

OPERATIONAL POLICY

Policy Number: PHY 200	Policy Title: Parking
Supersedes Existing Policy? Y	Policy Owner: Director of Facility Services & Information Technology Services
Associated Procedure: Y	Date Last Approved by CET: November 20, 2018

1. Purpose

The purpose of this policy is to set out the regulations of Loyalist College parking lots and spaces in order to facilitate its safe and orderly use.

2. Application

This policy is applicable to all College employees, students, and visitors to the campus. This policy pertains specifically to the parking lots and roadways on the Belleville campus of Loyalist College.

3. Policy Statement

The campus grounds are private property and Loyalist College has the authority to maintain full jurisdiction over all vehicles parked on campus or using campus roadways, and to take action on all parking and traffic violations.

All employees, students and visitors to the campus are subject to the parking and roadway rules set out by the Colleges and will be required to pay any administered fines.

4. General Regulations

- 4.1 Parking enforcement will take place year-round.
- 4.2 Every person operating a vehicle on College property shall conform to the *Highway Traffic Act* and its regulations and the Parking and Traffic Regulations. Copies of these Regulations will be made available on request by the Facilities Department.
- 4.3 Speed limits on College property is posted and must be obeyed.
- 4.4 Failure to follow the regulations may result in a vehicle being tagged with a ticket or removed from the College property at the owner's expense and risk.
- 4.5 Parking privileges may be withdrawn for those with outstanding unpaid parking violations until all outstanding violations are paid in full.
- 4.6 Recreational vehicles such as snowmobiles, mini-bikes, four-wheelers, or any other unlicensed or uninsured motorized vehicles shall not be operated anywhere on College property unless approval is granted by Facilities Services.
- 4.7 Vehicles that cause an obstruction to College operations, hazardous to pedestrians or other vehicles will be removed at the vehicle owner's expense and risk.
- 4.8 Loyalist College reserves the right to suspend parking privileges in any or all parking lots temporarily for special events.

5. Parking Permits

- 5.1 All staff and students are required to have a parking permit to park on College property. Parking locations are indicated on the permits. Permits will be valid until the date displayed.
- 5.2 Those visiting the Campus must obtain:
 - a daily permit from the front gate staff
 - a two-hour permit from the front gate staff
 - an electronic permit issued by an authorized Loyalist employee.
- 5.3 Possession of a lost, stolen or altered permit may result in legal prosecution, or denied use of the College parking facilities.

6. Allocation of Parking Areas

- 6.1 Parking is permitted only in clearly designated spaces. Designated parking areas will be indicated by lines, curbing, markers or signs. Prior permission must be obtained from Facilities Services if parking is required in other areas.
- 6.2 Accessible parking will be provided for vehicles displaying a valid accessible parking permit issued by the Province of Ontario and a valid Loyalist College Parking Permit.
- 6.3 No person shall operate or park any vehicle on any campus grass areas or planting beds unless authorized by Facilities Services.
- 6.4 Parking Lot P8 is considered general parking, and is to be used as “overflow” parking for all staff and students.
- 6.5 Those leaving vehicles on College property for business purposes for longer than 48 hours should advise security. A vehicle left on College property without approval, for a continuous period of 48 hours or more may be considered abandoned and towed at the owner’s risk and expense. This does not apply to Residence students.

7. Damages to Property & Unauthorized Vehicles

- 7.1 Loyalist College is not responsible for any loss or damage to individual vehicles and/or their contents.
- 7.2 Every person who, through operation of a vehicle on College property, causes damage to College property, shall be liable for payment of all costs of repairs or replacement of damaged property. The accident and/or damage should be reported to Security immediately. Where the operator of the vehicle is not the owner, the owner of the vehicle shall be liable.
- 7.3 Every person in charge of a motor vehicle who is directly or indirectly involved in a reportable accident on College property, must report the accident to a College security guard, Belleville Police Services or Collision Centre.
- 7.4 Anyone that assists an unauthorized person to gain access to a controlled parking lot in contravention of these regulations shall have his/her parking privileges on campus rescinded.

8. Related Documents

- Procedure: Parking Permits
- Policy: Traffic Regulations
- Parking and Traffic Regulations

9. References

- *Highway Traffic Act, 1990*