

Car Parking Policy

Policy Number:	1.6.4.37
Responsible Officer:	Deputy Vice-Chancellor Regional Campuses, Estates & Infrastructure
Policy Editor/Contact:	Director Estates & Infrastructure
Approving Authority:	Vice-Chancellor & President
Date Approved:	11 June 2021
Effective Date:	11 June 2021
Review Date:	11 June 2024

1. Purpose

The University views car parking space as a resource, the same as financial allocations in the form of annual budgets. As a resource, University car parking space is limited and is an essential component for Schools, Sections and Campuses to meet their strategic objectives. USP recognizes that where available, car parking on its campuses may not always be sufficient for all staff, students and visitors who wish to drive to campus. Therefore, a policy is required to control car parking on USP campuses.

2. Objective

The objective of this policy is to ensure that the University manages its car parking spaces, (where available) across all campuses in a manner that is equitable, efficient and effective in line with recognized best practice and sustainability principles. It sets the principles for the allocation, utilization and management of University car parking space.

3. Policy

The University will:-

- a) maximize the utilization of the limited car parking resources that is available;
- b) control car parking on campus to support Schools and sections meet their strategic objectives;
- c) manage parking to reduce congestion in and around University sites;
- d) prevent unauthorized use of University car parking;
- e) promote through the management of University car parking more sustainable practices such as:-
 - i. use of public transportation;
 - ii. car share/ridesharing by staff and students;
 - iii. use of electric vehicles, cycles, motorcycles or walking;
- f) promote equity and diversity by improving physical access to persons with disabilities;
- g) ensure University parking is managed so as not to obstruct fire exits, hydrants, dry risers or emergency and University vehicle access;
- h) where appropriate apply parking charges as part of its commitment to reducing cars on campus and to ensure the maintenance and care of car parks is financially sustainable.

4. Damage and Loss

Parking in University car parks is at the vehicle owners own risk. The University accepts no responsibility for damage or loss sustained to vehicles or their contents. Advice on crime prevention is available online through campus [security](#).

5. Enforcement

- 5.1 Car parking procedures will be enforced by campus [security](#).
- 5.2 Contravention of car parking procedures may result in:-
- a) A written warning of a parking offence and/or;
 - b) A parking fine determined by the University.
- 5.3 Repeated contraventions of parking procedures will result in the withdrawal of parking privileges for a period of two years (offenders not allowed to park a vehicle on campus) on the recommendation of Head of Security or Campus Director. The authority to withdraw parking privileges will rest with the [Deputy Vice-Chancellor Regional Campuses, Estates & Infrastructure](#) (or as delegated by the [Vice-Chancellor and President](#)).
- 5.4 Parking contraventions that pose a risk to safety and campus operations can result in vehicle towing at the owner's expense.
- 5.5 Unacceptable conduct or contravention of car parking procedures will result in [University disciplinary procedures](#) and or in the case of criminal acts, reporting to local law enforcement.

6. Related documents

The following documents, policies and procedures must be read together with this Policy.

- a) [Car Parking Procedure](#)
- b) Security Policy
- c) [Space Management Policy](#)
- d) [Space Management Procedure](#)
- e) [Occupational Health and Safety Policy](#)
- f) [Laulala Campus Carpark Layout](#)