

CAMPUS PARKING PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	General
Parent Policy:	Campus Parking
Approval Date:	April 19, 2022
Effective Date:	April 19, 2022
Procedure Owner:	Vice President Corporate Services and CFO

Overview:	<p>General Parking Parameters</p> <ul style="list-style-type: none"> ● The College is not responsible or liable for vehicles parked on the campus. Parking is provided at the risk of the driver/owner ● An exerted effort will be made to inform students, staff and visitors about parking options and procedures ● Parking regulations may be amended reflecting emerging campus needs. Every attempt will be made to ensure that staff, students and visitors are aware of changes ● Unloading/loading/delivery designated areas are provided ● Parking regulations are outlined in Appendix 1 - Parking Regulations ● Authorized parking locations are identified on the campus map
Procedures	<p>Parking Fees</p> <ul style="list-style-type: none"> ● Fees are reviewed and approved annually by ELT prior to March 1st. ● All staff and students parking on-campus shall pay for parking. This includes all members of carpools. Parking Fees for staff will be deducted through Olds College payroll ● Students will be required to pay their parking fees each term upon registration for the length of their program. At time of pickup, students will be required to pay the parking fees for the academic year ● If the pass is returned before the year is finished, a refund is issued for the unused months of parking <p>Parking Fines</p> <ul style="list-style-type: none"> ● Parking fines may be issued for violations as indicated in Appendix 1 ● Student fines are applied to the student account and are collected in accordance with Policy B12 ● Staff with outstanding fees must clear indebtedness prior to receiving the ensuing year's parking permit ● Staff with any outstanding amounts owing prior to leaving their employment

with the College will be subject to deductions of the amount owing on final pay

Permit Allocation

- Students submit a parking request form upon acceptance into a program at the College
- Staff submit a request for parking in the onboarding process and then every August for the ensuing year

Lot/Stall Allocation

- Parking permits do not guarantee a stall/lot beside or near the building that you work/study/live/visit
- Visitor parking will be made available
- Temporary Parking Passes for visitors and campus visitors are managed by the Office of the Registrar and may be issued by any office on campus
- If more than 10 Temporary Parking Passes are issued for a specific event, an Event Parking Notification Form must be submitted. This form notifies Campus Security, the Office of the Registrar, Conference Services, and Campus Facilities of fluctuations in parking demands
- Provisions will be made for designated parking areas for vehicles displaying a valid placard for persons with disabilities, and appropriate on-site partner space
- Specific lots will be identified for campus resident parking
- Provisions will be made for designated loading or delivery purposes

Recreational Vehicles

- No parking or storage of personal recreational vehicles is permitted on the Olds College Campus
- Unauthorized recreational vehicles are subject to being ticketed and/or towed
- Parking of horse trailers will be in designated areas with the appropriate parking permit

Tenants and Partner Parking

- Parking locations for tenants, partnerships, or other third-party arrangements may be identified as per applicable approved agreements
- Olds College oversees all parking lots on campus, including but not limited to the Community Learning Campus (CLC) parking lots as indicated on our campus parking map. These lots are monitored jointly by Olds High School and Olds College. Overseeing authorities include the CLC and Olds College
- Authorized permits are issued only by the Community Learning Campus and Olds College for staff, students, contractors and visitors
- Vehicles with unauthorized permits will be ticketed and/or towed. This includes but is not limited to Residence, Olds High School Student, Olds College Student and Staff, Visitors, etc.

Enforcement

- Parking permits are required at Olds College
- Non-permitted and/or unauthorized vehicles and restricted/designated areas are subject to ticketing and/or towing
- All fines are due upon receipt and payable at the Office of the Registrar
- Towing services will be provided by private vendors and vehicles are removed

	<p>off campus. Towing fines are levied as per the vendor’s fee structure. Vehicle owners will be responsible to claim their vehicles, pay all associated towing or storage charges and pay any assessed fine(s)</p> <ul style="list-style-type: none"> ● The College is not liable for any vehicles towed or damage caused to vehicles in the towing process <p>Appeals</p> <ul style="list-style-type: none"> ● To appeal a parking ticket, please complete a “Parking Ticket Appeal Form” within 5 days. Appeal decisions will be available within fifteen business days of receiving the appeal
<p>Definitions:</p>	
<p>Related Information:</p>	<p>Campus Parking Policy Parking Ticket Appeal Form Campus Map Event Parking Notification Form</p>
<p>Review Period:</p>	<p>1 Year</p>
<p>Revision History:</p>	<p>February 13, 2017 (Revision) January 2022 (Revision)</p>

Appendix 1

Parking Regulations

1. Parking permits are issued with the understanding that the owner/driver has the responsibility for obtaining and adhering to all traffic laws and campus regulations in place.
2. Parking permits are awarded on an as-needed basis.
3. Parking permits do not guarantee a stall/lot beside or near the building that you work/study/live/visit.
4. Parking permits must be properly hung from the rearview mirror and be visible from the front of the vehicle.
5. E-permits, or temporary permits must be displayed on the dash clearly visible from the front of the vehicle.
6. If a vehicle becomes temporarily disabled and it cannot be parked in its assigned area, it must be immediately reported to Campus Security. Failure to do so may result in ticketing and/or towing.
7. During major events, emergencies and/or construction, Olds College may impose special parking restrictions. It is the responsibility of each department to submit the Event Parking Notification Form.
8. Olds College reserves the right to close any lots, without notice, for emergency purposes.
9. The Traffic Act is fully applicable on campus 24 hrs/day. Moving violations such as speeding (speed limit on campus is 30 km/h), failing to stop at a stop sign, riding in the back of a moving pick-up truck, stunting and careless driving can be reported to Campus Security who may contact the RCMP/Peace Officer to investigate.
10. Vehicles subject to being ticketed and/or towed if abuse of parking regulations is evident:
 - a. A vehicle with no visible parking permit or with an incorrect permit.
 - b. A vehicle parked in a time-limited stall that has passed the allotted time.
 - c. Vehicles parked in/on fire lanes, crosswalks, loading zones, service vehicle zones, grassed areas, sidewalks, curbs, roadways, on parking bumpers, reserved stalls, delivery, barricaded areas or in any manner which obstructs the flow of vehicles, walkways, or college business.

Please Note: The absence of prohibitive signs should not be interpreted as approval to park.

11. All fines are due upon receipt and payable to the Office of the Registrar. Fines are \$40.00, or \$20.00 if paid within seven (7) days of receipt of the ticket date or denial of appeal.
12. To appeal a parking ticket the individual must complete a "Parking Ticket Appeal Form", also available online. Appeal decisions will be available within fifteen business days of receiving the appeal.

13. Continuous abuse of parking regulations may result in individuals having their campus parking and driving privileges revoked on campus grounds.

14. Staff will not receive a parking permit for the following year until all parking debt is cleared.