

Scope: All staff and students	Effective Date: 1st September 2021	Responsible Department: Campus and Residential Services	Equality Impact Assessment Completed June 2021
Last Updated June 2021	Next Review Date April 2021	Associated links and web pages Available on web	

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**YORK
ST JOHN
UNIVERSITY**

PARKING POLICY

1. Introduction

This policy aims to manage as effectively as possible the limited number of University parking spaces available, and to provide a basis for a University Travel Plan that takes into account our obligation to maintain an effective Carbon Management Plan and improve local air quality.

The policy applies to all areas of University, including residential sites and the Haxby Road sports facility, and operates throughout the year between the hours of **6.30am to 5.00pm (Monday to Friday)**. All vehicles are parked at the owners' risk.

Parking arrangements for some tenants are negotiated separately as part of the tenancy agreement.

Motorcycle users are permitted to park on all sites free of charge but a valid permit must be displayed.

In order to encourage staff and students to commit to sharing vehicles, car share permits are available at significantly reduced costs.

Authorised Users

- Staff / student permit holders (temporary staff on University payroll for more than one month and visiting lecturers can apply for staff permits)
- Due to current building works, no parking is available for visitors. Parking for contractors must be agreed in advance with the relevant department.

2. Location of Parking Spaces

- 2.1 There is very limited parking availability at the Lord Mayor's Walk site and this is restricted to blue badge holders and staff / students issued with permits on medical grounds. Alternative parking spaces are available at The Grange (115 spaces), Limes Court (27 spaces), City Residence (29 spaces), and Haxby Road sports centre (100) and are used to accommodate both staff and student parking.

Note: - Permits are not available for resident students unless they have a relevant disability or medical condition.

- 2.2 Permit holders must only use designated parking bays and must not park elsewhere on campus. Disabled bays are clearly marked and only for use by blue badge holders.
- 2.3 Motorcycle bays are not specifically designated but users are expected to park with due consideration to other users.

3. Parking Permits

- 3.1 Any authorised user wishing to park a vehicle must display an up-to-date permit. Permits will be issued for either 'all car parks', or 'car parks other than Lord Mayor's Walk' (Grange, Limes, City Residence, Haxby Road).
- 3.2 **All parking is on a first come first served basis and a permit does not guarantee a parking space.**
- 3.3 Permit holders must notify the Front of House Supervisor of any change in personal circumstances which affects their point allocation. Failure to do so may result in a permit being withdrawn. If a permit is lost, replacement permits will incur an administrative charge of £5.
- 3.4 In the case of part time staff / students, permits will have restrictions on the days that they may be used.
- 3.5 If a permit is not collected within one month of issue, it will be withdrawn.
- 3.6 In exceptional circumstances a temporary permit may be issued at the discretion of the Head of Campus and Residential Services. This does not include permits for temporary staff or visiting lecturers, who should either use public transport or apply for a full permit.
- 3.7 **Disabled Users / Medical conditions**
 - 3.7.1 Staff / students who are blue badge holders will be guaranteed a permit free of charge provided that evidence of the disabled badge is supplied at the time of application.
 - 3.7.2 Those requiring parking due to existing medical conditions will be required to submit evidence/details of their ill-health. For staff this will be considered by Occupational Health Services. Attendance at an occupational health assessment may be required, and your GP may be contacted for a full in-depth medical history. Health status will be reviewed on an annual basis when permits are re-issued, and if demand exceeds supply, applications will be prioritised according to need.
- 3.8 **Car Share Permits**
 - 3.8.1 To qualify for a Car Share permit staff and students should form a 'car pool' of at least 2 individuals who are eligible for a permit in their own right. The group should also identify a lead individual.
 - 3.8.2 The drivers of each vehicle used as part of the car pool must complete the Car Share registration form. This should then be returned to the Front of House Supervisor.

3.8.3 One permit will be issued per car pool and it is the responsibility of the group to ensure that it is displayed when the car is parked on a University site.

3.8.4 Individuals registered on this permit, will be able to claim up to 25 day permits per annum (pro rata for part week staff / students) at no additional cost to cover absences and emergencies.

3.8.5 In the case of staff, deductions for payment will be taken from the salary of the designated lead driver. They are then responsible for collecting payment from the remainder of the group.

3.8.6 Additional information on car share is available via the website.

3.9 **Motorcycle permits** will be issued free of charge. A valid permit must be displayed.

4. Points Allocation

4.1

	CRITERIA FOR ASSESSMENT		POINTS
A	Distance travelled from home <i>Single journey</i>	25+ miles	4
		15+ miles	3
		10+ miles	2
		>4 miles	1
B	Medical condition (staff - occupational health assessment required)		5
	Medical condition affecting mobility (staff - 1 to 1 occupational health assessment may be required)		10

Please read the notes below in conjunction with this table.

Notes:-

1. The points from each section will be added together and those with the highest number of points will be offered permits subject to availability.
2. **Medical Conditions** - all applications will be assessed by Occupational Health Services. Permits will not automatically be issued for the LMW site, but may be for other sites.

Please note: where staff consider that medical conditions affect mobility severely enough to require parking at Lord Mayor’s Walk, this must be indicated on the application form. The applicant may then be referred to Occupational Health for a One-to-One assessment. Otherwise, a desk-based assessment will result in additional points, but not a permit for Lord Mayor’s Walk.

4.2 Waiting List for Permits

If all applicants cannot be issued with a permit, a waiting list will be established based on the number of points scored. This will not apply to individuals requiring a permit on health grounds.

4.3 Appeal Process

Appeals against decisions regarding permit allocation must be made in writing to the Front of House Supervisor. Appeals will be considered by a panel including representatives from Human Resources and the relevant departments from Student Life.

4.4 Parking Permit Charges

Annual charges will apply and will be reviewed before the start of each academic year. Where necessary, part year fees will be calculated on the basis of months remaining. This will include the month in which the permit is issued irrespective of whether this is a whole month or not.

The charges for the academic year 2021/2022 will be as follows:-

Staff:	0.6% of gross salary
Students:	£60
Staff Car Share:	0.3% of gross salary
Student Car Share	£30

Discounts: a 25% discount will be applied to permits for low emission vehicles (<120gCO₂/km)

Charges for temporary staff will be based on equivalent annual earnings.

Payment procedure for students and persons not on University payroll (including visiting lecturers) will be via cheque. Deductions from staff salaries will be made on a monthly basis.

Where students leave during the course of the year, other than at the end of the academic year, refunds will be made on the basis of whole terms remaining. Refunds will not be issued until the permit is returned to the University Reception team. No refunds for either staff or students will be given for periods of absence from the University.

5. Visitor Parking

Due to the limited number of spaces, on-site visitor parking is unavailable. Visitors should be directed to alternative public carparks.

6. Penalties and Restrictions

Penalties will be actioned for a number of reasons, including unauthorised parking, unauthorised use of disabled bays, parking outside a marked bay, causing obstruction and displaying an invalid permit. This list is not exhaustive and penalties will be enforced whenever it is reasonable to do so.

Procedure for Penalties:

If action needs to be taken due to a breach of policy, the procedure is as follows:-

1. A warning notice will be placed in the corner of the windscreen or on the side window. The notice will state why the vehicle is in breach of policy and will be signed by the person issuing the warning. It should also warn of further action should the vehicle be discovered in future.
2. On the second occasion, the University reserves the right to use a Parking Charge Notice and / or to pursue disciplinary procedures against staff and students.

Should permit holders breach the policy subsequently, or refuse to pay the parking charge notice, then their permit will be withdrawn with no repayment, and may be referred to the University Disciplinary Procedures if applicable. **New permit applications will not be permitted by users with outstanding debt.**

Note:-

If a vehicle is blocking an emergency exit, causing serious obstruction, or parking in a disabled bay without a blue badge, there will be no warning and a parking charge notice will be issued immediately. Security staff will attempt to contact the owner and they will be required to move the vehicle immediately. Failure to remove a vehicle will result in the withdrawal of the permit in addition to incurring a parking charge notice.

7. CONTACT DETAILS

Car parking is the responsibility of Campus and Residential Services. For further information, please contact the Reception team on Extension 0 or email reception@yorks.ac.uk