USM PARKING, TRANSPORTATION AND PEDESTRIAN GUIDELINES

Any and all questions regarding parking or transportation at USM may be addressed by contacting USM Public Safety at 207-780-5211.

For all Students, Faculty, Staff and Visitors

Authority

Board of Trustees, University of Maine System, Policy Manual, Introduction, Section 102,

Charter of the University of Maine System, Section 8-A

Introduction

In order to ensure the safety of the University community and guests, it is necessary to establish guidelines for motor vehicle and pedestrian use. Enforcement is necessary to maintain safety and fairness to all.

Transportation Fee

The transportation fee supports the cost of intercampus shuttle bus services, parking operations (including the parking garage on the Portland campus), walkway and parking lot creation/renovation, and campus emergency and safety services.

Additionally, the fee subsidizes and supports discount fares for students, faculty and staff who use the Portland Metro public transportation system and for students includes the cost of a parking decal/hang tag.

Parking Guidelines

Students

It is necessary for all vehicles parked on surface lots on property owned or under the control of USM to display a valid USM permit or other recognized parking permit. Unfortunately, during peak parking periods, the display of a permit does not guarantee a place to park.

Permits can be obtained by completing and submitting the appropriate permit registration form to Parking and Transportation Services. The offices are located in Portland on Level 1 near the entrance to the parking garage, and the Public Safety Building at 38 Husky Drive in Gorham.

Student permits are valid for the academic year (Sept. 1 – Aug. 31).
Faculty and Staff

It is necessary for all vehicles parked in surface lots on property owned or under the control of USM to display a valid USM permit or other recognized parking permit. Unfortunately, during peak parking periods, the display of a permit does not guarantee a place to park. Faculty and Staff permits are valid for a calendar year (Jan. 1 – Dec. 31). Student permits are valid for the academic year (Sept. 1 – Aug. 31).

All outstanding fines need to be addressed before any permits are issued.

Visitor and Guest Parking

Gorham campus: Parking is available at parking meters and other campus locations. Guests and visitors can obtain a temporary parking pass at Public Safety, 28 Husky Drive.

Portland campus: Guests and visitors may park in the parking garage at no charge. When entering, simply push the button upon entering and the exit gate will open upon approach. Guests and visitor parking is also available at parking meters located at various campus lots.

Parking Meter Hours:
The hours of operation for parking meters on both the Portland and Gorham Campuses are:

Monday thru Friday 8 a.m. to 5 p.m. No charge after 5:00 p.m.

Parking at the meters is allowed free of charge on Saturday, Sunday's and Holidays.

No overnight parking (after 11:00 p.m.) will be allowed at the parking meter spaces.

Please contact the Parking and Transportation Services office at (207) 780-4718 in advance of a special or large event.

Overnight parking on the Portland campus is available only in the parking garage, which is open from 7:00 a.m. to 11:00 p.m. weekdays. Currently, the parking garage is not open on a regular basis on Saturdays and Sundays.

Designated Parking Lots

All USM parking lots have colored signs at the entrances. The following guide will help you identify which lots you can legally park in.

Blue signs: USM employees only.

Red signs: Commuter students, USM employees on Gorham campus. Employees may not park in P-2, which is the lot with the red sign in front of the Woodbury Campus Center on the Portland campus.
Green signs: All resident and commuter students and USM employees.

No overnight parking for commuter students on the Gorham campus without a temporary hang tag from USM Public Safety. Overnight parking is not permitted in Commuter Student lots or at any of the parking meters on the Portland or Gorham campuses.

University of Maine System Parking permits from any University of Maine System campuses are permitted to park on campus in accordance with these guidelines.

**Special Parking Areas/Conditions**

**Disability Parking:** Parking in spaces designated and clearly marked for persons with physical disabilities requires the display of either a valid disability registration plate or a properly displayed valid disability windshield placard.

To obtain a disabled license plate in Maine, you need to file an application for a disability plate or placard with the Bureau of Motor Vehicles. This application must be completed by a physician and must be resubmitted every four years.

**General Information**

1. Students needing to leave their vehicles on the Gorham campus overnight during University designated vacation periods must park in Lot G-13B between the “long term” parking signs or in the parking garage on the Portland campus on the lowest level. Please keep in mind that the parking garage is only open from 7 AM – 11 PM weekdays.

2. To facilitate snow removal efforts, it is necessary for students and employees parking on-campus during snow storms and parking bans to move their vehicles to designated spots when required. Snow bans are in effect from 9 p.m. until 7 a.m.

Information about impending parking bans is posted and forwarded via USM Alert (text and email). *Students, faculty and staff should expect that a current or recent snowstorm is indicative of an impending parking ban.*

3. For safety reasons, vehicles must be parked at least twenty feet away from fire hydrants; parking in fire lanes is prohibited.

4. Personal motor vehicles are not permitted to operate or to be parked on walkways. Maintenance, service and emergency vehicles are allowed to operate on walkways for emergencies or operational needs.

5. Unnecessary idling of vehicles is discouraged.

6. USM assumes no responsibility for damage to, theft from, or theft of any vehicle parked on property owned or under the control of USM.
7. In compliance with Maine State Department of Environmental Protection regulations, mechanical repairs to all vehicles, with the exceptions of changing a flat tire or jump-starting a dead battery, are prohibited on campus. Vehicles requiring other mechanical repairs must be driven or towed to an off-campus service facility. Changing or draining any vehicle fluids is prohibited on University property. All University vehicles must be serviced in locations designated for that purpose. The washing of motor vehicles is prohibited on campus, and vehicles must be washed at locations dedicated for that purpose.

Penalties

1. The fact that a vehicle is unlawfully parked shall be evidence adequate to establish the unlawful parking of that vehicle by the person in whose name the permit has been issued or the registered owner.

2. A violation of these guidelines may result in any number of consequences, including but not limited to, receipt of a parking ticket requiring payment of a fine, towing of a vehicle and responsibility of the owner/operator for payment of related storage fees, or suspension of campus parking privileges.

3. The first parking ticket received during the academic year is simply a warning, and no payment is required. However, no such warning is given for the following violations:
   a. Unauthorized Disability Parking ($200 fine)
   b. Blocking a Fire Hydrant
   c. Driving on a Sidewalk
   d. Impeding Snow Removal

4. Bills for outstanding fines will be mailed periodically.

5. A compilation of unpaid fines totaling $100.00 or more may result in the towing of the vehicle at any time. If a vehicle is towed the cost and risk of the tow is the responsibility of the owner/registrant. The towed vehicle will not be released until fines are paid in full, or a partial payment and agreement for payment has been established. Agreements may be made with the Parking and Transportation Services offices during regular business hours or with USM Police when the Parking and Transportation Services offices are closed. If the agreement is broken, the vehicle may be towed at the owner’s expense.

Towing Policy

1. A motor vehicle may be towed and stored at the owner’s expense in the following situations:
   a. A total of $100 or more have accumulated for student/staff member affiliated with vehicle(s).
   b. Parking within twenty (20) feet of a fire hydrant or in a manner that impedes fire-fighting efforts.
c. Obstructing a roadway or a fire lane

d. Displaying invalid registration plates, or the abandonment of a vehicle.

e. Hindering snow removal operations.

f. Unauthorized parking during University designated vacation periods, snowstorms and parking bans.

2. When a vehicle has been towed, the police officer taking such action will notify the dispatcher, who will then document the information in the dispatch logs. Parking and Transportation Services personnel will send a letter by certified mail within three (3) business days. Once all fines, towing fees and storage fees have been paid, the vehicle will be released.

Appeals process

A person who wishes to appeal the receipt of a parking ticket must within 10 days complete an appeal form and attach any supporting documentation. Send completed form to USM Parking and Transportation Services, Lieutenant Ronald Saindon, PO Box 9300, Portland, Maine 04104.

These forms can be obtained at the Parking Office or Public Safety Dispatch or downloaded from the Parking and Transportation Services website at: http://www.usm.maine.edu/police/parking-and-transportation. Appeals may also be handwritten and submitted or filed electronically from the Parking Website under “on-line parking violation appeal form.” After reviewing the facts, the Parking and Transportation Services Lieutenant will contact you with a written decision.

If you do not agree with the decision made by the Parking and Transportation Services Lieutenant, you may then file a secondary appeal in writing to: Kevin Conger, Chief of Police, 28 Husky Drive, Gorham, Maine 04038. The Chief of Police will notify you in writing of the decision on the appeal.

In the event your appeal is denied, as a result of this second appeal, you may exercise a third and final appeal to: Craig Hutchinson, Chief Student Affairs Officer, Division of Student and University Life, University of Southern Maine, P. O. Box 9300, Portland, ME 04104. The decision of the Chief Student Affairs Officer, Division of Student and University Life, will be final and not subject to further review.

Parking and Transportation Services Contact Information

**Portland:** (207) 780-4718. Hours of operation Monday through Friday 7:30 a.m. to 6:00 p.m.

**Gorham:** (207) 780-4458. Hours of operation Monday thru Friday 8 a.m. to 4 p.m. If the Parking Office is closed, our dispatch center can assist you at any time, 24 hours a day.

Parking and Transportation Services email: usmparking@usm.maine.edu

**Shuttle Buses**
Copies of the shuttle bus schedules are available at several locations, including the Public Safety website under Parking and Transportation. In Gorham, may be obtained in the lobby of the USM Police Department, Residential Life office in 100 Upton Hall, and the Library in Bailey Hall.

In Portland, copies are available at the USM Police office at in the Sullivan Gym, Parking and Transportation Services office at the parking garage, Woodbury Campus Center, and front desk on the first floor of the Glickman Library.

Currently there is no shuttle bus service during established University break periods, or during Summer Sessions.

**Portland/Gorham:** USM provides scheduled shuttle bus service Monday through Friday, between the Portland and Gorham campuses, during the fall and spring semesters. Sunday shuttle bus service is not available at this time. If the seats are full, limited standing will be permitted at the discretion of the bus driver.

**Saturday Shuttle Bus– Portland/Gorham/Maine Mall**

A bus is provided for Saturday shuttle service during the fall and spring semesters outlined in the shuttle bus schedule, however not on Saturdays when classes do not meet.

**Departure times:** Shuttle buses departures will be governed by the clock on the exterior wall at the front of Bailey Hall on the Gorham campus; and the clock mounted on the wall inside the Woodbury Campus Center in the vestibule closest to the dining hall on the Portland campus. Departure times may be affected by many factors, including but not limited to, inclement weather, traffic accidents and tie ups, construction projects, and mechanical problems.

Shuttle bus service to and from the Maine Mall in South Portland is available on a limited basis. Please check the Monday through Friday Portland/Gorham and Saturday bus schedules for information. The Drop off/Pick up point at the Maine Mall is at the Sears Automotive entrance facing the “South of the Border Restaurant”.

Shuttle Bus Drop pick up and drop off locations are:

**Portland:**

In front of the Woodbury Campus Center

**Gorham:**

In front of Bailey Hall

**Bus Problems**

If you have problems with, or questions about, bus service during regular business hours, please contact the Parking and Transportation Services office at: (207) 780-4718 or Police Dispatch at
(207) 780-5211. If problems are reported to an office other than Parking and Transportation Services or Police Dispatch, there may be a delay in the time it takes to address and correct the problems.

Public Transportation

Portland Metro bus passes are available to USM students, faculty, and staff at a discounted rate of $8.00 for 10 passes for persons with a valid USM ID card, and can be purchased at the Campus Book Store in Portland and Gorham Parking as well as the Parking and Transportation office in Portland.

Metro maps are available at the Woodbury Campus Center on the Portland campus, and Parking and Transportation offices in the parking garage on the Portland campus. On the Gorham campus, they are available at the Student Success office in Bailey Hall and Public Safety building.

For more information, Portland Metro Bus Service can be contacted direct at (207) 774-0351.

Car and Van Pool

Car and van pool matching is available at USM online. For more information contact USM Environmental Sustainability at (207) 780-4384 or at their web site: www.usm.maine.edu/sustain. GoMaine is a community resource for car pool information and can be reached at (800) 280-7433 or at: www.gomaine.org.

Bicycles

Bicycle use is supported by the University as it promotes a healthy lifestyle as well as environmental responsibility. Bike racks are located at various locations on all campuses. For more information contact USM Environmental Sustainability, 25 Bedford Street, Portland at (207)780-4384 or at www.usm.maine.edu/sustain.

Emergency Medical Transport

In case of injury or illness on campus that may require transport to an area hospital, immediately call USM Public Safety at 911 from on-campus phones, or (207) 780-5211 from all other phones. The USM Public Safety dispatcher will dispatch emergency response personnel to your location.

Campus Speed Limits

It is important that operators of motor vehicles travel at careful and prudent speeds, having due regard for vehicular and pedestrian traffic, surface and width of ways and other conditions as applicable. The speed limit on property owned or under the control of USM is 15 miles per hour, with the exception of the speed limit in the USM parking garage, which is 10 miles per hour. Speed limits are enforced on property owned or under the control of USM by the USM Police Department.

Maps and Directions to USM Campuses
Maps and directions to the Portland, Gorham and Lewiston/Auburn campuses can be found at:
http://www.usm.maine.edu/generalinfo.htm.

**Pedestrian Guidelines**

Maine State law defines “Pedestrian” as a person on foot, or an operator of a wheelchair, or a 4-wheeled or 3-wheeled motorized wheelchair.

**Marked Crosswalks**

Operators of motor vehicles must yield the right-of-way to pedestrians crossing within a marked Crosswalk.

**Visually Impaired Pedestrians**

A motor vehicle operator who fails to yield the right-of-way to a visually impaired pedestrian who is utilizing a cane that is predominately white or metallic in color, with or without a red tip, or is who using a guide or personal care dog commits a traffic infraction punishable by a fine.

**Alumni Skywalk**

For comfort, safety and convenience, pedestrians are encouraged to use the skywalk above Bedford Street. The skywalk can be accessed from Level 3 of the parking garage and the second floor of the Abromson Community Education Center.

**Campus Lighting**

Periodic checks of campus lighting are conducted. Please report any lighting concerns or problems to USM Public Safety at (207) 780-5211.

**Escort Service**

The USM Police Department provides escort services to anyone having a safety concern about walking from one point to another on campus. Escort service can be obtained by calling the USM Police dispatcher at (207) 780-5211. **Calls for service are prioritized according to the level of emergency, so a police escort may not be dispatched immediately if all police personnel are involved with other calls.** If this is the case, the caller requesting the escort will be advised of the approximate period of delay.

**Safety Tips for Pedestrians**
Use marked cross-walks when crossing the street.

Follow pedestrian control signals at intersections.

**Walking at night:**

Walk lighted, well-traveled routes rather than shortcuts through dark areas. Park your vehicle in a well-lighted area.

Have your keys in hand and ready to unlock your vehicle. Use the buddy system and walk in pairs when possible.

Be aware of your surroundings and the locations of emergency telephones on campus.

Call USM Police at (207) 780-5211 for an escort if you have a safety concern about walking from one location to another on campus.

USM Public Safety

A member of the University of Maine System

Division of Student and University Life