



CAR PARKING POLICY AND PROCEDURE

Process Area	Estates
Reference Number	EST/003
Directorate	Client Services

Issue No	Date	Details	Author	Approved
1	Oct 2008	First Issue	B.O'B	JO'H
2	June 2009	Section 4.3 and 4.4 updated	B.O'B	JO'H
3	May 2011	Addition of definition of Physical or verbal assault or threatening behaviour Addition of 4.16 Physical or verbal assault or threatening behaviour toward staff	B.O'B	JO'H
4	Nov 2011	Amended definition of designated parking bay to reflect staff only parking. Amended 4.1 to reflect 3-year renewal of staff permits. Amended 4.4 to reflect online application.	BO'B	JO'H
5	Sept 2012	Reviewed. No changes made.	BO'B	JO'H
6	Aug 2015	Amended to reflect addition of hybrid vehicles under section 3.	KF	Governing Body
7	Aug 2018	Amend 4.9 to reflect release times	RS	Governing Body
8	Aug 2021	Amended 3. and 4.8 to reflect addition of E Vehicles. Amended 4.3 and 4.4 to reflect changes to parking permit system.	GY	Governing Body
9	Oct 2024	No amendments further to review	RS, GY	Governing Body

If requested, the College will make the policy available in alternative formats to accommodate visual impairments. The policy can also be downloaded from the College website and made available in alternative languages upon request.

1. POLICY STATEMENT

Southern Regional College acknowledges that it has an obligation to manage the car parks at its campuses in order that it can maximise the availability of spaces for staff and students of the College.

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

While the College does provide parking at all of its main campuses demand often exceeds the spaces available and there are a number of implications and responsibilities attaching which require guidance. This policy and its attendant procedures will address these issues and give clear instruction and guidance on how to avail of and use College car parks.

A car parking permit scheme is currently operational on all SRC campuses.

The College does not accept responsibility for loss or damage to any vehicle parked on its premises. Vehicles are left on College premises at the owner's risk.

2. SCOPE

This policy applies to all College staff, students, visitors and external contractors who require the use of College car parks. Further the policy indicates:

- Who may use the College car parks.
- The process for obtaining a College car park permit.
- Restrictions for use; and
- Enforcement.

3. DEFINITIONS

Staff	The term Staff applies all directly employed College personnel.
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.
Visitor	Anyone not covered by the above but who has legitimate business in the college
Parking Permit	This refers to a permit issued by the Estates Department to staff, students or visitors who have an entitlement to park at a College car park
Disabled Parking Bay	This refers to a Parking Bay which is designated for use by disabled drivers who display a European Blue Badge
Designated Parking Bay	This refers to a Parking Bay(s) which are designated for use by the Chief Executive, Chairman of the Governing Body or College Directors or staff only parking. SRC Hybrid Vehicles and E Vehicles are permitted to use designated parking bays if there are no other spaces available.
E Vehicles Charging Bay	This refers to a parking bay which is designated for use of charging SRC E Vehicles or staff E Vehicles only.
Physical or verbal assault or threatening behaviour	This refers to any behaviour which may include: Any act of verbal abuse, including those of a discriminatory nature, threatening behaviour, intimidation, serious or persistent harassment, an actual or attempted physical assault, damage to property, behaviour that causes staff to feel upset, threatened, frightened or physically at risk and is directed at them because of their work.

4. PROCEDURE FOR IMPLEMENTATION

4.1 Eligibility for a Parking Permit

All staff and students are eligible to request or be issued with a parking permit.

Staff who leave employment or students who withdraw from a course cease to be eligible for a permit and the permit should be returned to the Estates Department.

4.2 Entitlement to a space

Ownership of a permit entitles the holder use a space in the car park(s) if one is available.

Spaces are available to permit holders on a first come first served basis, therefore displaying a valid permit does not guarantee a space if demand is greater than supply.

4.3 Parking Permits

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

- Staff permits will be valid for three years.

- Student permits will be valid for one year.
- External contractor permits will be valid for the duration of the works programme.
- Visitor permits will be valid for the day of issue only.

4.4 Requesting a Parking Permit

A parking permit will be provided by the Estates Department following receipt of a completed online application form which can be completed and submitted via Moodle / SharePoint. Approved permits can be collected from reception.

New students should apply for a permit at enrolment.

4.5 Replacement of lost or stolen permits

In the event of loss or damage to a permit, a replacement may be requested from the Estates Department.

A replacement fee may apply.

4.6 Disabled Parking

There is a requirement under the Disability Discrimination Act to provide disabled parking spaces and set-down points for students and visitors. The College has provided designated spaces accordingly.

In addition to a College parking permit, parking in one of these designated bays requires the user to clearly display a "Blue Badge" in the front windscreen of the vehicle.

4.7 Visitor Parking

Visits by VIP's or other special visitors should be notified to Estates and a parking space 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 permit. This should then be displayed in their vehicle and returned to reception when leaving.

4.8 Car park allocation, car parks and bays

Car park permits will be valid at all Southern Regional College car parks.

Vehicles may only be parked in a recognised car park, within a **clearly marked Parking Bay**.

Set down points are clearly marked and are strictly for the setting down of passengers, deliveries or unloading only. Parking in these spaces may result in the vehicle being "clamped."

Unauthorised Parking in a disabled, E Vehicle charging bay or designated parking bay, on paved areas, double yellow lines, foot paths, verges or where causing obstruction may result in the vehicle being "clamped." It is important that access is clearly available for Emergency Vehicles, Contractors and Deliveries.

4.9 Enforcement

It is important that enforcement of the Car Parking Policy is carried out and parking which is in breach of this policy may result in the vehicle being “clamped.”

If a vehicle is parked in breach of this policy, it is automatically eligible to be “clamped.”

Clamps will only be released at certain designated times and on the completion of an application to release form. These forms are available at reception.

The designated release time is 20.00. For first time offenders only, the Estates Manager may exercise discretion and release at the next available time of either 12.30, 15.30 or 17.30.

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

Release forms will be retained for records and regular offenders will have their parking permits revoked and / or will be subject to the College disciplinary procedure.

4.10 Procedure for Fitting and removing a clamp

- In deciding to clamp a vehicle consideration should be given to the safety of other road users and the staff member fitting the clamp.
- The vehicle will be photographed **appropriately** before and after to show the contravention.
- Before fitting the clamp, a photograph will be taken of the area of the car to which the clamp will be fitted.
- A clamp will be attached, and a clamping 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 clamp a photograph will be taken of the area of the car to which the clamp had been fitted.

4.11 Vehicles exempt from clamping

The following Vehicles shall not be clamped under any circumstances

- Marked vehicles used by Ambulance, Fire, Coast Guard, Police or any other Emergency Services; 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.

4.12 Unauthorised removal of a clamp

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

4.13 Liability

Under Health and Safety Legislation the Employer, Southern Regional College, has a liability to ensure that car parks are structurally safe and safe for entry and egress. Under the same

legislation SRC has no liability for damage to or loss of property belonging to the user such as the vehicle or vehicle contents.

4.14 Repeated disregard of the car parking policy by staff

Where staff persistently disregard the College car parking policy they will be regarded as misconduct and the College Disciplinary Procedure may be invoked.

4.15 Training and Awareness

All staff and students will be made aware of this policy on commencement as part of the induction process. A copy of this policy will be available on the College Intranet (MLE) or obtained from the Estates Department.

Signs will be erected at car parks informing that the car parks are for permit holders only, on the use of wheel clamps and directing visitors to reception.

4.16 Physical or verbal assault or threatening behaviour toward staff

Should a member of staff be subjected to physical or verbal assault or threatening behaviour they should in the first instance:

- Request the customer to refrain from his/her behaviour and inform them that they should treat members of staff with due respect and courtesy.
- Avoid getting into a confrontation with the customer.
- Seek to calm the customer down.
- Attempt to draw the conversation to a close and remove themselves from any immediate danger; and
- If the unacceptable behaviour continues seek the assistance of another member of college staff and report the matter to their line manager or another college manager.

The Manager should employ similar techniques to those described above and advise that if the unacceptable behaviour continues it is College's policy to call the police. Any instances of assault will be reported. Should it become necessary, the manager should call the police and report the incident. A college incident report should be completed after the event and forwarded to the Estates Office.

5. DISTRIBUTION

MLE
SharePoint
All Clients

6. RELATED DOCUMENTS

Vehicle Release Form

7. FLOWCHART

None