

UNIVERSITY OF STIRLING ESTATES AND CAMPUS

SERVICES OFFICE

CAR PARKING CONTROL MEASURES - SESSION 2002/03

INFORMATION FOR STAFF

Introduction

The University Court approved the introduction of car parking control measures in April 1998 and these became fully operational in September 2000. Since then a number of areas of improvement have been identified and changes to the scheme have been approved by the University Court. This information sheet has been prepared to advise staff on the operation of the scheme and the procedure for obtaining a permit during the 2002/03 session.

Entry Barrier Controls

The entry control barriers at the front and rear entrances will be operational from September to May, from early morning to late afternoon, Monday to Friday. The barriers on the entry lanes will operate automatically for those registered as holding a valid permit. There is no requirement to stop and press a button or collect a ticket. Staff are therefore required to register their vehicle(s) when applying for a permit.

Parking and Drop-Off Permits

General

A parking permit must be displayed by any member of staff who wishes to park a vehicle on Campus. Staff who are dropped off but do not park on Campus may apply for a Drop-Off Permit which will allow them access through the barriers without the need to call at the visitors booth.

The Traffic and Parking Regulations **require Parking or Drop-Off Permits to be displayed in the top or bottom left hand corner of the vehicle windscreen**. Whilst this may appear somewhat over prescriptive, it has been introduced to assist the car parking staff in identifying permit holders during busy periods at the main entrances. A square permit will be issued for each vehicle and this **must** be displayed at all times while the vehicle is on Campus. Square permit display holders are available free of charge on application. Permits may be obtained by completing one of the attached application forms and returning it to the Estates and Campus Services Office, Room 4.72, Cottrell Building, extension 6065. Additional copies are available on request

Permit Types

Standard Parking Permit

A Standard Parking Permit is for use by those staff who regularly park on Campus throughout the semester time. The cost of a standard permit has been set at £65.00. However, discounted charges apply to certain users as follows:

- Part time staff with contracts of employment up to 0.6 full time equivalent, will receive a 50% discount on the cost of a full charge permit.
- Part time staff with contracts of employment up to 0.25 full time equivalent will receive a 75% discount on the cost of a full charge permit.

- Staff whose working hours are essentially outwith the controlled hours will receive a permit free of charge. This applies to staff who finish work by 9.30am or start work after 4.30pm.
- Registered disabled users will receive a permit free of charge.

Staff who join or leave the University during the course of a parking permit year will have charges applied as follows:

- A pro-rata rebate will be paid to users who leave the University during the permit year based on the number of semester months left at the time of leaving, excluding the month in which they leave.
- A user who joins the University during the permit year will be charged pro-rata based on the number of semester months remaining in the permit year, including the month in which they joined.

Low User Permit

Low User Permits are for use by those staff who park less frequently on Campus during semester time. A Low User Permit will be issued for display in the vehicle windscreen as before. However, staff with a Low User Permit will also be required to display a parking voucher when they are parked on Campus during semester time. There will be no charge for the issue of a low user permit, however vouchers will be charged as follows:

- A book of 10 vouchers to cover both semesters of the academic session will be issued free. Users who anticipate parking on Campus no more than 10 times during the course of the two semesters should apply for these. Should circumstances change over the course of the year, 10 vouchers will be removed from any subsequent application for 40 or 80 vouchers.
- A book of 40 vouchers will be issued at 25% of the cost of a full charge permit (£16.25)
- A book of 80 vouchers will be issued at 50% of the cost of a full charge permit (£32.50)

Any vouchers left over at the end of the second semester may be carried over to the next parking year, provided a Low User Permit has been obtained for that session.

Drop-Off Permit

Members of staff who are regularly dropped off when the entry barriers are operational may apply for a Drop-Off Permit to cover the relevant vehicle(s). This will require the vehicle registration to be entered onto the control system, and a Drop-Off Permit will be issued for display in the vehicle windscreen. Alternatively, Drop-Off Permit access may be gained via the staffed booth at the front entrance. Drop-Off Permit application forms are available on request from the Estates and Campus Services Office, Room 4.Z2, Cottrell Building.

Payment

Staff applying for a Permit must indicate on the application form how they wish to pay by ticking the relevant box. The options available are as follows:

- 10 Monthly instalments direct from salary, commencing October 2002 (Standard Permit applications only).
- Lump sum direct from salary, to be collected in October 2002 (Standard Permit applications only).
- By cheque, to be attached to the application form, made payable to University of Stirling.
- By cash, to be paid at the Estates and Campus Services Office, Room 4.Z2, Cottrell Building.

Where applicable, the mandate section on the application form must be fully completed, signed and dated before a permit will be issued.

Visitors

Visitors should be directed to the staffed parking control booth at the main entrance where a Visitor Permit will be issued which will be valid for that day only and must be displayed in the vehicle windscreen. There is also a facility for issuing Visitor Permits at the rear entrance, however visitors should always be directed to the main entrance whenever possible.

Regular visitors to the University may be issued with a Season Visitor Permit by arrangement with the Estates and Campus Services Office. Application forms are available on request from the Estates and Campus Services Office, extension 6065, and will require to be approved by the relevant Head of Department.

Areas of visitor parking have been provided at Pathfoot Building, Cottrell Building and on the MacRobert service road. However, it should be noted that a Visitor Permit will be valid for all car parks throughout the Campus.

Car Sharing

Staff who car share may apply for a single permit to cover all the cars used under the car sharing arrangement, provided only one of those cars is brought onto Campus each day.

Traffic and Parking Regulations

All staff are reminded of following points from The University Traffic and Parking Regulations:

- The Regulations state that staff and students are not permitted to park at the Innovation Park, Spittal Hill, St. Anne's Nursery access road and car park, Fairview access road or car park and the University Library Services Area (with the exception of residents, visitors, or those on official University business at those locations). This has been introduced to eliminate obstruction problems in these areas which could potentially prevent access for emergency services etc., and to answer the concerns of neighbours.
- Vehicles registered as belonging to member of staff cannot be deemed a visitor under the terms of the Regulations. Accordingly vehicles displaying a Staff Permit are not permitted to park in a parking space reserved for short term visitors.
- Staff or students giving false information in order to gain vehicular access to the Campus shall be denied access for the remainder of the parking year.
- The barriers will operate throughout the period September to May, however it should be noted that **vouchers only require to be displayed during semester time.**

A vehicle will be deemed to be in breach of the Regulations if it is parked on yellow lines, or in a car park for which the appropriate current parking permit is not held, or in any manner likely to cause an obstruction or a danger to other users. Vehicles which are found in these locations will be noted, and a warning sticker placed on the vehicle informing the owner that they have breached the Traffic and Parking Regulations set by the University. After two warnings, if there is a further breach of the Regulations within that parking year, the parking permit(s) for that user will be invalidated, and vehicular access shall not be permitted until new permits are issued the following September.

The Regulations will appear in the University Calendar and copies are available on request from the Estates and Campus Services Office.

Operation of the Scheme

Entry Barriers

The entry barriers will be operational from Monday, 2 September 2002, and will allow access to all vehicles until Friday, 20 September 2002. With effect from Monday, 23 September 2002, they will only operate automatically for vehicles holding a valid permit.

Permit/Voucher Display

With effect from Monday, 23 September 2002, any vehicle on Campus which does not display a permit and associated vouchers if applicable, will be deemed to be in breach of the Regulations.

Additional Information

Any additional information regarding the operation of the scheme may be obtained from the Estates and Campus Services Office, Room 4.Z2, Cottrell Building, or by emailing car.parking@stir.ac.uk

Please note that the Car Parking Office will be open between 10am and 4pm, Monday to Friday.

UNIVERSITY OF STIRLING

TRAFFIC AND PARKING REGULATIONS

CAR PARKING CONTROL MEASURES

1. Definitions

The following terms shall have the meanings specified:

"Campus" means any land or buildings in University ownership or under the control of the University including land or buildings occupied by private individuals or companies whether as tenants or licensees. "Likely to cause an obstruction or danger" means the positioning of a vehicle in a marked car park in a location not defined as a parking bay or the positioning of a vehicle in an unmarked parking area in a manner contrary to focal signs or in a manner deemed to potentially limit the movement of other vehicles.

2. All roads within the University come under the Road Traffic Acts and any contravention of these statutes will be dealt with by the Police.

3. The speed limit for vehicles within the University Campus is 20 miles per hour and they must at all times be driven in accordance with the Highway Code and with due care and consideration for all vehicular and pedestrian traffic and for University property. The pedestrian crossings on the Campus must be treated by drivers in the same way as those off the Campus.

4. All users of vehicles on the University Campus shall comply with traffic signs and notices which may be displayed either permanently or from time to time and with instructions from Security or Car Parking Staff and other employees having requisite authority.

5. All vehicles used on the Campus must be registered in terms of the Vehicles (Excise) Act 1974 and all drivers must hold a current insurance policy providing cover against third party risks (Section 143 Road Traffic Act 1988). (All drivers should check that their insurance policies provide cover for driving on the Campus roads.)

6. Staff and students wishing to park a vehicle on Campus will be required to register their vehicle(s) and display a valid Parking Permit for that year (September to August) on the top or bottom left hand corner of the vehicle windscreen whenever the vehicle is driven or parked on Campus. Motorcyclists are not required to register their vehicle or display a Permit.

7. Access on to Campus will be controlled during the academic year (September to May) by means of entry barriers at the main entrances. These barriers will be automatically operated to allow vehicles with a valid Parking Permit onto Campus. A charge may be levied for the issue of Permits and any associated equipment. Short term visitors will be issued with a temporary visitor Permit which must be displayed in the vehicle windscreen.

8. Full Charge Permits

Staff and students may apply for a full charge Permit which will cover the full parking year with discounted charges being applied to certain users as follows:

- (a) Part-time staff with contracts of employment up to 0.6 full time equivalent will receive a 50% discount on the cost of a full charge Permit.
- (b) Part time staff with contracts of employment up to 0.25 full time equivalent will receive a 75% discount on the cost of a full charge Permit.

- (c) Staff whose working hours are essentially outwith the controlled hours will receive a Permit free of charge.
- (d) Evening degree students will receive a Permit free of charge.
- (e) Part time students with a requirement for daytime attendance which averages at more than one day per week during semester time will receive a 50% discount on the cost of a full charge Permit.
- (f) Other part time students will receive a Permit free of charge.
- (g) Registered disabled users will receive a Permit free of charge.
- (h) A pro-rata rebate will be paid to users who leave the University during the Permit year based on the number of semester months left at the time of leaving, excluding the month in which they leave.
- (i) A user who joins the University during the Permit year will be charged pro-rata based on the number of semester months remaining in the Permit year, including the month in which they joined.

9. Low User Permits

Staff and students may apply for a low user Permit which will be used in conjunction with parking vouchers. The Parking Permit must be displayed in the vehicle windscreen and a parking voucher displayed each day that the vehicle is parked on Campus during semester time. Vouchers will be available as follows:

- (a) A book of ten vouchers to cover both semesters of the academic session will be issued free
- (b) A book of 40 vouchers will be issued at 25% of the cost of a full charge Permit
- (c) A book of 80 vouchers will be issued at 50% of the cost of a full charge Permit.

10. Vehicles belonging to members of staff or to students may be parked on the University Campus provided that a valid Parking Permit is prominently displayed as required by these Regulations and there is sufficient space in the designated parking areas for vehicles to be properly parked. The requirement that vehicles belonging to staff or students must have a valid Parking Permit displayed while on Campus remains in force throughout the year including vacations.

11. Cars and bicycles may only be parked in those areas designated as University car or bicycle parks and, in the case of cars, for which an appropriate valid Parking Permit is held. Parking places have been reserved for disabled staff and students and a limited number of places have also been reserved for short term visitors. Vehicles registered as belonging to members of staff or to students cannot be deemed a visitor under the terms of the Regulations. Accordingly vehicles displaying a Staff or Student Permit are not permitted to park in a parking space reserved for short term visitors.

No parking of caravans, mobile homes, vans, minibuses or similar vehicles is permitted without the special permission of the Director of Estates and Campus Services. Under no circumstances may such vehicles when permitted to use the car park be used for sleeping accommodation.

12. Staff and students are not permitted to park in the following areas:

- (a) Innovation Park access roads and car parks, except when on official University business or as an official visitor to Innovation Park.
- (b) Spittal Hill, except when a resident, or as a visitor of a resident, or when on official University business.
- (c) St Annes Nursery access road and car park, except when visiting the Nursery or on official University business.
- (d) The access road and car park to Fairview, except when visiting Fairview or on official University business.
- (e) The University Library Services Area.

13. Parking Permits will be issued on application to all members of staff and currently registered students. Staff and students will be entitled to park in any car park designated for that use. By arrangement with the Director of Estates and Campus Services, departments and other areas of the University may issue in advance day tickets entitling visitors to park in any car park on the valid date only.
14. Any vehicle parked on yellow lines, or in a car park for which the appropriate current Parking Permit is not held, or in any manner likely to cause an obstruction or a danger to other users will be noted, and a warning sticker placed on the vehicle informing the owner that they have breached the Parking Regulations set by the University. After two warnings, if there is a further breach of the Regulations within that year, the Parking Permit(s) for that user will be invalidated, and vehicular access to the Campus shall not be permitted until new Permits are issued the following September.
15. Staff or students giving false information in order to gain vehicular access to the University Campus shall not be permitted vehicular access to the Campus for the remainder of the parking year.
16. Motor cycles, scooters and bicycles may not be ridden along University paths or in areas which are normally closed to private motor vehicles.
17. Any motor vehicle which in the opinion of the University is causing an obstruction or a safety hazard or is found to have been apparently abandoned within the University grounds will be liable to be removed. In cases of apparent abandonment, the University authorities will take all reasonable steps to obtain the registered owner's particulars, and if ownership is established the owner will be requested in writing to have the vehicle removed within 28 days and failure by the owner to do so will result in arrangements being made for its disposal. Any expenses incurred in the removal or by the abandonment or disposal of such a vehicle will be met by the registered owner.
18. In a case where ownership of any motor vehicle cannot be established the University reserves the right of disposal of that vehicle.
19. The University Authorities will not be held responsible for any loss or damage in respect of abandoned vehicles.
20. The University Authorities do not accept responsibility for damage to or loss from vehicles driven or parked on Campus.
21. Disputes relating to these Regulations shall be referred in writing to the Director of Estates and Campus Services in the first instance. Where the dispute cannot be resolved by this route, the user may appeal in writing to the University Secretary whose decision shall be final.