

TRAFFIC, PARKING and PERMIT REGULATIONS 2010/11

1. General Information

The University campus is private land and drivers who bring their vehicles on to the campus do so at their own risk. The University accepts no responsibility or liability (whether such liability arises out of contract, tort, statutory duty or otherwise) for any loss or damage that occurs to any vehicle or its contents while that vehicle is on University land, whether with permission or not. In order to comply with the Health and Safety at Work etc. Act 1974 and other legislation, the University must apply regulations to control the traffic flow and car parking to maximise safety on campus. Enforcement of the University Traffic, Parking and Permit Regulations is by the application of sanctions approved by the University authorities and imposed by the Director, Resources & Operations on behalf of the Vice-Chancellor.

2. Vehicle Registration

Anyone wishing to bring a vehicle on to University property/land must register it with the University and where applicable obtain a vehicle permit. No permit is required out of hours (4.30 pm – 8 am) in Pay & Display areas. Motorcycles and mopeds do not require a permit but must still be registered. Students should register their vehicles via the Student Centre, Bannerman Centre. All other registrations are handled by Main Reception, Wilfred Brown. Vehicle permits must be clearly displayed in the vehicle whilst parked on University property/land. Vehicles not displaying a current vehicle permit will be deemed not to be registered and be subject to sanctions (see Section 5). Where parking access control is in operation, the necessary access card will also be issued on registration.

3. Traffic Regulations

- 3.1** Vehicles must enter and leave the University campus by the authorised signed entry/exit points only
- 3.2** Drivers must comply with all traffic signs erected on the University campus. They must also comply with any reasonable directions from University staff and/or their Agents controlling/regulating traffic flow/parking
- 3.3** The speed limit on all University property/land is 15 mph, unless otherwise indicated
- 3.4** Vehicles must be driven with due care and attention at all times
- 3.5** All drivers must be in possession of a relevant valid driving licence for the vehicle they are driving
- 3.6** All vehicles and drivers must be covered by relevant and adequate insurance at all times

- 3.7** All vehicles must display a relevant valid road fund licence (tax disc)
- 3.8** Vehicles not displaying a relevant valid road fund licence (tax disc), even if registered with the University, are not allowed on University property/land as they are not covered by insurance. Such vehicles found on the University campus will be regarded as abandoned and the owner/keeper will be fined and the vehicle removed from the campus in accordance with Sanction 5 below. *Please also be aware that the DVLA carry out periodic checks and will clamp or tow away any vehicle that is not displaying a valid road fund licence (tax disc).*
- 3.9** Vehicles and motorcycles are not allowed to drive or park on pedestrian footpaths at any time
- 3.10** Skateboarding and rollerblading on University property/land is prohibited

4. Parking Regulations

- 4.1** Parking is prohibited at all times on:
 - 4.1.1** Emergency access areas (marked with diagonal yellow lines)
 - 4.1.2** Double yellow lines
 - 4.1.3** Grassed areas unless marked as a designated parking area
 - 4.1.4** Yellow cross hatched lines
- 4.2** Disabled parking bays are reserved for vehicles clearly displaying a valid disabled persons badge along with the driver's current University vehicle permit
- 4.3** All motorcycles and mopeds must be registered and parked in specific designated areas
- 4.4** All vehicles must be parked in accordance with the vehicle Permit Conditions, Section 7 below
- 4.5** The possession and display of a vehicle permit does not guarantee a parking space. Car parks are clearly marked and no vehicle may be parked on University property/land except in designated parking spaces

5. Sanctions

- 5.1** Vehicles parked so as to obstruct emergency vehicle access, emergency exits from buildings and/or movement of vehicles will be removed immediately from the University's property/land. The University reserves the right to charge the owner of the vehicle all sums properly incurred in removing the vehicle
- 5.2** Vehicles that are left on University property/land in an un-roadworthy condition or not displaying a valid road fund licence (tax disc) will be classified as 'abandoned' and the following action taken:
 - 5.2.1** a notice will be fixed to the vehicle indicating a period of 7 days notice for the vehicle in question to be removed from University property/land
 - 5.2.2** if the vehicle has not been removed by the end of this period of notice, disposal action will be taken

- 5.3** If a total of 3 of these sanction contraventions occur in an academic year, the vehicle driver will be banned from obtaining vehicular access to University property/land for the remainder of the academic year

6. Suspension

The University reserves the right to suspend normal parking regulations in the case of major events such as Graduation periods or emergencies

7. Permit Conditions

By obtaining a Brunel Vehicle permit you agree to abide by the University's Traffic, Parking and Permit Regulations in force at the time the vehicle is brought on to site and these specific conditions.

- 7.1** All applicants must read, understand and agree to comply with the Brunel University's Traffic, Parking and Permit Regulations (hard copies are available from Main Reception, Wilfred Brown or the Student Centre, Bannerman Centre)
- 7.2** Brunel University reserves the right to withdraw permission for parking and/or vehicle access if the Traffic, Parking and Permit Regulations in force at the time are not complied with
- 7.3** Possession of a vehicle permit does not guarantee a parking space. All permits are issued on a licence to hunt basis only. It is anticipated that demand will exceed supply
- 7.4** Permit holders must park in a marked bay appropriate to their permit type
- 7.5** Annual and temporary vehicle permits are not valid in pay and display bays. To use a pay and display bay a ticket must be purchased for the appropriate time and the ticket clearly displayed on the dashboard
- 7.6** Permits must be clearly displayed in the front windscreen of the vehicle when parking on site. Permits are only valid for use with the vehicle registration(s) printed on the permit and registered with the University. Altered permits are invalid. Only original permits are valid (no photocopies)
- 7.7** Acts of fraud, such as altering, tampering, duplication or forging of permits, including acts of personation (such as obtaining a permit in another person's name) will not be tolerated. Appropriate disciplinary action will be taken against individuals found to have committed any such offence. This will also result in the immediate withdrawal of parking rights
- 7.8** Vehicles parked in contravention of the Traffic, Parking and Permit Regulations will be issued with a parking penalty charge
- 7.9** Information supplied on the permit application must be correct. The University must be notified of any permanent change in details given on the application, e.g. vehicle registration number, home post code, contact details etc. Staff and tenants should notify Main Reception, Wilfred Brown. Students should notify the Student Centre, Bannerman Centre. The University reserves the right to charge an administration fee for amendments
- 7.10** All resident students and students living within a two mile radius of the University are not eligible for a vehicle permit unless in possession of a valid disabled person's badge.

Students are required to surrender their vehicle permit if they take up accommodation on campus or move within a two mile radius of the campus

- 7.11** Any permit issued is for the use of the applicant and is not transferable
- 7.12** Security should be notified of any vehicle accidents that occur within the grounds of the University
- 7.13** If a permit is no longer required it should be surrendered to Main Reception, Wilfred Brown (staff/tenants/contractors/visitors) or the Student Centre, Bannerman Centre (students). If you have paid for your permit in advance, any refund will be calculated on a pro-rata basis and may be subject to an administration charge; Students will be refunded pro rata by term. Finance will be notified to cease deductions for permits paid for via payroll for staff. Refunds will only be calculated from the date the permit is surrendered
- 7.14** In the event of loss of a vehicle permit or access ID card, please notify Security or Main Reception Wilfred Brown (staff/tenants/contractors/visitors) or the Student Centre, Bannerman Centre (students) at the earliest possible opportunity. The University reserves the right to charge an administration fee for replacements
- 7.15** Permits are invalid from the day following the expiry date shown on the permit
- 7.16** Any vehicle registered with the University remains the responsibility of the applicant until the permit is de-registered and any costs relating to the vehicle will be passed to the applicant for payment. This may include the period following expiry of the permit
- 7.17** It is your responsibility to ensure that payments are taken from your salary to cover the due cost of your parking permit. The University will claim back any outstanding amounts. Furthermore, the University may revoke your permit if, for any reason, due payment is not made in full

Brunel University reserves the right to amend the Traffic, Parking and Permit Regulations at any time when necessary. Copies of this document can be found on the intranet and e-vision. They will also be available from Main Reception, Wilfred Brown and the Student Centre, Bannerman Centre desks

8. Student permit

Valid for the registration shown on the permit, in standard white bays in the areas identified for student parking only. Not valid for use in:

- a) spaces marked with a RED dot
- b) reserved spaces (marked in green)
- c) marked 2+ bays**
- d) pay and display
- e) disabled bays (unless displaying a valid disabled person's badge)

9. Employee, Contractor and Visitor permit

Valid for the registration shown on the permit, in bays marked with a red dot only. Not valid for use in;

- a) any standard white unmarked bay allocated to student parking
- b) reserved spaces (marked in green)*
- c) 2+ car share bays** (unless you are displaying a valid 2+ permit)
- d) pay and display
- e) disabled bays (unless displaying a valid disabled person's badge)

**tenants with allocated parking will be issued with a red dot permit stating the specific area for which the permit is valid printed on the permit . These permits are valid only in the area identified on the permit (parking elsewhere on campus is limited to a maximum of 15 minutes for loading/unloading only)*

***dedicated 2+ bays for car sharers will be introduced to staff on a trial basis in September 2010, if successful this opportunity will be extended to students. Holders of 2+ permits may not park in any other bay except marked 2+ bays (except for disabled person's badge holders who may park in disabled bays). Use of 2+ bays will be closely monitored to ensure that this facility is not being abused by sole occupancy vehicles. Drivers who are granted 2+ permits are allowed these on the basis that they car share and it is therefore expected that sole occupancy journeys will be kept to a minimum*