

## **Driving on campus: General Guidance and Site Rules**

All rules and regulations relating to public highways must be followed on RGU premises.

Due to the high volumes of pedestrians on site, all staff, students, contractors, delivery Vehicles and visitors to the University must

- drive carefully
- adhere to all directional signage and speed restrictions as displayed on campus

Hazards on campus include

- pedestrians
- animals
- cyclists
- children
- buses
- delivery or service vehicles
- specialist vehicles eg tractors, mowers

Drivers must comply with all instructions given by University staff (Parking Attendants and Facilities Services staff) who are authorised to undertake traffic control or security related duties.

### **Treehouse Nursery**

Entrance 3 to the University off Garthdee Road brings traffic past the onsite nursery. Drivers should ensure they take the utmost care when driving in the vicinity of the Nursery.

### **Vehicle Movement Control & Deliveries**

As a consequence of the high volume of pedestrians, delivery vehicles must avoid reversing when possible, and be alert to pedestrians and other road users when carrying out any manoeuvre.

Deliveries will be restricted to site working hours only - Monday to Friday 8am to 6pm.

Designated bus stops are strictly for use by contracted buses and taxis. It is essential that this area is not used as a drop off/pick up point or parking during these times.

### **Access to campus**

There are 3 entrances to the University:

Entrance 1: 'main entrance' to the campus, by the Faculty of Health & Social Care and the Sir Ian Wood Building

Entrance 2: providing access to Aberdeen Business School and RGU Sport

Entrance 3: via Gray's School of Art (near West Lodge)

### **Travel routes on campus**

The road between entrances 1 and 2 on campus is 2-way traffic, as is the access to the main carpark at Aberdeen Business School.

The road from Entrance 3 past Grays, Garthdee House and the Annexe through to the exit at the East Lodge is one way.



### **Contractor Parking**

While contractor vehicles require access to the campus to carry out works and deliver goods, there is no guarantee by RGU that vehicle parking will be allowed on the site. Parking for company vehicles can only be arranged in advance by agreement with Estates.

Where Contractor parking is granted a visitor permit must be obtained from the building reception and displayed in the windscreen. Visitor permits are issued daily and are free of charge.

Vehicles parked without a parking permit may be liable to a parking charge notice.

### **Speed restrictions**

The speed restriction for all vehicles on campus is a maximum of 10mph.

### **Delivery and Service Yards**

The numerous delivery and / or service yards on campus are not authorised parking areas.

Vehicles are not permitted to turn within service or delivery yards.

### **Loading and Unloading**

Loading and unloading should only take place in designated service yards or loading bays. It is not permitted in designated drop off areas or parking areas.

#### *General guiding principles*

- The vehicle should be stable, with the engine switched off and brakes applied before commencing the loading/unloading process
- The activity should only be undertaken when the area is clear of traffic and people who are not involved in the process
- on level ground, ensuring the vehicle/area is clear of overhead restrictions such as cables, foliage etc.
- there should be no other simultaneous activities going on in the vicinity eg additional deliveries

### **How to report incidents**

Incidents should be reported to the nearest building reception and should be passed on to the Facilities Services Supervisor.

### **University Fleet**

There are separate instructions for staff or students who are booking University fleet vehicles.

Any drivers of University fleet vehicles must submit a completed Drivers Declaration form and provide an electronic copy of their DVLA license to Transport ([transport@rgu.ac.uk](mailto:transport@rgu.ac.uk)), and must inform the University if they

- develop a 'notifiable' medical condition or disability as specified by the DVLA
- a condition or disability has got worse since they got their licence

### **Parking restrictions**

The following are not permitted

- parking a vehicle other than in accordance with the RGU Parking Policy
- parking on yellow lines, cross hatched area, grassed area, on foot and cycle paths in turning circles, or in areas denoted within the Highways Code as such
- stopping in the bus bay, even for a very short period
- parking on zigzag lines
- parking in such a manner as to cause danger, an obstruction or in a location which blocks entry/exit for emergency or delivery vehicles - for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes
- parking a vehicle in a loading bay other than for the immediate purpose of loading or unloading
- parking in areas temporarily cordoned off and dedicated by the University for specific and temporary operational purposes
- parking in a disabled bay without a valid blue badge displayed
- to refuse a reasonable request by Estates and Property Services staff to move a vehicle