

## STAFF CAR PARKING POLICY

### 1. Introduction

- 1.1 The College recognises that many staff wish to use their own transport to travel to work, because of mobility difficulties or for convenience. However, the College is unable to provide sufficient parking for all those staff that choose to travel by car. It is recognised that some staff require their cars to fulfil their work duties.
- 1.2 Staff are encouraged to use public transport or other means such as motorbikes or bicycles to get to work and to reduce the number of cars moving between sites by sharing transport whenever possible, with appropriate insurance arrangements in place.
- 1.3 Facilities will be provided for the parking of motorbikes and bicycles and lighting improved in parking areas where required.

### 2. New Car Park Arrangements

- 2.1 Parking permits and proximity access cards will ensure that only authorised users may gain access to the staff car parks. New arrangements for parking are prompted by the need to reassess our provision as part of our accommodation strategy.
- 2.2 **At North Road** a rising kerb has been installed at the entrance to car parks A & B. These car parks (A & B) are designated as staff car parks and are only accessible to authorised holders of proximity cards provided there are vacant marked bays. Car Park F and D (CTU) are designated as a staff car parks. Car park E (TT) is designated for staff and students.

The Reception car park will be reserved for Executive members, official visitors and some disabled provision. There is no barrier here.

- 2.3 **At Lansdowne** resurfacing and marking out has been completed in the current student car park and staff car parks adjacent to C Block and R Block. The entrance to this car park will be controlled by a barrier system operated by proximity cards issued to authorised holders.

The Reception car park is reserved for cross-college workers and Executive/Board members. Access to this parking area is barrier controlled and restricted to authorised cardholders only.

The Woodcote car park is for student parking with access from Gervis Road.

Two car park policy options are offered for consultation. The new barriers and drop plates will serve either option, the one way system for staff parking at Lansdowne will operate in both cases. The reception car park will be two way with controlled access and free exit.

Access for pedestrians via entrance barrier positions but pedestrian access at the drop plate exit is barred. Access is via the adjacent pathway by the cycle stands at Woodcote.

**2.4** The barrier controls count the number of cars entering and exiting the car parks with CAR PARK FULL indicators displayed. The rising kerb at North Road operates in exactly the same way as the barriers but is a two-way system with traffic lights to signal the right of way. A push button intercommunication system is available for commercial access and help for other visitors e.g. Study Gallery.

**2.5** Restaurant, Hair and Beauty Clients at Lansdowne can access the premises from the first gate in Gervis Road, parking in a designated area, adjacent to the restaurant (to the right of the entrance).

### **3. Car Parking Rules**

**3.1** The College will endeavour to provide parking facilities for staff who require them for the efficient operation of their job, within the limited number of spaces available. In normal circumstances there will be no restrictions on parking during evenings, weekends and holiday periods.

**3.2** Car parking is the responsibility of the driver. The College does not accept responsibility for loss from or damage to cars parked on its premises or any off-site spaces. On leaving the employment of the College or if no longer requiring a parking space or if no longer qualifying for one, the permit (and barrier key, when issued) shall be returned.

### **4. Allocation of Parking Facilities**

**4.1** Proximity cards and parking permits are issued to all staff who require them at the North Road and Lansdowne sites. Holders of cards may park in marked bays only in the new enlarged car park at Lansdowne and staff car parks A/B, D, E and F/C at North Road. Site cards are NOT interchangeable.

**4.2** The possession of a permit and card does not guarantee a parking space. 'CAR PARK FULL' means there is no more available space and access will be declined. Cards will be accepted under the terms and conditions of The College Car Parking Policy and any breach of the policy may result in disciplinary action and/or cards being withdrawn.

### **5 Policy for Students**

**5.1** In normal circumstances there will be no restrictions on parking during evenings and holiday periods, subject to the maximum number of spaces available at each Campus. Disabled students (DoT badge holders or letter from GP or other qualified person) will be provided with access to an appropriate space.

### **6 Parking for Visitors**

**6.1** A number of spaces will be reserved for official visitors at both sites, including customers of commercial operations, when required. Staff inviting/receiving visitors are responsible for reserving parking spaces through appropriate arrangements, There will be limited provision for such visitors and some requests may have to be declined.

### **7 General Rules**

These apply in all cases:

- (a) Unauthorised, inconsiderate or outside 'marked bay' parking will be recorded and a warning sticker placed on the vehicle.

- (b) Subsequent offences may result in a ban from the use of college parking facilities for a period of 3 months.
- (c) Parking in a manner which may be hazardous or likely to constitute a breach of the Health & Safety at Work Act may lead to an instant ban or prosecution under the Act if that is appropriate.
- (d) Wheel clamping will be in operation for banned vehicles and in all cases where vehicles are parked in a manner likely to obstruct the access of emergency vehicles or the passage of wheelchair users. A release fee may be payable by the individual concerned.

Signed \_\_\_\_\_ Name \_\_\_\_\_  
On behalf of the Corporation Please print

Date \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_  
On behalf of UNISON Please print

Date \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_  
On behalf of NATFHE Please print

Date \_\_\_\_\_

Signed \_\_\_\_\_ Name \_\_\_\_\_  
On behalf of ACM Please print

Date \_\_\_\_\_

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This policy is to be reviewed by the JNCC by September 2008.