

Car Parking Policy



OWNED BY:		Estates and Environment Manager			
DATE OF LAST REVIEW		September 2024			
PLANNED NEXT REVIEW:		September 2027			
APPROVAL:		Senior Leadership			
APPLIES TO:	Staff	✓	Student	✓	Public

1. Introduction

This Policy details the principles and conditions of use for the College car park.

2. Policy Context

The operation of the Car Park is intended to help realise a large part of our Travel Plan. The goal of the Travel Plan is to reduce car journeys by promoting sustainable transport. Car travel is the largest component of our Carbon Footprint which can have a negative impact on health and the environment. It is also a significant cause of death or injury amongst young people. The intentions of the Travel Plan are to:

- protect the environment by reducing the need for more green spaces to become additional parking
- work with local community partners to improve the availability, convenience and quality of public transport serving our sites and to maintain or increase numbers travelling by bus
- ensure safe access and egress from our sites, the town and surrounding settlements
- accommodate growth in student and pupil numbers without increasing road traffic

The Travel Plan ensures there is a safe, convenient, affordable and reliable option for virtually all students. The College discourages student driving for reasons of safety and also because of the environmental impact. Where students decide that parking is their best option we levy a charge that contributes to maintenance.

Due to high house prices in the Cirencester area, the vast majority of our staff live some distance away from the College. This is a rural area where 76% of people travel to work by car. Many staff do not currently have access to public transport that serves the hours they work or for the areas where they live in. Many have long and expensive journeys to work. As a result, we currently provide free parking for staff and visitors.

3. Safety

Safety is of paramount importance to the College and all vehicle users on College Grounds should drive in a safe manner according to prevailing conditions and observe a speed limit of **10 mph** at all times. Inappropriate driving may result in restricting access for individual users from using their vehicles on College grounds. Additionally, accidents (especially involving or resulting in injury) will be reviewed against the 'Student Code of Conduct (Disciplinary Procedure)' and could result in suspension or expulsion.

4. Fees

To help defray the cost of maintaining the College's car parks and to encourage the use of public transport, fees will be applied in accordance with the College's Fee Income Policy, which is determined and reviewed by Leadership annually. At the start of each academic year there will be two weeks when the entry barrier is not in operation; fees are set to reflect this with the charging period not starting until the barrier comes into operation.

5. Vehicle Owner's Risk

Parking on College sites is at the risk of the vehicle owner and the College does not accept responsibility for vehicles brought onto campus, including damage whilst parked in the car park or driving within college grounds.

6. Usage

Parking must take place in designated parking areas within the main car park only and vehicle users should not restrict access to entrances or hinder other vehicle users. Parking in the main car park will be on a 'first come first served' basis. The College cannot guarantee parking space availability and users should allow sufficient time to ensure they can access other parking (e.g. public car parks in Cirencester) if necessary.

7. Parking off site

If vehicle users park off site, they are requested to park with consideration for local residents. This includes not parking a vehicle in such a way that blocks driveways or creates access issues for local residents and other road users, including emergency vehicle access. The College is not responsible for any fines or other penalties that a vehicle user may incur: where a vehicle user parks is the sole responsibility of that user and they should be observant of any parking restrictions, timings and fees that may apply. The College will not respond to complaints about off-site parking.

Additional parking for students is available at Cirencester Hospital (see Appendix A).

8. Registration of vehicle or vehicles

Student users of the College's car park must register the vehicle or vehicles that they intend to use. This is required to confirm that a vehicle owner has valid insurance for their vehicle, that the vehicle owner can be identified for security purposes and that the vehicle owner accepts the specified conditions of use and the principles of this Policy. Access at the barrier is via presentation of student ID card.

Staff are required to register cars via Reprographics. This will allow the ANPR (Automated Number Plate Recognition) system to give access at the barrier. Staff ID cards are also configured and must be used should the ANPR not provide access.

It is incumbent on staff sponsoring visitors to make arrangements for using the College car park on behalf of their visitors and to brief them on any requirements (such as safety, insurance etc.) contained in this Policy.

College car parking is not transferable unless part of a car share scheme, which must be approved by Student Journey in advance.

Purchase of car parking does not guarantee a place in the car park, which may be particularly busy at certain times of the day.

9. Refunds

As a general principle, car parking **fees are non-refundable**, except at the College's discretion in extreme cases and in these circumstances a pro-rata refund, with a minimum of at least one term, will be made. The College does not refund fees for individual days that parking is not available. Equally, should the college for operational reasons, lift the barrier for limited periods of time, no refunds will be made: this is because the fees charged are relatively small and intended to help defray costs.

10. Behaviour

All vehicle users are expected to behave in a courteous and pleasant manner to other vehicle users, students, staff and visitors. Rude, aggressive or unpleasant behaviour could result in an individual being banned from using their vehicles on College grounds. This is in addition to any other measures open to the College, such as the 'Student Code of Conduct (Disciplinary Procedure) and similar codes regulating inappropriate behaviour.

11. Car sharing

While the College recognises that Car-sharing is a way of reducing journeys it cannot be responsible for the safety of car-sharers. For this reason, the College discourages car sharing by students.

12. Parking for those with blue cards

The College provides two parking places immediately in front of Reception for use by blue card holders. However, we do have a number of disabled parking spaces in the main car parking, which is a case of first come first served, we cannot guarantee anyone a space. These can also be used for people with other mobility issues by arrangement.

13. Environmental Issues

Aside from the road surfaces the car park surface is permeable with drainage into the underlying bedrock. There is no run-off (See Green Campus Policy). Future projects may involve planting to replace post and rail barriers. The use of the Car-Park for solar arrays is also being considered.

DATA PROTECTION

When managing an employee's personal data information will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

EQUALITY

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all employees regardless of gender, age, race, marital status, maternity, ethnicity, disability, gender identity, sexual orientation or religion/faith

The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all. If any employee feels that this policy does not meet this aim please contact the College's Human Resources Manager.

Appendix A

Student Parking

To support concerns about parking safely, we have negotiated with the company running the lower-level car park near the hospital, for you to use their car park at a discounted rate. There are around 100 spaces available daily but obviously they go on a first come first served basis.

They are called Your Parking Space and they have an online pre-booking platform where drivers can pay for parking before their arrival and it works out cheaper to park.

Booking via the app also guarantees you a space, the car park is secure and covered by cameras so your vehicle will be safer than parking on the side of the road.

The 50% discount code to be used is: **CirencesterCollege50**. This will make a full days parking session £2 if you book prior to the day of parking and £2.50 if you book on the day.

Use the link [Querns Car Park Cirencester](#) where you can create an account.