

CAR PARKING POLICY

PURPOSE

The purpose of this policy is to give clear guidance for accessing and parking vehicles on all University car parks. This policy has been developed to ensure fair and orderly access to all University car parks.

SCOPE

This policy applies to all staff, students, visitors and contractors and covers all parking arrangements of motor vehicles on University premises.

INTRODUCTION

Like other universities our premises have insufficient space to provide parking for all staff, students and visitors who wish to drive to and from the University. Alternative modes of transport to the University are supported by the University including a 'Cycle to Work' Scheme and Rail Season Tickets.

POLICY STATEMENTS

1. General Conditions

- 1.1 The University ID card car park pass is for the sole use of the holder. Persons lending or borrowing, aiding and abetting or operating such misuse of their University ID card car park pass are liable to have their car park access suspended.
- 1.2 All vehicles are parked on University premises at the owners' risk and the University accepts no responsibility or liability for any loss or damage that occurs to any vehicle or its contents left on its car parks, whether permission has been granted or not.
- 1.3 The University reserves the right to prohibit or restrict access to any area at any time or change the usage of any individual car park without prior notice.

2. Staff Parking

- 2.1 This includes staff employed by the University and other external service providers who are based at the University, for example, Catering, Security and

Student Union employees. Contractors working for the University are to be treated as visitors.

2.2 University staff **must** have the following:

- **A validated University ID card which operates the car park barrier.**

This will be activated for University staff when an individual's vehicle details have been registered on MyHR and have been kept up-to-date. If any University staff vehicle is found to be parked on a University car park which is not registered on MyHR then the individual's ID card car park pass will be deactivated with immediate effect. Any change of vehicle must be recorded as soon as possible on MyHR.

2.3 Staff parking is allocated on a first come first served basis. Once the campus car parks are full users will need to find alternative car parking.

Please note: There is free alternative University car parking available for staff and students at the Orlando Halls and the Hollins Halls of Residence and a free shuttle bus operates to the main campus approx. every 25 minutes. This also runs between University Main campus, Queen's Specialist Building and Orlando throughout the day between 9am-5pm.

3. Student Parking

Student parking is available on the University Main campus behind the I-Zone and at Orlando Halls of Residence.

4. Disabled Parking

All disabled parking spaces are reserved 24 hours a day 7 days a week for use by "blue badge" holders. A "blue badge" does not guarantee the holder a disabled parking space but entitles the holder to use such spaces when they are available.

5. Visitor Parking and Parking for Organised Events

5.1 The dedicated visitor car park is booked on a first come, first served basis located in front of Bolton One and is accessible from Derby Street.

5.2 Visitors of University employees must be booked onto the visitors' car park via the carpark@bolton.ac.uk email address and they must display the temporary visitor permit. Should the visitor car park be full, visitors will need to find alternative parking off-site.

Site map:

6. Contractor Parking and Deliveries

- 6.1 All contractors official vehicles used for deliveries and offloading or collecting plant, tools and equipment are given access at any time. These vehicles will be required to vacate the site once they have completed their task.
- 6.2 Delivery vehicles are granted access and short term parking for the purposes of delivery and collection only at back of Rasbottom St and Christchurch Gardens and for Queens Specialist Building at the back of the property on Dobhill St.
- 6.3 The University cannot guarantee parking at any of its car parks and will not be held liable for any additional costs incurred due to the inability of the contractor to park on University premises.
- 6.4 The contractor will be fully responsible for their vehicles and any contents including those of their subcontractors and suppliers whilst on University premises.

7. Motor Cycles

- 7.1 Motorcyclists will need to have their staff ID card validated to operate the barriers by registering their details on MyHR.
- 7.2 Motorcyclists must swipe access at car park barriers and park in the designated motorcycle parking areas. Motorcycle parking bays are provided on Car Park 3.
- 7.3 Motorcycles are not permitted to:
 - (i) park in car parking bays or in areas that will restrict access;
 - (ii) be ridden in pedestrianised areas or on footpaths.

8. Overnight Parking Arrangements

Those wishing to leave their vehicle on a University car park overnight due to being away on University business must inform Security on ext. 3700 of their vehicle registration and the location of the vehicle.

9. University Car Park Users Requirements

- 9.1 All University car park users shall be deemed to have accepted this car parking policy by registering your car on MyHR.
- 9.2 All drivers are required to observe the car parking requirements and observe traffic and parking signs within the University Campus.
- 9.3 All car park users **must** ensure that they:
- Park within marked bays only
 - Do not double park
 - Do not block entrances or exits
 - Do not park on double yellow lines or cross-hatched areas
 - Clearly display any permit issued or any disabled blue badge
 - Do not allow an unauthorised driver to gain access via the barrier
 - Do not tailgate the vehicle in front upon entry or exit to University car parks. This is dangerous and could result in damage to property, vehicles or person(s). Drivers must stop at barriers and use card access via the control panel.
- 9.4 A vehicle impeding access for the Fire Service is considered a contravention of the Regulatory Reform Fire Safety Order 2005, of which the University could receive a fine. All car park users are expected to observe the University's parking restrictions that specify no parking in the following locations or situations:
- Areas cordoned off by the University
 - Double yellow lines or yellow cross-hatched areas
 - Areas where parking may cause an obstruction
 - Spaces reserved for University vehicles
 - Parking in a disabled bay without a valid disabled blue badge
 - Parking in a location where a notice clearly prohibiting parking is displayed
 - Unauthorised parking in a reserved space or in an area clearly marked for use by visitors
- 9.5 Failure to adhere to the requirements set out in this policy will result in suspension from the University car park(s) as follows:
- one (1) week in the first instance;
 - one (1) month in the second instance;
 - three (3) months in the third instance; and
 - indefinite suspension of access in the fourth instance.

10. Parking Appeals

- 10.1 Should car park access be suspended there is a right of appeal. A request for an appeal will only be accepted in writing and within three (3) working days of the notice of the decision.
- 10.2 The request to appeal the decision should set out the full grounds for the appeal. The decision on appeal shall be final.

Send all correspondence to:

Car Parking Appeals, Facilities, Deane Road, Bolton, BL3 5AB or email: carparkappeals@bolton.ac.uk

Equality Impact Assessment

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy/practice has been screened in relation to the use of plain English, the promotion of the positive duty in relation to the protected characteristics of race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity.

CAR PARKING POLICY	
Policy Ref: FS: 01/2016	
Version Number:	1.0
Version Date	25 January 2016
Name of Developer/Reviewer	Director of Facilities
Policy Owner (School/Centre/Unit)	Facilities
Person responsible for implementation (postholder)	Director of Facilities
Approving Committee/Board	Resources
Date approved	4 th March 2016
Effective from	Date of approval
Dissemination method (e.g. website)	Website
Review Frequency	As required
Reviewing Committee	Car Parking Committee
Document History (e.g. rationale for and dates of previous amendments)	Consultation with Human Resources and Trade Unions.