# CCBC Parking Information

Parking permits will not be issued or required for students, visitors or guests who visit the college for a business purpose, such as attending class, registering for classes, or attending an event.

**Parking spaces designated by non-reserved white lines are available for parking from 5 a.m. until 11 p.m.**

Reserved spaces are in effect 24 hours a day.

**Reserved spaces that require a permit:**

- **Red lined spaces** – Faculty and staff
- **Blue lined spaces** – Disability Accessible (MVA issued permit)
- **Green lined space** – College Services vehicles
- **Purple lined space –** Leased parking
- **Fuel efficient/low emission spaces** (GreenCar designation) – Faculty, staff, and student

**Note:** Several (not all) faculty/staff permit lots are open to students after 5:30 p.m. There is identifying signage in each of these lots.

Citation and fine information for citations not paid or successfully appealed within 45 days of issuance will incur a late payment penalty of $15. Citations not paid within 90 days of issuance will be sent to the Maryland MVA, at which time a "flag" will be placed on the vehicle owner's registration account in addition to a flag fee ($30). The flag will not be released until the outstanding fine ($35) and late payment penalty ($15) is paid to CCBC and MVA flag fee ($30) paid to the MVA.

Most CCBC issued citations have a fee of $35. Citations issued for parking in a blue lined Disability Accessible space without a permit have a fee of $152.

Parking only works as a system if all the stakeholders participate in the effort. It is important that students, employees, and visitors know and follow parking regulations, drive safely while on campus, and act patiently and graciously when moving about the campus.

## Parking and Traffic Regulations

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 parking and traffic regulations. These regulations apply to all who operate vehicles on any part of CCBC's campuses or extension centers. 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 pedestrians.

B. To assure access at all times for ambulances, firefighting apparatus and other emergency response vehicles.

C. To assure an orderly flow of traffic and the safety of vehicular traffic.

D. To ensure orderly parking.

## Article II: Available Parking

A. All parking lots are clearly marked with signage indicating any restrictions and hours that may apply.

B. Parking on college parking lots that are designated as student, guest and visitor parking is permitted only for those people who have legitimate business with the college (attending classes, registering for class, attending a college-sponsored event, etc.), and not for persons who have business off-campus (such as a nearby school or college) and who park at CCBC for their own convenience.

C. All striping of parking spaces is color-coded to assist in the identification of the type of parking permitted:

- **Red spaces:** Faculty/Staff permit required. Enforced 24/7 – except where posted as open after 5:30 p.m.
- **White spaces (non-reserved):** Students and visitors – no permit required.
- **Blue spaces:** Disability Accessible (with MVA-issued permit, enforced 24/7).
- **Green spaces:** College service vehicles – enforced 24/7.
- **Yellow spaces:** No parking zones – enforced 24/7.
- **Purple spaces:** Leased Parking (Leased permit required) – enforced 24/7.
- **Loading zones:** 15 Minutes loading marked by sign or painted curb.
- **Yellow curbs:** No parking zones – enforced 24/7.
- **Red curbs:** Fire Lanes, no parking or standing – enforced 24/7.
- **Fuel efficient/low emission spaces (GreenCar designation):** The Catonsville campus has 23 "green" parking spaces throughout the campus open to anyone whose vehicle qualifies as a fuel-efficient/low-emissions car. Contact Public Safety for a GreenCar permit.

## Article III: Registration of Vehicles and Parking Permits

A. Students and visitors are not required to possess a CCBC parking permit while parking in student/visitor parking (white-lined spaces) on any CCBC campus. However, students and visitors must be on campus for CCBC business, or a CCBC event or activity.

B. Vendors and contractors will be issued a temporary parking permit with an assigned expiration date.

C. Employee parking permits are available from the Department of Public Safety on each of the main campuses.

- Employees must provide an acceptable form of CCBC identification (Faculty/Staff I.D., Work Contract, or recent Paystub from CCBC) and a vehicle registration card to obtain a permit.
- There is a limit of two parking permits for CCBC employees.

C. Students are encouraged to register vehicles online in "Simon" at the time of class registration, or by going to the campus Public Safety office. This will assist CCBC Public safety in emergency situations and help locate a vehicle's owner if the car needs attention.

D. For operators of a fuel-efficient/ low emission vehicle the Catonsville campus has 23 "green" parking spaces throughout the campus open to anyone whose vehicle qualifies. Employees and students must obtain a GreenCar permit from the Public Safety office to park in these spaces. A vehicle registration card for the qualifying vehicle must be produced to obtain a GreenCar permit. A GreenCar permit is issued in addition to a regular CCBC permit. Both permits must be displayed.

E. A current CCBC Faculty/Staff Parking permit must be properly displayed at all times. Employees should place the "hang tag" on their rear-view mirror with the numbers facing the front of the vehicle.

F. The person who registers a motor vehicle with CCBC or the registered owner (with MVA) is responsible for all violations involving that vehicle.

G. Securing or using parking permits through misrepresentation or fraud will result in the loss of parking privileges.

H. Parking in accessible spaces (blue spaces) requires an accessible license plate or special permit issued by the Motor Vehicle Administration (MVA). Accessible violations are enforced by the Baltimore County Police Department, and by CCBC's Department of Public Safety as a "failing to obey a parking control device" violation.

## Article IV: Parking and Traffic Regulations

A. Parking and traffic regulations, including CCBC regulations, must be obeyed at all times by anyone driving or parking at CCBC. Parking in student, visitor and guest parking areas is permitted only for those people who have legitimate business with the college, or who are attending a college-sponsored event. People who park on CCBC property who have business off-campus (such as a nearby school or college) and who park on college property for their own convenience are in violation of college policy.

B. Accidents or incidents involving a vehicle on a CCBC campus can be reported to the Department of Public Safety at 443.840.1111. The College assumes no responsibility for loss or damage to private property.

C. All CCBC parking and traffic 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.

D. The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of available space is not considered a valid reason for a violation of regulations.

E. In parking areas that have marked spaces and lanes, a vehicle must be parked in only one space, leaving clear access to adjacent spaces, without blocking driving lanes or creating a hazard for other drivers.

F. Motorcycles and scooters may park only in the areas assigned for such vehicles or in spaces lined in white. Other vehicles may not use areas reserved for motorcycle parking.

G. Every vehicle stopped or parked along a roadway shall be stopped or parked parallel to the curb or edge of the roadway, in the direction of authorized traffic movement and with the wheels within 12 inches of the curb or edge of the roadway.

H. Even if no signage is present, 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 flow of traffic or the use of college facilities.

I. Overnight, on-campus parking of automobiles, trucks, trailers, or other vehicles or related vehicular devices is prohibited except as authorized by the Department of Public Safety. Overnight parking forms are available at the campus Public Safety office. The form must be filled out and turned into the Public Safety office before the operator of the vehicle leaves it on campus.

J. Any motor vehicle parked in violation of CCBC parking and traffic regulations or abandoned on campus is subject to fines, immobilizing (booting), and/or towing.

K. 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.

L. All state and local laws governing movement, operation, and parking of vehicles shall apply on college property.

M. Pedestrians in a designated crosswalk shall have the right of way at all times. All vehicular traffic must stop to allow these pedestrians to cross safely.

N. A vehicle shall not enter any area on the college campus that has been closed off by the use of barricades or other traffic devices.

O. No U-turns are permitted on college roadways.

## Article V: Enforcement

A. Violators of campus traffic and parking regulations will be subject to fines. Chargeable violations include the following:

- Displaying an expired/invalid employee or accessible permit (where required)
- Parking in an employee lot (red space) with no permit displayed
- Parking in any parking lot without a demonstrated authorized purpose (i.e., a college business activity or acceptable use of college facilities)
- Parking in a No Parking Area (such as a grass area, field, yellow curb or driveway)

- Failing to Obey a Parking Control Device (Accessible, Fire Lane or other reserved parking space enforceable by the Baltimore County Government)
- Parking in a Reserved Space/Area (United Way, Campus Dean, Service Vehicle, etc. enforceable by the Department of Public Safety)
- Parking in a motorcycle space
- Obstructing traffic
- Parking in a loading zone for more than 15 minutes
- Parking in a 1-hour visitor space for more than 1 hour
- Back-in or head-in parking only violation
- Other

B. All citations issued by CCBC Public Safety include a fine of $35. However, at times, a Parking or Policy Violation notice may be issued as a warning notice – with no penalty attached.

C. Parking violations and fines are clearly marked on each summons. After 45 days, unless appealed, the fine increases to $50 and remains at $50 until paid.

D. All fines are payable to the cashier at the Bursar's Office, or online at www.CCBCmd.rmcpay.com. Citations may be paid by mailing the citation and a check payable to CCBC for the total amount due to: CCBC Department of Public Safety, 7201 Rossville Boulevard, Baltimore, MD 21237.

E. The Baltimore County Police and Parking Authority also issue citations on CCBC campuses. Fines for such violations are set by the State of Maryland.

F. Disorderly or other inappropriate behavior directed towards Department of Public Safety personnel will result in referral of students to Judicial Affairs for Code of Conduct sanctions (found in the Student Handbook) and of employees to their supervisor for discipline. In addition, criminal charges will be brought when necessary. Repeat offenders are subject to more stringent sanctions, which may include loss of all parking privileges.

G. Unpaid fines will be treated as follows: All citations can be paid or appealed within 45 days from the issuance of the citation. Visit www.CCBCmd.rmcpay.com to access the appeal form or pay the citation. If a violator fails to pay or appeal the citation in 45 days, a notice informing them of the violation will be sent electronically and or by U.S. mail and a late payment penalty will be added. If the fine is not paid within 90 days from issuance, an MVA flag will be placed on the registration. MVA will then assess an additional MVA administrative fee. All CCBC and MVA debts must be settled before a flag will be released.

## Article VI: Appeals

A. Any person wishing to appeal a parking or traffic violation may obtain information on the appeals procedure from the campus Department of Public Safety office, the back of the citation, or online at www.CCBCmd.rmcpay.com. No appeal will be accepted unless

filed online within 45 calendar days after the violation. The Appeal Board will consider all appeals, and the resultant decision will be recorded and emailed to the appellant. This process may take up to six weeks, but the fine will not accrue during this period.

B. Once a citation has been paid, an appeal cannot be accepted or processed. Should anyone pay a parking fine after an appeal has been received, the payment will stop the appeals process.

C. All Appeal Board decisions are final.

## Green Car Program

If you drive a fuel-efficient, low-emission vehicle, you could be eligible to park in a limited number of preferred parking spots on the Catonsville and Essex campuses.

Follow the simple steps below to get your GreenCar Sticker. Spaces are limited so a sticker does not necessarily guarantee you a preferred spot.

### Register Your Car:

A. Determine whether your vehicle is a GreenCar. If you don't see your vehicle on this list, your vehicle is not qualified for GreenCar preferred parking spaces.

B. Get your GreenCar sticker from the CCBC Public Safety Office. You must have a current CCBC parking permit in addition to a GreenCar sticker to park in a preferred space.

C. Find preferred GreenCar parking. There are a limited number of preferred GreenCar spaces on the Catonsville and Essex campuses.

D. View the GreenCar List