Parking Regulations Overview

Enrollment at the Universities at Shady Grove has grown from 2,000 to more than 4,000 students in recent years. New campus buildings, increased student enrollment, and increased faculty and staff requirements have highlighted the need to transition from a passive parking program to an active parking program. The purpose of an active parking program is to maintain a predictable parking environment for students, employees, and visitors. This document outlines all policies and practices regarding parking at the Universities at Shady Grove (USG).

The regulations stated within this document must be observed at all times, except when indicated by official notices, during a period of emergency, special events, and/or construction. These written regulations apply to individuals and property while on the Universities at Shady Grove campus and/or its jurisdictional boundaries; however, posted signage takes priority over written regulations.

The Executive Director of the Universities at Shady Grove approves these parking regulations based on recommendations put forward by the USG Transportation Advisory Committee.

Authority of Shady Grove TAPS

USG Transportation and Parking Services (TAPS) is responsible for administering the provisions stated within these regulations. Section 26-301 of the Maryland Annotated Code 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. Per the Maryland Annotated Code, “Any State agency authorized by law and any political subdivision of the State may adopt ordinances or regulations that:

i. Regulate the parking of vehicles
ii. Provide for the impounding of vehicles parked in violation of the ordinances or regulations
iii. Regulate the towing of vehicles from publicly owned and privately owned parking lots; and
iv. Provide for the issuance of a citation by an officer for a violation of an ordinance or regulation that is adopted under this section.”

Although TAPS does not have authority over matters of personal and professional conduct, students and employees are expected to act in accordance with the code of conduct, or equivalent, at their home institutions. TAPS reserves the right to refer students, faculty, and staff believed to be in violation of their home institution’s code of conduct to the appropriate entity.
code of conduct, or equivalent, for further investigation by their university's student conduct office, dean, department head, or human relations office for appropriate action.

Parking and Transportation Advisory Committee

The Universities at Shady Grove Transportation Advisory Committee (TAC) comprises representatives from campus stakeholder groups. This committee makes recommendations regarding parking management to the Executive Director of the Universities at Shady Grove. Among some of the TAC recommendations are the following:

- The location of designated parking areas for students, employees, and visitors
- Fine amounts for each violation type
- Hours of enforcement
- Policies regarding scofflaws and repeat violators

See below for a list of USG Parking and Transportation Advisory Committee members.

<table>
<thead>
<tr>
<th>Name</th>
<th>Home Institution Affiliation</th>
<th>Voting Member?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Nardi</td>
<td>Universities at Shady Grove</td>
<td>No</td>
</tr>
<tr>
<td>Carl May</td>
<td>Universities at Shady Grove</td>
<td>No</td>
</tr>
<tr>
<td>Jane Briggs</td>
<td>Universities at Shady Grove</td>
<td>No</td>
</tr>
<tr>
<td>David Allen</td>
<td>UMCP</td>
<td>No</td>
</tr>
<tr>
<td>Valerie Goubeau</td>
<td>UMCP</td>
<td>No</td>
</tr>
<tr>
<td>Amanda Long</td>
<td>UMCP</td>
<td>No</td>
</tr>
<tr>
<td>Earl Carpenter</td>
<td>UMCP</td>
<td>No</td>
</tr>
<tr>
<td>Arlene Cuanias</td>
<td>UMB (student)</td>
<td>Yes</td>
</tr>
<tr>
<td>Ashley Waters</td>
<td>UMBC</td>
<td>Yes</td>
</tr>
<tr>
<td>Gloria Paguia Kalotra</td>
<td>Universities at Shady Grove</td>
<td>Yes</td>
</tr>
<tr>
<td>Jim Johnson</td>
<td>IBBR</td>
<td>Yes</td>
</tr>
<tr>
<td>John Brandt</td>
<td>Universities at Shady Grove</td>
<td>Yes</td>
</tr>
<tr>
<td>Jose Fuentes</td>
<td>Universities at Shady Grove</td>
<td>Yes</td>
</tr>
<tr>
<td>Katharine Dever</td>
<td>UMB School of Nursing</td>
<td>Yes</td>
</tr>
<tr>
<td>Kathryn Duffy</td>
<td>UMCP</td>
<td>Yes</td>
</tr>
<tr>
<td>Lisa Huffman</td>
<td>University College</td>
<td>Yes</td>
</tr>
<tr>
<td>Maria Erazo</td>
<td>UMCP (student)</td>
<td>Yes</td>
</tr>
<tr>
<td>Steven Thompson</td>
<td>Universities at Shady Grove</td>
<td>Yes</td>
</tr>
<tr>
<td>Taylor Deveaux</td>
<td>UMCP (student)</td>
<td>Yes</td>
</tr>
<tr>
<td>Toyette Sullivan</td>
<td>University of Baltimore</td>
<td>Yes</td>
</tr>
<tr>
<td>Wendy Stickle</td>
<td>UMCP</td>
<td>Yes</td>
</tr>
</tbody>
</table>
# Table of Contents

Parking Regulations Overview ............................................................................................................. 1
Authority of Shady Grove TAPS ......................................................................................................... 1
Parking and Transportation Advisory Committee ............................................................................... 2
Terms ................................................................................................................................................ 5
Parking Facilities ................................................................................................................................. 6
Permit Parking ................................................................................................................................... 7
  Permit/Gate Card Issuance, Use, and Display ............................................................................... 7
  Employees ....................................................................................................................................... 7
Students ............................................................................................................................................ 8
  Permit Parking for Institutional Partners ....................................................................................... 8
Conference Center Guests .................................................................................................................. 8
Hourly Parking ................................................................................................................................... 8
Individuals with Disabilities ............................................................................................................... 9
Motorcycles ....................................................................................................................................... 9
Carpool Program ................................................................................................................................. 9
Green Vehicle Program ....................................................................................................................... 10
Service Vehicles ............................................................................................................................... 10
Replacement Gate Cards, Permits, Decals ......................................................................................... 10
  Gate Cards .................................................................................................................................... 10
  Permits .......................................................................................................................................... 10
Rates, Fees, Validation ......................................................................................................................... 11
  Permit Rates ................................................................................................................................. 11
  Hourly Parking Rates ................................................................................................................... 11
Replacement Fees ............................................................................................................................. 11
  Validation ....................................................................................................................................... 12
Violations, Fines, Appeals, Scofflaws ................................................................................................. 12
  Violations ...................................................................................................................................... 12
  Fines ............................................................................................................................................ 14
  Scofflaws ...................................................................................................................................... 15
Citations and Requests for Review ................................................................................................. 15
  Citations ...................................................................................................................................... 15

Return to [Table of Contents](#)
Terms

- **Active Parking System** is a parking system and the resulting environment that requires parkers to pay and/or display proof of parking privileges.
- **Code of Conduct** is the set of policies stated by University System of Maryland institutions that outline acceptable behavior from the institution’s students and employees.
- **Employee** is an individual with a current, active appointment at any University System of Maryland institution. This includes USG employees, faculty and staff from partner institutions, and all adjunct and part time faculty.
- **Gate Arm** is the device that limits or restricts vehicular access into a controlled parking area.
- **Gate Card** is the device issued to permit holders used to gain access to gate controlled parking areas.
- **Lot, Assigned Area, Parking Area, Lot Assignment, Assigned Lot** are interchangeable terms used to describe locations designated for parking at USG.
- **Institutional Partners** are individuals who are employed on the USG campus but who are not USM faculty and/or staff; this includes book store and food service staff.
- **Parking Account** is the online profile that exists for individuals who have interacted with USG TAPS.
- **Parking Space** is an area designated for vehicle parking. Parking spaces are designated between two control lines and labeled as such.
- **Pay-Per-Use Gate Cards** are linked to a finite number of exits from a gate-access facility; only employees may purchase a pay-per-use gate card.
- **Pay Station** is the machine at which individuals must pay for hourly/daily parking.
- **Permit** is a physical hangtag or decal used to designate parking privileges at USG.
- **Student** is an individual who is actively enrolled for a fall/spring/summer term as a student at the Universities at Shady Grove.
- **Surface Lot** describes any parking area located outside a parking garage; Lots 1, 4, and 5 are surface lots.
- **TAPS Office** houses the transportation and parking employees. This office is located in Building II, room 1312.
- **Transportation and Parking Services** (TAPS) is the agency that manages parking and transportation services at the Universities at Shady Grove.
- **Universities at Shady Grove** (USG) is the University System of Maryland campus located in Rockville, Maryland. Visit [http://www.shadygrove.umd.edu](http://www.shadygrove.umd.edu) for more information.
- **University System of Maryland** (USM) comprises all institutions, regional centers, and system offices of the State of Maryland university system. Visit [http://www.usmd.edu/](http://www.usmd.edu/) for more information.
Parking Facilities

PARKING FACILITIES MAP

LEGEND
- Visitor Parking
- Disabled Parking
- Charging Station
- Bikes share Station
- Motorcycle Parking
- Covered Bike Parking
- Car Tire Pump
- Bike Repair Station

VISITOR PARKING RATES
- Weekday Parking Rates: $2/hr (Maximum $10/day) Monday - Friday, 6:00 AM - 11:00 PM
- Late Night Weekday Parking Rates: $1/hour (Maximum $10/day) Monday - Friday, 11:00 PM - 6:00 AM
- Weekend Parking Rates: $1/hour (Maximum $5/day) Friday 11pm - Monday 6am

PARKING ASSIGNMENTS
- Employee Parking: Traville Gateway Garage
- Student Parking: Lot 1, Shady Grove Garage
- Visitor Parking: Traville Gateway Garage

NOTE: Printed map subject to change. Visit our website at https://shadygrove.umd.edu/about/visit/parking for the most current map.

Return to Table of Contents
GARAGE PARKING

SHADY GROVE GARAGE
This gate-access facility is available for permit holder and hourly parking. Shady Grove Garage is available for parking at all times.

TRAVILLE GATEWAY GARAGE
This gate-access facility is available for Traville Gateway Garage employee permit holders and hourly parking at all times. Traville Gateway Garage is available for student permit holder parking from 5pm-6am, Monday-Friday, and all day Saturday and Sunday. **Note:** Lot 4 is located on the lower level of Traville Gateway Garage and requires a Lot 4 permit at all times.

NON-GARAGE PARKING

LOT 1 (STUDENT PERMIT)
This gate-access surface lot is available for parking by student permit holders.

LOT 4 (FACULTY/STAFF PERMIT)
This un-gated lot is located on the lower level of Traville Gateway Garage; it is available for Lot 4 permit holders at all times. Lot 4 is available for parking by any employee permit holder from 5pm -6am, Monday-Friday, and all day Saturday and Sunday.

LOT 5 (PERMIT NOT REQUIRED)
This un-gated lot is available for individuals with state-issued disabled documentation, both permit holders and non-permit holders.

Permit Parking

Permit/Gate Card Issuance, Use, and Display

**ISSUANCE**
Individuals who purchase parking are assigned a parking lot and issued a permit/decal and gate card corresponding to their assigned lot. Parkers must visit the TAPS Office and present a valid USG ID card, temporary pass, or proof of employment at USG (institutional partners only) to receive their permit and gate card before parking on campus.

Click [here](#) to view parking permit rates.

**USE AND DISPLAY**
Parking permits/decals and gate cards are to be used in conjunction when accessing parking facilities. Permits/decals must be properly displayed at all times while parked in a USG facility.

Parking permits are for the exclusive use of the employee, student, or campus affiliate to whom they are issued. Permit display instructions are provided with the permit; failure to comply with permit display guidelines may result in a citation.

Gate cards are for the exclusive use of the employee, student, or campus affiliate to whom they are issued. Gate cards are programmed to allow access to facilities, according to employee, student, or institutional partner status.

**Employees**

**Eligibility:** USM staff and faculty with active appointments are eligible for an employee parking permit or a pay-per-use gate card. Parking permits must be purchased/requested online. Pay-per-use gate cards may be purchased in person at the TAPS Office.

Return to [Table of Contents](#)
Location: Employee permit holders are assigned to Lot 4 or Traville Gateway Garage. Overflow parking for employees is available in Shady Grove Garage.

Hourly parking: Employees are not required to purchase an employee permit and may elect to pay the prevailing hourly rate to park in Traville Gateway Garage or Shady Grove Garage. For more information, see hourly parking within this document.

Pricing: Click here to view parking permit rates.

Students

Eligibility: Students enrolled at the Universities at Shady Grove are eligible for a student parking permit. Parking permits must be purchased/requested online.

Location: Student permit holders are assigned to Lot 1 and Shady Grove Garage.

Hourly parking: Students are not required to purchase a student permit and may elect to pay the prevailing hourly rate to park in Traville Gateway Garage or Shady Grove Garage. For more information, see hourly parking within this document.

Pricing: Click here to view parking permit rates.

Permit Parking for Institutional Partners

Eligibility: Institutional partners who are not staff, faculty, or students affiliated with USG but are employed on campus may be eligible for a parking permit. Parking permits must be purchased/requested online.

Location: Institutional partners are assigned to Shady Grove Garage.

Hourly Parking: Institutional partners are not required to purchase an annual parking permit and may elect to pay the prevailing hourly rate to park in Shady Grove Garage. For more information, see hourly parking within this document.

Pricing: Click here to view parking permit rates.

Conference Center Guests

Unless otherwise advised by the event host/organizer, guests visiting the Universities at Shady Grove Conference Center should park in an hourly parking facility and pay the prevailing hourly or daily rate.

Hourly Parking

Location and Access: Hourly parking for non-permit holders is available in Traville Gateway Garage and Shady Grove Garage. However, please note that access to hourly parking facilities may be limited or restricted during certain campus events.

Payment: Individuals without a USG permit parking in an hourly facility must pay at a pay station before exiting. Pay-on-foot machines accept cash, coins, credit, and debit cards.

Return to Table of Contents
Click here to view hourly parking rates.

**Individuals with Disabilities**

Parking for disabled individuals with state-issued documentation is available in Traville Gateway Garage, Shady Grove Garage, Lot 1, Lot 4, and Lot 5. Designated disabled spaces are identified on the campus parking map.

See sections below for information specific to visitors, employees, and student parkers.

**VISITORS AND NON-PERMIT HOLDERS**

Individuals without an active USG parking permit but who do have state-issued disabled documentation may park in an hourly parking facility (Traville Gateway Garage, Shady Grove Garage, or Lot 5). USG pay stations and parking meters are ADA compliant. Designated disabled spaces are available on all levels of the garage.

**EMPLOYEE PERMIT HOLDERS**

Employees with an active parking permit and state-issued disabled documentation may park in any parking space in Traville Gateway Garage, Shady Grove Garage, Lot 4, or Lot 5. Designated disabled spaces are available on all levels of the garage.

**STUDENT PERMIT HOLDERS**

Students with an active parking permit and state-issued disabled documentation may park in any parking space within or outside of their assigned lot. However, students must visit the TAPS Office with their state-issued disabled documentation to gain access to gated portion of Traville Gateway Garage from 6am-5pm on weekdays.

**Motorcycles**

Designated motorcycle spaces and general parking is available in permit-only and hourly parking areas. A motorcycle decal must be displayed on motorcycles parked in Lot 4. Motorcycle decals must be requested in person at the TAPS Office.

**USG EMPLOYEES AND STUDENTS**

Refer to Employee, Student, and Institutional Partner permit parking sections within this document.

**VISITORS AND NON-PERMIT HOLDERS**

Non-permit holders must pay to park in an hourly parking area; refer to hourly parking within this document for more information.

**Carpool Program**

**Eligibility and Issuance:** Individuals with a parking permit are eligible for a carpool discount of 50% off the cost of their permit. Carpoolers must visit the TAPS Office to enroll, and will be issued one permit and one gate card per carpool. At the time of enrollment, each member of the carpool will also receive a
number of one-day passes for use on non-carpool days. The carpool and green vehicle discounts may not be applied to the same permit. This discount cannot be applied retroactively.

**Location:** Priority parking is not available for carpoolers. Carpoolers may park in any space in their assigned lot.

**Pricing:** Click [here](#) to view parking permit rates.

### Green Vehicle Program

**Eligibility and Issuance:** Individuals with a parking permit and qualifying vehicle are eligible for a green vehicle discount of 20% off the cost of their permit. Vehicles must be certified [EPA SmartWay Elite](#) to qualify for the Green Vehicle Program.

Green vehicle owners must visit the TAPS Office to enroll in the program. At the time of enrollment, drivers must provide a copy of the vehicle registration. The carpool and green vehicle discounts may not be applied to the same permit. This discount cannot be applied retroactively.

**Location:** Priority parking is not available for green vehicles. Green vehicle drivers may park in any space in their assigned lot.

**Pricing:** Click [here](#) to view parking permit rates.

### Service Vehicles

Vehicles parked at USG for contract services, deliveries, and so on must be parked in a space within a designated parking area. Parking is prohibited in any area (roadway, landscaped area, fire lane, etc.) not specifically designated for parking. Unattended vehicles parked outside of a designated parking area are subject to penalties, including but not limited to citation, immobilization, and relocation.

### Replacement Gate Cards, Permits, Decals

**Gate Cards**

Permit holders must use their gate card to access Traville Gateway Garage, Shady Grove Garage, and Lot 1. Permit holders who are unable to locate their gate card may pay the prevailing hourly parking rate until the card is found.

**OR**

Permit holders may visit the TAPS Office to be issued a replacement card or exit ticket. Replacement gate cards are reissued at no cost once per academic year. See [replacement fees](#) section within this document.

**Permits**

Permit holders must display their TAPS permit when parking in a USG facility. Individuals who are unable to locate their permit must visit the TAPS Office to be issued a replacement permit. Replacement permits are reissued at no cost once per permit term (annual, fall/winter, spring/summer, summer), according to permit type. See [replacement fees](#) section within this document.
Rates, Fees, Validation

Permit Rates

**STAFF, FACULTY, & INSTITUTIONAL PARTNER PERMIT PARKING**

Employee parking rates are based on an employee’s appointment type and salary range. Employees may elect to pay upfront or in monthly installments.

<table>
<thead>
<tr>
<th>Affiliation</th>
<th>Rate Tier</th>
<th>Salary Range</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Time USG Employee and Institutional Partner</strong></td>
<td>Base (Tier 1)</td>
<td>$75,001+</td>
<td>$575/year</td>
</tr>
<tr>
<td></td>
<td>Tier 2</td>
<td>$50,001-75,000</td>
<td>$450/year</td>
</tr>
<tr>
<td></td>
<td>Tier 3</td>
<td>$25,001-$50,000</td>
<td>$350/year</td>
</tr>
<tr>
<td></td>
<td>Tier 4</td>
<td>$0-$25,000</td>
<td>$250/year</td>
</tr>
<tr>
<td><strong>Part Time Faculty</strong></td>
<td>Tier 4</td>
<td>$0-$25,000</td>
<td>$250/year</td>
</tr>
<tr>
<td><strong>Any Faculty and Employee</strong></td>
<td>n/a</td>
<td>n/a</td>
<td>$5 per exit from gated facility</td>
</tr>
</tbody>
</table>

**STUDENT PERMIT PARKING**

Student permit parking can be purchased on an annual, fall/winter, spring/summer, or summer-only basis.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>$197</td>
<td></td>
</tr>
<tr>
<td>Fall/Winter</td>
<td>$99</td>
<td></td>
</tr>
<tr>
<td>Winter Only</td>
<td>$49</td>
<td></td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>$99</td>
<td></td>
</tr>
<tr>
<td>Summer Only</td>
<td>$49</td>
<td></td>
</tr>
</tbody>
</table>

**Hourly Parking Rates**

See [parking facilities](#) for more information about hourly parking locations.

<table>
<thead>
<tr>
<th>Time</th>
<th>Rate</th>
<th>Daily Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays from 6am-10:59pm</td>
<td>$2/hour</td>
<td>$10</td>
</tr>
<tr>
<td>Weekdays from 11pm-5:59am</td>
<td>$1/hour</td>
<td>$10</td>
</tr>
<tr>
<td>All day Saturday and Sunday</td>
<td>$1/hour</td>
<td>$5</td>
</tr>
</tbody>
</table>

**Replacement Fees**

<table>
<thead>
<tr>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gate Card</td>
<td>$15</td>
</tr>
<tr>
<td>Hanging Permit</td>
<td>$5</td>
</tr>
<tr>
<td>Motorcycle Decal</td>
<td>$5</td>
</tr>
</tbody>
</table>

Return to [Table of Contents](#)
Validation
The TAPS Office does not validate parking. Some USG offices may validate parking for their guests; however guests should pay in an hourly parking location unless otherwise advised by their host department or office.

Violations, Fines, Appeals, Scofflaws
Unless otherwise noted, parking is prohibited in any area (roadway, landscaped area, fire lane, etc.) not specifically designated for parking. Unattended vehicles parked outside of a designated parking area are subject to penalties, including but not limited to citation, immobilization, and relocation.

Violations
Parking violations and associated fines are categorized according to their impact on others, safety, and institutional priorities.

8A PUBLIC SAFETY
Parking in or blocking access to:

A. A roadway or driving lane: Parking a vehicle in a road that is designated for one- or two-way traffic
   Note: Driving lanes are not marked by signs
B. Plazas or sidewalk areas adjacent to buildings that are designed for pedestrian use only
C. Marked crossing zones located in parking lots, parking garages, and roadways identifying pedestrian walkways
D. Marked or unmarked zones in a parking lot/area that vehicles utilize to access parking spaces
E. Paved walkway for pedestrians at the side of a street
F. Areas designated for buses to load and unload passengers
G. ADA ramps

8B ILLEGAL DISPLAY AND/OR RECEIPT OF PERMIT OR GATE CARD
Displaying and/or possessing a permit or gate card in violation of established USG TAPS by:

A. Altering, duplicating and/or tampering with the originally issued permit
B. Unauthorized fabrication of permits
C. Using and/or possessing permits in violation of TAPS established policies and procedures regarding their use and possession
D. Providing fraudulent information in order to obtain and/or utilize a permit or gate card
E. Possessing and/or using a permit or gate card that has been illegally procured including, but not limited to, obtaining permits or gate card from an agency or person(s) other than TAPS
F. Any unauthorized possession or display of a permit or gate card that attempts to circumvent the parking regulations
G. Possessing or using a reported lost or stolen permit or gate card
H. Concealing identity of vehicle owner by covering VIN or removing or covering license plates

Return to Table of Contents
**8C** ILLEGALLY PARKED IN DISABLED SPACE/TRANSFER AREA
Parking, stopping, or standing a vehicle in:

A. A disabled space without displaying valid state-issued disabled license plate(s), window placard(s) or hanging permit(s)
B. A disabled space transfer area

**8E** ILLEGALLY PARKED IN OTHER THAN ASSIGNED/RESTRICTED AREA
Parking in a restricted area or while displaying a current valid TAPS permit/decal in an area other than the assigned parking area or designated overflow area(s).

**8F** PARKED OUTSIDE OF CONTROL LINES
Parking a vehicle within a parking area but outside of the parallel control lines that define a parking space.

**8G** PARKED IN AN AREA THAT IS NOT A DESIGNATED SPACE
For example:

A. Parking areas designated for motorized cycles only
B. Marked or designated areas in or blocking a construction area
C. Parking areas designated with time limits
D. Unauthorized vehicles parked at bagged meters
E. Spaces designated for Zipcars or State vehicles

**8H** EXPIRED PARKING METER
Such as vehicles parked at:

A. Meter spaces with the "Violation" or "Time Expired" flag displayed or "Flashing Indicator" displayed or at spaces controlled by a pay station past the time paid for
B. Vehicles parked at broken or malfunctioning meters

**8I** ILLEGALLY PARKED IN A FIRE LANE
Persons are prohibited from leaving vehicles parked in a fire lane or within 12 feet of a fire hydrant except for marked fire/rescue vehicles, and police vehicles.

**8K** ILLEGALLY PARKED IN A RESTRICTED LOT
Failure to display a permit issued by TAPS for the appropriate year, lot, or designated overflow area.

**8M** PERMIT IMPROPERLY DISPLAYED
Displaying a permit contrary to TAPS regulations regarding placement including, but not limited to:
A. Displaying a permit in an area of the vehicle not specifically designated for placement of the permit
B. Displaying a permit in a manner in which the control number, lot designation, and/or expiration date are not visible to the enforcement officer

8N ILLEGALLY ENTERING A CONTROLLED LOT

A. Any vehicle observed illegally entering or exiting a gated area by lifting, bending or breaking the gate arm or in any other manner entering/exiting and/or parking in the gated area
B. Any vehicle circumventing a barricaded or coned-off area
C. Any vehicle observed illegally entering a staff-controlled lot

8P ILLEGAL USE OF STATE-ISSUED DISABLED PERMIT/DOCUMENTATION

Any individual illegally using a disabled license plate(s)/placard/permit in violation of established State and Federal regulations or laws by:

A. Altering, duplicating and/or tampering with the original disabled license plate(s)/placard/permit
B. Fabrication of disabled license plate(s)/placard/permit
C. Using and/or possessing license plate(s)/placard/permit in violation of USG, TAPS, State regulations/policies regarding their use and possession
D. Providing fraudulent information in order to obtain and/or utilize a disabled license plate(s)/placard/permit
E. Possessing and/or using a disabled license plate(s)/placard/permit that has been illegally procured
F. Any unauthorized possession or display of a disabled license plate(s)/placard/permit that attempts to circumvent the regulations

8R FRAUDULENT USE OF DOCUMENTS

It is prohibited to use documents in an effort to deceive USG TAPS officials. For example, placing previously issued violations, with the same license plate, on the vehicle in an effort to avoid receipt of additional parking citations.

Fines

<table>
<thead>
<tr>
<th>Violation Code</th>
<th>Fine</th>
<th>Description of Violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>8a</td>
<td>$100</td>
<td>Public Safety</td>
</tr>
<tr>
<td>8b</td>
<td>$250</td>
<td>Illegal display and/or receipt of permit or gate card</td>
</tr>
<tr>
<td>8c</td>
<td>$100</td>
<td>Illegally parked in disabled space/transfer area</td>
</tr>
<tr>
<td>8e</td>
<td>$50</td>
<td>Parked in other than assigned/restricted area</td>
</tr>
<tr>
<td>8f</td>
<td>$25</td>
<td>Parked outside of control lines</td>
</tr>
<tr>
<td>8g</td>
<td>$50</td>
<td>Parked in an area that is not a designated space</td>
</tr>
<tr>
<td>8h</td>
<td>$25</td>
<td>Expired parking meter</td>
</tr>
<tr>
<td>8i</td>
<td>$100</td>
<td>Illegally parked in a fire lane</td>
</tr>
<tr>
<td>Citation Code</td>
<td>Fine</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>8k</td>
<td>$50</td>
<td>Illegally parked in a restricted lot</td>
</tr>
<tr>
<td>8m</td>
<td>$50</td>
<td>Permit improperly displayed</td>
</tr>
<tr>
<td>8n</td>
<td>$250</td>
<td>Illegally entering a controlled lot</td>
</tr>
<tr>
<td>8p</td>
<td>$250</td>
<td>Illegal use of State-issued disabled permit/documentation</td>
</tr>
<tr>
<td>8r</td>
<td>$250</td>
<td>Fraudulent use of documents</td>
</tr>
</tbody>
</table>

**Scofflaws**

Any vehicle with - or vehicle associated with a person who is linked to - more than five unpaid and uncontested citations or more than ten citations within a 365 day period is subject to immobilization or impoundment and associated fines and fees. All fines and fees must be resolved before an immobilized or impounded vehicle will be released.

**Citations and Requests for Review**

**Citations**

You are required by law to either pay the citation fine or request a review within 15 calendar days of the citation notice. Failure to resolve a citation through payment or request for review will result in a $10 late fee.

**Requests for Review**

Citation recipients may request a review of a citation within 15 days of the citation issue date. Individuals may request a review online through the TAPS website, in person at the TAPS Office, or by mail.

**Transit**

There is a dedicated shuttle between USG and UMCP for USG employees and students. Information about this route is available online [here](http://www.shadygrov.umd.edu/parking). Any individual with a valid USG ID may use this bus to travel between USG and UMCP at no cost.

Additional information about public transportation can be found online [here](http://www.shadygrov.umd.edu/parking). Note that these services are not provided by TAPS and are subject to change.

**Contact TAPS**

**Website**

[http://www.shadygrove.umd.edu/parking](http://www.shadygrove.umd.edu/parking)

**Office Hours**

The Transportation and Parking Services office is open Monday-Friday from 9am-7pm.

**Phone**

Reach the office by phone at 301-738-6277; the TAPS Office is located in office 1312 in Building II.

For after-hours assistance, contact the Public Safety department.