

Johns Hopkins at Keswick Parking and Traffic Regulations

All vehicles entering Johns Hopkins at Keswick property are governed by these regulations. All parking on the Keswick Campus is reserved for the exclusive use of active members of the Keswick Campus parking system, except in specifically designated visitors parking areas or by written notice. Parking is at each employees own risk. Violators are subject to citation, immobilization and/or towing. Campus administration reserves the right to refuse parking privileges to anyone found to abuse the parking system's regulations and/or procedures. All parking and traffic regulations are maintained on the Johns Hopkins at Keswick Tenant Handbook website. Changes will be announced by the administration on the website or by other means as may be appropriate. The Campus does reserve the right to make changes in exigent circumstance without prior notice.

1. Maryland Motor Vehicle Laws and Moving Violations:

All vehicle operators are subject to existing Maryland motor vehicle laws while on the Keswick campus. In addition, campus traffic regulations also apply. Violations include, but are not limited to:

- Exceeding 15 mph on any campus roadway or parking lot, including driving in a manner or at a speed that is not reasonable or proper.
- Operation of motorcycles or scooters on campus walkways, lawns, or in other unauthorized areas of the campus.
- Failing to yield right of way to pedestrians.
- Operation of a bicycle in a reckless or endangering manner or at a speed greater than reasonable for campus conditions.

2. Parking Restrictions and Prohibitions:

Parking on lawns or blocking campus roadways, fire lanes, delivery entrances, service vehicle areas, walkways, handicapped areas and other unauthorized parking areas is prohibited at all times, including campus holidays and weekends.

- Official posted signs shall govern the use of all areas on the Keswick Campus. Parking is confined to those areas specifically marked ("striped") as parking spaces.

- Parking **at any time** on campus roads, lawns, loading docks, service areas, walkways, delivery entrances or any other unauthorized parking area is prohibited.
- Unauthorized parking in restricted areas is prohibited. “Handicapped Parking only”, “Service Vehicle Only”, and “20 Minute Loading Zones” are all restricted areas.
- Parked vehicles may not extend beyond the length of a designated space into a driving lane or pedestrian path.
- Failure to park the entire vehicle between lines that designate the width of a parking space is prohibited.
- Securing or using parking privileges through misrepresentation or fraud, including the misuse of visitor passes or hangtags, is prohibited.

3. **Parking Registration and Eligibility:**

Any employee who parks on campus must pay to use these facilities. Eligible Keswick employees are required to register and display Johns Hopkins at Keswick vehicle hangtags on the registered vehicle when parked on the Keswick Campus. The current parking rate as set by University Administration is \$59.00 per month. Rates are subject to increase at the beginning of each year (Jan 1) as mandated by University Administration. The employee must register their vehicle with the Transwestern Office located in the North Building, Suite N-2500, phone number 443-997-0680. Once Transwestern receives the completed parking form, a hangtag will be issued to the employee, and Payroll deductions will begin through HR Shared Services.

4. **Enforcement:**

Campus parking and traffic regulations are enforced by Johns Hopkins Security Officers.

- Any employee found parking on campus without a hangtag visibly displayed in their car will receive a written parking citation. Any Keswick Campus employee found parking in the visitor parking lot, whether or not they have a hangtag displayed, will also receive a written parking citation.. Each employee will receive **Three** written warning violations.
- At the time of each violation, the employee’s supervisor will also be notified via email.

- If an employee receives a **Fourth** violation within a 12-month period, the Homewood Parking Office will be contacted. The Homewood Parking Office will then come to the Keswick Campus and place a boot on the employee's vehicle.
- In order for the boot to be removed, the employee must call the Homewood Parking Office at 410-516-4200 and pay a maximum fine of \$200.00. The Homewood Parking Office will then return to the Keswick Campus and remove the boot from the employee's vehicle. This process may take a few hours due to the response time of the Homewood parking Office. (Please note that 100% of the fine goes to the Homewood Parking Office to cover the costs of removing the boot.)

5. **Appeals Process:**

Individuals who feel that a notice of violation has been improperly issued may submit a written appeal, within 7 days of receipt of a parking violation. Appeals should be sent to Transwestern, 3910 Keswick Road, Suite N-2500, Baltimore, Maryland 21209. Only written appeals will be accepted. Appeals will not be accepted after 7 days from the date of the violation.

6. **Limitation of Liability:**

Persons with parking privileges are entitled to the use of appropriate designated parking areas. Acceptance of parking privileges (hangtags) constitutes an agreement between the parker and the Johns Hopkins at Keswick Campus that the campus shall not be responsible for loss or damage to the vehicle, its accessories or contents, resulting from theft, fire, collision or any other cause.

7. **Visitor Parking:**

- Visitors to the Keswick Campus should park in designated Visitor parking areas. Visitor parking areas are in operation Monday – Friday 8:00 am to 6:00 pm, Saturday 9:00 am to 1:00 pm. All visitors are required to sign in and register their vehicle with the lobby attendant.
- Current Visitor parking definitions:
 - Short Term Visitor – is a visitor to the building that does not have a Keswick Micro Chip and is required to sign in and register their vehicle with the lobby attendant..

- Long Term Visitor – is an employee, who will be visiting our site everyday for more than a week’s duration. These employees have a of Keswick micro chip and should park in employee parking. Car information should be registered with the Facilities Management Office.

8. Handicapped Parking:

- **Permanently disabled members** of the Keswick Campus who require a disabled permit must submit to the Facilities Management Office the State of Maryland Vehicle Registration showing disabled license plates and registration of the vehicle in the paying member’s name; or a copy of – MVA Disability Parking Certification issued by the State of Maryland Motor Vehicle Administration and the actual State issued disabled hangtag. These items can be brought in person, emailed or faxed to the Facilities Management Office located in suite N-2500. Once proper documentation is received employee will receive a Blue Campus parking hangtag. All current Orange hangtags must be surrendered back to the Facilities Management Office at that time.
- **Temporarily disabled members** of the Keswick Campus who require a temporary disabled permit for a **duration of up to three weeks** must submit to Occupational Health & Safety detailed medical certification of the disability or injury. This certification must be on the physician’s letterhead and signed by their physician. Those members whose temporary disability is expected to last longer than three weeks are required to fill out Maryland Motor Vehicle Administration form VR-210 and obtain a Maryland temporary disability parking hangtag. Once the State permit has been obtained, a copy of the VR-210 and the State issued disabled hangtag must be submitted to the Facilities management Office located in suite N-2500. Once proper documentation is received employee will receive a Blue Campus parking hangtag. All current Orange hangtags must be surrendered back to the Facilities Management Office at that time.
- Johns Hopkins at Keswick Special Parking Permits will be issued only for the duration stated in the Medical documentation; to the expiration date of the State issued disabled hangtag, or the expiration of the registration of the license plates. Those members whose temporary disability extends beyond

the original certification by their physician must submit new documentation to extend their special parking permit.

9. Replacement Hangtags:

- The replacement fee for a lost or stolen hangtag is \$5.00. This fee must be delivered to Transwestern's office in the form of a money order made payable to **FSK LandCorp**. Transwestern is not able to accept cash or credit cards.

10. Forgotten Hangtags, Rental Car, Second Vehicle Procedures:

Employees who forgot their hangtag or drove a rental car or second vehicle will have 30 minutes from the time they enter the parking facility to obtain a "Temporary Parking hangtag" from the Security Desk, located at the lobby of the South Building. All employees must sign in providing vehicle information to receive "Temporary Parking hangtag". Each "Temporary Parking hangtag" is yellow and will be dated for one-time use only. Security will be tracking the issuing of these "Temporary Parking hangtag" and Transwestern will be advised as well.

- Each employee will be issued only one hangtag. Employees, who have more than one vehicle per household, should be sure that each vehicle is registered with Transwestern and the employee will be responsible for transferring their hangtag to whichever vehicle they are driving at the time. Employees who forget to transfer their hangtag over will need to follow the above steps to obtain a "Temporary Parking hangtag".
- If an employee will be driving a non-registered vehicle (i.e. rental car) they will also be responsible for following the above steps to obtain a "Temporary Parking hangtag".