



College Car Park Policy

Responsible officer: Deputy Principal, Finance and Resources

Date: September 2016

Review date: September 2017 (unless preceded by legislation)

Procedure available: Cloud

D Midson-Brown

* Is subject to review and can be altered at any time

Car Parking Policy

1.0 Introduction

The College has a very generous level of car parking at the side and rear of the building. With the increased number of students with cars, pressure on the available spaces has increased and a clear policy is required to ensure all members of the College fully understand parking restrictions.

2.0 Scope

This document states the College car parking policy for its site. The policy applies to all road users including motorists, motor-cyclists and cyclists and all road users must comply with the current Road Traffic Act whilst on College owned or leased land. All members of the College, staff and visitors are required to comply with the Colleges regulations of which the College car parking policy forms part.

3.0 Policy Statement

The College does not guarantee parking facilities to any members of the College, staff, students or visitors to the College, unless they are driving a College-owned or College-leased vehicle. All spaces are on a first come first served basis. Vehicles may only be parked on the College premises when on official College business.

Users of the College car parks do so at their own risk and Aylesbury College cannot accept liability for accident, loss or damage to the vehicle (or to the contents of the vehicle) howsoever caused. Granting of permission to park by a College Security Officer does not constitute any admission of liability.

All members of the College and staff must display a current parking permit.

4.0 Parking Permits

The College operates a system of parking permits for Students, Staff and visitors. Parking permits allow quick and easy identification of vehicles and allow College staff to contact owners if required.

Parking permits are issued upon request (a fee of £15.00 is charged for students*). The permit is only valid for the car it is issued for and is not transferable. The permit will contain details of the vehicle registration and ID number along with the valid date. **Please note all permits expire on or before the 31 August each year.**

It is the drivers responsibility to ensure the permit is displayed correctly in the front windscreen, where it should be fixed securely to the glass. It is not

* Is subject to review and can be altered at any time

acceptable to place this permit on the dashboard or any other window of the vehicle.

Motorcyclists do not need to display a permit but are required to register their number plates with the Security desk access system.

The College reserves the right to withdraw and/or suspend a parking permit at any time through withdrawal from course or inappropriate/dangerous driving.

Anyone caught using a permit fraudulently will have the permit withdrawn immediately with disciplinary action being taken.

The College reserves the right to place advertising onto the permit.

4.1 Students

All students are entitled to apply for a parking permit. All vehicles parked on College ground must be road legal at all times and proof of vehicle registration, current MOT certificate may be requested before a permit is issued. Any student changing their vehicle must apply for a replacement permit. **This will be issued on surrender of the old permit** and, if requested, the new vehicle documentation should be produced. Parking is only permitted when on official College business.

4.2 Staff

All full and part-time College staff will be issued with a parking permit on completion of a permit application form. All vehicles parked on College ground must be road legal at all times and proof of vehicle registration, current MOT certificate and insurance may be requested before a permit is issued. Temporary staff will be issued with a temporary parking permit to cover the length of contract.

4.3 Visitors and Conference Visitors

Visitors car parking can be reserved in advance (minimum 24 hours notice) either by emailing Reception or through the College website. There are a maximum of 20 pre-bookable spaces available each day unless the College is holding a special event, details of visitor parking for such events will be available on each occasion.

4.4 Contractors

Contractors must report to Security on arrival at the College and will be asked to log their vehicle registrations and location on a daily basis unless exceptional circumstances apply. Contractors are normally required to park in the Visitors spaces unless this is not practical due to the location of the contractors work.

5.0 Leaving vehicle on College premises

Vehicles are permitted to remain parked in the car park overnight providing Security has been informed in advance. A permit must remain on display as the parking restrictions are in place 24 hours a day 7 days a week. You may be asked to move the vehicle to an alternative position. The vehicle will remain the responsibility of the owner/driver under these circumstances.

6.0 Charges

The College reserves the right to make charges for car parking and to increase these charges or implement charges in areas that are currently free of charge at any time with one (1) months notice.

7.0 Motor-cycles and bicycles

Motor-cycles - All members of the College may park motor-cycles on the College sites, provided they are parked in the motor-cycle bays in the front car park and are registered with the Security Office. Permits do not need to be displayed.

Bicycles - Bicycles may be parked free of charge, provided they are parked in the cycle areas provided.

The College reserves the right to chain or remove motor-cycles or bicycles parked in breach of these requirements and owners may have to wait for release and pay a release fee of £10.00.

8.0 Parking for persons registered disabled

The College provides twenty parking spaces marked disabled only. These are located in two areas, five at the front of building and 15 to the side. These may only be used by persons who are registered with the local authority as disabled and are blue badge holders. Temporary permission may be given at the discretion of the Human Resources Department to allow members of the College to use disabled only parking spaces for short or long term medical conditions. An application should be completed and forward to Human Resources for consideration. If approved, Human Resources will advise the Estates & Facilities Manager who will issue a temporary Disabled Parking badge.

9.0 Restricted Parking

No Student, member of staff or visitor is permitted to park in spaces marked for persons with a disability (unless displaying a blue badge), on double yellow lines, on grass verges, in spaces marked reserved, spaces for motor-cycles, double parked across other parked cars or any other area that may prove to be a hazard or is considered to be a hazard by the Estates & Facilities

* Is subject to review and can be altered at any time

Manager. **Car Park rules are in place 24 hours a day 7 days a week.** Failure to comply with these regulations will result in a charge being placed on the vehicle by the Car Park Management Company.

10.0 Safety

Please drive slowly (10mph maximum) and safely around the college site at all time. Anyone seen not driving with due care and attention whilst on site, will have their parking permit revoked. It is important to remember that pupils from Sir Henry Floyd School, parents, babies and toddlers from the nursery along with our own staff, students and visitors will be using this car park.

11.0 Locking of the gates

The gates to the car parks are locked every night from 11.00pm until 4.30am Monday to Friday, or 6.00 am Saturday and Sunday. Vehicles left in this car park will be locked in if not removed by 11.00pm and will not be released until the following morning opening time. The College reserves the right to lock these gates at any other time without notice. There is no public right of way through any of the College buildings or any of the College land, with the exception of the marked footpath around the perimeter of the car park used by the pupils from Sir Henry Floyd School.

12.00 Car Park Management

The car park is managed by an external contractor. They monitor all areas of College parking and will issue Parking Charge Notices to any vehicle not adhering to the College parking restrictions.

Notices are on display throughout the car parks informing the vehicle drivers that permits must be on display, vehicles must be parked within a bay, students and staff are not permitted to park in the visitor parking or reserved parking areas.

The College is not able to void charges and appeals for any such charges should be made directly with the car park management company, details of how to do this are on the rear of the charge notice.

Checklist:**Impact on Students/Staff:**

High – This Policy covers the criteria required to use the College car park and the process that follows anyone not adhering to the procedures.

Impact on Diversity:

This policy applies to staff, students and visitors.

Impact on PREVENT:

N/A

Impact on Health & Safety:

High. This Policy gives control of who is allowed into the College car park and promotes a more secure environment for staff, students and visitors. It allows the College to prevent unwanted persons from using the free parking for other purposes other than attending College.

Impact on Data Protection/Freedom of Information:

Medium. Car registrations are retained for purposes of identifying owners of vehicles should they need to be contacted.

Link with Strategic Plan:

Quality – Enhance the working environment. It underpins the Mission Statement.

Communication/Consultation Plan:

All staff will need to be aware of this Policy. This is to be achieved by including a discussion on the impact of this Policy at all team meetings during October. The Policy will also be discussed At JSC.

Process of review:

The Policy will be reviewed after 1 year.

Process of review of effectiveness:

The Policy will be reviewed after 1 year.

Legal authority:

none

Responsibility for maintaining this policy rests with:

Vice Principal, Finance and Resources

Links to other policies:

H&S