

University of Aberdeen Car Parking Policy

1.0 Why have a car parking policy?

The University of Aberdeen is aware of the importance of corporate and social responsibility and wishes to build further on the positive start it has made in this area.

The University has developed to such an extent that its current car park capacity is not sufficient to provide parking for all staff, students and visitors who wish to drive. With c. 3,000 staff, c.16,000 students, and a desire to improve and develop the University further, there is a need to control our car parking facilities. The University is also committed to reducing cars on campus to be socially and environmentally responsible both locally and globally.

This can be achieved in two ways namely, by discouraging people from using their cars and encouraging them to use sustainable alternatives instead. The car parking policy falls into the former category. By introducing policy and infrastructure to prevent unauthorised use and promote sustainable alternatives, where available, we ensure that transport, and hence environmental impact, associated with the University's activities is kept to a minimum. To encourage the use of sustainable alternatives the University will ring fence any revenue generated from car parking and invest it in either car parking or sustainable travel initiatives. These could include shuttle services, discounted bus fares, cycle storage etc. The University has already invested in cycle storage and bike to work schemes as well as discounted bus fares and a car share scheme but will use revenue generated to further develop these for the University community.

1.1 Principles of the car parking policy

There are four primary aims of the University's car parking policy.

It is the aim of the policy to:

- Maximise the limited car parking resources that are available.
- Reduce congestion in and around University sites.
- Reduce car journeys to University sites.
- Prevent unauthorised use of University car parks.

1.2 Provision of car parking

The University has car parking facilities at all of its main sites. Controlled car parking is in effect at Old Aberdeen and Foresterhill because these sites suffer from insufficient parking to meet demand and they are accessible using a number of different sustainable transport modes.

2.0 Users

Staff

All staff are entitled to apply for a car parking permit or daily voucher unless withdrawn through enforcement procedures (as detailed below). A permit or voucher entitles staff to search for and park in an available space in designated staff parking areas. A permit or voucher does not guarantee a car parking space. Permits are valid for one year and are required to be renewed annually. Vouchers are valid for one day. Annual permits will be charged at £220 and daily vouchers will be charged at £1.

Priority Permits

All staff are entitled to apply for a priority permit unless withdrawn through enforcement procedures (as detailed below). Priority permits will be issued to staff with exceptional needs relating to carer responsibilities and/or business travel responsibilities. A limited number of priority spaces will be available on campus and a limited number of priority permits will be issued. A permit entitles staff to search for and park in an available priority or standard space in designated staff parking areas. A permit does not guarantee a car parking space. Permits are valid for one year and are required to be renewed annually. Annual permits will be charged at £220.

Students

All students are entitled to apply for a car parking permit unless withdrawn through enforcement procedures (as detailed below). Permits will be allocated at the discretion of AUSA. A permit entitles students to search for and park in an available space in designated areas matching the permit type they have been issued. A permit does not guarantee a car parking space. Permits are valid for one year and are required to be replaced annually.

Residents

Residents are permitted to park within the specially cordoned areas for residents without the need to display a permit or the payment of the car parking charge.

Student Residents

Student residents are permitted to park in areas specially set aside for student residents at the discretion and under the control of individual halls. Additional, hall specific, conditions may apply.

Disabled

Any person issued with, and displaying, a blue disabled badge may park in a marked disabled bay (or other marked parking bay if disabled bays are full) without the need to display a permit.

Visitors

Visitors to the University may be issued a car parking permit by the department they are visiting. The permit will be valid only for the day(s) of the visit. The permit entitles the user to search for and park in an available space in designated staff parking areas. A visitor car parking permit does not guarantee a car parking space. No charge will be made for the permit.

Contractors

Contractors will be issued with a parking permit when they arrive on site. The permit will clearly display the date(s) on which the permit is valid and entitles the user to search for and park in an available space in designated staff or student parking areas. If required for the delivery of contracted work, and on prior agreement with the security team, Contractors may park outwith marked spaces provided that they do not cause an obstruction. All permits should be collected from and returned to the security office. No charge will be made for the permit.

Delivery Vehicles

Delivery vehicles are granted access and short term (15 minutes) parking for the purposes of delivery and collection. There is no requirement for delivery vehicles to display a permit. If a delivery vehicle is likely to be on site for longer than 15 minutes they should follow the procedures for Contractors.

University Vehicles

All University owned business vehicles (such as pool cars, minibuses, vans etc.) will have a permit. These permits will allow the drivers of the University vehicles to search for and park in an available staff or designated University Vehicle space. Permits on University Vehicles will not be required to be renewed annually. No charge will be made for the permit.

Conference Delegates

A limited number of spaces may be reserved for conference delegates for the duration of a conference. These spaces will be available to conference delegates without the need to display a permit or the payment of the car parking charge. If all reserved spaces are occupied delegates must find alternative parking or travelling arrangements.

Motorcyclists

Motorcyclists will not be charged for parking providing they park in designated bicycle or motorcycle bays and therefore do not take up a car parking space.

2.1 Permits (General)

All permits remain the property of the University and may be withdrawn from the user at any time. Staff permits must be renewed annually. Visitor permits and daily vouchers are only valid for the date(s) displayed on them. Permits and vouchers allow users to search for and park in an available marked space in the area(s) associated with the permit or voucher type held. All permits and vouchers must be clearly displayed in the front window of the vehicle. Damaged permits may be replaced at the discretion of the University. Lost or stolen permits may be replaced at the discretion of the University but may incur a charge.

2.2 Charges

Parking Charge Notices (PCN) of £60 may be issued to vehicles parked in contravention of the parking regulations (regulation and enforcement details below).

2.3 Special Events

On occasion car parking spaces may be reserved for special events (open days, VIP visits, building maintenance etc.). On these occasions spaces will be clearly marked as reserved and/or cordoned off. Parking in a clearly marked reserved area without permission, even while displaying a valid permit, will result in enforcement procedures being carried out (as detailed below).

2.4 3rd Party Organisations

Any 3rd party organisation based on a University campus but not directly operated by the University does not have any automatic right to car parking facilities. Car parking may be permitted by the University, at its discretion, and will be charged at the rate of £220 per space per year.

2.5 Exceptional Circumstances

If a member of the University community believes they have exceptional circumstances which should be taken into consideration these may be raised in one of two ways:

- via student support, in the case of students, or occupational health, in the case of staff, if medically related, or
- in writing to the Secretary of the University.

A decision will be made within 30 days and will be final.

3.0 Parking Regulations

The following car parking regulations apply to all controlled University car parks and permits. The following actions constitute a parking offence and, if committed, will result in enforcement procedures being carried out (as detailed below).

3.01 Parking either:

- Without displaying a valid permit, voucher or disabled badge.
- Or
- Without prior arrangement of a conference or other special event.

3.02 Parking out-with a marked parking bay.

3.03 Parking in an area other than that for which a permit or voucher is valid.

3.04 Parking in a prohibited area including but not exclusive to:

- Parking on double yellow lines.
- Parking on a hatched loading bay.
- Parking in a designated turning area.

3.05 Parking in such a way as to cause an obstruction to other road users.

- 3.06 Parking in such a way as to obstruct fire exits, hydrants, dry risers or emergency vehicle access.
- 3.07 Parking in a marked disabled bay without a blue disabled badge.
- 3.08 Parking using a blue disabled badge that does not belong to either the driver or one of their passengers.
- 3.09 Misuse of a permit or voucher including but not exclusive to:
 - Loaning a permit or voucher.
 - Copying a permit or voucher.
 - Selling a permit or voucher.
 - Altering a permit or voucher.
- 3.10 Providing false information in order to obtain a permit.
- 3.11 Staff parking using contractor permits or in specially reserved spaces.
- 3.12 Showing abusive or aggressive behaviour towards any member of staff enforcing car parking regulations.

4.0 Enforcement

Contravention of car parking regulations 3.01 to 3.07 inclusive may result in:

- A recorded warning of a parking offence.
- Or
- A Parking Charge Notice (PCN) of £60.

Repeated contraventions of parking regulations 3.01 to 3.07 inclusive or contravention of parking regulations 3.08 to 3.11 inclusive may result in:

- The withdrawal of parking privileges for a period of two years.

Unacceptable conduct or contravention of parking regulation 3.12 may result in:

- University disciplinary procedures.

4.1 Appeals

Appeals against any parking enforcement measure must be made, in writing, to the parking enforcement company within 10 days of the enforcement measure being issued. On receipt of an appeal all proceedings will be halted while the appeal is considered.

5.0 Damage and Loss

Parking in University car parks is done so at the vehicle owners own risk. The University accept no responsibility for damage or loss sustained to vehicles or their contents.

Advice on crime prevention is available online at:

www.abdn.ac.uk/estates/supportservices/safecampus

Title	Car Parking Policy
Author / Creator	Chris Osbeck, Travel Plan Co-ordinator
Owner	Advisory Group on Sustainability & Social Responsibility (AGSSR)
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