

HNC Car Parking Management Policy & Procedure



1. Purpose of the policy and procedure:

HNC recognises the importance of a fair, clear and sustainable approach to the use by staff and students of motor transport to, from and at work.

The main aims of this policy are to:

- Ensure the safety of road and car park users
- Discourage one-person car commuting, where reasonable alternatives are available

Support measures have been put in place to assist with the implementation of this parking policy and procedure:

The College Will

- Ensure a fair approach to allocating remaining parking for students
- Ensure there are adequate designated spaces for those staff and students who have been issued with a 'Blue Badge'
- Provide adequate space for both staff and students to safely park motorbikes
- Provide adequate shelters for both staff and students to safely pack bicycles
- Provide charging points for electric vehicles in the future

The Senior Leadership Team Will

- Annually review and agree any changes to the car parking management procedures and fees. At present the College does not charge for parking but it reserves the right to charge for parking in the future.
- Commit to maintaining Car sharing Networks site for staff

The Estates Team will

- Monitor all car parks to ensure only those with the required permits are parked in the designate spaces
- Maintain the car parks to ensure they are continually fit for purpose
- Maintain the electric car charging points (once installed)
- Contact all drivers who have parked in the incorrect zone or illegally and alert relevant staff to take appropriate action for noncompliance of the college's parking requirements.

The Student Services Team will

- Issue staff permits as required
- Issue student permits as per the procedure outlined below
- Maintain a waiting list for students seeking permits

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Support measures have also been put in place to assist and to encourage sustainable travel methods.

Measures include;

Bus Annual Season Ticket

The college is to explore opportunities with West Yorkshire Metro to secure staff discount off the cost of an annual Metrocard. With a view to staff buying the annual Metrocard at the reduced rate and paying for it in easy instalments, through salary deductions. The Metrocard provides virtually unlimited travel on buses and trains in West Yorkshire.

Rail Annual Season Ticket

We are to work with Rail companies to offer colleagues the opportunity to again purchase a Season Ticket and pay for it in instalments.

Purchase a Bike via Salary Sacrifice Scheme

Cycling is one of the best ways to get active and keep fit and it's also one of the best ways to get to work.

The Cycle2Work program is a way of hiring a bicycle and accessories to enable you to commute to work

and at the same time you will be able to take advantage of some unique tax and National Insurance incentives meaning you could save up to 40% off the cost of a new bike! We are now working with 2 initiatives.

Bike Facilities

We have provided bike storage across campus for both staff and students; bike bays are located in the front car park for students and by the 3G pitch for staff use.

To use the Bykebins available to hire on site; there will be a refundable charge of £30. Replacement keys will be charged at £10. Alternative storage is provided with the cycle shelter; students however must provide their own cycle locks when using this facility. Please note all bikes are left at owners risk.

One HNC Bike Hub

One HNC Bike Hub is a one-stop-shop for all your cycling needs. The hub aims to increase the amount of students and staff using active travel (walking and cycling) by providing bike maintenance space, tools. Over time the college aims to invest in developing bike skills, cycle confidence and cycle proficiency training, signposting to recycled bicycles as well as loads of useful information about cycling.

Car sharing Networks for staff:

Staff information to be made available centrally on teams for those who would like to express interest in car sharing in order to facilitate link up arrangements.

4 dedicated car sharing parking bays are available near to the 3G pitch.

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2. HNC Parking Permits

A permit is required for anyone wishing to use HNC car parks.

- Green permits are issued for staff
- Different coloured permits are issued for Students (termly basis)
- Temporary permits are issued to visitors

3. Allocation of Parking Permits

Staff & Governors:

All staff members and Governors are allocated permits for the rear car parks on request from Student Services.

There are 150 general parking bays available on a first come first serve basis. Allocation of permits to staff may exceed the number of available spaces by a small amount. This will take into account staff holidays, shift-working and sickness. The number of available permits will be reviewed and adjusted if necessary by the senior leadership team.

Permits are not transferable.

Permit holders will not be allocated a parking space.

Staff and Governors are permitted access to the student car park for loading and unloading purposes daily before 8.30am and after 4.30pm.

Students:

Student parking is available at the front car park only.

There are 58 general parking bays available for cars.

All student parking permit applications will be allocated as outlined in section 4. Allocation of permits will not exceed the number of available spaces.

All permits are subject to review and will be re-applied termly.

There will be a **refundable** charge for barrier cards for permitted car park users for the duration of the term of £30. Replacement cards will be charged at £10.

Permits are not transferable.

Permit holders will not be allocated a parking space.

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Blue Badge Holders

HNC has a commitment to ensure people who have a disability and or mobility impairment have assistance in accessing our premises for the purpose of academic study and employment.

Student Drivers with disabilities, will automatically qualify for a permit, on completion of an application form and submission of a copy of their Blue Badge, driving licence and insurance details.

6 parking bays for staff and governors who are blue badge holders are located in the rear car parks.

4 parking bays for students (or visitors) who are blue badge holders are located in the front car park.

The blue badge must be displayed at all times.

Visitor Parking

Visitors to the college are to be encouraged to use sustainable methods of transport.

10 parking bays are available to college visitors (x8 parking bays in the student car park at college and x 2 parking bays in the staff car park) on a first come first serve basis.

Visitors must report to Reception on arrival at the College and will be asked to log their vehicle registrations. They will be issued a visitor parking permit which is to be displayed in their vehicle for the duration of their stay.

Contractors

Contractors must report to Reception on arrival at the College and will be asked to log their vehicle registrations and location on a daily basis unless exceptional circumstances apply.

There are 6 parking spaces available for contractors (x3 in the staff car park and x 3 in the student car park) which are to be used unless this is not practical due to the location of or type of contractor work including size of vehicle.

Contractors will be issued a visitor parking permit which is to be displayed in their vehicle for the duration of their stay.

4. Applying for a Student permit

Students can apply at any point of the academic year for a student permit on the understanding that allocation of permits will only be undertaken in the lead up to each separate term (Autumn term – September to December, Spring term January – March / April and Summer Term April/May - July) .

To apply, students must complete an online application form (available from Student Services and Via Teams) and it must be submitted to the Student Services Team (stuhelp@huddnewcoll.ac.uk).

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Please note that confirmation of receipt of applications forms cannot be given due to the volume received.

In order to operate a fair and robust student permit allocation system, permits will be assigned to students chosen in order by a random number generator from the full list of those that have applied.

Issued permits will be for the duration of the following term only. Dates will be clearly recorded on the permit.

The outcome for all applications will be communicated individually to applicants via college.

If randomly chosen to be allocated a permit, please be aware that the permit will not be issued until the following documents have been presented to and verified by the Student Services Team:

- Driving License
- Car insurance details to confirm that you are a named driver on the insurance policy
We recognise that some students buy short-term (e.g. monthly) insurance. Please be aware that when your insurance runs out you must bring the renewed certificate to the student help desk.

By applying for a permit, students are agreeing to comply with the terms of this policy. Any failures to comply will be dealt with as listed under section 8 of this policy.

If a student is not randomly chosen to receive a permit, they will be added to a waiting list in the event of spaces becoming available during the term. The order of the waiting list will again be determined by the random number generator to ensure fairness.

5. College Car Parks – Access and Exiting

Staff and Governors (and invited visitors) car parks:

All staff / Governor permit holders (and invited visitors on a temporary permit) will be able to access the rear car parks anytime throughout the day.

Any cars left in the car parks overnight do so at the owners own risk.

Non-permit holders can relocate their cars into staff only car parks outside of college opening hours as permitted by lettings etc.

Student and visitor car park:

Student permit holders and visitors can access the front car park anytime during college opening hours.

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6. Permit Holders – General Conditions

Please be aware the completion of an application for a parking permit signifies acceptance of the conditions of use.

Permits can only be used for the registered vehicle. Vehicle changes must be notified to the Student Services Team.

Permit holders are required to display their allocated permit within their vehicle at all times.

Staff and students may park motor-cycles and scooters (including electric scooters) on the College site, provided they are parked securely in the designated area for motor-cycles and scooters (next to the bike storage). Motorcycles and scooters will not have a permit to display, however registration details must be held by the Student Services Team. Please note all are parked at owners risk.

All permits remain the property of HNC and are not transferable. If a permit is lost or misplaced this must be reported to Student Services Team and a new one will be issued.

It is prohibited to alter, tamper with, duplicate or forge in any way the College permits. This action may result in disciplinary action.

The Estates Team are also authorised to act where they see a vehicle and/or driver breaking vehicle parking guidelines.

7. Terms of parking

- Car park restrictions (as outlined within this policy) apply from 5am to 5pm Monday to Friday. Vehicles are only to be parked on HNC premises where the driver has legitimate business at the College – to work, to learn or to visit.
- Any vehicle parked on HNC premises must comply with the provisions of the Parking Permit Scheme and display a valid parking permit at all times.
- There is a 5 mph speed limit within campus area, which must be observed at all times.
- All roads within the College campuses come under the Road Traffic Act.
- Persons parking vehicles on HNC property do so at their own risk.
- All accidents and injuries in any HNC car parks must be immediately reported to the Estates Team.
- Access to all HNC premises, including car parks, is by permission of a staff member. Anyone accessing the college campus must be registered as a staff member, student, booked visitor or contractor.
- HNC retains the right to refuse entry to vehicle parks and to require users to leave parking areas and to remove their vehicle, any time and at its own discretion.

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- The Estates Team may authorise parking areas to be temporarily cordoned and dedicated for specific and temporary operational purposes. These temporary closures will be communicated via College Communications in advance where possible.
- All vehicles must be properly parked within a designated bay.
- Major repairs, servicing or valeting of vehicles are prohibited within the vehicle parks or HNC grounds. Where a vehicle is immobile due to breakdown, temporary access will be permitted for recovery vehicles (e.g. AA, RAC, Green Flag, garage recovery) for the purpose of undertaking minor repair and/or recovery.
- Parking is prohibited specifically in the following areas, locations or circumstances:
 - on yellow lines
 - on areas hatched with yellow lines
 - on grassed areas, on foot paths or turning areas
 - In areas temporarily cordoned and dedicated by the college for specific and temporary operational purposes
 - In areas marked for minibuses only.
 - In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work
 - in a location which blocks entry or exit for emergency or delivery vehicles
 - In disabled parking bays without a blue badge on display.
- You must not:
 - Sound your horn unnecessarily
 - Tailgate other cars through the barrier
 - Carry more passengers than the car is designed for
 - Drive in a manner that endangers other users of the campus
 - Distract others by, for example, playing loud music or revving your engine
 - Sit in your car alone, or with others, during non-lesson times
 - Pass your car keys onto others or allow them to sit in your car during non-lesson times
- Motorcyclists must not drive on the pavement to avoid going through the barrier, and you must park in the motorcycle parking area.

8. Failure to Comply

It is important that enforcement of the Car Parking Management Policy is carried out and parking which is in breach of this policy will result in the permit being revoked.

If a vehicle is parked in breach of this policy, the driver will be notified. Each failure to comply will be considered on an individual basis but the starting position of the college is that drivers' (staff and students) will automatically lose their permit. No warning notice will be given. The decision taken by the Senior Leadership Team is final.

Staff failure to comply with these terms will result in the temporary loss of the permit for the remainder of the term. The permit will be reissued by Student Services in the lead up to the new term.

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Student failure to comply with these terms will result in the loss of the permit for the remainder of the term. The student will have the opportunity to reapply for a new permit in line with the procedure noted above. Please note that continuous abuse of this policy may render you unable to apply for permits in the future.

Access to all College premises and grounds is by permission of the College. The College retains the right to refuse entry to College grounds.

Persons using College grounds may be asked to leave, and to remove their vehicle, at any time and at the College's discretion.

9. Charges

Parking at HNC is free of charge.

HNC however reserves the right to introduce charges at any time with one terms notice.

10. Liability

Under Health and Safety Legislation the College has a liability to ensure that car parks are structurally safe and safe for entry and exit. Under the same legislation the College has no liability for damage to or loss of property belonging to the user such as the vehicle or vehicle contents.

v.	Date	Author(s)	Comments	Approval Route/ Date	Date
1	2023	Claire Coupland	Introduction of the policy to allow for transparency in expectations and requirements of parking on site. Offers clear notice of action to be taken for non-compliance and the process to be adopted for issuing student passes.	Approval by SLT	26.06.23 Next review June 2024
2	2023	Claire Coupland	Policy change to address refinements needed to be made to best manage visitor and contractor parking.	Approved by SLT	15.09.23 Next review remains as June 2024
3	2023	Claire Coupland	Policy changes made to accurately reflect the available number of student parking bays given increased number of visitor bays.	Approved by SLT	14.11.23 Next review remains as June 2024

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