



**THE ROBERT GORDON UNIVERSITY
PARKING POLICY**

Revised Edition – May 2015

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Revisions to RGU Parking Policy

Revision	Change Record	Authorised	Date
August 2010	Minor changes to wording of parking charge notices	J Logan	18/08/10
April 2012	Minor changes to wording to provide clarification	J Logan	20/04/12
April 2013	Changes to permit and enforcement procedures	J Logan	01/04/13
April 2014	Changes to permit allocation	J Logan	16/04/14
May 2015	Changes to permit types	J Logan	05/05/15

1. The RGU Parking Policy

The Robert Gordon University (RGU) Parking Policy is designed to assist in the management of traffic and travel to and from the University in an environmentally responsible manner. The management of parking at the University is an important part of this process.

The main aims of the policy are to:

- ensure the safety of road and car park users
- encourage alternatives to one-person car commuting wherever possible
- enhance surveillance, control, and management of all vehicle parks through sanctions for breach of the rules specified in this policy.

Transport issues, particularly in relation to car parking, are of great interest to staff and students. This policy will ensure that resources for car and other vehicle parking are used to maximum effect, and will be as fair as possible to staff and students and benefit the whole University community.

Car parking at the Garthdee Campus is controlled by Euro Car Parks who have day to day responsibility for the operational aspects of the car parks.

2. Permits

Any member of staff, student or visitor to the University wishing to park a vehicle at any RGU site must display a valid permit. Permits fall into the following categories:

- **Staff Permits**– Business Users, SPARG, Garthdee, Woolmanhill.
- **Student Permits** – Garthdee, Woolmanhill
- **Car Share Permits**
- **Temporary Permits**
- **Visitor Permits**
- **Governor Permits**

Permits will not be required for staff or students using motorcycles or bicycles but these must be parked within the designated areas. Motorcycles and bicycles cannot occupy a car parking space.

2.1 Staff Permits

2.1.1 Business User Permits

Business User Permits (BUP) are primarily intended to allow specific post holders to carry out essential business needs efficiently. This may include senior managers and those who need to make frequent inter-site and off-site journeys. Members of staff who make occasional inter-campus journeys would not normally be eligible for a BUP.

Business Users must apply for permit annually online via the Euro Car Parks website, details of which can be found via the RGyU website.

The validity of a BUP application will be verified by the business mileage claimed in the previous academic session. Heads of School/Department will subsequently approve these applications prior to the permit being issued.

BUP holders can only park at Garthdee unless they are based at Schoolhill and have been issued with a BUP to park at Schoolhill.

Garthdee BUP holders visiting Schoolhill must book a parking space in advance by calling 01224 262212. If no spaces are available, alternative arrangements must be made. There are a number of public car parks nearby which may be used.

Allocation of a Business User Permit does not guarantee a parking space at any site.

2.1.2 Garthdee Permits

Members of staff based at Garthdee, whether full-time or part-time, can apply for a permit to park at Garthdee. Applications should be made on-line annually during

the application period via the Euro Car Parks website for the following academic year, details of which can be found via the RGyoU website.

All staff members who apply for a permit within the prescribed period of time will be allocated a permit.

Part-time members of staff who work the equivalent of 0.6 full-time or less will be eligible for a reduced rate on their parking permit.

Allocation of a Staff Permit does not guarantee a parking space.

2.1.3 Woolmanhill Permits

Any member of staff who works at a city centre location can apply to the Transport Manager for a parking permit for the Woolmanhill Student Residences car park. Permits will be allocated on a first come first served basis.

2.1.4 SPARG Members Parking

In order to recognise the working patterns and commitment required by the Deans and Executive group, dedicated parking spaces are allocated at both campuses. Consequently, SPARG members pay an additional cost on top of the staff permit/BUP rate.

2.2 Student Permits

2.2.1 Garthdee Permits

Any student based at the Garthdee campus can apply for a car parking permit, which will allow parking at the Garthdee site only. Applications for returning students should be made on-line annually during the application period for the following academic year via the Euro Car Parks website, details of which can be found via the RGyoU website.

Applications for new students should be made at the time of online enrolment. If the number of applications exceeds the allotted number of permits, priority will be given to those whose term time address is furthest from the University, and have fewer public transport options.

Unsuccessful applicants will be kept on a waiting list, and will be contacted should any permits become available.

All student permits are allocated based on the student's term time address. The University reserves the right to withdraw a student permit where it is found that this information has been falsified.

Students resident at the Garthdee flats on campus may apply for a permit for the Garthdee Campus.

Allocation of a Student Permit does not guarantee a parking space.

2.2.2 Woolmanhill Permits

Students who are resident at Woolmanhill and wish to park their vehicle can apply for a permit at the time of accepting their accommodation offer. Those residents wishing to apply for a permit in the course of the academic year should contact the Transport Manager. Permits will be allocated on a first come first served basis.

2.3 Car Share Permits

As part of the University's commitment to reducing the impact of vehicular access to its sites on the local and global environment, it has developed a car sharing scheme. Its aims are to:

- reduce the impact of single car occupancy on the local environment
- offer staff and students an alternative to lone driving wherever possible
- utilise RGU's limited car parking resources as efficiently as possible.

Priority is given to those who choose to car share. To encourage car sharing, the cost of permit is reduced and dedicated car share parking bays are available near each building on the Garthdee Campus.

Car sharing is when two or more registered drivers, who reside at different addresses, share the journey to and from the University by car. Individuals wishing to car share must register online via the Euro Car Parks web site, details of which can be found via the RGyU website.

The scheme is specifically for staff and students based at the Garthdee Campus, and all members must live at least 3 miles from the University. A car share team can include a mix of both staff and students as long as team members are registered drivers who reside at different addresses.

Only one car share parking permit will be given to each team and can be used by any of the designated drivers indicated on the application forms on the appropriate vehicle.

To encourage car sharing the University provides access to a secure RGU search facility that can be used to find a match. This search facility can be used to identify members for a car share team permit or for informal car sharing arrangements. Details can be found on the RGU Transport website (www.rgu.ac.uk/transport).

Allocation of a Car Share Permit does not guarantee a parking space.

2.4 Temporary Permits

Temporary Permits are available to staff, students and others who, exceptionally, require parking at the Garthdee campus on a short fixed term basis, normally no longer than three weeks.

Examples of those eligible under this category include Distance Learning students or post graduate students who do not normally study at Garthdee but are required to attend classes on a short fixed term basis, or staff employed at Garthdee on a short fixed term basis.

Temporary Permits are available by application the Transport Manager, Estates and Property Services, on the authorised form.

The fee for a Temporary Permit is £2.50 per day, payable in advance. Temporary Permits may be sponsored by a host department where that is appropriate.

Eligibility for a Temporary Permit must be validated in writing by the relevant Head of School/Department (or equivalent). Applications forms are available on the RGU Transport website or from the Transport Manager.

Temporary Permit holders are permitted to park in any ordinary parking space but not in a red visitor space, drop off space or disabled space.

Allocation of a Temporary Permit does not guarantee a parking space.

2.5 Mobility Impairments

The University's Board of Governors has declared a commitment to ensure that those who have mobility impairments have every possible assistance in accessing University premises for the purpose of academic study and employment. Parking bays for the mobility impaired are located as near as possible to the most appropriate entrance of the University building, having due regard for:

- restriction and directives of current legislation
- the health and safety of persons with mobility impairments and other users of the premises
- the numbers of people requiring to use the facilities.

There is no limit on the number of parking bays which can be allocated for the mobility impaired but the minimum will comply with current legislation.

2.5.1 Permanent Mobility Impairments

Staff or students who are holders of a Blue Badge are permitted to park in any recognised disabled parking bay throughout the University. They do not require an RGU Parking Permit and may park free of charge. The University reserves the right to request a copy of the blue badge.

2.5.2 Temporary Mobility Impairments

Any member of staff or student who has a temporary mobility impairment, but is not eligible for a Blue Badge, can apply for a permit under the “exceptional circumstances” clause (see section 2.9). The following conditions apply:

- Student applications are to be evaluated by the Disability and Dyslexia Service
- Staff applications are to be evaluated by Human Resources, utilising other professional advice as appropriate
- The administration of permits will remain within Estates and Property Services
- The issue of a permit under “exceptional circumstances” does not permit the holder to park in a yellow “disabled” space.
- Where a parking bay close to a building is desirable for reasons of temporary mobility impairment, the University will take reasonable steps to accommodate this, but it cannot be guaranteed. Such instances are to be confirmed by the Disability and Dyslexia Service or Human Resources as appropriate on the basis of reports/advice received from a GP or other health professional.
- A parking permit issued under “exceptional circumstances” will require full payment in relation to the permit type. Any subsidy for payment will be authorised by the Disability and Dyslexia Service
- The allocation of a permit does not guarantee a parking space

2.5.3 Mobility Impaired Visitors

Visitors to the University displaying a valid Blue Badge on their vehicle will be accorded free parking in an available designated bay or alternatively the nearest suitable parking bay to the relevant building entrance point.

A Blue Badge is for ID purposes only and badge holders parking on University property are still required to adhere to the rules and regulations of the University's car parks.

2.6 Visitor Permits

RGU welcomes visitors who have business with the University. At Garthdee all visitors must report to the building's reception where they will be issued with a one-day visitor's pass which must be clearly displayed on their vehicle. This entitles the visitor to park in an allocated visitor parking space. If no visitor spaces are available visitors may park in an ordinary parking bay.

A visitor permit may be sent out in advance by the School/Department secretary provided the vehicle registration and date of arrival are completed.

External visitors to RGU:SPORT (not including staff and students) during normal business hours will be issued with a visitor permit by the centre allowing a maximum of two hours parking.

All visitors to the Schoolhill site must pre-book a parking space with the car park attendants on 01224 262212. If no visitor spaces are available alternative arrangements must be made. There are a number of public car parks nearby which may be used.

2.7 Governor Permits

Governors of The Robert Gordon University will be issued with a Governor's Parking Permit to facilitate the discharge of their duties.

2.8 Permit Costs

Information regarding the annual permit costs can be found on the Transport section of the RGyoU website.

2.9 Exceptional Circumstances

The University reserves the right to allocate a parking permit to an individual, either staff or student, in exceptional circumstances. Applications must be submitted on an E2 ECP application form to the Transport Manager.

Permits issued under exceptional circumstances will be charged at the same rate as standard parking permits.

Allocation of a permit does not guarantee a parking space.

3. Permit Holders – Conditions of Use

3.1 General Conditions

All permit holders must comply with the rules governing the use of RGU parking facilities as outlined in section 4.

Permit holders are required to display their allocated permit within their vehicle, on the bottom left hand corner of the front windscreen (as seen from the inside) at all times.

All permits remain the property of the Euro Car Parks and are not transferable. If a permit is lost or misplaced this must be reported to Euro Car Parks and a new one will be issued. There will be an administrative charge of £10.

Permits must be returned to the Transport Manager if:

- a permit is revoked for any reason
- the permit holder ceases working for the University
- the permit is no longer required for any other reason
- permit payment ceases
- if a student completes or leaves their University course

It is prohibited to alter, tamper, duplicate or forge in any way the parking permits. This will render the permit invalid and is likely to result in disciplinary action.

The allocation of a permit does not guarantee a parking space.

3.2 Car Share

In addition to the above, car share teams must return a permit if the team no longer fulfils the criteria of the RGU formal car share scheme. A permit will also be revoked if persons not registered within the team are using the permit.

Car share team members must all hold a current vehicle insurance certificate. It is the responsibility of the individual drivers in each team to check the terms and conditions of their insurance policy and refer any queries to their insurers.

4. Rules Governing the Use of RGU Car Parks

4.1 Introduction

All RGU vehicle parks are inspected and controlled by attendants who regularly supervise all parking areas and ensure that the rules are adhered to and inspect vehicles for the display of valid parking permits within the parks. Although the attendants will always give as much help as they possibly can, they are also authorised to act where they see a vehicle and/or driver breaking legitimate RGU rules for traffic movement or vehicle parking.

The following rules apply to ALL users of the University Car Parks.

The RGU Parking Policy covers all RGU Car parks i.e. Garthdee, Schoolhill and Woolmanhill.

4.2 Period of Enforcement

The RGU Parking Policy applies throughout the whole year, although the requirement to display a permit at Garthdee, only applies on the published dates, which are available on the Transport section of the RGyU website.

4.3 Failure to Comply

Failure to comply with these rules may result in any or all of the following:

- a) Parking Charge Notice – Euro Car Parks reserve the right to affix a parking charge notice to any vehicle in breach of any part of the rules
- b) Temporary or permanent withdrawal of permit – the University may, for persistent offenders, withdraw a permit on a temporary or permanent basis

The parking charge notice is set at £70, reduced to £40 if payment is made within 14 days.

Where access is being compromised for emergency or service vehicles, the University reserves the right to contact the police who may remove the vehicle at the owner's expense.

4.4 The Rules

4.4.1 Vehicles are only to be parked on RGU premises where the driver has legitimate business at the University.

4.4.2 Any vehicle parked on University premises must comply with the provisions of the relevant Parking Permit Scheme.

4.4.3 Any vehicle parked on University premises must display a valid parking permit.

4.4.4 All car park users have a responsibility to act in a civil manner towards the car park attendants. Failure to do so may result in disciplinary action being taken.

4.4.5 Parking is available at each campus for visitors on legitimate business. All visitors are to report to the building's reception where they will be issued with a one-day visitor's permit which must be clearly displayed on their vehicle dashboard. Any vehicle parked in a visitor space without a valid permit will be liable to a fixed penalty fine. Visitors who have not made prior arrangements will have to be verified with the person or persons they are visiting.

4.4.6 Drop-off spaces are provided across the Garthdee campus. Parking in these areas is limited to 20 minutes maximum and any vehicle exceeding this time will be liable to a parking charge notice.

4.4.7 There is a 5 mile per hour speed limit within all RGU car parks, which must be observed at all times.

4.4.8 All persons are expected to follow accepted driving practice within the vehicle parks and any action, which would be considered an offence in a court of law will be considered an offence on site.

4.4.9 Persons parking vehicles on University property do so at their own risk. No responsibility or liability is accepted by the University, its employees or its agents for damage to or loss of any vehicle, or its contents whilst parked on University property.

4.4.10 Vehicles without a current road fund licence or which are uninsured must not be parked anywhere on University premises. The University may also take legal action against persons breaching the rules and reserves the right to instigate any other appropriate legal procedures available.

4.4.11 All accidents and injuries in any University vehicle parking area must be immediately reported to the appropriate Facilities Services Supervisor or Duty Facilities Services Officer (Janitor).

4.4.12 Access to all University premises, including vehicle parks, is by permission of the University. The University retains the right to refuse entry to vehicle parks and to require users to leave parking areas and to remove their vehicle, any time and at its own discretion.

4.4.13 The University may authorise parking areas to be temporarily cordoned off and dedicated for specific and temporary operational purposes.

4.4.14 All vehicles must be properly parked within a designated bay.

4.4.15 Major repairs, servicing or valeting of vehicles are prohibited within the vehicle parks or grounds of RGU. However, where a vehicle is immobile due to breakdown, temporary access will be permitted for recovery vehicles (e.g. AA, RAC, Green Flag, garage recovery) for the purpose of undertaking minor repair and/or recovery.

4.4.16 Parking is prohibited specifically in the following areas, locations or circumstances:

- a) On yellow lines, areas hatched with lines or areas denoted within the Highways Code as such
- b) In a location which blocks entry or exit for emergency or delivery vehicles - for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes
- c) On grassed areas, on foot and cycle paths or turning circles
- d) In areas temporarily cordoned off and dedicated by the University for specific and temporary operational purposes
- e) In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work
- f) In areas for which the permit displayed does not apply or parking without a permit in a permit only zone.

4.5 Payment of a Parking Charge Notice

Payment of parking charge notice/s should be made to Euro Car Parks (ECP) following the payment section on the parking charge notice. Payment can be made:

- By posting a cheque to ECP, 30 Dorset Square, London, NW1 6QJ – made payable to Euro Car Parks
- Automatic telephone payment line 020 3553 4559
- Through the Euro Car Parks website: www.eurocarparks.com

4.6 Non Payment of a Parking Charge Notice

If a parking charge notice is issued and the payment is not forthcoming the debt plus administration costs will be passed to a third party debt collection agency.

4.7 Appeals

Appeals against a parking charge notice must be made in writing to:
ECP, 30 Dorset Square, London, NW1 6QJ

Or by visiting the ECP website: www.eurocarparks.com

Full information is available on the parking charge notice issued to the vehicle.

All appeals must be made within 28 working days of the parking charge notice being issued. If the appeal is upheld the parking charge notice will be withdrawn. If the appeal is lost, the parking charge notice must be paid within 28 working days of the appeal decision.

5. Contact Details

For information on the University's Parking Policy please contact:

Transport Manager
Estates and Property Services
Robert Gordon University
Central Services Building
Garthdee Road
Aberdeen
AB10 7FY

Tel: 01224 263318
Fax: 01224 263456
Email: transport@rgu.ac.uk
www.rgu.ac.uk/transport

Euro Car Parks
30 Dorset Square
London
NW1 6QJ

Tel: 020 7563 3000
Email: rgu@eurocarparks.com
www.eurocarparks.com