



**Buckinghamshire  
College Group**

# **College Car Park Policy 2024-27**

Responsible officer: Vice Principal Corporate Services  
Date: November 2024 (updated May 2025)  
Review date: November 2027 (unless preceded by legislation)  
Procedure available: Intranet / MS Teams / Website / Student Space  
Author: Head of Estates and Health & Safety  
Approved by: Executive

## College Car Park Policy

### 1.0 Introduction

The College has a very generous level of car parking at all three campuses. 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 sites. The policy applies to all road users including motorists, motorcyclists 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 Buckinghamshire College Group 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 the College Estates Office does not constitute any admission of liability.

### 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 application via the on-line shop (at Aylesbury campus only, students are charged a fee of £45.00 per year). 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.**

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.

#### 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 and, if requested, the new vehicle documentation should be produced.

#### 4.2 Staff

All full and part-time College staff will be issued with a parking permit on completion of application through the on-line store. 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 a temporary parking permit to cover the length of the 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 intranet. 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. Visitors will need to input their vehicle registration into the iPad on Reception within the first 20 minutes of arriving on site even if they have a reserved space.

#### **4.4 Contractors**

Contractors must report to Reception/Estates on arrival at the College and will be asked to log their vehicle registrations and location on a daily basis unless exceptional circumstances apply. If the vehicle leaves the campus, the parking session will end for that day. If the vehicle returns later on the same day, the registration details will need to be re-entered into the iPad. 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 Estates has been informed in advance and a permit has been obtained. 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.

##### **5.1 Staying in Vehicles Overnight**

Any staff member wishing to stay in their vehicles overnight must get permission in advance from the Estates Department. The staff member is to park in a location that causes the least amount of disruption for other users of the car park, the Estates team may ask the staff member to move at any time if the location causes an issue.

A declaration is to be signed by the staff member informing them of the requirements when staying overnight and make them aware that they are staying at their own risk; therefore, if an incident occurred the College is not liable (refer to Appendix A).

Students are not permitted to stay in vehicles overnight. Any student who is in this position will be directed to the Safeguarding Team for advice.

#### **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) month's notice.

#### **7.0 Motor-cycles, bicycles and scooters**

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 Reception/Estates Office.

Bicycles/Scooter – Bicycles and scooters may be parked free of charge, provided they are parked in the cycle areas provided with adequate cycle locks applied.

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

Bicycles and scooters will not be permitted into the College buildings.

Please note all are parked at the owners' risk.

**Electric Bikes and scooters** are not permitted into the college buildings and cannot be stored in the cycle areas due to the increased risk posed with lithium-ion batteries.

## 8.0 Parking for persons registered disabled

The College provides parking spaces marked disabled only. These are located in two areas at the Aylesbury Campus\*, one area at the Amersham campus and two areas at the Wycombe campus. These are located as close to the main entrance as possible. 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 forwarded to Human Resources for consideration. If approved, Human Resources will advise the Head of Estates and Health & Safety who will issue a temporary Disabled Parking badge. The blue badge or temporary disabled badge must be clearly displayed.

*\* users of the area immediately to the left of the main vehicle entrance marked for blue badge holders can request access to the building via the Harding's Restaurant entry door by emailing the Head of Estates or Campus Manager.*

## 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 Head of Estates and Health & Safety. **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 issued by the Car Park Management Company.

## 10.0 Safety

Please drive slowly (10mph maximum) and safely around the college site at all times. 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 adjoining schools, parents, babies and toddlers from the nursery along with our own staff, students and visitors will be using this car park.

All vehicles being driven in the car park must have the appropriate insurance, Tax and MOT and the driver must have a valid driving license. Anyone driving a vehicle without these will be required to remove the vehicle immediately via alternative means ie. recovery truck.

## 11.0 Locking of the gates

The gates to the car parks are locked every night and weekend at times relevant to each campus. Vehicles left in this car park will be locked in if not removed by the advertised closing times 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 the Aylesbury or Wycombe campuses, with the exception of the marked footpath around the perimeter of the car park used by the pupils from Sir Henry Floyd School on the Aylesbury campus.

## **12.00 Car Park Management**

The car park at Aylesbury campus (only) is managed by an external contractor. They monitor the car park by use of Automatic Number Plate Recognition (ANPR) 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 obtained, vehicles must be parked within a bay, students and staff are not permitted to park in the visitor parking or reserved parking areas. Visitors are required to input their vehicle registration number into the iPad within 20 minutes of entering the car park.

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.

# Appendix A



**Buckinghamshire  
College Group**

## Declaration of Overnight Stay in Vehicle

### Staff Member Information:

- **Name:**
- **Employee ID:**
- **Department:**
- **Contact Number:**

### Vehicle Information:

- **Make and Model:**
- **License Plate Number:**
- **Parking Location:**

### Declaration:

I, \_\_\_\_\_, hereby declare that I will be staying overnight in my vehicle on the following date(s):

- **Date(s):**

I understand and agree to the following conditions:

1. I will ensure my vehicle is parked in a designated and safe area.
2. I will not engage in any activities that may disturb others or violate BCG policies.
3. I will maintain cleanliness and order within the vehicle and surrounding area.
4. I will be reachable via my contact number in case of any emergencies.
5. I am aware that I am parking my vehicle at my own risk and BCG is not liable for any damage, theft, or loss that may occur.
6. I am aware that if the above is not followed I may have my permission revoked.

### Signature:

- **Staff Member Signature:**
- **Date:**

### Approval:

- **Campus Manager:**
- **Campus Manager Signature:**
- **Date:**

## Equality Impact Assessment

Section One	
<b>College:</b>	Buckinghamshire College Group
<b>Departments Affected:</b>	Whole College
<b>Who is responsible for the Equality Impact Assessment?</b>	Debbie Midson-Brown
<b>Title</b> (of the policy/practice/decision)	Head of Estates and Health and Safety
<b>Description</b> (Provide a brief description of the policy/practice/decision)	Providing guidance and processes for use of the College car park for staff, students and visitors

Section Two – Stakeholder Consultation		
2	Who are the main stakeholders and what consultation exercise are you planning to undertake, if required (e.g. consultation with Employee Voice, Trades Unions, Staff groups, Student groups?)	Students, staff, parents/carers, visitors, contractors
3	Are there concerns that this could result in differential or adverse impact on any Equality Groups (Protected Characteristics as identified by the Equality Act 2010)	No

## Section Three

**Please identify how the procedure may impact the following protected characteristics:**

- Identify any positive impacts the policy/practice/decision may have on equality groups.
- Identify any negative impacts the policy/practice/decision may have on equality groups.
- Propose measures to mitigate or eliminate identified negative impacts.

Protected Characteristics	Impact High/Medium/Low/N/A	Action(s) you will take to mitigate or remove the negative or adverse impact if identified? Propose measures to mitigate or eliminate identified negative impacts
1. Age (e.g. are there ways older or younger people may find it difficult to engage?)	Low	
2. Disability (e.g. do you need to consider large print or easy read?)	Low	There is a generous amount of disabled car parking at each campus. Anyone requiring temporary access to a disabled parking space can apply to HR (staff) or Student Services (student).
3. Gender identification (e.g. is your language inclusive of LGBTQ+ groups?)	Low	
4. Gender Re-assignment (e.g. is your language inclusive of trans and non-binary people?)	Low	
5. Marriage and civil partnership (e.g. does it treat marriage and civil partnerships equally?)	Low	
6. Pregnancy and Maternity (e.g. with this have an impact on pregnant or those on family leave; breastfeeding services?)	Low	
7. Race / Ethnicity (e.g. does it take into account the needs of people from different groups)	Low	
8. Religion or Belief (e.g. do people from faith groups experience any specific disadvantage)	Low	

9. Sexual Orientation (e.g. is your language inclusive of LGBTQ+ groups?)	Low	
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Section Four – Monitoring and Review	
<b>Does your criteria and procedure promote fairness and equal opportunities?</b> <i>Utilize relevant data sources, such as demographic information, student feedback, or staff surveys, to inform the analysis as necessary</i>	Yes
<b>How will you monitor and evaluate the effectiveness of these measures to determine whether it has been effectively and fairly applied?</b>	Through feedback from car park users, staff and student groups and complaint monitoring.

Section Five – Outcome, Sign-off and Authorisation	
<b>Equality Impact Assessment Outcome</b> Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision	
<b>Option 1:</b> No change required – the assessment is that the policy/practice is/will be robust.	x
<b>Option 2:</b> Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.	
<b>Option 3:</b> Continue the policy or practice despite the potential for adverse impact, and which can be mitigated/or justified	
<b>Option 4:</b> Stop the policy or practice as there are adverse effects cannot be prevented/mitigated/or justified.	
<b>Name and job title of authorised person</b>	Debbie Midson-Brown, Head of Estates and Health and Safety
<b>Equality Impact Assessment was completed on:</b>	9/10/24
<b>Date of next review, and by whom?</b> This may include regular reviews, data analysis, and stakeholder feedback	November 2027 Head of Estates and Health and Safety