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# Parking and Traffic on Campuses Policy

## Document Control:

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<b>Approving Body:</b>	University Executive Board
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## Amendment History:

<b>Version Number:</b>	<b>Effective Date:</b>	<b>Summary of Amendments:</b>	<b>Author:</b>
v1.0	30/12/2018	Policy converted from University Ordinances	Sharon Tuersley
V2.0	30/05/2024	Policy amendments following system changes	George Saxon

## 1. Purpose

- 1.1 The University must regulate vehicular access, traffic flow, and parking on its premises, recognising these areas as private land subject to specific governance and regulations. This Policy applies to and within all premises across the University’s campuses including Gibbet Hill and Warwick Innovation Campus, Stratford Upon Avon. It serves to establish guidance and expectations for:
  - determining parking charges and parking charge notices.
  - individuals utilising vehicles within University premises.
  - ensuring safety.
  - compliance with pertinent laws and legal obligations
  - efficient use of available parking resources to support operational demand.
- 1.2 This Policy is supported by arrangements, instructions, and guidance to vehicle users, which are available on the University’s Estates Office web pages [‘Carparking’](#).
- 1.3 Private off-street parking is governed by the law of contract, the University supports the implementation of this by adhering to the BPA Approved Operator scheme Code of Practice through its parking operator provider.

## 2. Scope

### 2.1 Overview

The scope of this policy sets out the governing parking and traffic management on University premises. It defines the responsibilities, regulations, and procedures related to vehicular access, parking, and traffic control within the University's jurisdiction.

## 2.2 Applicability

This policy applies to all individuals accessing University premises with vehicles, including but not limited to staff, students, visitors, tenants, and contractors. It encompasses all University-owned or controlled areas designated for parking, traffic flow, and related activities.

## 2.3 Exclusions

This policy does not apply to emergency vehicles engaged in official duties, authorised service vehicles, or vehicles with explicit permissions granted by University authorities for specific purposes.

## 2.4 Application

The policy must be adhered to at all times when operating a vehicle on University premises. This includes but is not limited to:

- All staff members, regardless of employment status or department affiliation.
- All students enrolled in programs offered by the University.
- All visitors, contractors, tenants and external parties accessing University premises with vehicles.

This policy is applicable across all University-owned or controlled locations, including campuses, satellite facilities, and off-site parking areas designated for University use.

## 3. Definitions (where required)

<b>BPA</b>	British Parking Association - The BPA is a not-for-profit membership association representing the UK's parking and mobility sector.
<b>PCN</b>	Parking Charge Notice – A notice commonly known as a parking ticket sent to the vehicles registered keeper's address of the vehicle.

## 4. Responsibilities

The Director of Estates is ultimately responsible, through the Director of Environmental Sustainability and Infrastructure and supported by the Head of Transport Systems and Operations, for the management of this Policy, and for ensuring that all records relating to the operation and management of such are retained for the period stated in the University Records Retention Schedule.

The Head of Transport Systems and Operations is responsible for managing all records relating to parking management systems, auditing, spot checks of compliance, taking suitable corrective actions should any issues be identified, setting up the arrangements and procedures for the enforcement of the rules, liaising with relevant departments and others accordingly, responsible for keeping the University's website up to date with the parking and traffic related information and guidance.

The Head of Assurance, Risk and Property is responsible for carrying out 'second line' audit spot checks of work and records, escalating any issues to the Head of Transport Systems and Operations Director of Estates and the Director of Environmental Sustainability and Infrastructure.

All individuals using or parking vehicles on University premises must comply with this Policy and the associated arrangements, instructions, and guidance.

<b>Role</b>	<b>Responsible for</b>
Director of Estates	Ensuring the Policy is ultimately accountable for ensuring the Policy is implemented effectively.
Director of Environmental Sustainability and Infrastructure supported by Head of Transport Systems and Operations	<ul style="list-style-type: none"> <li>• Ensuring the Policy is fit for purpose meeting appropriate external regulatory requirements.</li> <li>• Providing internal reassurance.</li> <li>• Provide assurance reporting to 'Accountable' person at agreed intervals.</li> <li>• Update the policy in line with the review schedule or before and consult on those changes.</li> </ul>

<b>RACI MATRIX</b>	
<b>Responsible</b>	Director of Environmental Sustainability and Infrastructure
<b>Accountable</b>	Director of Estates
<b>Consult</b>	Director of Legal Services & Director of Human Resources
<b>Inform</b>	Staff, Visitors, Tenants, Students

## **5. Policy Statement**

- 5.1 The University will regulate access to its premises, which is private land, for vehicles, traffic on University premises, and parking on the University premises.
- 5.2 Any person using a vehicle on University premises must observe all provisions of the law and the highway code relating to drivers on public roads and will ensure that such use is covered by their insurance policy. They must observe any speed limits, signs or other restrictions laid down by the University and will obey the directions of the University's duly authorised staff.
- 5.3 Any person using or parking a vehicle on University premises does so entirely at their own risk regarding damage to the vehicle or its contents, third persons, or third party property of any kind whatsoever.
- 5.4 Any person using a vehicle on University premises will observe this Policy and any rules made in accordance with this Policy from time to time. The University may take action against any staff, student, visitor or individual who contravenes this Policy and any such Rules and may take action to have any vehicle in contravention of the same moved.
- 5.5 Any staff, student, visitor or individual using a vehicle on University premises who contravenes this Policy or any Rules made in accordance with it will be liable, in addition to any Parking Charge Notices payable, to reimburse the University for any costs incurred by the University in tracing the owner of the vehicle.
- 5.6 The University will also have the right to prohibit any staff, student, visitor or individual from bringing a vehicle on to University premises.
- 5.7 Parking charges and Parking Charge Notices will be determined by the University Executive Board from time to time.
- 5.8 There is a procedure for appealing against Parking Charge Notices as advised on the notice itself. There will be a procedure for appealing against prohibition of a vehicle from University premises, which will be determined by the Head of Transport Operations and Systems or designated representative.

- 5.9 Vehicles brought on to University premises may park only within designated parking places, observing all signing and ground markings indicating eligibility to park. Vehicles must not be driven on cycle paths, footpaths and paved or grassed areas. Maintenance vehicles are excluded if maintaining such footpath and subject to risk assessment.
- 5.10 Vehicles may not be left parked on University premises by any staff, student or visitors to, the University who are away from the University for a period of more than 3 days and 2 nights without the prior permission of the Estates Department (Transport and Mobility section).
- 5.11 The University may take steps to remove, any vehicle apparently abandoned on University premises in accordance with the University Car Parking Regulations and Procedures.
- 5.12 Privately owned electric vehicles must only charge using dedicated electric vehicle chargepoints, use of external domestic sockets is not permitted without prior permission of the Estates Department (Transport and Mobility section).
- 5.13 Payment is required to park a vehicle on campus and individuals must provide valid proof of payment when requested. Where online payment is required, it must be assigned to the correct vehicle registration to be valid. Where required by signage or otherwise by the University, parking tickets and/or appropriate parking permits must be properly displayed so that they are visible on inspection of a vehicle. Payment may be required alongside a valid parking account/permit, and it is the responsibility of the individual to check this before leaving their vehicle.
- 5.14 The University may designate certain car parks as:
- Car parks for which users are required to pay a charge.
  - Short-stay car parks.
  - Reserved for specific categories of staff, students, visitors or other authorised user groups.
- 5.15 Vehicles must display clear, clean registration plates on both the front and back of the vehicle in the correct positions and not be obstructed at any time in line with DVLA guidance here: <https://www.gov.uk/displaying-number-plates/rules-number-plates>
- 5.16 Vehicles on University premises must have a valid Vehicle Excise Licence unless exempt.
- 5.17 Vehicles on University premises must have a valid MOT test certificate if applicable.
- 5.18 Vehicles on University premises must have valid insurance possessed by the owner and or driver with regard to their personal liability in respect of the vehicle.
- 5.19 Repeated breaches of the Policy on Parking and Traffic and/or Car Park Terms and Conditions by a student may be deemed to constitute a disciplinary offence under [Regulation 23](#).
- 5.20 Repeated breaches of the Policy on Parking and Traffic and/or Car Park Terms and Conditions by a staff member may be deemed to constitute a disciplinary offence under the [University Disciplinary Policy and Procedure](#).
- 5.21 Visitors or individuals on University premises that are found to be repeatedly breaching the Policy on Parking and Traffic and/or Car Park Terms and Conditions may be subject to a ban preventing the vehicle and/or individual from entering University premises for period to be determined by the Head of Transport Operations and Systems or designated representative on a case by case basis.

- 5.22 Valid blue badge holders can park in accessible parking bays free of charge, providing that a valid blue badge is clearly on display in the windscreen showing the expiry information.
- 5.23 Valid Badge holders may also park on roads where appropriate if agreed with Transport and Mobility. The parking disc must be on display stating time of arrival along with the blue badge correctly displayed with the expiry information on show.

## **6 Implementation**

- 6.1 Updated policy will be shared with all staff through Insite, registered users through the parking platform and through wider more direct messages to groups e.g. contractors and tenants as appropriate.

## **7 Associated Documents**

Regulation 23 Student Disciplinary Offences -

<https://warwick.ac.uk/services/gov/calendar/section2/regulations/disciplinary/>

Staff Disciplinary Policy and Procedure -

<https://warwick.ac.uk/services/humanresources/internal/policies/disciplinary>

British Parking Association Code of Practice - <https://www.britishparking.co.uk/code-of-practice-and-compliance-monitoring>

University Car parking Regulations and procedures - <https://warwick.ac.uk/services/carparks/regs/>

University parking Terms and Conditions -

<https://warwick.ac.uk/services/carparks/termsandconditions/>