

CAMPUS PARKING

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

Category:	A. General
Parent Policy:	A14
Approval Date:	November 14, 2023
Effective Date:	January 3, 2024
Procedure Owner:	Director, Residence & Ancillary Services Director, Facilities & Campus Development Registrar & Director, Student Services

Overview:	These procedures are intended to provide clarity and administrative direction regarding the management of Campus Parking at Olds College of Agriculture & Technology.
Procedures:	<p>General</p> <ul style="list-style-type: none"> • Parking is provided at the risk of the driver/owner. The College is not responsible or liable for vehicles parked on campus. • Permits are issued with the understanding that the driver/owner must adhere to traffic laws and campus regulations. • Behaviours in contravention to posted driving regulations and reasonable safe driving practices may be reported to Campus Security and/or RCMP for investigation. • Parking regulations may be amended from time to time, and will be communicated to staff, students and visitors. • Parking lot locations can be found on the Campus Map posted on the Olds College Website. <p>Parking Rates</p> <ul style="list-style-type: none"> • Parking rates are reviewed and approved annually by the Executive Leadership Team (ELT) during the annual budgeting process, and take effect July 1st. Parking on campus in July and August is complimentary, with the exception of camping. • All staff, students and visitors parking on campus are required to have a valid permit or payment through HotSpot, Olds College's Digital Parking Solution. College fleet vehicles do not require a parking permit. • Staff have the option of paying for parking through payroll deduction. • If a pass is returned before the year is finished, a refund will be issued for any unused months of parking. <p>Permits and Lot Allocation</p> <ul style="list-style-type: none"> • Permits are issued on a first-come, first-served basis through Olds College's

Digital Parking Solution (HotSpot).

- Parking may be purchased at the Office of the Registrar for those without access to a mobile device.
- Parking permits do not guarantee a stall/lot beside or near the building that you work/study/live/visit.
- All outstanding parking fines must be paid in full in advance of processing an application for a Parking Permit.
- Vehicles displaying a placard for persons with disabilities may park in designated stalls, with registration and payment.
- Visitor & Electric Vehicle (EV) parking is available with a valid permit or visitor registration. Refer to the [Campus Map](#) for locations of Visitor & EV parking locations.
- Complimentary visitor parking is managed by the Office of the Registrar and may be issued by multiple offices on-campus.
- If more than ten (10) guest or contractor parking passes are required for a specific event or project, an [E-Parking Permit Request Form](#) must be submitted through KISSFLOW.

Recreational Vehicles

- Storage of personal recreational vehicles is not permitted on the Olds College Campus.
- Horse trailers can park in designated areas with the appropriate parking permit.
- Camping on campus is only permitted with a valid pass from Conference Services.

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. The CLC parking lots are overseen by the CLC Executive Committee representing the partnership between Olds College and Chinook's Edge School Division. As per the CLC Joint Venture Partnership Agreement, these CLC parking lots are serviced by Olds College Facilities and monitored by the Olds College Campus Security.
- **Enforcement and Fines** Vehicles may be fined, immobilized, or towed for disregard of parking regulations including, but not limited to parking:
 - without a valid, authorized or incorrect permit;
 - in accessible parking stalls, or visitor parking, without a valid permit;
 - in a time-limited stall that has expired, or
 - in fire lanes, cross-walks, loading zones, grassed areas, curbs, roadways, delivery areas or any manner that obstructs the flow of vehicles, walkways or College business.
- Towing services will be provided by private vendors and vehicles are removed from campus. Towing fines are levied as per the vendor's fee structure. In order to reclaim their vehicles, owners must show proof of payment of any outstanding tickets or fines.
- Vehicle owners will be responsible to claim their vehicles, and pay all associated towing or storage charges.
- The College is not liable for 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 online within 5 days. Appeal decisions will be available within fifteen business days of receiving the appeal.
<p>Definitions:</p>	
<p>Related Information:</p>	<p>Parking Ticket Appeal Form Campus Map E-Parking Permit Request Form</p>
<p>Review Period:</p>	<p>1 year</p>
<p>Revision History:</p>	<p>New: June 2001 Revised: June 2013 Revised: August 2014 Revised: September 2015 Revised: February 2017 Revised: January 2022 Revised: November 2023</p>