

UNIVERSITY OF LEEDS CAR PARKING POLICY (2019)

1. Introduction

The University of Leeds car parking policy seeks to provide guidance in relation to the Terms and Conditions for the benefit of our staff, students and visitors.

The policy supports the aims to:

- Maximise the limited car parking resources available
- Reduce congestion in and around the University sites
- Reduce car journeys to University sites
- Prevent unauthorised use of University car parks

The University has developed extensively and with cc 8,000 staff and cc 34,000 students the car parking capacity is not sufficient to provide parking for all who wish to drive and therefore there is a need to control and manage the car parking facilities. All monies generated from use of the car parks and permits are ring-fenced and used to maintain facilities, make further improvements to campus and other sustainable transport activities.

The policy applies to all staff, students, contractors and visitors and covers the parking of all motor vehicles on University land.

The University of Leeds are Approved Operators of the International Parking Community (IPC) and a member of the British Parking Association (BPA).

2. General Information

- The University is not liable for any loss of, or damage to, vehicles or personal property left on its' car parks. Personal property should be placed out of sight and is left entirely at the owner's risk.
- Core hours relate to 7am to 5pm, Monday to Friday. Occasional restrictions to the use of parking areas may be exercised outside of these hours in order to cater for the parking needs of an event or in order to maintain access for necessary work to take place.
- There is a 40 minutes grace period in the Orange zone area to drop off/pick up where required, in a safe and considerate manner.
- All drivers must accept the University car parking terms and conditions prior to receiving their permit or parking on campus.
- Parking zones at the University are Yellow, Red, Purple, Orange, Maroon, Pink, Brown, Blue and Green. Parking within these zones is restricted to permit holders during core hours.
- Although every effort will be made to ensure that permit holders are able to park, the issue of a permit does not guarantee a parking space. The University reserves the right to deny access to the parking zones on safety grounds if, in the opinion of the Support Services Manager, or his nominee, the zones are over-congested.

3. Staff Day Parking

Staff without a permit can purchase discounted day permits for the Orange zone through the permit application system which allows management of the users available permits and days booked. Please note that these day permits are not transferrable and the booking of a day permit does not guarantee a parking space.

Staff are able to purchase up to 220 day permits per calendar year but can only purchase a maximum of 40 days of parking in advance at any one time. A help guide is available on the website.

There is a limited number of same day passes available at the main barrier on Woodhouse Lane on a first come, first served basis. The main barrier is open 7am- 3pm Monday to Friday.

4. Visitor/Short Term Contractor Parking

The University allows a limited number of spaces for visitor and contractors. Staff wishing to book in a visitor/contractor will need to use the [online parking system](#). Booking in advance is recommended, however visitor bookings can be made the same day that parking is required, providing there is availability. Please refer to the Visitor Parking help guide on the website for further information. Short term contractors are those on site for up to 2 weeks.

5. Long Term Contractor Parking

All contractors are eligible to park on campus providing they are authorised to do so by Estate Services and it forms a necessary part of their undertaking on the University's premises. Where there are large scale construction projects on campus some provisions will be made for segregated parking facilities for contractor cabins, skips and other essential items through prior agreement with the Capital Projects Team.

Emergency Response / Call Out Engineers must enter via the main University entrance but it is possible to speed their entry if it is known that they are attending by telephoning the Helpdesk Team on 0113 3435491.

Contractors and Consultants must comply with University's rules for parking. This is outlined in the University of Leeds Car Parking terms and conditions.

The parking of private vehicles owned by employees of contractors and sub-contractors is strictly prohibited in University car parks. Employees should use the publicly available on-street parking surrounding the University.

6. Event Parking

Departments organising events or open days should notify the Facilities Directorate Helpdesk in advance of any parking requirements. Events attracting large numbers of visitors may justify the arrangement of additional off campus parking and this needs to be organised in advance. *(Normally at Cinder Moor, where a fee will be payable for the use of the facility to Leeds City*

Council.) Unless prior arrangements are made all visitors will be charged the full daily fee and only granted access where spaces are available. *Event organisers should note that those attending events may be turned away to use offsite parking unless proper arrangements are made in advance.*

7. Accessible parking

There are two different procedures for disabled staff members or students when applying for a University parking permit. Which procedure to follow will depend on whether or not a local authority "Blue Badge" is held.

Blue Badge holders -

- **Staff** - can apply using the online system. The Car Parking team will need a copy of the relevant Blue Badge (both sides) before a permit will be issued.
- **Students** – Blue Badge holders should contact the Car Parking team for an application form

No Blue Badge –

Please contact your HR manager to discuss reasonable adjustments available to support mobility issues.

8. Retired Staff

Retired staff who are re-engaged for more than 50 days per annum may opt to retain their car parking permits on payment of the relevant cost. Such an entitlement should be supported in writing by the permit holder's head of department. Without such support parking permits will be withdrawn upon retirement and retired staff will need to pay the normal daily parking fee if they wish to park.

9. Annual Parking Permits

Permits issued run from January to December. The appropriate permit tariff will be deducted from the holder's salary at one twelfth of the annual fee per month. (*Charges for periods less than a year will be calculated pro-rata per complete month.*) All tariff levels are subject to annual review. Duplicate permits will not be issued and those with more than one vehicle must transfer the issued permit from one authorised vehicle to another as required. Under no circumstances should permits be copied.

A valid permit must be clearly displayed on the windscreen of all vehicles parking on or entering campus. Only one vehicle per permit holder may be parked on campus at any one time.

If you change your vehicle you can go onto the online parking system and amend your vehicle details. If you lose your permit or it is stolen please report this to the Facilities Directorate Helpdesk. Parking permits are **not** transferable. A fee of £5.00 is payable to replace a lost, damaged or stolen permit or barrier card. In the instance of loss of any key fobs a replacement fee of £25 will be charged.

The pricing system is based on two factors; the first is defined by your car tax band/emission band which can be calculated for you using your car registration, make and model here: <https://www.gov.uk/check-vehicle-tax> and secondly it is coupled with your annual salary. Full details can be found in the Pricing Schedule published on the website.

As the number of parking spaces are reduced by development of land on the main campus, it is not possible to guarantee that permits will be renewed. Permit holders will be contacted prior to their permit expiry and asked to let us know by a specified date whether they wish to renew. Permit holders may ordinarily expect to be granted renewal of the permit for the zone to which they have previously been allocated. Failure to re-apply before a specified date may be taken as an indication that renewal is not required.

Under particular circumstances where a period of known absence is going to exceed two months a permit may be suspended and payments temporarily ceased. Such acceptable circumstances include:

- Maternity leave
- Extended sickness
- Extended absence for domestic or other purposes

In all of the above circumstances individuals giving a month's notice may suspend their use of a permit and cease the usual monthly payments from salary. Barrier cards will be disabled for the period of the suspension. With a month's notice, a user may regain their entitlement to park and payments will once again be deducted from salary.

Individuals wishing to cancel their annual parking permit can do so on the online system. Any reductions from pay will be ceased after their next monthly pay.

10. Barrier Cards

On the first issue of a permit, a single card programmed to allow access through the barrier(s) of the zone(s) allocated will be issued. The card remains the property of the University and should be returned to the Facilities Directorate Helpdesk when individuals leave the University or a permit is not renewed. Details of lost or stolen barrier cards should be notified promptly to the Facilities Directorate Helpdesk. Barrier cards are **not** transferable. Any permit holder allowing another driver who is not entitled to utilise their barrier card to gain access for a non-permit vehicle is liable to have their parking privileges withdrawn and disciplinary action may follow.

A barrier card is issued to allow access to a permit holder and must not be used to admit other vehicles to the car park. Cards are programmed to admit one vehicle only within a period of time. If you require instruction on how to use your barrier card or experience any difficulties with the operation of the card, please contact the Facilities Directorate Helpdesk on extension 35491.

Upon any cancellation of a parking permit the barrier card issued will be made inoperative on the date of cancellation and should be returned to the Facilities Directorate Helpdesk.

Note: the Orange Zone operates without barriers. Automated Number Plate Recognition (ANPR) cameras will record entry and exit from this zone.

11. Car Sharing

The University of Leeds is in partnership with Faxi- a car sharing platform. Faxi is a unique car-pooling app which enables users to identify colleagues who may drive a similar route to and from work each day, and to develop car-pooling arrangements between drivers and passengers.

The platform will hopefully appeal to wider range of people and help us to achieve our target of reducing single-occupancy car use to 22%.

Staff who are car sharing permit holders, are required to download the FAXI app and start logging their journeys to University. As stated in the T & C's of the permit, they are required to car share for at least 60% of journeys made.

Logging journeys is extremely easy due to the smart app technology that helps users find car poolers on their route, in-app messaging to arrange the car pools and automatic reminders about car pools.

Through FAXI the University will be able to verify journeys made as part of a car-pool. The University will be undertaking 3-monthly checks to verify journey's made by car-pooling and reserves the right to revoke car sharing permits if the 60% criteria is not met.

For more information please visit the Faxi website <https://faxi.co.uk/corp/en/>.

Please note that any abuse of the car sharing scheme may result in disciplinary action as well as the revocation of your Car Share permit, as indicated in the car parking terms and conditions.

12. Unacceptable Conduct

The following are examples of unacceptable behaviour:

- a. Making a false statement to obtain a permit
- b. Parking without displaying a current permit or valid ticket in the vehicle
- c. Parking in a zone other than for which a permit is valid
- d. Parking in a prohibited area, on double yellow lines or in a hatched area
- e. Operating a motor vehicle unsafely (speeding or recklessness)
- f. Causing obstruction to other vehicles
- g. Misuse of barrier card
- h. Abusive behaviour towards University staff and other users

Unacceptable conduct may result in the withdrawal of parking privileges. Forgery or other fraudulent use of parking permits or barrier cards may be regarded as theft and will be dealt with under the University's disciplinary procedures.

Members of staff who drive University supplied (or leased) vehicles on University business must observe the unacceptable behaviours listed above. Vehicles involved in loading and unloading should be parked, wherever possible, in appropriate loading and unloading spaces. Where these are not available, vehicles must be parked so as not to cause an obstruction to any building access, pedestrians and other vehicles. Staff who breach these conditions may be subject to University disciplinary procedures.

13. General Enforcement Policies

Due to the potential hazards to the safety of both drivers and pedestrians on campus it is vital that vehicles are used and parked in a safe and considerate manner. Please see the car parking terms and conditions for further details. Please also note that the University operates a Parking Contravention Charge scheme where certain parking rules are infringed. The University also operates a vehicle registration recognition system.

In order to give further strength to the enforcement activity aimed at improving safety the following powers are granted:

- a. The Support Services Manager or his nominee is authorised to decline any further vehicular access to the campus once the car parks become full.
- b. The Support Services Manager or his nominee is expected, where practical to authorise the use of reasonable measures without additional warning and within legislative guidelines, to deal with vehicles parked in a manner that impairs the safety or access of others.
- c. The Support Services Manager is authorised to withdraw the permit and barrier card issued to any person who has knowingly used or allowed the permit or barrier card to be used in a bogus or fraudulent manner.
- d. The Support Services Manager is authorised to withdraw, without refund, the permit and barrier card issued to any person who refused to comply with the Parking Policy of the University or commits serious parking offences.

14. Security Staff

All members of the Security staff on University property have the authority to direct traffic, regulate entry to the car parks, exercise control over parking and generally ensure compliance with the University's parking regulations.

15. Review of car parking policy

The car parking policy will be subject to a continued process of monitoring and review. The policy will be revised as necessary to take account of changes in circumstances, site re-development and the available supply and demand for car parking spaces.

The University reserves the right to withdraw permits, to update these rules as necessary or to change the areas where car parking is allowed.