

STUDENT

parking rules
& regulations

M | PARKING & TRANSPORTATION SERVICES
UNIVERSITY OF MICHIGAN

Updated August 2013

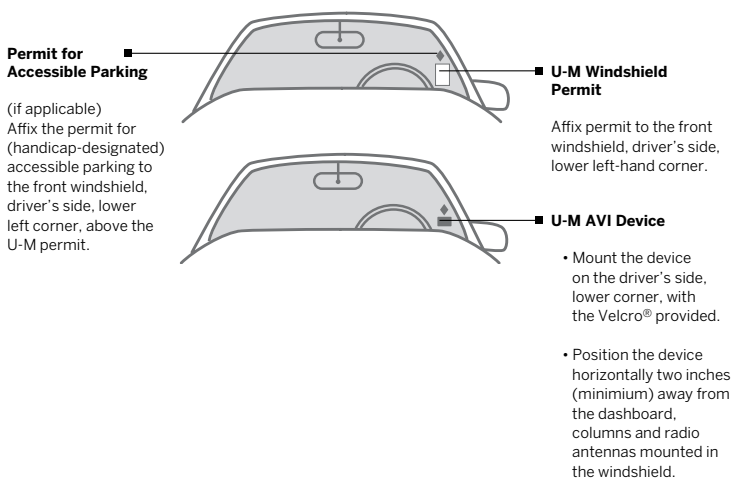
U-M STUDENT PARKING RULES AND REGULATIONS

Welcome to the University of Michigan parking system. The information in this booklet will help you understand the parking system and your responsibility as a parking permit holder. It will also answer commonly asked questions.

For more details, please visit our website at www.pts.umich.edu, or call Parking & Transportation Services (PTS) Customer Services at (734) 764-8291.

Displaying Your Parking Permit

Parking permits must be properly displayed whenever your vehicle is parked in any University lot or structure during posted enforcement hours. Refer to the illustrations below:



NOTE: Permits must be displayed as illustrated to be valid. Non-display, or display in any other manner is unacceptable. Vehicles parked without the appropriate permit or device displayed in accordance with instructions are subject to citations.

How To Use Your Mcard For Structure Access...

If you have either a “Student Blue” or “After Hours Student” permit, you will be able to have access to the gated Blue parking structures by using your Mcard. Other student permits cannot be used.

To use your Mcard in a Blue parking structure:

- Place the card at the top of the reader and swipe the card entirely through the reader (top to bottom) in a downward motion. The card should be face up when swiping (photo or picture facing the driver), with the magnetic stripe to the left and inside the reader.
Hint: Applying slight pressure on the stripe side of the card when swiping ensures good contact with the reader head. This is especially helpful if your card is bowed.
- You must use your card both to enter and exit, even if the gate is open. Each entrance must have a corresponding exit. Remember to display your parking permit when you are parked in the structure.

If for any reason your card does not activate the gates, phone the AVI Helpline at (734) 763-5555 for assistance. The most typical reason a card may not work is failure to swipe in or out. Remember, each entrance must have a corresponding exit and vice-versa. If entry and exit do not “synch,” your card may have to be reset to work correctly.

Card reader locations are below:

Central Campus	
Church Street Parking Structure	North entrance/exit at Church Street
Fletcher Street Parking Structure	Entrance/exit at Palmer Drive
Hill Street Parking Structure	Only one entrance/exit at Hill Street
Palmer Drive Parking Structure	East entrance/exit closest to Washtenaw
Thayer Street Parking Structure	North entrance-right lane; only one exit
Thompson Street Parking Structure	Main entrance (right lane) and exit on Thompson Street. No reader in middle lane. Entrance/Exit on Division

Medical Campus

Ann Street Parking Structure	East and west entrance/exit lanes on Ann Street
Catherine Street Parking Structure	Must enter and exit structure from the Ann Structure, Level 6
Glen Avenue Parking Structure	Entrance/exit at Catherine Street
Simpson Circle Parking Structure	South entrance/exit and nesting gates on East Medical Center Drive
North Entrance Parking Structure	West entrance/exit (Blue) at West Medical Center Drive

General Information

Parking Year

The parking year begins July 1st and ends June 30th. All annual parking options issued are for this period.

Purchases

Only permits obtained from the Parking & Transportation Services (PTS) office are valid. Individuals are limited to the purchase of one parking option only. There are no exceptions. The permit is for your use only and is not to be sold or given to others. The only exception to this policy is for permits being shared by eligible members of a carpool.

Please Note: Reproduction of any parking option is prohibited. Individuals will be held accountable for inappropriate use in accordance with established policies.

Color-Coded Parking

All U-M parking locations are color-coded: gold, blue, yellow or orange. Parking permits in corresponding colors authorize access. Visitor parking is color-coded red and color-coded permits are not honored in these lots.

Color-coded parking permits are not valid and will not be honored at the Coliseum lot (SC9), or in any lots located south of Hill Street on home football game Saturdays, nor will they be honored at any lots located on Kipke Drive during home basketball games.

Park in Designated Spaces

Parking is allowed in designated spaces only—striped on paved surfaces or at bumper blocks on gravel surfaces.

A parking permit does not guarantee you a parking space in a particular lot or structure. If the lot or structure you want to park in is full, you are responsible for finding a valid parking space in another parking area of either the same or a lower color tier.

Smoking in Structures

Smoking is prohibited in all University facilities, including parking structures.

Storage Parking

Storage parking is not allowed in any University lot or structure, except for the Student Storage parking permits and permits issued by Housing and Northwood Community Apartments. All personal vehicles must be removed within 48 hours.

Emergency Access to Gated Structures

Those requiring access to gated structures during enforcement hours for tow trucks or emergency vehicles should contact the AVI Helpline at (734) 763-5555 or the University of Michigan Police Department at (734) 763-1131 for assistance.

Motorcycle and Moped Parking

Motorcycle and moped parking is located in some Blue, Yellow and Orange lots, in signed areas. These areas are indicated on the U-M Guide to Parking map. Permits are not required. Motorcycles and mopeds may not park in gate-controlled areas, in regular vehicle parking spaces during enforcement hours or in bicycle racks (unless otherwise indicated).

Trailers, RVs or any Oversize Vehicle

Trailers, RV's or any type of oversized vehicles are not allowed to park in University parking lots or structures, unless permission is granted from the Parking Customer Services office. Exceptions for RV's are made for specifically designated parking areas for home football games and for patients' families at the U-M Hospital.

Parking Enforcement

University of Michigan Police Department is responsible for enforcing the University ordinance to regulate parking. Regulations are in force throughout the calendar year except for the following:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the following day
- Christmas through New Year's Day

The hours of parking enforcement vary between locations and are posted on the entrance sign at every lot and structure. The enforcement hours are also available online at www.pts.umich.edu.

Enforced Violations:

- Expired Meters
- Parked over 48-Hour Legal Limit
- No Parking Anytime
- No Stopping or Standing
- Commercial Vehicle
- Bus Stop
- Double Parking
- Parking Within 15 ft. of Fire Hydrant
- Parking on Walk
- Left to Curb
- Blocking Driveway
- Blocking Crosswalk
- Handicapped
- Parked over 12 Inches from Curb
- Other (details printed under Remark 1 and Remark 2 on citation)
- No Permits U-M Lots
- Motorcycles Only
- Parked Upon or Across Line
- No Parking Fire Lane
- U-M Vehicle Only
- No Parking in Driveway
- Snow Removal

Parking Fraud and Abuse

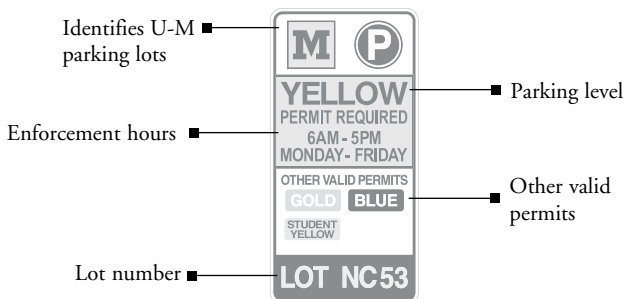
Parking fraud and use of parking options in disregard of the defined rules and regulations will result in severe penalties.

Any person found to be using, or to have participated in or facilitated fraudulent use of any parking option in disregard of the rules and regulations governing its use as stated in this guide will be prohibited from obtaining a parking option for a period of up to, but not exceeding, two years from the date the offense is verified. This penalty will be imposed in addition to any criminal charges or disciplinary actions from any other University department, school or college.

Fees associated with the fraudulent use of an option will be charged, when applicable, and must be paid in full before parking privileges will be restored (after the penalty period).

Parking Signage

University lots and structures are identified by signs located at the entrances. The signs indicate the parking color, permits required and enforcement hours. Below is an explanation of the sign format.



About Your Permit

Parking Options Exchanges

Student parking options may be exchanged at any time throughout the permit year. The first exchange during a permit year will be done free of charge; thereafter each additional exchange will have a \$10 fee that must be paid in full at the time of the transaction.

Parking Option Replacements

Responsibility to secure parking options from loss or theft, both when in use and away from campus, rests solely with the purchaser. To replace a lost or stolen option, you must complete a Parking Option Affidavit. Misrepresentation of the information provided on this legal document by the customer may result in the loss of parking privileges, disciplinary action and criminal prosecution, if appropriate.

If a parking option that was previously reported lost or stolen is found, it must be immediately returned to the PTS office at 523 South Division.

Defective Permits

Free replacements for defective or damaged permits are available provided you return them to the PTS office at 523 South Division.

Lost or Stolen Permits

Full payment of a new permit at the prevailing rate will be charged for permit replacements. If a "lost" permit is found and returned to PTS within 30 days of being replaced, a refund will be processed for the remaining value of the permit. Payment may be made by cash, check or credit card (VISA, MasterCard or Discover).

Parking Option Returns

Parking options may be returned to the PTS office at 523 South Division at any time. Refunds, if due, are limited to amounts pre-paid excluding the month the option is returned.

Frequently Asked Questions

Q. Are students paying higher parking fees than faculty and staff?

- A. No, the rates for student permits are equal to those paid by faculty and staff.

Q. One of my parents works here. May I use their permit occasionally?

- A. No, the permit is for your parent's work-related use. The University has a strict eligibility criteria to help manage the parking system. As such, students are not eligible for faculty/staff parking options. Please note that this policy also extends to U-M Retiree permits.

Q. If I no longer need my permit, can I sell it to someone else?

- A. No, the permit may not be resold or given to others. If you don't need your permit any more, return it to the PTS office at 523 South Division. Remember: it is to your advantage to return the permit as soon as possible, since you will receive a prorated refund.

Q. How do I return my permit to Parking & Transportation Services?

- A. ■ Visit the Parking Customer Services office at 523 South Division Street, between Packard & Jefferson.
Office hours are:
- Mon, Thurs & Fri - 7:30 am to 4:30 pm
 - Tues - 7:30 am to 12:30 pm & 1 pm to 4:30 pm
 - Wed - 7:30 am to 6 pm
- Use the Permit Drop Box housed at by the back door of the Parking Customer Services office on the inner west wall of the Thompson Street Parking Structure. Please complete the Return form and put your permit inside. Take the top copy for your record, and then drop the form with your permit in the Drop Box.
- Mail your permit back. We recommend that you return it via US Mail - Registered Mail, with a return receipt. This way if it is lost in the mail, you have proof and a tracking number to help find it. Please include with your permit, your full name, UMID#, mailing address and reason for the return. Mail your permit and information to:

Parking & Transportation Services
523 South Division Street
Ann Arbor, MI 48104-2912

Q. When is the best time to return my permit?

- A. You must return your parking permit by the end of the month, so you are not charged for the new month. If you return your permit mid-month, you can obtain a temporary parking permit that will be valid through the end of the month.

Q. How are permit refunds calculated?

- A. All refunds are based on a monthly proration. PTS will subtract the value of the permit from the total amount paid by you for your permit. The remaining amount is the refund.

Q. I am a graduate student with a University appointment. Am I eligible for faculty/staff parking options?

- A. No. As a graduate student, you are only eligible for graduate student parking options. These options were enhanced several years ago, to optimize your parking options at a reasonable cost.

Notes:

Questions or comments? Please contact us at:

PTS (Parking & Transportation Services)

University of Michigan

523 South Division

Ann Arbor, MI 48104-2912

Phone: (734) 764-8291

Fax: (734) 763-4041

Email: umpark@umich.edu

Online: pts.umich.edu

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Mark J. Bernstein, Julia Donovan Darlow, Laurence B. Deitch, Shauna Ryder Diggs, Denise Ilitch, Andrea Fischer Newman, Andrew C. Richner, Katherine E. White, Mary Sue Coleman, *ex officio*

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