

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	A. General	
SUBJECT:	Campus Parking	
POLICY NUMBER:	A14	
CROSS REFERENCE:		
NEW \ REVISED		
Administrative Services Committee		Academic Council
February 13, 2017		

POLICY STATEMENT

As a client-centered institution, Olds College strives to meet the bicycle and vehicle parking needs of all its client groups within available resources and space. The collection of parking fees and fines shall be applied to maintenance of parking lots and administrative supports and secondarily assist in the development of parking lots for future needs.

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.

SPECIFIC GUIDELINES

1. Parking on campus is subject to a fee for use in accordance with our collective agreements and as approved by the Administrative Services Committee.
2. Olds College will monitor use of parking and regulations to ensure sustainable space utilization.
3. Parking spaces will be made available to students and staff at a monthly rate deemed necessary to maintain the parking services provided and contribute toward the development of parking services.
4. Olds College will comply with current legislation and ensure provision of suitable parking areas for persons with disabilities, visitors, and special areas designated for unloading, loading or delivery purposes.
5. The owner/driver has the responsibility for obtaining and adhering to all campus regulations.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

This policy will be reviewed by the Vice President, Student and Support Services, in conjunction with the Director of Campus Facilities and Sustainability at least every three (3) years.

OLDS COLLEGE PROCEDURES

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	A14 Campus Parking
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement
February 13, 2017		

General Parking Parameters

- The College is not responsible or liable for vehicles parked on the campus. Parking is at own risk of driver/owner
- An exerted effort to inform students, staff and public about parking procedures will be made
- Parking regulations may be amended reflecting emerging campus needs. Every attempt will be made to ensure that staff, students and the public are aware of changes
- Unloading/loading/delivery designated areas provide up to 30-minute parking as marked
- Parking regulations are outlined in Appendix 1 - Parking Regulations

Parking Fees

- All staff and students parking on-campus shall pay for parking. This includes all members of carpools. Staff or students abusing parking privileges will be dealt with via appropriate College protocol.
- Fees and 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.
- Any staff,-or student 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 indebtedness prior to receiving the ensuing year's parking permit. (Applications are sent to all staff via e-mail by payroll, but parking permits could be withheld).

Permit Allocation

- 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

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 in centralized areas for visitors to the College
- Provisions will be made for designated parking areas for vehicles displaying a valid placard for persons with disabilities, visitor and appropriate on-site partner space
- 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

Non-College Parking Located on Campus

- Olds College per applicable agreements provides parking locations on campus for tenants, partnerships, or other third-party arrangements
- Abuses or violations of parking by Olds College staff and/or students in any parking location on campus, including lots provided for partners and/or third entity parties is prohibited. Unauthorized vehicles parked in these areas are subject to being ticketed and/or towed by the overseeing authority
- 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, Olds College and/or the Town.
- Authorized permits are issued only by the Community Learning Campus and Olds College for staff and students.
- Vehicles with unauthorized permits will be ticketed and/or towed, this includes but is not limited to CHOC Residence, Olds High School Student, Olds College Student and Staff, Visitors, etc.
- It is the responsibility of the Town of Olds to monitor, control and/or levy parking violations in their parking lot surrounding the Aquatic Centre
- It is the responsibility of Pomeroy Inn & Suites at Olds College to monitor, control and/or levy parking violations in their parking lot surrounding the Hotel. Staff and students are prohibited from using these lots as non-hotel patrons and will be subject to College procedures to deter such including, but not limited to, ticketing/towing

Enforcement

- Parking permits are required on Olds College Campus from 5:00 a.m. to 5:00 p.m., Monday to Friday
- Non-permitted and/or unauthorized vehicles and restricted/designated areas are subject to ticketing and/or towing
- All fines are due and payable upon receipt
- 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. Vehicle owners will be responsible to claim their vehicles, pay all associated towing or storage charges and pay any assessed fine(s).
- The College is not liable for vehicles towed
- The College is not liable for any vehicles parked in residential areas surrounding the College. For information about parking in residential areas, please contact the Town of Olds.

Appeals

- It is the responsibility of staff and students to be aware of parking regulations if they choose to park on Campus. Staff and students are expected to comply with parking regulations. Every effort should be made to adhere to these procedures and regulations
- To appeal a parking ticket/towing charge, please complete a "[Parking Ticket Appeal Form](#)", also available online. Tickets must be paid in full prior to submitting an appeal. Appeal decisions will be available within fifteen business days of receiving the appeal

Parking Regulations

1. Parking permits are issued on 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 a first-come, first-served 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 left side of 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 make arrangements for special events.
8. Olds College reserves the right to close any lots, without notice, for emergency purposes.
9. Designated Visitor stalls are for visitors only. Students and staff parked in these areas are subject to ticketing and/or towing.
10. The Traffic Act is fully applicable on campus 24 hrs/day. Moving violations such as speeding (speed limit on campus is 30 kmh) failing to stop at a stop sign, riding in the back of a moving vehicle, stunting and careless driving can be reported to Campus Security who will contact the RCMP / Sheriff to investigate.
11. The Town of Olds has parking restrictions in effect in residential areas close to the College. Individuals are strongly encouraged not to park in these neighborhoods and to use the appropriate parking lots on campus.
12. In an effort to reduce the College's environmental impact, the College reserves the right to unplug vehicles left on campus for extended periods of time.
13. Vehicles parked in the following areas and during the specified hours (Between 5:00 a.m. & 5:00 p.m. Monday to Friday, September to June) are 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 30 minute/1 hour/2 hour limit stall passed the allotted time.
 - c. In effect year round, 24 hrs/day - 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.

14. All fines are due and payable upon receipt. \$40.00, or \$20.00 if paid within seven (7) days of receipt of the ticket date.
15. To appeal a parking ticket/towing charge the individual must complete a "[Parking Ticket Appeal Form](#)", also available online. If the appeal fails, the payment increases to \$40.00 regardless of whether the appeal was submitted and/or fine paid within 7 days. Appeal decisions will be available within fifteen business days of receiving the appeal.
16. Continuous abuse of parking regulations may result in individuals having their campus parking and driving privileges revoked on campus grounds.
17. Outstanding parking tickets are considered a form of indebtedness. Students with unpaid fines will be prohibited from registering in any subsequent semester. Academic transcripts and parchments will be withheld until the debt has been cleared. If fines are left unpaid, they will be sent to a collection agency.
18. Staff and students will not receive a parking permit for the following year until all parking debt is cleared.