

## Bedford Campus Vehicle Access and Parking Policy 2009/10

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## 1.1 Introduction

2008/9 saw a further significant year on year percentage rise in the University's Bedford Campus traffic flow. This policy is the instrument that provides regulation and control of traffic movements on campus. It applies to any person driving or parking a vehicle on campus from 1<sup>st</sup> September 2009.

Campus car parks are owned and operated by the University of Bedfordshire. Access or parking is at the discretion of the University. Vehicles are accepted provided drivers adhere to the provisions of this policy (see 4.5).

The Bedford Campus Travel Plan aims to reduce reliance on the car and reduce the impact that travel and transport generated by the University has on the environment. Parking charges and a parking policy form the core of these plans. Revenue generated is used to fund initiatives promoting the use of alternative forms of transport.

The principles and practises defined by the Highway Code apply.

## 2.0 Definitions

**An unauthorised vehicle** is any vehicle parked or operated in contravention of this policy.

**A vehicle is parked** if it is left unattended without a qualified driver.

**A vehicle is waiting** if it is stationary with a qualified driver at the wheel.

**A qualified driver** is an occupant of a vehicle who is licensed and legally authorised to operate it.

**A taxi** is any vehicle dropping off or collecting any person or persons.

**A delivery vehicle** is any vehicle delivering, unloading or collecting goods or articles to or from the University.

**A Visitor** is anyone on University business who is **NOT**:-

- a. A full time, part time or temporary member of staff.
- b. A University of Bedfordshire student.
- c. Receiving expenses or any other form of payment from the University.

**A Contractor** is any person or organisation appointed by Facilities and Estates to carry out works as directed by the Maintenance Co-ordinator and who is paid by presentation of invoice.

**An authorised person** is the Facilities Manager or Parking Enforcement Officer.

**A coach** is a passenger carrying vehicle with more than 17 seats.

## 2.1 Hours of Operation

The provisions of this policy apply at all times. Charging periods vary (see section 5.0).

## 2.2 Authorisation to Access or Park on Campus

The University may authorise motor vehicle access to the campus for staff, students, visitors and others engaged on University business, who reside more than 1 mile from the Campus Centre via the shortest driving route and who adhere to the provisions of this policy. Only authorised vehicles may park on campus. Authorisation is conferred by the purchase and display of a valid permit or pay and display ticket or by Facilities and Estates *and* by adherence to this policy. Unauthorised vehicles are liable for the full parking charge (see 4.5).

**VEHICLES ACCESS AND PARK ON CAMPUS AT THE OWNERS RISK. IN GRANTING ACCESS, NO LIABILITY IS ACCEPTED OR IMPLIED BY THE UNIVERSITY.**

## 2.3 Car Parks

Authorised parking is provided in designated bays on the main car parks only. At times of high demand occasional parking may be authorised in other areas subject to availability. Valid permits and pay and display tickets are required in all parking areas.

## 3.0 Permits and Pay and Display Tickets

Vehicles parked on campus must display a valid permit or pay & display ticket. A permit or pay & display ticket shall be invalid if it is a copy, it has been defaced, altered, or *any* of its printed details are obscured and unverifiable. Pay and display tickets are not transferable.

**A VALID PERMIT OR PAY AND DISPLAY TICKET DOES NOT GUARANTEE OR RESERVE A PARKING SPACE.**

### 3.1. Visitors

Approved departments may purchase Visitor Parking Permits for issue to visitors in advance of their arrival on campus. Visitors arriving without a permit must pay and display at the time of parking.

### 3.2. Staff Permits.

Qualifying members of staff may apply for an annual permit. Permits may be purchased via a one off payment or monthly deductions from salary. Applications are made through Facilities and Estates (Luton). Once issued permits are not transferable (For rates see section 5.1)

### 3.3 Permit surrender

Staff leaving the scheme may surrender their permits and claim a refund for unused months. Only FULL months remaining will be refunded. Permits become invalid on termination of employment.

### 3.4 Blue Badge Holders

Marked bays are reserved for Blue Badge holders. Badges must be registered with Facilities and Estates. Blue Badges are not valid on the main

car parks. Authorised personnel will randomly check badges. Blue Badge parking in authorised bays is free.

### 3.5 Temporary Disability Permits

Following medical assessment qualifying staff and students may apply for a Temporary Disability Permit and park in the Blue Badge parking bays. Temporary Disability Permits are charged at staff rates.

### 3.6 Taxis

Vehicles dropping or collecting passengers may wait for ten minutes before a pay and display ticket is required provided the driver remains with the vehicle.

### 3.7 Rental Vehicles

Vehicles rented by the University may park free in the Hire Vehicle Parking Area provided vehicle details are pre-notified to Parking Enforcement. Rental vehicles parked on the main car parks must pay and display. See “University of Bedfordshire Hired Vehicle Reserved Parking Bays (Polhill Campus)”.

Vehicles rented privately require a valid permit or pay and display ticket.

### 3.8 Delivery Vehicles

Deliveries are made from designated delivery bays only unless authorised by a Facilities and Estates authorised person. Maximum stay 15 minutes. All other policy provisions apply.

### 3.9 Coaches & Mini Buses

The campus is unsuitable for large vehicles. **Bedford** Facilities and Estates require 24 hours notice of arrival. Parking for coaches is subject to availability and limited to three at any one time. Parking in the shuttle bus bay is not permitted. Pre-notified, liveried coaches and mini buses bringing school parties may park free otherwise pay and display.

### 3.10 Contractors

Parking is subject to availability. Vehicles may only park in agreed areas. Spaces cannot be reserved. Parking may not be granted during term times. Day to day parking is as directed by a Parking Enforcement Officer.

### 3.11 VIP Reserved Parking Area

Reservations require twenty four hours notice to Parking Enforcement. VIP guest's name, vehicle registration, name of requesting staff member and a contact telephone number are required.

Spaces on the main car parks cannot be reserved and VIP vehicles parked there must display a valid permit or pay and display ticket.

## 4.0 Management of Car Parking Areas

Authorised personnel will patrol the car parks and campus to identify and record details of any vehicle:

- a) Which is not clearly displaying a valid permit or pay and display ticket.

- b) Which is parked in a designated no parking or no waiting area.
- c) Causing an unnecessary or avoidable obstruction.
- d) Parked on a 'Fire access road'.
- e) Parked on single, double or hatched yellow lines or pedestrian crossing markings.
- f) Parked in a Blue Badge bay without authorisation.
- g) Parked in a reserved bay without authorisation.
- h) Which is parked outside the designated parking areas or bays.

## 4.1 One Way System

A one way traffic system operates on the campus. Vehicles must follow the route as directed by signage and road markings. A warning notice may be issued for non compliance.

## 4.2 Clearway Roads

The campus main road is designated a clearway.

## 4.3 Speed Limit

The campus speed limit is 10 miles per hour. If, in the opinion of authorised personnel, a vehicle exceeds this limit, a verbal or written warning may be issued and the incident recorded. Vehicles of persistent offenders may be excluded from the campus.

## 4.4 Enforcement

Breaches of this policy will be dealt with in accordance with Enforcement procedures, which are reviewed annually. It shall be a serious disciplinary matter if any student or member of staff acts in a fraudulent way or a threatening or intimidating manner to staff seeking to apply this policy (whether directly employed by the University or a contractor).

## 4.5 Unauthorised Parking Notice

Any vehicle not complying with the provisions of this policy is on campus unauthorised. An Unauthorised Parking Notice may be issued against an offending vehicle. The full contracted parking charge of £80 (reducing to £40 if paid within 14 days) then becomes payable.

## 4.6 Appeals

An appeal against an Unauthorised Parking Notice must be made on an official Appeals Form (see the Parking Charge Notice for details).

## 4.7 Closure of Car Parks

The University reserves the right to close car parks and to allocate parking spaces to other users at any time. Wherever possible reasonable notice will be given if peak time parking arrangements are affected.

## 5.0 Charges

Charging period(s) and levels are at the discretion of the University. For the period, 1st September 2009 to 30<sup>th</sup> November 2009, the following charges apply.

The charge for parking is £80 per day .

Authorised vehicles pay reduced charges i.e. £1.20 per day, £0.60 for up to four hours, or 25p for up to one and a half hours. Authorisation is obtained by the purchase and display of a current pay and display ticket or permit.

Permits for staff employed to work over 0.5 Full Time Equivalent who earn more than the equivalent of £17,118 pa will be £120 (inclusive of VAT).

Permits for staff employed to work 0.5 Full Time Equivalent or less or who earn less than or equal to the equivalent of £17,118 pa will be £75 (inclusive of VAT).

Charges do not apply to bicycles and motor bicycles provided these are parked in the designated areas and operated according to this policy.

## 6.0 Cars left long term or abandoned

The University reserves the right to remove any car not parked in accordance with this policy (without a correct permit or outside a permitted area) if it is left on campus for more than seven days. A warning notice will be placed on the car giving at least five days notice of its removal.

## 7.0 Parking on roads surrounding the University

This causes nuisance to our neighbours, particularly in residential areas and harms the university's relationship with the local community. Staff, students and visitors are positively discouraged from parking on surrounding roads.

## UNIVERSITY OF BEDFORDSHIRE HIRED VEHICLE RESERVED PARKING BAYS (POLHILL CAMPUS).

Four parking bays are designated for use by car size vehicles hired by the University of Bedfordshire (UoB).

The designated bays are for the exclusive use of vehicles hired by UoB unless otherwise authorised by a Facilities and Estates authorised person (see the UoB Bedford Car Parking Policy (CPP)).

The hire vehicle reserved bays are located by the exit from the Polhill overflow parking area and adjacent to the minibus parking bays.

To use one or more of these bays, email the following details to Parking Enforcement (PE) ([derek.sear@beds.ac.uk](mailto:derek.sear@beds.ac.uk)) at least 24 hours in advance of the vehicle(s) arriving on campus: -

- Day and time hire to the University starts.
- Drivers name
- Vehicle(s) make
- Vehicle(s) model
- Vehicle (s) colour
- Vehicle(s) registration
- Day and time hire to the University ends

Once receipt of the above details has been acknowledged a vehicle(s) becomes authorised to park in the hire vehicle reserved parking bays. Parking in these bays is free of charge.

Unauthorised hire vehicles must park on the main car parks and clearly display a valid pay and display ticket. Authorised hire vehicles parked on the main car parks must also display a valid pay and display ticket.

A hire vehicle used by a member of staff may park either in a hire vehicle reserved bay, following the above procedure, or park on the main car parks displaying the staff member's valid UoB Staff Parking Permit or pay and display ticket.

Hire vehicles on campus more than twelve (12) hours before hire starts must display a pay and display ticket. Hire vehicles on campus more than twelve (12) hours after hire finishes must display a pay and display ticket. A UoB parking violation notice issued outside the hire period is the responsibility of the hiring company.

Vehicle access to the campus is only permitted upon acceptance and compliance with the UoB CPP. A department of the University hiring a vehicle(s) is responsible for ensuring that those driving the vehicle(s) operate and park it in accordance with the CPP. Copies of the CPP can be viewed in Main Reception, Facilities and Estates, Student Union, Liberty Park and on the UoB web site. Hiring departments are liable for any and all charges arising from a breach of the CPP during the hire period.

Vehicles on the UoB Bedford campus not parked or operated in accordance with the UoB Bedford CPP or in accordance with this provision or any other provision as may be notified from time to time are deemed "unauthorised". The University reserves the right to warn, levy the full parking charge (£80) or, as a last resort, ban unauthorised vehicles from the campus.