

Rules and Regulations Governing Parking at EPFL - Lausanne

LEX 7.5.1

1st January 2016, status as at 25th January 2021

The Direction of the Ecole polytechnique fédérale de Lausanne,

based on Art. 13, para. 1 of the Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne¹,
based on VSS standard² 640 282 on parking,

hereby adopts the following:

Article 1 Principles

¹ The present Rules and Regulations apply to all car parking areas on the EPFL campus in Lausanne³.

² Parking on EPFL premises is, in principle, subject to a fee for all users barring exempted vehicles (see Art. 6 Exemptions).

³ The provisions of these Rules and Regulations are applicable from Monday to Friday from 7.00am to 5.00pm. Outside these hours, only the following provisions are in force: Article 1 paras. 9, 10 and 11, Article 2 para. 2 letter b, Article 8 para. 4 and Article 9 paras. 1 and 2.

⁴ A maximum of four licence plate numbers may be registered per authorisation, but only one vehicle may be parked onsite at any one time. Selected students may register a maximum of two licence plate numbers per authorisation.

⁵ The parking meter ticket shall be visibly displayed behind the front windscreen.

⁶ Any vehicle for which authorisation (licence plate number) is not validated by the system shall be deemed not to hold one, thereby committing an offence.

⁷ Permission to park in a green area does not guarantee the availability of a free space, nor does it preclude being reported for improper parking.

⁸ Should the saturation of the parking areas so require, a quota or priority system for the allocation of authorisations may be enacted.

⁹ Parking of vehicles without licence plates on EPFL sites (all areas) is prohibited (with rare and duly substantiated exceptions, as formally granted by the Safety, Security & Operations Department).

¹⁰ The maximum consecutive parking time for holders of a valid authorisation is 72 hours.

¹¹ Should a vehicle need to remain parked for over 72 hours due to a business trip, and provided that the user has a valid authorisation, a special sticker may be obtained from the Safety, Security & Operations Department upon submission of a travel order duly validated by the supervisor. The special sticker must be displayed behind the windscreen.

¹² A parking authorisation may be obtained via the application "EPFL Campus / Parkings" (smartphone) or via the website www.parking.epfl.ch. For students and staff members, payments shall be made through our E-purse system, Camipro. For other duly authorised persons, payments shall be made by credit/debit card.

¹ http://polylex.epfl.ch/files/content/sites/polylex/files/recueil_pdf/ENG/1.1.1_o_organisation_EPFL_an.pdf

² http://www.vss.ch/fileadmin/redacteur/Alle_Files/News/News_87.NL_f.pdf

³ The EPFL sites in Neuchâtel, Geneva, Valais and Fribourg have specific regulations

Article 2 Parking Spaces

There are several types of parking space:

¹ Green areas: shared parking spaces accessible to all vehicles holding an authorisation.

- a. An authorisation for this parking area does not allow parking in the yellow or white areas.

² Yellow area reserved parking spaces: accessible only to duly authorised persons with an authorisation.

- a. An authorisation for this area does not allow parking in a green area or in a white area on the Ecublens campus;
- b. Yellow area parking space holders may use parking in the green areas on sites outside of the Ecublens campus when no alternative parking spaces for visitors are available;
- c. For security reasons, these spaces may not be used for storage (of motorcycles, bicycles, tyres, skis, etc.).

³ Areas for electric cars: parking spaces for recharging electric vehicles (4 hours max.). Accessible only to duly authorised persons with an "EPFL Campus / Parkings" authorisation, a yellow area authorisation or a parking meter ticket.

⁴ White areas: parking spaces for a limited duration (parking meter).

- Parking meter tickets do not permit parking in green, yellow or disabled areas.

⁵ Disabled areas:

- Parking spaces reserved exclusively for the holders of an official badge.

Article 3 Authorised Persons

¹ Green areas

- Faculty, staff, PhD students and postdocs with "personnel" status;
- Employees of units established on campus working exclusively for the EPFL community, as well as selected PSE companies;
- Students in accordance with Article 11 para. 2.

² Yellow areas

- Faculty and staff with "personnel" status;
- Employees of units established on campus working exclusively for the EPFL community;
- Students, PhD students and postdocs do not have access to yellow areas.

³ White areas

- Visitors may park in white (parking meter) areas.

Article 4 Validity

¹ Staff members

There are three types of parking authorisations for green areas:

- Half-day authorisation: 7.00am – 1.00pm / 11.00am – 5.00pm;
- Full-day authorisation: 7.00am – 5.00pm;
- Monthly authorisation: from the first to the last day of the month, for the current month and the two following months maximum per purchase.

² Students

Are entitled to a single type of authorisation for green areas:

- Semester authorisation (spring term and autumn term).

Article 5 Fees

¹ Parking proceeds are paid into a mobility fund managed by the Vice Presidency for Operations for the purpose of financing parking infrastructures and its administration as well as the EPFL mobility plan.

² The rates of the various parking authorisations are defined in Appendix 1 to these Rules & Regulations.

³ For green areas, the maximum amount is capped according to activity rate:

- 5% - 60%: staff members having spent up to CHF 300.00 / year shall be reimbursed to a maximum of CHF 200.00. Those having spent between CHF 300.00 and CHF 400.00 shall be compensated a maximum of CHF 100.00.

The reimbursement:

- Shall be carried out in the month of January through uploading onto the Camipro card;
- Shall not apply to part-time staff due to leave EPFL in the course of the year and up until the day of the reimbursement allocation;
- Shall be based on the effective activity rate on 1st January.

- 61% - 100%: capped at CHF 400.00.

Article 6 Exemptions

¹ The following are exempt from paying parking fees:

- two-wheeled vehicles;
- duly identified Confederation service vehicles;
- official emergency vehicles (ambulance, police, fire brigade);
- disabled people's vehicles bearing the official badge. Specially designed spaces are distributed across campus for these vehicles.

² Use of a private vehicle on EPFL business does not entail exemption from paying an authorisation or parking ticket.

³ Holding a parking permit (green or yellow area) does not exempt from payment in parking meter areas.

Article 7 Enforcement

¹ The Safety, Security & Operations Department is in charge of managing parking areas. It ensures maintenance and surveillance, as well as offence reporting and follow-up.

² A service agreement has been concluded for the surveillance and offence reporting and follow-up tasks.

Article 8 Offences

¹ The EPFL campus is exempt from the decision of the Justice of the Peace for West Lausanne of 12th September 2017.

² In the event of a parking offence, a declaration shall be completed (Appendix 1) with payment payable by the offender within ten days.

³ In case of non-payment within ten days, EPFL will report the facts without notice to the competent authority according to applicable law.

⁴ Vehicles parked outside designated areas, in a no-stopping or no-idling zone may be removed under the holder's responsibility and at their expense.

⁵ Any dispute arising from an offence shall be submitted in writing to parking@epfl.ch within 10 days from notification of the offence.

Article 9 Liability

¹ Motorists who drive and park on the EPFL campus do so at their own risk.

² EPFL accepts no responsibility for damage to vehicles while parked or for any accidents, crashes or bumps that occur on campus.

Article 10 Appeals

¹ Any ruling on parking space rental or the sale of parking stickers may be appealed to the Vice Presidency for Operations within 10 days. This shall be done in writing.

Article 11 How to Order Parking Authorisations

¹ Staff members:

- Green areas: only from the application “EPFL Campus / Parkings” or on the website <http://parking.epfl.ch>;
- Yellow areas: only by request to parking@epfl.ch.

² Students:

- Spring term: registration is open only from 1 January to 31 January;
- Fall term: registration is open only from 1 August to 31 August;
- Registration exclusively on the application “EPFL Campus / Parkings” or on the website <http://parking.epfl.ch>;
- After consideration, selected students who satisfy the relevant criteria will be informed by email so that they may proceed to the payment of their authorisation.

³ Companies:

- Accueil Parking welcome desk.

Article 12 Changing an authorisation

¹ Green areas: any alteration may be made on the application “EPFL Campus / Parkings” or on the website <http://parking.epfl.ch> only.

² Yellow areas: any alteration may be requested in writing from parking@epfl.ch only.

Article 13 Courtesy Vehicle

¹ If the vehicle holding the authorisation is out of use (garage), the owner may simply enter the licence plate number registered for the vehicle into the “EPFL Campus / Parkings” application or the website <http://parking.epfl.ch>.

Article 14 Refund

¹ Refunds are not possible.

Article 15 Entry into Force

These rules and regulations entered into force on 1st January 2016, and were revised on 25th January 2021 (version 1.4)

The rules and regulations dated 1st October 1994 are hereby repealed.

On behalf of the EPFL Direction:

Martin Vetterli
President

Françoise Chardonnens
Director of Legal Affairs

Appendix 1

1. RATES

The EPFL Direction hereby sets parking fees as follows:

1.1. STAFF MEMBERS

1.1.1. Green areas

- | | | |
|---|-----|------|
| • Half-day* 7.00am – 1.00pm / 11.00am – 5.00pm | CHF | 1.50 |
| • Full-day* 7.00am – 5.00pm | CHF | 2.50 |
| • Monthly* (1 st of month to end of month) | CHF | 45.- |
- * Yearly maximum: CHF 400.-

1.1.2. Yellow areas (reserved parking space)

- | | | |
|--|-----|--------|
| • Annual (01.01 to 31.12)
(85.-/month deducted from salary) | CHF | 1020.- |
|--|-----|--------|

1.2. STUDENTS: (maximum 200 permits)

1.2.1. Green areas

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|--------------------------|-----|------|
| • Semester (spring term) | CHF | 75.- |
| • Semester (fall term) | CHF | 75.- |

1.3. VISITORS:

1.3.1. White areas (parking meters)

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|------------------------|-----|-----|
| • 1 st hour | CHF | 1.- |
| • Each additional hour | CHF | 2.- |

1.4. OFFENCES:

- | | | |
|--------|-----|------|
| • Fine | CHF | 40.- |
|--------|-----|------|

The above prices include VAT at the rate of 7.7%.
In force as from 8th January 2018.