

Car Parking Policy

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OWNED BY:		Operations Director			
DATE OF LAST REVIEW		May 2021			
PLANNED NEXT REVIEW:		May 2024			
APPROVAL:		Senior Leadership			
APPLIES TO:	Staff	✓	Student	✓	Public

1. Introduction

This Policy details the principles and conditions of use for the College car park.

2. Policy Context

The operation of the Car Park is intended to help realise a large part of our Travel Plan. The goal of the Travel Plan is to reduce car journeys per person by promoting sustainable transport. Car travel is the single largest component of our Carbon Footprint and has a disproportionately negative impact on health and the environment. It is also a significant cause of death or injury amongst young people. The relevant intentions behind the travel Plan are to:

- protect the environment by reducing the need for more green spaces to become additional parking
- work with local community partners to improve the availability, convenience and quality of public transport serving our sites and to thereby further increase numbers travelling by bus.
- ensure safe access to and from our sites, the town and surrounding settlements
- accommodate growth in student and pupil numbers without increasing road traffic.

Having developed a bus network as part of our Travel Plan there is a safe, convenient, affordable and reliable option for virtually all students. The College discourages student driving for reasons of safety and also because of the environmental impact. Where students do decide that parking is their best option we levy a charge that contributes to maintenance.

However, due to high house prices in the Cirencester area, the vast majority of our staff live at some distance to the College. This is a rural area where 76% of people travel to work by car. Staff have not currently got access to public transport that serves the hours they work or for many, the settlements they live in. Many have long and expensive journeys to work. As a result, we currently provide free parking for staff and visitors.

Our partnership with Stagecoach will enable future growth to be accommodated by buses rather than cars. Our modelling shows that we will not require additional carpark space unless 16-19 student numbers go above 3000. Currently they are just over 2300.

3. Safety

Safety is of paramount importance to the College and all vehicle users on College Grounds should drive in a safe manner according to prevailing conditions and observe a speed limit of **10 mph** at all times. Inappropriate driving may result in the facility being disabled and the College retains the right to ban individual users from using their vehicles on College grounds. Additionally, accidents (especially involving or resulting in injury) will be reviewed against the 'Student Code of Conduct (Disciplinary Procedure)' and could result in suspension or expulsion.

4. Fees

To help defray the cost of maintaining the College's car parks and to encourage the use of public transport, fees will be applied in accordance with the College's Fee Income Policy, which is determined and reviewed by Leadership annually. At the start of each academic year there will be a short period when the entry barrier is not in operation; fees are set to reflect this with the charging period not starting until the barrier comes into operation.

5. Vehicle Owners Risk

Parking on the College sites is at the risk of the vehicle owner and the College does not accept responsibility for vehicles brought onto campus, including damage whilst parked in the car park or driving within college grounds.

6. Usage

Parking must take place in designated parking areas within the main car park only and vehicle users should not restrict access to entrances or hinder other vehicle users. The 'back lane' should not be used for parking unless specifically authorised to do so.

Aside from specifically designated areas for the disabled or visitors, parking will be on a 'first come first served' basis. The College cannot guarantee parking space availability and users should allow sufficient time to ensure they can access other parking (e.g. public car parks in Cirencester) if necessary.

7. Parking off site

If vehicle users park off site and not on College premises, they are requested to park with consideration for local residents. This includes not parking a vehicle in such a way that blocks driveways or creates access issues for local residents and other road users. However, the College has no jurisdiction over off-site parking and accepts no responsibility for off-site parking by students as it provides a bus network as well as adequate on-site parking. Any complaints about infractions of Highway Laws should be directed to the appropriate authorities as for any other citizen.

The College is not responsible for any fines or other penalties that a vehicle user may incur: where a vehicle user parks is the sole responsibility of that user and they should be observant of any parking restrictions, timings and fees that may apply. The College will not respond to complaints about off-site parking.

8. Registration of vehicle or vehicles

Student users of the College's car park must register the vehicle or vehicles they intend to use. This is required to confirm that a vehicle owner has valid insurance for their vehicle, that the vehicle owner can be identified for security purposes and that the vehicle owner accepts the specified conditions of use and the principles of this Policy. Access at the barrier is via presentation of student ID card.

Staff are required to register cars via Reprographics. This will allow the ANPR (Automated Number Plate Recognition) system to give access at the barrier. Staff ID cards are also configured and must be used should the ANPR not provide access.

It is incumbent on staff sponsoring visitors to make arrangements for using the College car park on behalf of their visitors and to brief them on any requirements (such as safety, insurance etc.) containing in this Policy.

College car parking is not transferable unless part of a car share scheme, which must be approved by Student Journey in advance.

Purchase of car parking does not guarantee a place in the car park, which may be particularly busy at certain times of the day.

9. Refunds

As a general principle, car parking **fees are non-refundable**, except at the College's discretion in extreme cases and in these circumstances a pro-rata refund, with a minimum of at least one term, will be made. The College does not refund fees for individual days that parking is not available. Equally, should the college for operational reasons, lift the barrier for limited periods of time, no refunds will be made: this is because the fees charged are relatively small and intended to help defray costs.

10. Behaviour

All vehicle users are expected to behave in a courteous and pleasant manner to other vehicle users, students, staff and visitors. Rude, aggressive or unpleasant behaviour could result in an individual being banned from using their vehicles on College grounds. This is in addition to any other measures open to the College, such as the 'Student Code of Conduct (Disciplinary Procedure) and similar codes regulating inappropriate behaviour.

11. Car sharing

While the College recognises that Car-sharing is a way of reducing journeys it cannot be responsible for the safety of car-sharers. For this reason, the College discourages car sharing by students.

12. Parking for those with blue cards

The College provides a number of parking places immediately in front of Reception for use by blue card holders. These can also be used for people with other mobility issues by arrangement.

13. Environmental Issues

Aside from the road surfaces the car park surface is permeable with drainage into the underlying bedrock. There is no run-off (See Green Campus Policy). Future projects may involve planting to replace post and rail barriers and installing soak-aways under the carpark to reduce flow into storm drains. The use of the Car-Park for solar arrays is also being considered.

14. Data Protection

When managing an employee's personal data information will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure. The site is protected by CCTV management of which is covered by the CCTV policy.

15. Equality

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all employees regardless of race; sex; disability; age; religion or belief; gender reassignment; marriage or civil partnership; pregnancy or maternity, sexual orientation.

The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.

If any employee feels that this policy does not meet this aim please contact the College's HR Department.