

# Northern Regional College Policy, Procedures & Strategies

## Use of College Car Parks [Doc No. EST 17]

Issue	Document Title	Date of 1 <sup>st</sup> Issue	Date Last Reviewed	Responsibility of
01	Use of College Car Parks	March 2012		Liam McSorley

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# **Northern Regional College**

## **Use of College Car Parks**

### **1. Policy Statement**

The Northern Regional College, in line with many other organisations, operates a number of Car Parks for the benefit of all users of the College. Car Parks are free for use by staff, students and visitors with legitimate business at the College. Car Parks operate in line with the Campus operating hours (please see Appendix 1).

This policy is for all Car Park users and aims to ensure that an effective and fair service is provided. Car Park users will be made aware of the policy via external signs on entrance points to College grounds; and internal notices posted within College buildings.

Throughout the policy the term 'College' will mean 'Northern Regional College'.

### **2. Car Park Policy**

- 2.1. Vehicles may only be parked on College grounds where the driver has legitimate business at the College, or with the explicit permission of the Directors Office.
- 2.2. All vehicles should adhere to the posted miles per hour (mph) speed limit within College grounds.
- 2.3. All roads within the College grounds are subject to The Road Traffic (Northern Ireland) Order 2007.
- 2.4. Persons parking vehicles on College grounds do so at their own risk. No responsibility or liability is accepted by the College, its employees or its agents, for damage to or loss of any vehicle, or its contents whilst parked on College grounds.
- 2.5. All accidents, incidents, dangerous occurrences or near misses that occur within College grounds, must be reported immediately to Reception staff or the Duty Manager. A College Accident Report (EST 3) form must be completed (available from <http://staff.nrc.ac.uk/ci-staff-policy-procedure.asp> and from reception staff).
- 2.6. Access to all College premises and grounds is by permission of the College. The College retains the right to refuse entry to College grounds.

- 2.7. Persons using College grounds may be asked to leave, and to remove their vehicle, at any time and at the College's discretion.
- 2.8. Overnight parking is not permitted on College grounds; unless by prior arrangement and agreement with Campus Lead Manager (e.g. if staff are on residential).
- 2.9. Any vehicle on College grounds which is temporarily immobile (e.g. broken down) must be reported to the Duty Manager.
- 2.10. The College may authorise College grounds and vehicle parking spaces to be temporarily cordoned and dedicated for specific and temporary operational purposes.
- 2.11. All vehicles must be properly parked within a vehicle parking space. Drivers of vehicles which do not fit within a vehicle parking space should contact the College's Facilities Department for advice and guidance.
- 2.12. Large vans and lorries (e.g. contractor vehicles) should make special arrangements to ensure that they are not causing an obstruction on College grounds. Special arrangements can be made by contacting the relevant campus Reception Desk and asking for Facilities Staff i.e. Caretakers.
- 2.13. Major repairs, servicing or valeting of vehicles are prohibited within College grounds unless by prior arrangement (e.g. charity events). However, where a vehicle is immobile due to breakdown, temporary access will be permitted for recovery vehicles (e.g. AA, RAC, Green Flag, garage recovery) for the purpose of undertaking minor repair and/or recovery.
- 2.14. Parking a vehicle on College grounds that causes an obstruction to other road users is prohibited.
- 2.15. Parking in a marked disabled bay on College grounds without displaying a blue disabled badge is prohibited.
- 2.16. Parking is prohibited specifically in the following areas, locations or circumstances:
  - a) On yellow lines, areas hatched with yellow lines or area denoted within the Highway Code as such.
  - b) In a location which blocks entry or exit for emergency or delivery vehicles - for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes.
  - c) On grassed areas, on foot and cycle paths or turning circles.

- d) In areas temporarily cordoned and dedicated by the College for specific and temporary operational purposes.
- e) In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work.

### **3. Recording Breaches of Car Park Policy**

Records regarding breaches of the Car Park Policy will be held on each Campus and available to the Facilities Team and Duty Manager. Vehicles found to be in breach of the Car Park Policy will have the following noted:

- 3.1. Vehicle details: Make, Model, Registration.
- 3.2. Infringement details: Date, Time, Location and Breach.

Each month the Campus Buildings Officer will review the records and the details of each incident. The details of any vehicle found with three individual incidents will be e-mailed to the Campus Lead Manager and Facilities Manager for review and possible action.

### **4. College Action for Breaches of Car Park Policy**

The Northern Regional College does not employ a pay parking permit system, and does not issue fines or parking fees against drivers. However, it does reserve the right to take action against drivers of vehicles that are considered to be in breach of the Car Park Policy.

Each time an infringement is recorded a note of the breach will be left with the vehicle.

This note will be:

- A5 in size.
- Made of non adhesive material.
- Refer to the policy and indicate the level of breach.
- Placed on vehicle under the driver side window wiper facing the driver by Facilities Staff under the authorisation of Campus Lead Manager/Duty Manager.

#### 4.1. Levels of Breach

##### **Warning: Lime Green Paper**

- Details logged.
- Note on vehicle advising of a 1<sup>st</sup> breach (warning) and best policy.
- Referral to the College's Car Parking Policy available on College website.

##### **Warning 2<sup>nd</sup> Breach: Yellow Paper (when reported within a six month period of the first breach)**

- Details logged.
- Note on vehicle advising of the 2<sup>nd</sup> breach, clear details of escalation to clamping if a third incident arises.
- Referral to best policy and referral to the College's Car Parking Policy available on College website.

##### **3<sup>rd</sup> Breach: Yellow & Red Sign (when reported within a six month period of the second breach)**

- Details logged.
- Vehicle clamped.
- Note on vehicle advising of 3<sup>rd</sup> breach and quoting Car Parking Policy to explain the clamp.
- Explanation of how to get clamp released and referral to the College's Car Parking Policy available on College website.

#### **5. Immobilisation/Clamping Equipment**

Immobilisation/clamping will be completed by two members of staff, trained in the use of immobilisation/clamping equipment. This will usually be a member of the Facilities Team along with a Manager or a Buildings Officer.

#### **6. Releasing/Unclamping Vehicles**

Once a vehicle is immobilised/clamped it can only be released/unclamped by the Facilities Team under instruction from the Duty Manager. The operator must:

- 6.1. Contact the Duty Manager to request removal of the clamp.
- 6.2. Sign a declaration stating that they have been advised of their breach of the College's Car Park Policy. (Please see Appendix 2)

Any attempts by persons to remove a clamp will be considered an offence within the Northern Regional College's Disciplinary Procedures. It may also be treated as criminal damage, and ultimately may result in legal action.

The College operates a system of CCTV throughout its properties for the purposes of public safety and crime prevention.

## Appendix 1

### Campus Term Time Operating Hours

#### NRC Opening Hours

Campus	Monday		Tuesday		Wednesday		Thursday		Friday	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Newtownabbey	0745	2130	0745	2130	0745	2130	0745	1900	0745	1730
Farm Lodge	0745	2200	0745	2200	0745	2200	0745	1730	0745	1730
Magherafelt	0745	2130	0745	2130	0745	1700	0745	1700	0745	1600
Coleraine	0745	2130	0745	2130	0745	1700	0745	1700	0745	1600
Ballymoney	0745	2130	0745	1700	0745	1700	0745	2130	0745	1600
Trostan Avenue	0745	2200	0745	2200	0745	2200	0745	1730	0745	1730
Larne	1630	2130	Closed	Closed	1630	2130	Closed	Closed	Closed	Closed

**Please Note: Term Time Operating Hours may be subject to change without advanced notice. All Car Park users are advised to check Operating Hours at Campus Reception.**

**Car Park users should always check non term-time (holiday) Operating Hours with Campus Reception.**

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