In order to receive a parking permits, an individual must have a valid CSU identification card, a State issued I.D., and a vehicle registration. Only faculty/staff members with a valid annual parking permit may acquire a gate control device.

Faculty and staff members are eligible to purchase permits annually. Permits will start to pro-rate beginning December 1st. Please contact the Parking and Transportation Office regarding permit cost once pro-rating has begun.

Regular employees are eligible to purchase a permit through payroll deduction (date restrictions apply), installment payments or by making full payment at the time of purchase. Upon termination of employment, individuals utilizing payroll deduction or installment payments will be responsible for any remaining balance unless the permit is returned to the Office of Parking and Transportation Services. Contingent/contract employees, including adjunct professors, are eligible to purchase a permit through installment payments or by making full payment at the time of purchase.

Outstanding balances must be satisfied prior to purchasing annual parking permits. This includes:

- Unpaid parking citations.
- Unpaid permit balances.

If paying through payroll deduction or installment, when an employee separates from Coppin State University or is on a leave of absence, it is the employee’s responsibility to return their permit to the Parking and Transportation Services Business Office and complete a new Payroll Deduction Form or Installment card and indicate “cancel.” Permit fees will continue to accrue until the permit is returned. Parking and Transportation Services reserves the right to deny a parking permit sale!

The Parking and Transportation department has the right to exercise the University's Authority, as outlined on the first page of Section II A, as it pertains to outstanding balances with regard to permit sales and outstanding parking citations issued!

#### **D. VISITOR PARKING**



Visitor Pay Station

Visitors are required to park at pay stations in Lots B-Auditorium, Lot E-Dedmond Hall, and Lot H-PEC. The paper receipts that are issued by the pay station must be placed on the dashboard of your vehicle. Visitor temporary permits for other lots must be obtained from the Office of Parking and Transportation Services. Correct dollar amounts must be dispensed into pay-station meters. Refunds will not be issued from the meters or the Parking and Transportation Services Department.

#### **E. EVENT PLANNING**

Department and event coordinators should work with Parking and Transportation to make arrangements for any event that will require parking services. This applies to events both with and without associated parking fees during on-or-off peak hours. An Event Parking Request Form should be completed and submitted to Parking and Transportation Services prior to setting an event date or location. Request forms must be submitted at least 10 business days prior to the event and will be processed on a first-come, first-served basis. At its discretion, Parking and Transportation Services will determine if and where parking will be available for the event and will notify the department of the decision. For the event request form as well as event fee's information, please contact the Parking and Transportation Services Department.

Departments will be contacted and provided a Parking Event reference number and an estimate within 3 business days of submitting the form. If you have not received this information within 3 business days, please follow up with the Parking and Transportation Services Department to verify that the request was received at 410-951-3556.

#### **F. ACCESSIBLE PARKING**

In accordance with the American with Disabilities Act (ADA), Coppin State University has designated specific handicap accessible parking spaces throughout campus. Authorized individuals in possession

of state-issued license plate/placards may park in designated handicapped spaces. Handicapped permit/plates override the lot restrictions associated with the Coppin State University parking permit for vehicles parked in a handicapped space.

In addition to a valid handicapped plate/placard, a valid Coppin State University parking permit must also be displayed in accordance with posted lot restrictions unless you are a visitor parking in the visitor's lot. Both permits must be clearly displayed with pertinent serial numbers completely unobstructed and facing the windshield.

Whenever parking in an accessible parking space, the individual authorized to utilize the plate/placard must be in the vehicle. Specific information concerning abuses should be brought to the attention of the Parking and Transportation Services office.

Where applicable, as required by state law, a driver who is parking a vehicle displaying state issued disabled identification must provide their state MVA disabled authorization form to Parking and Transportation Services or other University official upon request.

**V. PARKING VIOLATIONS & FINES**

In order to efficiently use parking resources and provide safe and available on-campus parking, traffic and parking regulations are enforced year round. University citations carry the same weight and importance of any citation issued by any law enforcement agency in Maryland. Individuals who have outstanding citations may be subject to university sanctions, referral to the State Central Collections Unit (CCU) or administrative holds and fees with the Motor Vehicle Administration.

Coppin State University offers the right to a court hearing for citations regarding failure to comply with current regulations or a University appeals procedure. Violations of state safety regulations may only be appealed through the District Court. Requests for a district court hearing must be submitted within 25 calendar days of the violation. Choosing one review process waives the right to choose the other process. If an appeal is not submitted and granted, payment of the citation fine must be made within 30 calendar days of the violation or within 10 days of a court decision.

For additional information, see the Appeals Procedures.

**SERIOUS INFRACTIONS**

Parking & Transportations Services, at its discretion, may apply the following sanctions for serious infractions of parking regulations:

- Issuance of parking citation(s) or assessment of violation fee(s) to the student's account.
- Revocation of parking privileges for up to a year.
- Forfeiture of any permit refund.
- Referral to Judicial Affairs or Human Resources, as applicable.

**FINES**

- a. Improper or No display of Permit .....\$10**  
Issued to any vehicle when the permit is not displayed in a fashion that the permit number, type and expiration date are clearly visible or the permit is not displayed in the designated location.
- b. Parked in More than One Space .....\$40**  
Issued to any vehicle that is not parked within the two lines designating a parking space.
- c. Abandoned Vehicle .....\$20**  
Issued to any vehicle determined by Parking and Transportation Services to have been abandoned or stored on the property without the approval of the University. Illegally parked vehicles are subject to towing and impoundment.
- d. Failure to use a designated space.....\$40**

Issued to vehicles parked in an area without displaying the appropriate permit or authorization. This includes, but is not limited to: failure to display the appropriate permit for the lot, parking in a reserved or restricted space, parking in a loading dock, parking in a visitor metered space, parking in landscaped areas, or parking in other areas not designated for parking. Illegally parked vehicles are subject to towing and impoundment.

**e. No Valid Permit .....\$75**

Issued to any vehicle not displaying a valid permit in lots which require a permit. Also issued for parking more than one vehicle on campus at one time.

**f. Failure to Pay and Display ... \$75**

Issued to any vehicle not displaying a valid pay-station receipt on vehicle dashboard

**g. Expired Meter .....\$12**

Issued to a vehicle that has paid to park, but the meter expired.

**h. Prohibited Parking (State Regulated Violation) .....\$100**

Issued to vehicles parked in a fire lane, within 15 feet of a hydrant, in a roadway, on crosswalks or at bus stops. Exceptions made for marked fire/rescue vehicles and police vehicles. Illegally parked vehicles are subject to towing and impoundment.

**i. Handicapped Area (State Regulated Violation) .....\$250**

Issued to: any vehicle parked in a handicapped space without displaying a valid, state-issued handicapped permit or license plate; vehicles parked in an adjacent transfer area, with or without a valid handicapped permit. Illegally parked vehicles are subject to towing and impoundment.

**j. Displaying an Altered, Lost/Stolen Permit or Using Permit of Another .....\$300**

- Displaying Altered CSU Permit
- Displaying Lost / Stolen CSU Permit
- Displaying Lost / Stolen CSU Permit
- Using the Permit of Another
- Driving a vehicle that is registered to another individual that does not attend daily classes

Issued for utilizing or being in possession of a permit which has been altered, reproduced, reported lost or stolen or improperly obtained from an agency or person other than Parking and Transportation Services. Possession of an altered, lost or stolen permit may result in criminal charges. Vehicles are subject to towing and impoundment.

**APPEAL PROCEDURES**

It may take up to two business days for citations to appear in the database. Please contact Parking and Transportation Services directly if your citation is not in the system after this time.

Coppin State University offers the right to either an administrative appeal or court hearing for citations regarding failure to comply with regular regulations. Requests for an administrative appeal or district hearing must be submitted within 25 calendar days of the violation. Choosing one review process waives the right to choose the other process.

All appeal requests must be submitted in writing to Parking and Transportation Services by completing an Appeal Form. Appeals will be reviewed by a Parking and Transportation administrator. Forms must be fully completed to request an appeal. The Appeals Committee, which is represented by faculty, staff, and students, meets monthly. Incomplete appeals will be rejected and mailed back to the individual completing the appeal. All appeal decisions are final and binding.

### **Oral Appeal Hearing Request**

Appellants receive trial dates directly from the District Court to appear at the District Courthouse in Baltimore, Maryland. Court costs may be imposed unless waived by the judge. Court-imposed fines and court costs must be paid immediately after the trial.

Citations for “Prohibited Parking,” “Handicapped Area” and “Fire Lane” can only be appealed through the District Court. If an individual possesses a valid parking permit but received a citation for failure to display the permit, an administrative appeal may result in the citation being downgraded to improper display.

### **UNPAID CITATIONS**

#### **Sanctions**

The following sanctions may be applied as a result of unpaid parking citations:

- Flagging of vehicle registration with the MVA
- Booting of the vehicle over \$200 of unpaid parking citations
- Towing of the vehicle at the discretion of Parking and Transportation. Owner will be responsible for all expenses.

### **VEHICLE REGISTRATION FLAGGING PROCESS**

1. Notification will be sent to the Maryland Motor Vehicle Administration for flagging (withholding of the motor vehicle registration renewal) for any vehicle with in-state tags that have citations over 30 days old and have not been paid or are not pending appeal results. The owner will not be permitted to obtain new tags or validation stickers until all outstanding violations have been paid in full.
2. The university does not send warning letters to the registered owner before outstanding violations are referred to the Motor Vehicle Administration.
3. The Motor Vehicle Administration will issue a letter to the registered owner of the vehicle within 45 days before the registration renewal stating the violation must be cleared.
4. Outstanding citations must be paid in full before a flag release will be issued.
5. A Vehicle Flag Release form (VR-119) must be obtained by one of the following methods:
  - a. In person at the Parking Transportation Services office;
  - b. Via facsimile to customer while physically present at the Motor Vehicle Administration.

## **VI. TOWING, BOOTING, RELOCATING AND IMPOUNDING OF VEHICLES**

### **RELOCATION**

The Office of Parking and Transportation Services reserves the right to relocate vehicles for any one of or a combination of the following:

1. Vehicle is parked in violation of university regulations or state vehicle code.

2. Vehicle is parked in any area specifically posted as restricted.

### **IMPOUNDMENT**

Vehicles may be impounded at the owner's expense for any one of or a combination of the following:

1. Vehicle has 2 or more outstanding violations.
2. Vehicle is illegally parked in roadway, fire lane, accessible space or transfer area, areas marked as tow-away zones and any space otherwise marked as reserved.
3. Vehicle displaying a lost, stolen or altered CSU permit and / or stolen or altered state-issued handicapped permit. These permits may be confiscated by Coppin State University Police personnel and the holder may be referred to Judicial Affairs or other university departments for further action.
4. Any vehicle parked in violation of towable offenses of Coppin State University's parking regulations or abandoned on campus. The term abandoned, as it relates to motor vehicles, is defined as:
  - (1) Any motor vehicle, trailer or semitrailer which does not have authority to remain on campus overnight and has not been moved for forty-eight (48) hours and whose owner or other claimant the Coppin State University Office of Public Safety is unable to locate.
  - (2) Any vehicle which has not been moved for forty-eight (48) hours and who's identified owner refuses to move it.
  - (3) Any vehicle which current license plates are not displayed and which had not been moved for forty-eight (48) hours or is displaying registration plate of another vehicle (as described in the Transportation Article Sec. 25-201.B7.ii).
  - (4) Any vehicle which has not been moved for forty-eight (48) hours due to any inoperative condition cause by the removal of necessary parted or a wrecked condition. Vehicles in inoperative condition must be immediately removed from disabled spaces, fire lanes, roadways, service areas, and unpaid meters.

Any vehicle suspected of being abandoned will be reported to the Coppin State University Office of Public Safety for appropriate action and removal.

All towing, storage, and/or impound fees incurred must be paid in full to the authorized towing contractor. All parking violation notices must be satisfactorily resolved. Positive identification must be provided before the vehicle is released. These regulations provide for an administrative review for any towing action by Parking and Transportation Services and the Coppin State University Police. Greenwood Towing Company (410-669-1661) is the University's agent for towing and impoundment services.

### **VII. RESPONSIBILITY FOR DAMAGES**

As a condition of parking on Coppin State University's campus, the vehicle Operator agrees that Coppin State University shall not be liable for any damage to or theft of any vehicles parked on campus nor shall it be responsible for the theft of or damage to any personal property located therein ("Damages"). The vehicle Operator shall have sole responsibility of any and all such Damages. The vehicle Operator further agrees to indemnify and hold Coppin State University, its officers and employees harmless from any liability for such Damages.

### **VIII. OUT-OF-STATE VEHICLES**

Maryland law requires that most vehicles be titled and registered in this state if they will be kept in Maryland more than 60 days. A non-resident permit enables a licensed driver to maintain and operate a vehicle with out-of-state registration for more than 60 days in Maryland, without titling and registering it in this state. To obtain a non-resident permit, you must have an out-of-state driver's license and meet one of the following criteria:

1. Student – You are enrolled as a student in an accredited school, college or university in Maryland, the District of Columbia, or in a bordering state, or you are serving a medical internship in Maryland. Note: medical residents are not eligible for a non-resident permit.
2. Temporary Employee – You are temporarily employed in Maryland.
3. Visitor – You have a permanent dwelling in another state and are visiting Maryland as a vacationer, to receive medical treatment or for another legitimate reason.

The permit cost is \$27 and is subject to change without notice. You must obtain the permit directly from the MVA.

## **IX. COPPIN STATE UNIVERSITY SHUTTLE SERVICE**

Campus shuttles do not operate during the summer, over breaks or when the university is closed for a holiday or inclement weather. In the event of inclement weather and a university early closure, shuttles will continue to operate 1-2 hours after the specified closure time, provided it is safe to do so.

1. The Eagle Express Shuttle Service operates Monday – Thursday 8:00 a.m. to 10:15 p.m. and Friday's until 7:30pm. Shuttles run approximately every 20 minutes. This route is open to all CSU faculty, staff, and students. A valid CSU id is required to board the shuttle.
2. Shuttle routes may be modified. Please see the Parking and Transportation Services Web site for current information. Drivers are not allowed to make any unscheduled stops. Absolutely no open containers of alcohol, controlled substances, food, open drinks, or smoking will be permitted on any university vehicle.

## **X. PARA-TRANSIT VAN**

The university provides transportation service to students, faculty, staff and guests who require special access to locations on campus not serviced by existing set routes. Passengers must have a disability that precludes their using the regular shuttle bus. Passengers in need of rides extending past three days are required to contact Parking Services or the office of Disability Support Services to register. Once registered, passengers are strongly encouraged to schedule their needed rides in advance through the Parking and Transportation Services office at 410-951-3556. Para-transit services are provided from 7:30 a.m. to 7 p.m. and on weekends from 9 a.m. to 1p.m.

The service area for Para-transit is limited to university property only. Passengers will have access to a lift-equipped vehicle at all locations currently served by university shuttles.

Parking Services will accommodate most mobility equipment, including but not limited to: standard wheelchairs, walkers and crutches. A standard wheelchair is any wheelchair no more than thirty (30) inches wide and no more and forty-nine (49) inches long. Motorized wheelchairs of all types are also accepted, as long as they fit within size parameters listed above. The capacity of wheelchair lifts is 800 lbs. Wheelchairs must be secured at all times while the vehicle is in motion.

Drivers are instructed to wait for passengers for up to 5 minutes from the scheduled pick-up time. Pick-up times will be scheduled within a half hour window.

### **Suggestions**

Suggestions on methods of improving the parking management program and transportation services on campus are welcomed by the Parking & Transportations Services office. Suggestions should be addressed to:

Parking and Transportation Services

Talon Center Room 132  
2500 W. North Ave.  
Baltimore, MD 21216

Revised: January 17, 2013; Reviewed by the Committee on Policies and the Budget Advisory Committee's Subcommittee on Tuition and Fees.

Vice President of Administration and Finance