

DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET

STATE FACILITIES ADMINISTRATION

PARKING ON STATE PROPERTY

By authority conferred on the department of technology, management and budget by section 31 of 1969 PA 306, sections 131 and 227 of 1984 PA 431 and Executive Reorganization Order 2009-39, MCL 24.231, 18.1131 and 18.1227 and 18.441.

R 18.401 Scope.

Rule 1. These rules shall apply to real property owned or leased by the state under the jurisdiction of the department of technology, management and budget designated for the parking of motor vehicles.

History: 1982 AACCS; 2012 AACCS.

R 18.402 Definitions.

Rule 2. As used in these rules:

(a) "Department" means the department of technology, management and budget.

(b) "Director" means the director of the department or his or her designated representative.

(c) "Parking facility" means real property owned or leased by the state and under the jurisdiction of the department designated for the parking of motor vehicles.

(d) "Parking unit" means the unit located within the department of technology, management and budget, state facilities administration, which is in charge of 1 or more parking facilities as designated by the director.

(e) "Reserved parking space" means a designated parking space or area within a parking facility that is assigned to a specific state employee, a carpool, a member of the public, or any other approved individual for which a fee is charged.

(f) "Tow away" means the removal or storage, or both, of a motor vehicle from a parking facility.

(g) "Violation notice" means a form designated by the department to give notice of a rule violation.

(h) "Violator" means a person who operates a motor vehicle or acts in such a manner as to be in violation of these rules.

History: 1982 AACCS; 2012 AACCS; 2018 AACCS.

R 18.403 Reserved parking generally.

Rule 3. (1) A state employee or any other approved individual may request a reserved parking space from the parking unit on the designated form as required by the department.

(2) A reserved parking space agreement authorizes parking in the assigned space or area. Permits or gate cards shall not be transferred and remain the property of the department. Lost gate card replacement cost will be determined by the department.

(3) Reserved parking space requests shall be assigned in a chronological order as submitted.

(4) When a new state government facility is constructed or obtained by the department, initial reserved parking space assignments for that facility shall be determined by the department.

(5) The reserved parking permit allows use of that space during the employee's normal work shift. Additional parking time while performing state business is subject to department approval.

(6) All payments for reserved parking shall be biweekly payroll deductions only, unless otherwise specified by the department.

History: 1982 AACS; 2012 AACS.

R 18.404 Reserved parking; written agreement; registration required.

Rule 4. (1) A written agreement on a permit form provided by the department shall be signed by the state employee, official, or designated driver and by the parking unit.

(2) A vehicle shall not use a reserved parking space unless it is registered with the parking unit.

History: 1982 AACS.

R 18.405 Reserved parking; vehicle identification.

Rule 5. A vehicle occupying a reserved parking space shall properly display all identification stickers or permits as required by the department.

History: 1982 AACS.

R 18.406 Reserved parking; entrance and exit.

Rule 6. (1) Access to, and egress from, a parking facility shall be designated by the department.

(2) Drivers of motor vehicles in a parking facility shall observe and obey all traffic control signs, signals, devices, and markings, as posted, painted, or installed by the department.

History: 1982 AACS; 2012 AACS.

R 18.407 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.408 Reserved parking; reassignment.

Rule 8. The department reserves the right to reassign reserved parking spaces where necessary to accommodate maintenance, repair, redesign, or alteration of the parking facility.

History: 1982 AACS.

R 18.409 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.410 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.411 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.412 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.413 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.414 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.415 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.416 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.417 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.418 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.419 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.420 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.421 Visitors' parking.

Rule 21. Visitors, including handicapped visitors, may use visitors' parking spaces, at the scheduled rate, while conducting business with the occupants of state office buildings.

History: 1982 AACS.

R 18.422 Rescinded.

History: 1982 AACS; 2012 AACS.

R 18.423 Violations.

Rule 23. (1) Violations of these parking rules will be subject to cancellation of present parking privileges or future parking privileges, or both; fine; or vehicle tow-away according to the following schedule:

- (a) Unregistered vehicle.....\$10.00 fine or tow-away or both.
- (b) Registered vehicle sticker displayed, but not displayed in designated location.....\$ 5.00 fine or tow away or both.
- (c) Registered vehicle parking in wrong space without permission of parking officer.....\$ 5.00 fine or tow-away or both.
- (d) Vehicle parking in a "no parking" area.....\$ 5.00 fine or tow-away or both.
- (e) Traveling against indicated traffic direction.....\$ 5.00 fine or tow-away or both.

(f) Speeding or reckless driving for parking conditions.....\$ 5.00 fine.

(g) Not parking vehicle within confines of parking space.....\$ 2.50 fine.

(h) Parked in designated fire lane.....\$10.00 fine or tow-away or both.

(i) Parking in driveway aisle.....\$ 5.00 fine or tow-away or both.

(j) Failure to pay fine within 10 working days from date of issue.....Cancellation.

(k) All other violations of these rules.....\$ 5.00 fine.

(2) All vehicles, whether privately or publicly owned, are subject to the fines or penalties in subrule of this rule. Drivers of state vehicles are held responsible. If the driver cannot be identified, then the person who requisitioned the vehicle from a motor pool is responsible.

History: 1982 AACCS.

R 18.424 Parking violation; appeal upheld.

Rule 24. If a violation which is being appealed is upheld, all fines shall be paid within 10 working days from the date of appeal decision. If an employee fails to pay the fine, the parking space will be cancelled.

History: 1982 AACCS.

R 18.425 Cancellation.

Rule 25. (1) When an individual has a parking space cancelled due to violation of the parking rules, the cancellation shall remain in effect for 1 calendar year from the date of the infraction.

(2) After the calendar year has ended, the individual may reapply for a parking space. An individual will be placed on the parking space assignment list in the chronological order in which requests are submitted.

History: 1982 AACCS.

R 18.426 Appeal process.

Rule 26. (1) A person appealing a parking violation notice shall submit in writing, within 10 working days after receiving the notice, the reasons why the penalty should be modified or cancelled. The appeal shall include all of the following information:

(a) Name and work unit of applicant.

(b) Number of violation notice.

(c) A concise statement of the reasons the appeal should be granted.

(d) The relief requested.

(2) The appeal shall be submitted to: DTMB Parking Appeals, State of Michigan Warehouse Complex, State Facilities Administration Building 3111 West St Joseph Hwy., Lansing MI 48917.

(3) A written decision shall be made within 5 working days of receipt of the appeal and shall be forwarded to appellant.

(4) An appellant who is aggrieved by the decision may appeal to the director of the department or his or her designee within 5 working days of receipt of the decision. The appeal shall include a copy of the decision and written reasons why the decision was in error.

(5) The director or his or her designee shall, within 10 working days after the receipt of the appeal, issue a written decision affirming, reversing, or modifying the decision.

History: 1982 AACS; 2012 AACS; 2018 AACS.