

**OLDS COLLEGE
POLICIES AND PROCEDURES MANUAL**

CATEGORY: **A. General**

SUBJECT: **Campus Parking**

POLICY NUMBER: **A14**

APPROVALS

New/Revision

Board of Governors	Academic Council	Academic Coordinating Committee	Human Resources, Finance & Facilities	Executive Committee
(Policy Approval)				(Authority)
Date: 01/06/28	Date:	Date:	Date: 01/06/11	Date:

POLICY STATEMENT

As a client-centered institution, Olds College strives to meet the parking needs of all its client groups, within available resources and space. The College provides accessible parking spaces in fourteen parking locations for vehicles and bicycles near centres of activity on campus. There are parking spaces with and without plug-ins that will be made available to students and staff a monthly rate deemed necessary to maintain the parking services provided.

To ensure access and protect the safety of all, the College will allocate parking spaces and enforce their use, together with any laws and regulations related to safe transit and emergency access throughout the campus. The collection of parking fees and fines ensure the future development and maintenance of parking lots and roadways.

GUIDELINES

1. Olds College will provide students with access to parking with or without a plug-in as determined by the student, at the north, east/central and south areas of the campus.
2. All staff will be provided the same access.
3. Students and staff will have a choice of a plug-in or no plug-in.
4. Deductions for staff, for monthly parking fees, will be made through Olds College payroll. Students will be required to pay their parking fees each term upon registration for the length of their program.

A. SPECIAL PARKING - RESTRICTED AREAS

Olds College will meet the needs of special groups by providing special parking areas for the handicapped students/staff, visitors, and by providing special areas designated for unloading, loading or delivery purposes

1. Weekly/Daily Parking Permits: Permits are available for students and staff and will be assigned to specific non-plug-in parking lots/spaces as per "Parking Regulations". Permits can be picked up from designated departmental staff and from the Cashier, Business Services, DMP. Parking permits for designated "Handicapped" parking are also available from the Cashier.
2. Metered Visitor Parking will be available in Lot 2 for an hourly fee. Alternate Visitor parking will be located in Lot 6.
3. Unloading/loading/delivery designated areas provide 15-minute parking only.

B. REGULATIONS

1. Parking regulations are in effect on Olds College Campus from 5:00 a.m. to 5:00 p.m., Monday to Friday.
2. Parking regulations will be reviewed and amended reflecting decisions and/or recommendations from the College Parking Committee. Every attempt will be made to ensure that staff and students are aware of changes.
3. Students will be provided with a request for parking upon acceptance into a program at the College. Staff will be provided with a request for parking in August for the ensuing year.
4. Parking Fines

Students and staff must park in areas designated by their permit only. Failure to do so will result in a parking fine and/or towing. Parking violations are \$30 for each parking violation (\$20 if paid within seven days of issue).

5. Towing

Vehicles will be towed if and when parking occurs in restricted/ designated areas. Towing service will be provided by a private vendor and vehicles removed to a compound off campus. Towing fines will be levied as per the company fee structure. Staff/students will be responsible to claim their own vehicles and pay the assessed fine.

6. Parking restrictions – 24 hours/day, year-round

Parking is restricted in the following designated areas; vehicles will be towed if parking restrictions are not adhered to. The owner will be responsible for the fine issued and the towing charges:

In/On fire lanes, crosswalks, loading zones, service vehicles zones, grassed areas, sidewalks, curbs, roadways, on parking bumpers, reserved stalls, delivery, disabled-designated stalls, barricaded areas, or in any manner which obstructs the flow of vehicular, pedestrian, or College business as well as vehicles parked using up more than one parking bumper.

7. Outstanding fines

Any student or staff member who has an outstanding fine is considered to be indebted to the College.

Students with unpaid fines will be prohibited from registering in any subsequent term and if fines are left unpaid they will be sent to a collection agency. All academic credentials, transcripts, and parchments will be withheld until the indebtedness has been cleared.

Staff with outstanding fees must clear their indebtedness prior to receiving an application for the ensuing year's parking permit.

C. PARKING FEES

1. Students will be charged a monthly parking fee, which is due upon registration for the length of their program.
2. Staff will have their parking fees deducted through Olds College Payroll Department.

3. The following fee structure will be in place:

Plug-in	\$16.00/month + GST
No plug-in	\$8.00/month + GST

4. A review of these above parking charges will be conducted on a yearly basis by the Parking Committee and recommendations made to Executive and Human Resources, Finance and Facilities Committee for approval.

D. APPEALS

As students and staff will be fully informed about parking procedures, every effort should be made to adhere to these procedures and regulations. Written appeals may be directed to the Manager of Client Services/Registrar.

E. TOWN OF OLDS BYLAWS

In residential areas close to the College, parking restrictions are in effect. Parking in these areas has a one-hour maximum - unless otherwise indicated by the Town. Students and staff are strongly encouraged not to park in these neighborhoods and to make themselves aware of the Town restrictions. Vehicles parked in these areas that do not have the proper residential sticker are subject to being ticketed and/or towed by the Town.

F. SWIMMING POOL PARKING

It is the responsibility of the Town of Olds to monitor, control and/or levy parking violations in their parking lot surrounding the pool.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

1. Client Needs Assessment, Parking Assignment and Communication with users: Manager of Client Services/Registrar or designate.
2. Parking Signage, Parking Development and Enforcement: Olds College Parking Committee. Chair - Manager of Client Services/Registrar
3. This policy will be reviewed at least every two years.

Attachments: (Parking Regulations 2001-2002)