

Edge Hill
University

**Car Parking Policy
and Procedure**

2017-2018

Edge Hill University

Title:	Car Parking Policy and Procedure
Purpose and Scope:	This Policy and Procedure outlines the provisions and measures for effectively managing traffic and car parking on the University's Ormskirk campus.
Legislation, Codes and Standards:	N/A
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Originator:	Facilities Management – Campus Support
Responsible Person:	Director of Facilities Management
Contact:	FM Helpdesk
Target Audience:	All Staff, Students, Visitors and Contractors

Car Parking Policy

This Policy sets out the University's commitment to:

- manage car parking effectively and efficiently on our Ormskirk Campus.
- safeguard the welfare of all Campus users through ensuring all vehicular movement does not pose a danger to individuals.
- significantly reduce our environmental impact and preserve our high-quality Campus facilities.

Edge Hill University does not charge our staff, students and visitors to park on our Ormskirk Campus. The University does, however, continue to review this as part of the annual evaluation of the effectiveness of our Travel Plan and make recommendations to the Board of Governors as appropriate.

All staff, students, contractors, visitors and their hosts are responsible for adhering with the provisions of this Policy and co-operating with Campus Support staff in the execution of their duties and implementation of the Policy.

In order to manage and accommodate the demand for parking on campus, Edge Hill University operates a Car Parking Permit Scheme, which requires anyone wishing to bring a vehicle onto site to obtain an authorisation to park in a particular car parking area. The issue of a Car Parking Permit authorises the holder to park on Campus. However it does not guarantee nor infer a right to a parking space.

There are no dedicated parking spaces on Campus other than:

- car park B: reserved for Staff registered to the Car Sharing Scheme,
- car park C: reserved for Students registered to the Car Sharing Scheme,
- designated Accessible (Disabled) Spaces: maintained for persons eligible to park within those spaces.

Access to the Campus, including car park facilities, is by permission of the University. Edge Hill University reserves the right to refuse entry to the car parks, request users to leave car parks and request users to remove their vehicles at any time and at our own discretion.

In order to park a vehicle on Campus, all persons are required to obtain and clearly display a valid University car parking permit in their vehicle which clearly identifies them as a student, member of staff, registered Edge Hill Sport member, contractor or visitor, between 07:30 and 17:30 hours, Monday to Friday. During periods of decreased parking demand e.g. non - term time, the University reserves the right to allow access to staff and students who may not hold a car parking permit.

No responsibility or liability is accepted by the University, our employees or agents for damage to or loss of any vehicle or its contents parked on University property.

Vehicles must be properly parked within authorised parking areas designated by white lines or other appropriate markings or directions. Parking is strictly prohibited:

- in any location where a notice clearly prohibiting parking is displayed, for example outside emergency exits, plant rooms, delivery areas or on emergency access routes,
- on yellow lines, areas hatched with yellow lines, or areas denoted with signage, bollards or barriers,
- in any area marked as being temporarily or permanently allocated for corporate events e.g. Open Day visitors or in connection with campus development e.g. essential maintenance or construction works,
- on landscaped or lawned areas, on pedestrian and/or cycle pathways or turning circles causing an obstruction to other Campus users

Car Sharing and Edge Link Bus Service

As a University, we are committed to reducing the environmental impact of all our activities. As part of our commitment, within our Travel Plan we have identified that a proportionate reduction in single occupancy car journeys, through the provision and promotion of alternative methods of travel to and from the Campus, will enable the University to develop in a sustainable and socially responsible manner.

To these ends, we have provided a designated area of priority parking for car sharers. Students who have registered to the Car Sharing Scheme park in Car Park C, and staff that have registered can park in Car Park B. To use this facility you must be eligible for a Car Parking Permit and meet the accessibility criteria and you must display your staff or student permit within your vehicle at all times when parked on Campus.

Priority parking for registered car sharers will operate on a first come, first served basis and once all allocated bays are full, you must find alternative parking. In the case of demand exceeding car parking capacity, the University may consider limiting the number of permits available for issue in order to further promote more sustainable travel and car sharing. All staff and students are eligible to travel free of charge on the 'Edge Link' bus service travelling between Ormskirk centre and the campus every 20 minutes (Monday to Friday) by showing their EHU Unicard, otherwise there will be a small fee.

The Sports Centre and Facilities

Community users of the Sports Centre and Campus Facilities may only access on Campus parking between the hours of **18.00-22:00** hours, Monday to Friday and **09:00-22:00** hours on weekends, subject to availability. Consequently those users may not park on campus at any other times.

The issuing of car parking permits is based upon the following accessibility criteria:

1	Any student residing within our University's Halls of Residence will be ineligible to park on campus, unless they are able to demonstrate and prove they qualify under Special Circumstances.
2	Students and members of staff living within a 5 kilometre (3.1 mile) radius of the University's Ormskirk campus will not be eligible to apply for a Car Parking Permit, unless they demonstrate they qualify under Special Circumstances.
3	Students and members of staff living within 400 metres of a bus stop that provides a half-hourly service and is within 30 minutes of the University's Ormskirk campus will not be eligible to apply for a Car Parking Permit unless they demonstrate they qualify under Special Circumstances.
4	Students, members of staff or Edge Hill Sport members living within 800 metres of Kirkdale, Walton, Orrell Park, Aintree, Old Roan, Maghull, Town Green and Aughton Park railway stations will not be eligible to apply for a Car Parking Permit, unless they demonstrate they qualify under Special Circumstances.

The Car Parking Permit system uses different colour permits to allow parking in different areas of the Campus. The Car Parking Permits are denoted as follows:

RED	Staff
BLUE	Students
YELLOW	Temporary Mobility Permit. Holders of this permit may park within designated disabled parking bays on campus (only applicable if you do not have a Blue Badge, see below).
BLACK	Contractor
LIGHT PINK	Visitor



Applicants with Disabilities or Impairments

National Disability Permit (Blue Badge) holders will be permitted to park throughout the Campus in designated parking areas as existing. A yellow EHU permit will be allocated to accompany the National Disability Permit.

Non Blue Badge holders diagnosed with a medical condition or disability that impairs their mobility and who can only use their car to commute to the campus may apply for a yellow EHU Car Parking Permit. The only exception for non-medical conditions is if the applicant has mobility concerns during the latter stage of pregnancy. All applicants wishing to apply under these conditions should indicate 'special circumstances' at the time of their application, providing basic details as necessary by forwarding the email to their line manager or course tutor/head.

Applicants for yellow mobility badges should contact:-

- **Staff** – contact Human Resources,
- **Student** – contact Student Services,
- **Edge Hill Sport** – contact Edge Hill Sport

Please note that applicants are responsible for monitoring the progress of their applications, via the respective department and permits will only be issued once verification has taken place.

Once official verification has been received, permits will be issued to applicants as soon as practical. This arrangement removes the need for an applicant to disclose or discuss potentially sensitive information with Facilities Management at any stage.

Contractor Parking

All contractors are eligible to park on campus providing they are authorised to do so by the Facilities Management Department and it forms a necessary part of their undertaking on the University's premises. Individual Contractors will be required to report to the Durning Centre to acquire a contractor parking permit, prior to commencing work on campus.

Where there are large scale construction projects on campus some provisions will be made for segregated parking facilities for contractor staff through prior agreement with the Capital Development Team.

Emergency vehicles and University-owned vehicles are exempt from the requirement to hold a valid Car Parking Permit.

Late night parking for temporary stay or use of Edge Hill University 24hr facilities will be accommodated at Car Park A and B. This area will be monitored by Edge Hill University security. Parking Permits may not be required outside of University parking regulation times but a visitor permit may be allocated for identification.

Enforcement

We request that all our staff, students and visitors abide by the provisions of this Policy, in consideration of others. In the event of non-compliance a **Car Parking Notice** (CPN) will be issued.

The University reserves the right to issue a Car Parking Notice and a **£50.00** fine on the first occasion of a breach of these Regulations to vehicles, which are not:

- displaying a valid Edge Hill University Car Parking Permit
- displaying a valid Edge Hill University Car Share Permit
- correctly using Car Share spaces e.g. with only one student or member of staff in the vehicle
- parked in the correct location or are parked inconsiderately

A £50.00 fine is payable upon each breach of the regulations and issue of a Car Parking Notice.

On a second breach of these Regulations, the vehicle will be issued with a second CPN (and a further fine payable) and the individual's Department, Faculty or Host notified.

On the third and final breach of these regulations there will be a further £50 fine and we will notify the individual's Department, Faculty or Host and remove the individual's authorisation to park on Campus.

This will initially be for the period of validity (three year cycle for staff, one year duration for students) but may be extended i.e. for the duration of their employment or course of study, subject to the discretion of the Director of Facilities Management.

The use of technologies such as closed-circuit television (CCTV) and automatic number plate recognition (ANPR) systems will be used to support enforcement and verify infringements, where necessary.

Vehicle Removal

The removal of a vehicle which is contravening the provisions of this Policy is a regrettable, but necessary, measure.

Any vehicles parked in contravention of this Policy and Procedure i.e. failure to display a valid Car Parking Permit or any other breaches identified previously, may be subject to these measures.

Conditions of Use

The following conditions must be complied with. Failure to comply with any of the following conditions of use may result in sanctions:

- no alterations or changes must be made to the Car Parking Permit as this will render the permit invalid. Any required changes to a valid permit must be notified to Facilities Management by email to parking@edgehill.ac.uk
- copies of a Car Parking Permit are invalid and if used, the vehicle is liable to be issued with a Car Parking Notice (CPN) and immobilised and removed from Campus

To ensure that users of the Campus' car park facilities are reminded of their responsibilities and the sanctions for failing to comply with the provisions of this Policy, the University will provide adequate road signage and road markings within our car parks, along access routes and at entrance points to the Campus, subject to any planning constraints, as appropriate.

All car parking areas, including accessible (disabled) and car sharing spaces, are monitored for parking violations and anyone found to be abusing this system will be subject to relevant warning and disciplinary procedures.

A 'Special Circumstances Quick Guide' outlining the qualifying information and evidence required when applying under these conditions is available at **Appendix A**.

If a student or staff member is required to use their own vehicle for a legitimate and appropriate purpose which is associated with their work or study they may apply for a car parking permit (this includes resident students whereby use of their vehicle is essential to fulfil their University studies i.e. work placement).

Students, members of staff or regular visitors who do not meet the Accessibility Criteria outlined in this document will not be eligible to apply for a Car Parking Permit, unless they demonstrate they are subject to exceptional, special circumstances as outlined to their line manager or course tutor or head. No other circumstances, other than those detailed, will be considered as part of the application process.

Car Parking Procedure

Car Parking Permit Application Procedure

Applications are processed internally. Student and staff data will be used:

- to verify an applicant's eligibility to apply for a University Car Parking Permit
- to post a successful applicant's permit to their specified address
- to respond to any request made by an applicant (where required)*

*** In the event of any discrepancies or queries applications will not be processed, and therefore no permit issued, until the discrepancies are clarified and resolved.**

Data will be used by Edge Hill University to ensure accuracy of, and enable verification of information provided by applicants, and to facilitate enforcement of this Car Parking Policy and Procedure. All information will be stored and maintained in accordance with the provisions of the Data Protection Act.

Staff permits are issued on a three-yearly cycle with a current expiry date of 31st August 2018. Students and registered Edge Hill Sport members are required to renew their permits on an annual basis, with the validity of permits running from 1st September to the 31st August.

Car Parking Permits are colour-coded and only indicate your status i.e. Student, Staff or registered Edge Hill Sport member, with a unique permit number and the expiry date of the permit.

Role and Responsibilities

The following sections of this Procedure details Edge Hill's approach to car parking and identifies those individuals and areas with specific responsibilities.

Person or Department	Responsibilities
Director of Facilities Management	<ul style="list-style-type: none">• Establishing a management structure which ensures key responsibilities are allocated at the appropriate level.• The Director may delegate, to specific members of staff, duties relating to health, safety and wellbeing, as they consider appropriate to assist them with their duties, some of which, are identified below.
Deputy Director of Facilities Management	<ul style="list-style-type: none">• Responsible for effectively supporting the Director of Facilities Management to execute their safety management responsibilities, by ensuring the implementation of this Policy and Procedure, so far as is reasonably practicable.• Ensuring the FM Service Area Managers have in place systems for monitoring; legal compliance, and ensuring issues or risks are dealt with at an appropriate level.

	<ul style="list-style-type: none"> • Notify the Director of Facilities Management of any breach of statutory requirements, which cannot be dealt with effectively.
Campus Support Manager	<ul style="list-style-type: none"> • Establish a structure which ensures key responsibilities are allocated at the appropriate level. • Authorise parking areas to be temporarily cordoned-off and dedicated for specific, temporary operational purposes i.e. to support corporate events, campus development etc. • Notify the Deputy Director of Facilities Management of any breach of statutory requirements which cannot be dealt with effectively.
Campus Support Supervisors	<ul style="list-style-type: none"> • Responsible for effectively supporting the Campus Support Manager to execute their safety management responsibilities, by ensuring the implementation of this Policy and Procedure, so far as is reasonably practicable. • Ensure that all works will be undertaken by competent persons. • Notify the Campus Support Manager of any breach of statutory requirements, which cannot be dealt with effectively.
Campus Support Team (including any team seconded to the service)	<ul style="list-style-type: none"> • Responsible for the operational implementation of this Policy and Procedure. • FM Campus Support staff (including any staff seconded to the service) are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with this Policy under the direction of the Campus Support Manager.
Car Park Users, Applicants and Visitors	<ul style="list-style-type: none"> • Regular campus users, i.e. staff and students are required to obtain and display a parking permit in their in the front windscreen of their vehicle at all times for the corresponding parking area. • For pre-arranged visitors, all University departments are required to use the visitor car parking request procedure at: www.ehu.ac.uk/myfm • All other visitors, including Contractors are required to report to the Security and Customer Information Centre upon arrival to campus whereby a day permit will be issued.

Appendix A Special Circumstances – Quick Guide

The following factors will be considered in determining whether a car parking permit may be granted:

A Medical Grounds

Qualifying Information	
A1	An impairment causing current mobility issues and unable to use other forms of transport to campus.
Rationale	
Applicants with a diagnosed condition impairing their mobility that will require them to park on the campus (temporary or longer term).	
Evidence Required	
E1	Confirmation from the University's Occupational Health Practitioner (for staff applications), or Student Services (for Student applications.)

B Work or Study-related Grounds

Qualifying Information	
B1	A requirement to park and use my vehicle as part of my work for the University (Staff).
B2	A requirement to use my vehicle as part of my studies at the University (Student).
Rationale:	
Applicants are eligible for a permit providing they are able to demonstrate that it is an integral part of their work or study that they have access to a vehicle whenever required and they cannot reasonably use other means of transport.	
Qualifying Criteria (one or more may apply):	
Q1	Staff member working regularly on more than one site on the same day.
Q2	Staff member who makes an average of at least two business-related journeys each week during term.
Q3	Student who makes an average of at least two study-related journeys between the Ormskirk Campus and another destination each week during term.
Evidenced Required	
E2	Letter/written confirmation from Line Manager (Staff) or course tutor (student) to verify applicant qualifies under one or more of the qualifying criteria.

C Non-Medical Grounds

Applicants who have mobility concerns during the latter stages of pregnancy should in the first instance contact HR for staff applications, or Student Services for student applications.

Please note that car parking permits are concessionary and that the existence of qualifying information does not guarantee the issue of a permit. Qualifying information, not supported by evidence will not be considered.

Edge Hill University

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