

## Parking and Traffic Regulations Policy

Category:	Facilities
Number:	FA6
Responsibility:	Director of Physical Plant
Approval:	Administration, November 16, 2016
Amendments:	Every 5 years or as circumstances warrant

### PURPOSE

The purpose of this policy to facilitate the safe and orderly conduct of all University business and to provide parking services in support of this function within the limits of available space. All persons using University parking facilities are subject to University policies and procedures, including the Student Code of Conduct (if applicable) and regulations detailed hereunder.

### SCOPE

This policy applies to all persons operating and parking a motorized vehicle on the Algoma University campus and is in effect twenty-four hours per day every day of the year.

### POLICY

#### GENERAL TERMS AND CONDITIONS

Physical Plant and Security shall monitor all parking lots on University Property in an effort to enforce these regulations. The City of Sault Ste Marie may, at their discretion, also monitor and enforce the roadways, fire routes, loading zones and accessible spaces on University Property.

Parking is enforced twenty four hours a day, seven days a week. Parking on University property is “paid parking only”, unless otherwise noted. All vehicles using parking facilities on Algoma University property must have valid license plates and government issued validation stickers.

Failure to comply with these Regulations may result in fines, cancellation of parking privileges; and/or tow away and storage of the vehicle at the owner’s risk and expense. Severe violations maybe subject to Student Code of Conduct sanctions. The Regulations apply to all motorized vehicles including but not

limited to motorcycles, motor scooters, mopeds, and motorized bicycles. Snowmobiles and all-terrain vehicles or off-road vehicles are not permitted to be operated on University Property. These regulations are in effect for twelve (12) months of the year (including orientation, study breaks, exam breaks, holiday breaks, and summer months).

The University reserves the right to reduce or suspend parking privileges or services provided in certain areas, during labour disruption, emergency disruption, special events, maintenance, ongoing construction or any other unforeseen disruption. In certain circumstances, staff, faculty, students & community members, etc., may be required to park in an area other than their normal parking area. Physical Plant will make every effort to give reasonable notice under such circumstances.

Parking is permitted only in designated areas. No vehicle shall occupy a space in a parking lot other than within the limits set out by the lines, curbing, markings or signs. Parking on hatched marks will result in being ticketed, and could result in being towed or having parking privileges suspended. The University having marked approved spaces is under no obligation to mark areas where parking is prohibited. Parking is not permitted on road shoulders, grassed areas, sidewalks, interlock bricked areas and any other area that is not specifically designated as a parking area.

Persons who park in designated pay per use areas, who by any means or method, fail to pay or pay the appropriate fee (for example, through curbing jumping, piggy backing, assistance from another person) will be fined, ticketed and/or towed, and will have their parking privileges suspended. No vehicle shall remain parked in a metered space if the meter is out of order or if the meter has been hooded by a parking meter cover.

Oversized vehicles will need to consult Physical Plant/Security in advance for permission to park on University property that will require more than one parking space, including vehicles towing trailers, etc. Additional fees and parking lot restrictions may apply.

The University shall not be responsible for any damage or loss to a motor vehicle, or its contents, however caused. Any damage or loss should be reported to Campus Security.

The University reserves the right to provide open parking as deemed necessary.

## **PROCEDURE**

### **AUTHORITY**

The Algoma University Parking Regulations are authorized by the University Administration. The Department of Physical Plant is delegated the responsibility, implementation and enforcement of this policy.

## **PARKING ALLOCATION**

Administration, faculty, staff and non-residence students may purchase a parking pass or may park in the designated pay per use areas. Residence students that require parking must first purchase a parking pass and register their vehicles with the Housing Office.

Visitors may park in designated areas on a pay per use basis. Metered parking is available in the front loop of Shingwauk Hall.

Operators of motorcycles and other similar vehicles that require licensing through the Ministry of Transportation are also required to purchase a parking pass. Motorcycles may also park at the pay per use parking spaces with proper payment. Motorcycles may be redirected from the gate arm controlled parking lot to alternate parking on campus if there is a safety concern.

## **ACCESSIBLE PARKING**

All vehicles that are parked in Accessible/Disabled Parking areas must display the Ontario Ministry of Transportation Accessible Parking Placard issued for the said person, and a valid paid parking permit issued by Physical Plant.

Faculty, staff, and students who wish to obtain an Accessible/Disabled parking permit must first obtain permission from the Physical Plant Director and will be required to display the University's own parking permit as well as the Ontario Ministry of Transportation Accessible parking permit.

A driver with an Accessible/Disabled Parking Pass who parks at a metered parking spot must still pay the required metered fee. Faculty, staff and students must display the University parking permit issued by Physical Plant. Tickets issued for non-compliant parking in accessible spaces can be very substantial.

## **PARKING FEES**

Parking access must be purchased by employees, students and guests. Access will be activated on a valid student or employee card. The access is solely for the use of the person to whom they are issued, and are not transferable.

Once parking access has been granted employees, students and guests are responsible for making themselves aware of the Parking and Traffic Regulations, and shall be responsible for any violations, regardless of the actual driver of the vehicle.

Pass holders who have forgotten their student, employee or designated parking card must pay the exit fee at the gate. It is the pass holder's responsibility to keep their pass with them.

## **TRAFFIC CONTROL**

Drivers must operate their vehicles safely and obey any direction given by sign, road markings, device, or person charged with the responsibility of traffic control on University property. Violators may be fined and/or have their parking privileges revoked.

## **SPEED LIMIT**

Unless otherwise posted, the speed limit on University roads is **20 kilometres** per hour.

## **TOWING OF VEHICLES**

A vehicle may be towed away and stored at the owner's sole risk and expense at the discretion of the University.

Towing may occur in situations including, but not limited to:

- a) The vehicle is obstructing traffic flow, parking lot maintenance or snow removal.
- b) The vehicle is parked in fire route.
- c) The parking is creating a safety hazard.
- d) Triple parking.
- e) Where the driver is known to be a repeat offender or under suspension.
- f) The vehicle is parked on University roads, any walkway system, loading areas, landscaped areas, or areas with specific tow warning signs.
- g) Where the driver of a vehicle has failed to obey the directions of a member of Physical Plant or Security, and the vehicle is parked in a contravention of those directions.
- h) The vehicle is deemed abandoned.
- i) The owner of the vehicle no longer lives in residence.
- j) The vehicle is parked illegally in a designated Accessible/Disabled parking space.

## **VIOLATIONS**

The following is a list of acts that are considered violations of the Parking and Traffic Regulations Policy. These acts include, but are not limited to:

- Speeding.
- Exiting parking lot without valid pass or making payment (i.e. stealing parking).
- Knowingly assisting others in exiting without valid pass or making payment.
- Insufficient funds for metered parking.
- Parking in an undesignated area on campus.
- Causing damage to any university property in the parking lot.
- Sharing your parking pass with another.

Any violation of these regulations shall make the operator and/or the owner of the vehicle subject to city parking regulation fines and/or other penalties which may include the removal of the vehicle from

campus, the suspension or cancellation of parking privileges or the withdrawal of vehicle access privileges to campus.

The University also has the right to consider invoking other university policies as deemed necessary. These policies include but are not limited to [Student Code of Conduct](#), [Respectful Workplace Policy](#) and the [Health and Safety Policy](#).

### **APPEALS**

If a permit holder and/or owner has reason to appeal a fine, he/she must do in writing to the Director of Physical Plant. The grounds on which he/she is appealing must be included with the appeal. The appeal must be submitted within 7 calendar days of the date of the violation. After such time, any outstanding violation appeal is not subject to consideration.

Once an appeal has been received and a decision has been decided, no further appeal will be considered.

It is the responsibility of the person appealing to ensure that the appeal has been received by the Director of Physical Plant within the time limit specified above.

### University Property

The lands and grounds owned and leased by the University are “PRIVATE PROPERTY” and the university reserves the right to control motor vehicle access to and driving on University Property. The University allows parking and driving on campus grounds only upon the terms and conditions set forth in these regulations. Provincial laws and municipal by-laws applicable to campus grounds may be invoked by Algoma University at any time for the purpose of preventing unauthorized parking and ensuring access to fire routes.