

DEARBORN ADMINISTRATIVE GUIDE

Section: Business and Financial Services
Subject: Parking
Issued by: General Services
Number: 514.1
Date Revised: 10/2007

The Parking Office is located in CSS. The Manager, Tim Southward, can be reached at 593-5480.

VEHICLE PARKING PERMITS

Employee and Student Vehicle Parking Permits

To legally park on campus all students and employees must register their vehicles with the Parking Office and display a valid window decal. The registration of vehicles helps keep unauthorized vehicles off campus and out of the parking areas. Registration also makes it possible for University departments to get in contact with persons promptly about matters that concern their vehicles. The Dearborn parking stickers are valid in Ann Arbor only when the faculty or staff member is conducting University business.

Obtaining Permits

Student and employee permits are issued by the CSS Parking Office. Students may obtain a permit by showing their validated student I.D. card and their tuition assessment form. Employees must either pay for their permit at the office, or sign the application form authorizing monthly payroll deductions.

Guest or Temporary Employee Permits

Temporary employees must purchase parking permits. They are eligible for payroll deduction of the parking fee they are paid by the University. Guests should park in the Parking Structure. Visitors are not charged a fee.

Replacement Permits

To receive a free replacement permit, the old permit must be returned. If the vehicle with the permit on it has been sold, stolen or involved in an accident, copies of the receipt, incident report, and certificate of registration for the new vehicle must be submitted to obtain a new window decal.

DEARBORN ADMINISTRATIVE GUIDE

Second Vehicle Parking Permits

Employees requiring an annual permit for their second vehicle may purchase one for a \$5.00 additional fee. Second vehicles must be registered to the same address as the primary vehicle. The second sticker may not be used as a primary parking sticker in Ann Arbor.

Handicap Permit

Students and staff may apply for a temporary handicap permit by providing the Parking Office with a doctor's statement regarding their disability and the length of time for which the permit is required. Permanent handicap permits for staff are available at the Parking Office. Students may obtain permanent handicap permits from Counseling and Support Services.

DESIGNATED PARKING AREAS

Faculty/Staff Parking

Separate areas are designated for employee parking. Only vehicles displaying a valid permit may park there. Others are subject to ticketing. Blue signs identify these areas. Faculty and staff may also park in General Permit lots.

Student Parking

Separate areas are designated for student parking. These areas are identified by yellow signs which say "Permit Parking".

Visitor Parking

Visitor parking is available in the Monteith Parking Structure unless a temporary permit has been obtained from the Parking Office.

Motorcycle Parking

Motorcycle parking is provided on the cement pad in front of the Mardigian Library.

Handicap Parking

DEARBORN ADMINISTRATIVE GUIDE

Vehicles displaying a valid handicap permit are allowed to park in any handicap assigned Fac/Staff and UMD Vehicles space on campus. These spaces are found in most all faculty/staff and permit parking lots and in the visitor's lot.

Vendor Parking

Departments requiring vendors to come on campus should advise the vendor to stop first at the CSS Parking Office to obtain a special vendor permit. All cars without permits will be ticketed.

Vehicle Loading/Unloading on Campus

If a person must drop off or pick up heavy packages or equipment on campus and needs to park briefly in a driveway or non-parking area of a lot, he or she must notify the Parking Office ahead of time to avoid being ticketed. Fire lanes or unpaved areas must be avoided.

Parking Website:

<http://www.umd.umich.edu/parking/>

PARKING ENFORCEMENT

General parking regulations are enforced from 8:30 a.m. to 6:15 p.m., Monday through Friday. Parking enforcement is provided by the Parking Enforcement Officers based on the rules and regulations set forth in The University of Michigan-Dearborn "Parking and Transportation Manual". Parking Enforcement Officers are authorized by the City of Dearborn to issue citations for parking violations. If a person feels that the ticket he or she received is not justified, they may use the following appeal procedure:

1. Talk to the Manager of the Parking Office (CSS-Extension 3-5480);
2. Sign the reverse side of the ticket, admitting guilt and send a letter of explanation to the 19th District Court of Dearborn; or
3. Schedule a court appearance. (Directions are printed on the reverse side of the ticket).

[CAMPUS MAP](#)