

## TRAFFIC AND PARKING REGULATIONS CAR PARKING CONTROL MEASURES – 2011/2012

### DEFINITIONS

The following terms shall have the meanings specified:

- “*Campus*” means any land or buildings on the main Stirling campus under the control or ownership of the University, including land or buildings occupied by private individuals or companies whether as tenants or licensees.
- “*Likely to cause an obstruction or danger*” means the positioning of a vehicle in a marked car park in a location not defined as a parking bay or the positioning of a vehicle in an unmarked parking area in a manner contrary to local signs or in a manner deemed by Security Staff to potentially limit the movement of other vehicles including access/egress of emergency service vehicles.
- “*Eligible Students*” means:  
all currently registered students (undergraduate and postgraduate) not resident on campus;  
all currently registered 2nd, 3rd and 4th year undergraduate students, and any postgraduate students resident on campus;  
all students officially registered as disabled Blue Badge Holders.
- “*Controlled Hours*” means  
those hours during which barrier control is in use at the main and rear entrance access points.
- “*The Traffic and Parking Regulations*” means;  
The Traffic and Parking Regulations, Car Parking Control Measures – 2011/2012, hereinafter referred to as The Regulations.

### REGULATIONS

1. All roads within the Campus come under the Road Traffic Acts and Police may be called to deal with any serious breaches of the Acts.
2. The maximum speed limit for vehicles within the Campus is 20 miles per hour and vehicles must at all times be driven in accordance with the Highway Code and with due care and consideration for all vehicular traffic, pedestrians, University property and wildlife. Drivers must treat pedestrian crossings on the Campus in the same way as those located off campus.
3. All users of vehicles on the Campus shall comply with traffic signs and notices which may be displayed either permanently or from time to time and with instructions from Security Officers or other employees having requisite authority.
4. All vehicles used on the Campus must be registered in terms of the Vehicles (Excise) Act 1974 and all drivers must hold a current insurance policy providing cover against third party risks (Section 143 Road Traffic Act 1988). (All drivers should check that their insurance policies provide cover for driving on the Campus roads.)
5. Staff and eligible students wishing to park a vehicle on the Campus will be required to register their vehicle(s) and display a valid Permit for that year (September to August) on the top or bottom left hand corner of the vehicle windscreen whenever the vehicle is driven or parked on the Campus. **Permits denote a holder’s entitlement to gain vehicular access to the Campus but do not provide guaranteed access to a car parking space.** Motorcyclists are not required to register their vehicle or display a Permit.

6. Access to the Campus will be controlled throughout the calendar year by means of entry barriers at the main entrances. These barriers will be automatically operated to allow vehicles with a valid Permit onto Campus. A charge may be levied for the issue of Permits and any associated equipment. Visitors who shall only be spending a limited time on campus will be issued with a temporary Visitor Permit which must be displayed in the vehicle windscreen.

#### 7. **Permits**

Permits will be issued on application to members of staff, currently registered students (undergraduate and postgraduate) not resident on campus, currently registered 2nd, 3rd & 4th year undergraduate students and any postgraduate students resident on campus and other regular users.

**Applicants must hold a full driving licence. Provisional licence holders are not eligible to apply for a permit.**

Staff, eligible students and other regular users may apply for a full charge Permit that will cover the full parking year with discounted charges being applied to certain users as follows:

- (a) Individuals who choose to car share will receive a single shared Permit at a cost of £38. The Permit must be displayed on whichever vehicle is being used on a given day.
- (b) Part-time staff with contracts of employment up to 0.6 full time equivalent will receive a 50% discount on the cost of a full charge Permit.
- (c) Part time staff with contracts of employment up to 0.25 full time equivalent will receive a 75% discount on the cost of a full charge Permit.
- (d) Staff whose working hours are essentially out with the controlled hours will receive a Permit free of charge.
- (e) Evening degree students will receive a Permit free of charge.
- (f) Part time students with a requirement for daytime attendance which averages more than one day per week during semester time will receive a 50% discount on the cost of a full charge Permit.
- (g) Other part time students will receive a Permit free of charge.
- (h) Officially registered disabled users will receive a Permit free of charge on production of their personal Blue Badge.
- (i) A pro-rata rebate will be paid to users who leave the University during the Permit year based on the number of calendar months left at the time of leaving, excluding the month in which they leave.
- (j) A user who joins the University during the Permit year will be charged pro-rata based on the number of calendar months remaining in the Permit year, including the month in which they joined.
- (k) Staff, eligible students and other regular users may apply for a low user Permit that will be used in conjunction with parking vouchers.
- (l) Agency staff and staff on short term contracts will be provided with a Season Visitor Permit and free parking for the first 2 weeks of their employment. After that they must apply and pay for a standard permit to cover the remaining period of employment. This will be offered in instalments.

- (m) The charge for the permit will be based on the carbon emission figure for the vehicle and a sliding scale of charges. Applicants will be required to verify their vehicle's emission rate when collecting their parking permit; this can be done by producing your Vehicle Registration Document (V5) .
- (n) Where permit holders have two vehicles listed the charge will be based on the vehicle that is most frequently used, This will be spot checked and any abuse will mean that the higher permit fee will be charged

## 8. Vouchers

Car parking vouchers may be purchased by staff, students and others for use in conjunction with a low user Permit. The low user Permit must be displayed in the vehicle windscreen and a parking voucher displayed each day that the vehicle is parked on Campus during semester time. Outwith semester time, vouchers need not be displayed but the corresponding low user permit must be displayed at all times. Vouchers will be available as follows:

Vouchers will be sold in books of ten at a cost of £9.50 per book.

Users may purchase up to a maximum of eight books of ten vouchers in one academic year;

The cost of vouchers is proportionate to the middle band of the Permit Charging Table; Unused vouchers will not be refunded or exchanged.

- 9. Vehicles may be parked on the Campus provided that a valid Permit is prominently displayed as required by these Regulations and there is sufficient space for vehicles to be properly parked in a designated parking bay. The requirement that vehicles belonging to **users** must have a valid Permit displayed while on Campus remains in force throughout the year, including vacations. Users, other than students resident on campus, are reminded that parking is available in a number of locations including the residences and that they are expected to use all of these facilities to locate a legitimate parking space.
- 10. Cars and bicycles may only be parked in those areas designated as University car or bicycle parks and, in the case of cars, for which an appropriate valid Permit is held. Only blue badge holders or disabled users registered with the University may park in parking spaces designated for those with disabilities. Vehicles registered as belonging to members of staff or to students cannot be deemed a visitor under the terms of the Regulations.

No parking of caravans, mobile homes, vans, minibuses or similar vehicles is permitted without the special permission of the Director of Estates and Campus Services. Under no circumstances may such vehicles, when permitted to use the car park, be used for sleeping accommodation.

- 11. Permit Holders are not permitted to park in the following areas:
  - (a) Innovation Park access roads and car parks, except when on official University business or as an official visitor to the Innovation Park.
  - (b) Spittal Hill, Alangrange and Friarscroft except when a resident, or as a visitor of a resident, or when on official University business.
  - (c) Bright Beginnings Nursery access road and car park, except when visiting the Nursery or on official University business.
  - (d) The access road and car park to the Scottish Institute of Sport Headquarters (Fairview), except when on official University business.
  - (e) The University Library Services Area.
  - (f) The Robertson Trust Swimming Pool between the hours of 0830 and 1630 Monday to Friday. Outwith these times staff and students will be allowed to park within the designated parking areas at the Swimming Pool. Vehicles not parked in designated parking spaces will be deemed to be in breach of the University's Traffic and Parking Regulations.

- (g) Alexander Court (unless a resident of Alexander Court or a member of Residential Services staff working at Alexander Court)
  - (h) Any other areas specified by the Director of Estates & Campus Services
12. **1<sup>st</sup> year students resident on campus, are not permitted to bring a car onto campus or to apply for a parking permit, including being named on a car-sharing permit (unless they are officially registered as Blue Badge holders).**

**1<sup>st</sup> year students resident on campus who are found to have flouted this regulation will be banned from bringing a car onto campus or applying for a Permit in the SUBSEQUENT academic year.**

Staff and currently registered non-resident students will be entitled to park in any car park designated for general use.

All currently registered 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> year students resident on campus will be entitled to park **only** in the car parks located adjacent to the Residences. (Only residents of Alexander Court are entitled to park at Alexander Court. Alexander Court residents may also park adjacent to the other on-campus student Residences)

13. Any vehicle parked outwith a specified parking space, on yellow lines, or in a car park for which the appropriate current Permit is not held, or in any manner likely to cause an obstruction or a danger to other users, will be noted and a warning sticker placed on the vehicle informing the owner that they have breached the University's Traffic and Parking Regulations, (hereinafter referred to as The Regulations). The Regulations are in force 24 hours per day, 365 days a year. After one warning, if there is a further breach of the Regulations within that year any Permit(s) for that year will be invalidated and vehicular access will be denied. **Any permit holder found illegally parked in a space for those with disabilities will receive an immediate ban from parking on campus for the remainder of the car parking year.**

Non permit holders who infringe The Regulations will be traced via the DVLA immediately. Where the infringement is for parking in a space for those with disabilities, the individual will receive an immediate ban from parking on the campus. If the infringement is for any breach other than as described above, the individual will be notified that any further breach will result in being banned from parking on the campus.

Any **further** infringements of The Regulations as recorded above, by staff or students of the University who do not hold permits will be dealt with under the University's Disciplinary Procedures for staff, and ordinance 2 – The Code of Student Discipline for students.

Appeals against any denial of vehicular access must be made within 7 days of the date on the letter of notification. Permit holders who have been banned and who continue to flout The Regulations in a given academic year may also be banned from bringing a car onto campus or applying for a Permit in the SUBSEQUENT academic year. Staff and student permit holders should be aware that offences relating to The Regulations are also subject to the University's Disciplinary Procedures for staff, and Ordinance 2 - The Code of Student Discipline for students.

The University reserves the right to levy a charge to cover an administration cost of £30 for tracing vehicles without permits through DVLA.

14. The University reserves the right to request confirmation of vehicle ownership and CO<sub>2</sub> emissions in the form of a V5 registration document, MOT certificate or original insurance certificate. Individuals giving false information to obtain a permit and/or gain vehicular access to the University Campus shall not be permitted vehicular access to the Campus for the remainder of the parking year.

15. Motor cycles, scooters and bicycles may not be ridden along University paths or in areas which are normally closed to private motor vehicles.
16. Any motor vehicle which, in the opinion of the University, is causing an obstruction or a safety hazard or is found to have been apparently abandoned within the University grounds will be liable to be removed. In cases of apparent abandonment, the University authorities will take all reasonable steps to obtain the registered owner's particulars, and if ownership is established, the owner will be requested in writing to have the vehicle removed within 28 days. Failure by the owner to do so will result in arrangements being made for its disposal. Any expenses incurred in the removal or by the abandonment or disposal of such a vehicle will be met by the registered owner.
17. In a case where ownership of any motor vehicle cannot be established the University reserves the right to dispose of the vehicle.
18. The University Authorities will not be held responsible for any loss or damage in respect of abandoned vehicles.
19. The University Authorities do not accept responsibility for damage to or loss from vehicles driven or parked on Campus.
20. Disputes relating to these Regulations shall be referred in writing to the Head of Facilities in the first instance. Where the dispute cannot be resolved by this route, the user may appeal in writing to the Deputy Director, Estates and Campus Services (E&CS) whose decision shall be final.

The Regulations can be accessed on the University website at <http://www.facilities.stir.ac.uk/parking/index.php>