Car Parking Policy

Audience	**All**
Requirement	**Extra**
Policy Owner	**Estates Manger**
1st Delegation	**SLT**
Last Delegation	**NA**
Review Cycle	**Every 2 years**
Last Review	**July 21**
Due for Review	**July 23**

Function
The purpose of the Car Park Policy is to control the access to the car parks and use of them by authorised College staff, students and visitors. Estates Services monitor the use of the roads around the College.

Responsibilities

Estates Services Manager
Has overall responsibility is responsible for the provision of the car parking service, the development and revision of policy, and the resolution of disputes.

Estates Services are responsible for:

- The maintenance of records for parking notices issued.
- The issuing of enforcement letters and general security.

People and Culture Team
Making all new staff aware of the Parking Policy when they attend their Health & Safety and Security Induction.

Reception Staff
Record details of visitor-owned vehicles parked on site when they sign in.

All Staff and Students

All members of the College who are issued with a Parking Permit have responsibility to:

- Ensure that they keep proper control of their vehicle and park in the proper parking bays
- Do not lend their permit to or allow it to be used by any other person

Authorisation of access to all areas of Fareham College Car Parks
The only persons entitled to use the College Car Parks are those who are issued with a current parking permit. A parking permit does not guarantee a parking space.

Visitor Parking
Dedicated visitor parking places are available for visitors to the College and are not for staff or student use. Visitor parking bays may be reserved using Estates Requests and the bay will be denoted with the name of the intended user. All visitors must record their registration when they sign in at reception.

Access to Disabled Parking Bays
All persons with a Disabled Parking Badge are entitled to use the Disabled Parking Bays around the campus. Contractors may be allowed to use a specific parking bay for the purpose of unloading or delivery of materials, or disposal of waste materials. Any other use is not permitted and unauthorised parking will be subject to redress in accordance with this policy.

Restricted Parking Areas

The following areas are subject to restricted parking:

- Areas marked with double yellow lines.
- College Vehicles Parking. West of E Building the marked areas for College Vehicles are extralong for 4 minibuses and 2 College cars. These may be used if empty during the daytime but should be kept clear in the evenings to allow college vehicles to be correctly parked.
- Hammerhead. East of D Building production kitchen, the Hammer head is the only turning circle for delivery and service vehicles. Parking in the Hammerhead is STRICTLY FORBIDDEN as doing so can incur penalties on the College by suppliers and loss of essential services.
- Service Road between B Building and the William Price Building. Only vehicles that can be Page2
  moved by Estates staff immediately may be left in this road and then only temporarily. This road is a main access for emergency service vehicles should access South of the William Price Building be closed.
- Energy Centre/Switch Gear/Grounds Store. Uninterrupted access to the Energy Centre West of the William Price Building and the mains electrical incoming switch gear and meter room West of E Building is required at all times and is restricted to vehicles that can be moved quickly by Estates staff. The Grounds store is also West of E Building and is dedicated to the Road Sweeper and trailer parking only.
- Visitors and Short Stay. Parking bays at the front of the College to the left on the entrance gate.

Procedures for monitoring use of Car Parks

The Car Parks will be monitored and patrolled by Estates. They are authorised to issue parking tickets to drivers of offending vehicles, stop vehicles found speeding, and record the vehicle details which will be passed to the Estates Services Manager. Recipients of parking tickets will be spoken to by their Line Manager/Tutor in line with the Disciplinary Procedures.

Parking Permits

All staff and students must display a valid parking permit.

The parking permit is to be used to identify any vehicle using the College Car Parks and to inform Estates Services of any authorisation to park on the campus. For staff, the application form is available on the College Intranet. By signing the staff form the applicant is agreeing to a 0.3% deduction from gross basic salary, this is deducted from monthly pay in exchange for a parking permit. The permit entitles you to park at Fareham College, CETC and CEMAST during College opening hours. For students, forms are available from Reception. Currently there is no charge for student parking.

Registration Numbers

- Staff registrations will be held on Your Space. Staff must ensure that their registration number is kept up to date on the system.
- Students registrations will be held on Prosolution. Students must ensure that their registration number is kept up to date by informing Reception on their respective campus of any change.

If you live one mile or less from your main place of work, you will not be entitled to park, however you can appeal this decision in writing to the Principal.

Procedures for Persistent Parking Offenders

When a vehicle is identified as parking inappropriately, they will receive written notification from the Estates Services Manager informing them that they have been recorded as parking inappropriately and if they offend again then their parking permit will be revoked. Individuals parking without a permit will be spoken to by their Line Manager/Tutor in line with Disciplinary Policies.

Procedures for Vehicles driven inappropriately or dangerously

The driver of any vehicle found to be driven inappropriately or dangerously on the College grounds, or at the entrance or exits to the campus, will be advised accordingly and their details will be recorded. Repeat offenders will have their permits revoked.