

CAR PARKING POLICY

Rationale

The College of West Anglia operates from a number of sites, at some of which it provides car parking for staff, students and visitors that have a legitimate reason to be on site. The College requires a parking policy to enable it to manage its car parking as effectively as possible, within the resources available to it, to ensure that:

- the health and safety of people on the site is not compromised as a consequence of vehicles being on site.
- it is able to control and manage the number of vehicles that use the site for parking, as demand for parking spaces typically exceeds the supply.

The College needs to ensure that vehicles can move around its sites safely and without obstruction; for that to happen it requires, though not exclusively, for vehicles to be parked appropriately and in designated bays provided. It is imperative that routes (including roads, paved areas and verges) around the site are not blocked as emergency services vehicles are frequently required to attend sites.

Management of the Policy:

- Vehicular access and parking on site is at the vehicle owners and driver's risk; the college will not accept any liability for damage to or theft of, or from, vehicles.
- Staff, students and visitors are required to visibly display a valid parking permit in their vehicle so that the information on it can be read. Possession of a valid permit in itself does not provide the right to park on the site and, if the designated car parking area is full, the vehicle should leave the site:
 - Staff and Student permits are available as indicated below:

	Student	Staff
King's Lynn campus	Student Services	Property Services Department
Isle campus	Security	Security
Wisbech land-based campus	Reception	Isle security
Cambridge campus	Reception	Reception

- Members of the public, including commercial customers, visiting site to use college facilities, and contractors will be provided with a temporary permit by their respective reception or area's administration.
- Only one valid permit per person is provided and should be transferred as required between vehicles if alternative vehicles could be used.
- Permits are issued on an annual basis to students for the duration of their course.

- Staff permits are valid for the staff member's period of employment and should be returned at the end of their employment.
 - Official visitors to a site, who are not college staff, may have spaces reserved for them. Their details being logged via security or reception depending on the practise at the site.
- Areas of college sites are often locked and those parking vehicles should ensure that the area used for parking can be accessed to enable them to retrieve their vehicle at times when that area is open. The College will use the barriers at its sites to aid its car park management process to control traffic and/or close vehicle access to the campus if necessary.
 - To facilitate parking, vehicle parking at sites may be "zoned" primarily as staff and student areas. Parking is only within the designate zone and marked bays. Specific parking areas may be provided for bicycles and motorised cycles and these should be used where provided. Additionally the following facilities may be provided to accommodate car park users and, where provided, should be complied with:
 - Named spaces for designated individuals only
 - Disabled bays for use by those who display a current disabled user's permit
 - Temporary parking dispensation bays to accommodate those with a short term need. (Dispensation can be applied for via Human Resources.)
 - Short, set-time, stay area
 - Short stay, set time, resource drop off and pick up bays
 - Applewood Nursesey child drop off and pick up bays at the King's Lynn campus.

Policy Enforcement

- The college enforces its policy by flagging the details of those that do not comply with the policy through having its sites patrolled. It may then, for those in breach of the policy:
 - Initially provide a warning.
 - Consider or take disciplinary action.
 - Issue a third party Parking Charge Notice (PCN) that will result in a fine of £40. The fine will reduce to £30 if paid within a period of 7 days. The third party will pursue payment of the fine. Appeal against the issue of a PCN may be upheld in exceptional circumstances and where the vehicle is not involved in repeated violation. Information about PCNs being in operation are displayed around the college's sites, where used at a given site.

- The college recognises that there will be instances where those wanting to park on site may not be able to. As such, potential car park users should consider the potential need to have to make alternative parking arrangements when planning their journey or use alternative modes of transport.
- The college will implement this policy, initially through its security staff, both sensitively and considerately but ultimately the college needs to prioritise and ensure the health and safety of those that use its sites.

Reducing car parking pressures:

- To reduce the number of vehicles accessing the college's sites and to support environmental improvement, the college asks that staff, students and visitors do not bring vehicles to the college unless necessary. The college supports this request in various ways:
 - participates in the Government's Cycle to work Scheme to enable staff "subsidised" purchase of bicycles and associated equipment.
 - provides cycle racks for students and staff
 - provides access to a college-wide car share database system for college staff available from the college's intranet
 - promotes the non-college car sharing scheme that staff may personally choose to investigate
 - provides alternative, free of charge, parking at Lynn Sport, that is a short distance from the King's Lynn campus, for the duration of the college day. Users of this facility must display a valid college parking permit and only park in the college's designated areas.

Conduct:

- The college requires car park users to comply with its Parking Policy.
- The college expects car park users to drive safely at all times, comply with vehicle parking and other signage and comply with the Highway Code (through attainment of their driving licence).
- Failure to comply with the policy may result in:
 - A warning ticket
 - Disciplinary action and/or
 - Parking Charge Notice (PCN) being applied to the vehicle and a monetary fine being imposed via the PCN

Custodian: Mark Reavell

Last date reviewed: 27 July 2011

Last date this policy was Impact Assessed