

Use of College Car Parks

EST 17

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This document can also be produced in alternative formats upon request.

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Use of College Car Parks

1. Purpose

This policy is to ensure that staff, students, contractors and visitors to the Northern Regional College are made aware of:

- how they are to use the parking facilities;
- the restrictions that apply; and
- enforcement actions that will be used as result of breach of this policy.

The College provides free parking, when available, for all staff, students, contractors and visitors to the college, and aims to ensure that those using the free parking do so in consideration of others using the college facilities.

Note: Free Car parking is limited and dictated by the physical space available on each campus.

2. Scope

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 (see Appendix 1).

This policy applies to: all College staff; students; visitors; and external contractors who use the College car parks. The process for obtaining a parking permit, restrictions on use, and enforcement procedures for contravention of the parking policy are included in this policy.

Whilst the College does provide parking at all of its main campuses, there are occasions when there are insufficient spaces to meet demand. This policy and its procedure will address these issues and give clear instruction and guidance on how to avail of and use College car parks.

3. **Definitions**

Staff

The term 'Staff' applies to all personnel employed directly by the College.

Student

Defined as a person who is registered with the College for a programme of learning.

External Contractors

Someone employed by or on behalf of the college to undertake work or provide a service.

Parking Permit

This refers to a permit issued by the campus administration to staff, students or visitors who have an entitlement to park at a College car park.

Disabled Parking

This refers to a parking bay which is designated for use by disabled drivers who display a European Blue Badge.

Visitor

Anyone not covered by the above but who has legitimate business in the College.

Prohibited area

An area where parking is prohibited and will result in the vehicle being immediately immobilised.

Immobilisation

The act of clamping a vehicle with the release of the clamp not taking place until 5pm that day.

Designated Parking Bay

This refers to a parking bay(s) which are designated for use by the Chief Executive, Chairman of the Governing Body, College Directors, or staff only parking.

Parking Operational Times

Appendix 1 detailing opening and closing times of College Car parks.

4. **Policy Statement**

The College acknowledges that it has an obligation to manage the car parks at its campuses to maximise the availability of spaces for staff and students of the College, and to ensure that staff, students, visitors and contractors use the facilities in consideration of others.

The College further recognises the obligations under the Disability Discrimination Act to provide designated parking and set down points for disabled drivers.

The College does not accept responsibility for loss or damage to any vehicle parked on its premises. Vehicles left on College premises are at the owner's risk. The college operates CCTV across its estate for public crime prevention and safety.

The College intends to implement a phased car parking permit scheme in academic year 2018-2019, across all campuses, starting with Coleraine and Ballymoney campuses.

5. Responsibilities

It is the responsibility of all College car park users to ensure that they are aware of and comply with the following:

5.1. Parking Permits (phased implementation academic year 2018-2019)

All staff, students, external contractors and visitors who use a private vehicle and who park on College property will require a parking permit.

5.2. Replacement of lost or stolen permits (when permit scheme is implemented)

In the event of loss or damage to a permit, a replacement may be requested from Student Services in the case of students or in the case of staff from Human Resources. A replacement fee of £10 will be payable. (Your vehicle may be clamped if a parking permit is not displayed).

5.3. Disabled Parking

Parking-in one of the disabled parking or parking bays requires the user to clearly display a 'Blue Badge' in the front windscreen of the vehicle. This will be in addition to a College Parking Permit.

5.4. Visitor Parking

Visits by VIPs or other special visitors should be notified to Campus Administration and parking may be reserved in advance of their visit.

Occasional visitors should park their vehicle in an available space and report to reception where they should request a visitor's permit. This should then be displayed in their vehicle and returned to reception when leaving.

5.5. Car Park Allocation, Car Parks and Bays

Vehicles must be parked responsibly and in consideration of other car park users.

Unauthorised parking in a disabled parking bay, or designated bay, in reserved/cordoned off spaces, on paved areas, double yellow lines, foot paths, verges grass areas or where causing obstruction, or blocking other users, may result in the vehicle being 'immobilised'. It is important that access is clearly available for emergency vehicles, contractors and deliveries, and the College reserves the right to close off areas and access where deemed necessary without prior notice.

Set down points are strictly for the setting down of passengers, deliveries or unloading only. Parking in these spaces may result in the vehicle being 'immobilised'.

6. Enforcement

It is important that enforcement of the Use of College Car Parks Policy is carried out and parking which is in breach of this policy may result in the vehicle being 'immobilised'.

No warning notice will be given. If a vehicle is parked in breach of this policy it is automatically eligible to be 'immobilised'.

Immobilised vehicles will only be released on the completion of an application to release form (see Appendix 2) which is available from campus administration and at a designated time once per day.

(4-30pm to 5-00pm Monday to Thursday, 3-30pm to 4-00 pm on Friday).

Release forms will be retained for records and regular offenders will have their permits revoked, after 3 breaches of this policy.

Access to all College premises and grounds is by permission of the College. The College retains the right to refuse entry to College grounds.

Persons using College grounds may be asked to leave, and to remove their vehicle, at any time and at the College's discretion.

Overnight parking is not permitted on College grounds; unless by prior arrangement and agreement with Campus Lead Manager and Estates duty manager (e.g. if staff are on residential).

Vehicles, which are left on College premises overnight, are left at the owner's risk.

6.1. Procedure for Fitting and removing an immobilisation device

In deciding to immobilise a vehicle consideration should be given to the safety of other road users and the staff member fitting the immobilisation device.

- The vehicle will be photographed appropriately before and after to show the contravention;
- Before fitting the immobilisation device, a photograph will be taken of the area of the car to which the clamp will be fitted;
- An immobilisation device will be attached and an immobilisation notice displayed on the vehicle windscreen;
- Details of the event will be recorded including make, model and registration of the vehicle, the exact location of the vehicle, and the date and time of the incident; and
- Following the removal of the immobilisation device, a photograph will be taken of the area of the car to which the device had been fitted.

6.2. Vehicles exempt from immobilisation

The following vehicles shall not be immobilised via a clamp under any circumstances:

- marked vehicles used by Ambulance, Fire, Coast Guard, Police or any other Emergency Service; and
- vehicles allowing passengers to disembark or which are unloading in a set-down point and which have been there for less than 30 minutes.

6.3. Liability

Under Health and Safety Legislation the employer, the College, has a liability to ensure that car parks are structurally safe and safe for entry and exit. Under the same legislation the College has no liability for damage to or loss of property belonging to the user such as the vehicle or vehicle contents.

6.4. Unauthorised removal of a clamp

If a clamp is removed or damaged without authority the issue will be formally reported to the PSNI.

6.5. Repeated disregard of the Use of College Car Parks policy by staff and or students

Where staff and or students persistently disregard the Use of College Car Parks policy, they will be reported to their line manager or Head of Department and the Colleges disciplinary procedure may be invoked. Breaches of this policy will be notified by the campus administration team, and monthly records of infringements will be reviewed. This may result in disciplinary action where the College considers this appropriate. Repeated breaches of this policy may result in your parking permit being revoked.

7. Quality Assurance

7.1. Comments and complaints regarding this document will be handled through the College's comments and complaints mechanisms. If you have a comment or complaint, or require further information regarding the process, please e-mail quality.improvement@nrc.ac.uk.

7.2. The following processes must be followed to monitor and review this document:

- a. It will be monitored on an ongoing basis and subject to a full review at least every two years.
- b. It may also be updated if changes or improvements in processes or procedures are identified.
- c. In monitoring and reviewing the document, the following will be taken into consideration:

- feedback regarding the content and format of the document;
- uptake and usage;
- comments or complaints regarding the document;
- Equality information and monitoring data.

8. Links to other Documents

8.1. Internal Documents:

- Accident, Incident, Dangerous Occurrence and Near Miss Reporting Policy
College
- Student Disciplinary Procedure
- Disciplinary Procedure - Academic Staff
- Disciplinary Procedure – Support Staff
- CCTV Policy
- Visitors Policy
- Health and Safety Policy

8.2. External Documents

- Disability Discrimination Act 1995
- Health and Safety Legislation

Appendix 1

Car Park Term Time Operating Hours

NRC Opening Hours

Campus	Monday		Tuesday		Wednesday		Thursday		Friday	
	Open	Close	Open	Close	Open	Close	Open	Close	Open	Close
Newtownabbey	0800	2145	0800	2145	0800	2145	0800	1730	0800	1615
Farm Lodge	0800	2145	0800	2145	0800	2145	0800	1730	0800	1615
Magherafelt	0800	2145	0800	2145	0800	1715	0800	1715	0800	1615
Coleraine	0800	2145	0800	2145	0800	1715	0800	1715	0800	1615
Ballymoney	0800	2145	0800	1715	0800	1715	0800	2145	0800	1615
Trostan Avenue	0800	2145	0800	2145	0800	2145	0800	1715	0800	1615

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.

Appendix 2

Car Park Enforcement Form

Statement of declaration of breach in Use of Car Parks policy

Vehicle Registration:

Name: _____

Job title: _____

Course attended (if applicable): _____

I note that I have been in breach of the NRC Use of College Car Parks policy and that as a result my car has been clamped.

I now wish the clamp to be removed, I understand that I may be referred to my disciplinary authority for further action.

Signature: _____ Date: _____