

Car Parking Procedure

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Responsible Officer: Vice-President Regional Campuses, Estates & Infrastructure
Editor/Contact: Director Estates & Infrastructure
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This procedure is linked to: Car Parking Policy

This procedure has the following schedules:

Schedule A: Campus A: Car Parking Map

Schedule B: Campus B: Car Parking Map.

1 Purpose

These procedures 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.

2 Scope

These procedures apply to all University campus car parking (where car parking is available). All vehicles parking on campus will be within the designated car parking zones (where available) and where marked, within parking bays.

3 Procedure

3.1 Parking is prohibited;

- a) Outside of designated car parking zones or bays (where marked);
- b) On University lawns, gardens, footpaths and fields;
- c) On yellow lines, hatched yellow lines (Diagonal road markings), designated turning areas and all reserved parking bays (Refer Section 3, Part f - Special Marked Bays).
- d) University & Emergency Vehicles using the above areas will be appropriately marked and or have additional hazard signage and barriers to minimize the impact to other users.

3.2 All University Car Parks will be classified and managed in the following user categories;

a) Staff Parking – **Green Zones**

Is only available to the current staff of the University, including project staff and consultants who possess a valid Staff Parking Permit.

- i. **Staff Parking Permits** must be displayed for all vehicles parked in Staff Parking Zones
- ii. **Staff Parking Permits Issue** will be by Campus Life Office/Campus Directors Office, based on a valid staff, project or consultancy contracts and **be valid for the duration of the contract**. Permits are non-transferable, and each staff may be issued only one permit.
- iii. **Staff Parking Permit Fees** may be without charge within campus parking resource constraints, however, campuses may levy a fee for high demand parking areas, to discourage the use of cars, in line with the University car parking policy. These charged

areas will be clearly identified on-campus car parking maps and road signage. Staffs wishing to park within chargeable areas are required to pay a parking fee and parking in these areas will be available on a first-come-first-served basis.

i. **Where designated and Staff parking fees are levied;**

- Fees will be reviewed during policy review cycles by Estates & Infrastructure/Campus Directors and approved by Central Finance;
- Where no on-campus free parking is available, a 50 % discount to the published fees will be applicable for staff that travel more than 20 km each way from the campus.
- Charges will be published in all staff and student emails and on the USP website, the following base rates will apply;

Annual Permit Charge	FJD \$200 (equivalent local currency);
Per Term Permit Charge	FJD \$120(equivalent local currency);
Monthly Permit Charge	FJD \$20(equivalent local currency);

b) **Staff Residential Parking – Blue Zones**

Is available only to residential staff of the particular campus and displaying a valid staff residential parking permit;

- Staff Residential Parking** Permits must be displayed for all vehicles parked within staff residential parking areas.
- Staff Residential Parking Permits Issue** will be by Commercials Sections/Directors Office in each campus and be for the duration of the tenancy agreement.
- Staff Residential Parking Permit Fees** will be negotiated by Commercials Sections/Directors Office in each campus as part of tenancy agreements.

c) **Student Parking & Visitor Parking (General Parking) – Purple Zone**

Is available to all students and visitors to the campus (general public) vehicles.

- Student/Visitors parking may be charged a parking fee depending on the campus car parking resource constraints. Signage will be in place to mark charged parking;
- Where visitor parking is charged, the 1st hour of parking will be free;
- Visitor car parking will be managed by Campus Directors Office/Campus Security.

Visitor parking rate FJD \$1 (local equivalent currency of campus) for every hour or part therefore after the 1st free hour of parking

d) **Reserved Parking/Bay/Zones – Special Marked Bays**

Within all parking zones on campus, the following special reserved parking will be applicable for qualifying vehicles. Reserve parking signage will be installed by Estates & Infrastructure/Campus Directors Offices in accordance with the following criteria and the car parking policy.

i. **University Vehicles (USP Registered) - Reserved Parking Sign**

- Available only for University-owned business vehicles.
- A standard upright reserved parking sign displaying the registration of the approved vehicle will be installed by Estates & Infrastructure/Campus Directors Office at the request of the requesting section or department.
- Unmarked University Vehicles (No USP logo visible on side doors) will also be required to display a USP Vehicle Permit to be renewed annually when parking in other parking zones on campus (when undertaking daily business requirements).
- Exempt from parking charges.

ii. **Disabled/Accessibility Parking – Especially Marked Disabled Parking Sign**

- Available for any person issued with and displaying a blue disabled permit. Permits will be issued by the USP Disability Resource Centre/Campus Life.
- Bays will be painted by Estates & Infrastructure team with disabled parking logo
- No unauthorized parking is allowed except for Emergency vehicles or USP Registered Vehicles undertaking maintenance activities.

iii. **Loading/Delivery Zones**

- Available for the purposes of daily delivery and collection for USP business or commercial tenants on campus.
- Not required to display permits, but parking is limited to 15 minutes. For times greater than 15 minutes, contractor's vehicles procedures apply.
- Must observe the physical restrictions of the site, such as maximum load/weight or height restrictions of the delivery location.
- Bays will be clearly marked at selected locations by the Estates & Infrastructure teams.
- No parking is allowed other than by Emergency Vehicles or USP Registered Vehicles undertaking maintenance activities;

iv. **Pick Up/Drop off Zones**

- Available for taxis, minibuses and private vehicles for picking up or dropping off passengers only.
- Bays will be clearly marked at selected locations by the Estates & Infrastructure teams.
- No parking is allowed other than by Emergency Vehicles or USP Vehicles undertaking maintenance activities;

v. **Bus Bays**

- Available for buses only.
- Bays will be clearly marked at by the Estates & Infrastructure/Campus Directors Office teams.
- No stopping or parking is allowed other than by Emergency Vehicles or USP Registered Vehicles undertaking maintenance activities;

e) **Contractors, Tenants and 3rd Party Campus Parking**

- Available for current contractors and Commercial Tenants of the campus with current contractor or tenancy agreements. 3rd Party Organizations with valid MOU/tenancy agreements.

- ii. Contractors and Tenants can be issued staff permits, which will allow parking in available staff, student or visitor car park zones. Applicable zoning charges will apply. (No Parking in Reserved Parking/Bays/Zones)
- iii. Permits will be issued by procurement/campus directors office/commercials office and be valid only for the duration of the contract or tenancy. Parking Permits will be factored into contractual agreements by Procurement/Campus Directors Office/Commercials office.

f) Motorcycle Parking

- i. Available for motorcyclists
- ii. Bays will be clearly marked at by the Estates & Infrastructure teams.
- iii. No permits or charges applicable provided parking is within a designated bicycle or motorcycle bays and does not take up car parking space.

4 Designation of Parking Zones on Campus

- i. Estates & Infrastructure, Campus Directors and the Commercial Section will identify parking zones at respective campus sites in accordance with the University car parking policy and procedures and the University Space Management policy.
- ii. Estates & Infrastructure will ensure University campus car parking maps are reviewed by Campus Directors, Commercial Section and Campus Security on a regular basis, ensuring they are kept updated. Estates & Infrastructure, Commercials and the Regional Campuses should ensure the correct signage around car parks is in place.

5 Enforcement

- i. Enforcement of Car Parking Procedures is required 24 hours a day, all year round,
- ii. Campus Security will enforce Car Parking Procedures through:
 - Parking Infringement Warning and or
 - Parking Infringement Fines – **FJD \$50 per offence** (equivalent local currency);
 - Security clamping of vehicles for the purposes of issuing a warning and or a fine;
 - Towing of vehicles at the owner's expenses for unauthorized parking that is an obstruction to emergency vehicles, USP operations and or poses a safety risk or traffic hazard;
 - Withdrawal of parking privileges for up to two years (offenders not allowed to park a vehicle on campus) on the recommendation of the Head of Security/Campus Director to the Deputy Vice-Chancellor Education (or as delegated by the Vice-Chancellor & President) for multiple offences and or;
 - Reporting to the USP staff or student disciplinary committee for Disciplinary hearings and or reporting to local law enforcement. This will be done for unacceptable conduct and contravention of car parking procedures, intentionally damaging property, showing abusive or aggressive behaviour towards any member of staff/security enforcing car park procedures, supplying false information to obtain a permit, misuse of a permit (including but not limited to loaning, copying, selling or altering a permit), unauthorized parking in reserved parking/bays/zones, obstructing emergency vehicles, USP operations and or operating or parking a vehicle on campus that poses a safety risk to other road users and pedestrians.

- iii. All permits remain the property of the University and may be withdrawn from the user at any time. Expired permits should be disposed of by the holder in a responsible and timely manner.
- iv. On occasion, car parking spaces may be reserved by campus security for special events (examples such as Open Day, VIP visits, Maintenance etc.) On these occasions, spaces will be clearly marked/cordoned off, and parking (even with a valid permit) will be restricted during these times. All staff and student notices will be distributed in advance to minimize inconvenience; however, this may not always be possible.

6 Exceptional Circumstances

If a member of the University community believes they have exceptional circumstances which should be taken into consideration, these may be raised with the Office of the Deputy Vice-Chancellor Education (or as delegated by the Vice-Chancellor & President) via;

- i. the Students Union and Campus Life Committee or
- ii. OHS and Human Resources/Campus Directors Office for medical-related issues

7 Appeals

Appeals against any parking enforcement measure must be made in writing to the Office of the Deputy Vice-Chancellor Education (or as delegated by the Vice-Chancellor & President) within 10 days of the enforcement measure being issued. On receipt of an appeal, all proceedings will be halted while the appeal is considered.

8 Damage and Loss

Parking in University car parks is done at the vehicle owner's risk. The University accepts no responsibility for damage or loss sustained to vehicles or their contents. Advice on crime prevention is available from Campus Security and on the University website.

9 Related documents

The following Documents Policies, Procedures must be read together with this Policy.

- a) [Car Parking Policy](#)
- b) [Space Management Policy](#)
- c) [Space Management Procedure](#)
- d) [Laulala Campus Carpark Layout](#)