

POLICY AND PROCEDURE MANUAL

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2.18 Parking on College Grounds

1.0 Purpose

The purpose of this policy is to outline the requirements for parking on St. Clair College property. It is important that all individuals who park on St. Clair College property fully understand the expectations when parking on site in order to maintain safe and orderly traffic and parking on campus. Staff, students and visitors are required to pay for parking on campus, display permits, and park in designated parking lots and spaces. This policy covers general rules around parking. There are several appendices and schedules that accompany this policy which specify, in more detail, the specific requirements around permits, lot designations, parking violations, enforcement, appeals and respectful behaviour.

2.0 Scope

This policy outlines the specific requirements for parking on St. Clair College owned grounds at both South and Chatham campuses. Parking at the Downtown Windsor Campus is governed by the lot and garage operators located downtown and will be communicated to students at time of registration.

3.0 Procedure

3.1 Parking Lot User Responsibility

The grounds of St. Clair College South Campus and Chatham Campus are private property including all parking areas, roads and pathways. St. Clair College reserves the right to maintain full jurisdiction over the use of its property for parking; to establish policies to control parking as may be required from time to time and to enforce such policies in accordance with this policy.

All faculty, staff, students, and visitors who wish to park a motor vehicle on St. Clair College owned property shall first obtain a permit from the St. Clair College Parking Office and pay the required fee as set out in the application for parking permit. The exceptions to this policy shall be in designated Visitor Lot parking spaces where metered parking only is permitted or in specifically designated and signed complimentary parking spaces.

It is understood that vehicle operators park at their own risk on St. Clair College property and are responsible for the safe custody of persons and/or contents of parked vehicles. The College is not responsible for damage, theft, or loss to any vehicle or its contents, however caused. Losses, damage and/or injuries should be reported to Security.

3.2 Parking Permits

All staff and students must purchase a parking permit from the St. Clair College Parking Office. All vehicles parking in designated parking lots must have a valid permit visibly displayed for that lot. Permits may only be obtained from the St. Clair College Parking Office or its delegates; otherwise the permit will be considered invalid. It is against this policy for permit holders to park in lots for which they do not hold a permit.

In order to maintain the security and confidentiality of our customer accounts, the St. Clair College Parking Office require all users to provide a valid form of identification when accessing their accounts in person. Acceptable forms of ID include government issued ID such as a driver's license, or passport. St. Clair College Identification Card or St. Clair ONE verification (when accessing account information online through the Parking Services Self Service Site). If a customer is unable to provide a valid form of identification, we reserve the right to deny access to the account.

Permit Applications are available from the Parking Office in person or they can also be printed off from the St. Clair College web site. Permit applications must be completed in full and submitted to the Parking Office. Applications may be submitted in person, or an online application may be completed and submitted on the Parking Services Self Service Site at www.stclaircollege.ca/parking. The Parking Office shall process the applications, and provided space is available, will issue the requested permit to the applicant. Access cards for specific lots will be issued with the permit, where required. Physical permits and access cards may be distributed in person at the South Campus, Chatham Campus Parking Office, SCCA Security Office or mailed out to the address provided by the applicant upon election. Electronic permits (For example, but not limited to: Temporary Permits, Weekly Permits, Departmental Guest Permits, Contractor Permits) may be distributed by email to the email provided by the applicant, or by printing directly from the account holders account.

Up to three vehicles can be registered to one permit for permits with a duration exceeding four weeks. Permits with a duration of four weeks or less are limited to one registered vehicle. However, only one vehicle may be used in conjunction with the permit at a time – the permit must be displayed in the vehicle using the permit, additional vehicles require additional permits. Registered vehicles may be changed at any time by submitting the appropriate forms to the Parking Office. Attached vehicles with separate license plates are seen as separate vehicles and would also require a separate permit.

Trailers are considered separate vehicles from the lead vehicle, as such must have a separate permit, or a permit that encompasses a trailer to park on campus. Trailers parked on campus must be attached to a lead vehicle, and cannot be unattached.

Exceptions to the above permit requirements include those who park and pay in metered Visitor Lots or those who park in complimentary spots which are designated and signed. Visitor lots and complimentary spots are to be used by visitors or those who are parked for less than the time designated for that complimentary parking spot (range from 15-30 minutes).

Permits, regardless if Pay Station or Hang Tag, allow a maximum of one space per vehicle, vehicles exceeding one space require additional permits for each additional space.

Refer to *Appendix 1 Permit Types* for a full description of Permit Types and additional requirements as it relates to permits and access cards.

Refer to *Schedule B Schedule of Parking Fees* for a complete list of the current year's parking fees. This is subject to change, with notice, in September of each year.

3.3 Parking Lots

Parking lots are designated by letter and parking lot classification. Permit holders will be assigned to a parking lot based on both. The parking lot classification will encompass all parking lot letters allowed for that permit (i.e. some parking lot classifications have multiple lots assigned to it).

Every effort will be made to assign parking spaces in parking lots in accordance with the stated preferences of the applicants within the limitations of the lot. At the discretion of Associate Vice President Safety, Security & Facilities Management and/or his/her representative(s) special circumstances will be evaluated on a case by case basis.

Refer to *Appendix 2 – Parking Areas* for details on parking lot use and restrictions.

Refer to *Schedule A – Parking Lot Designation* for a complete list of parking lots and specific restrictions for that lot.

3.4 Parking Violations

The parking of a vehicle on St. Clair College property is a privilege governed by the St. Clair College parking policies, under authorization of the President and Board of Directors. This Parking Policy is intended to facilitate the College's normal business operations through safe and orderly control and conduct of pedestrian and vehicular traffic within College property and of vehicular parking on College Property.

The regulations for safe operation of a vehicle as described in the Highway Traffic Act of Ontario shall be the guidelines for safe operation of a vehicle on St. Clair College property. The College reserves the right to enforce this parking policy and issue parking fees or other sanctions to those who violate the parking policy.

Refer to *Appendix 3 – Parking Violations* for a complete description of parking violations, severity levels and violation codes.

Refer to *Schedule 2 Schedule of Parking Fees* for a list of parking fees including fees assigned to violations.

3.5 Enforcement

The College reserves the right to control parking and traffic on campus, to prohibit access to any vehicle and to restrict parking privileges at any time, in any parking lot or roadway, for the purpose of emergencies, construction or other operational needs. All vehicle operators on campus are required to comply with this Parking Policy.

Parking policies are enforced through the sale of permits, issuance of parking fees, license plate searches, deactivation of gate access cards, immobilization of vehicles and towing on or off property. The Parking Office enforces parking on campus through the use of the Policy and under the direction of the Associate Vice President, Security and Facilities Management or his/her designate.

Parking permits are available prior semester start up and any time thereafter until permit inventory has been depleted. This will be advertised on the College web site. It is the responsibility of staff or students to obtain a parking permit before they begin to attend school or start employment.

For fall, winter and summer semester start up, there will be a grace period for the first week of classes during which parking will not be enforced.

For Continuing Education start up, there will a grace period for the first week of classes during which parking will not be enforced. This grace period is in effect after 4:30PM only. This applies to September, January, and May semester start up.

Grace periods apply to “non-display of permit” violations only. Enforcement for all other violations remains in effect.

The account holder to which a vehicle is assigned to, shall be the responsible party of the vehicle, regardless of who is driving the vehicle. Responsibility includes changes to the vehicle, ensuring the vehicle has appropriate permits, and that violations to the vehicle are paid. Vehicles will be assigned to an account through payment of a parking fee, filing of an appeal, or registering the vehicle to a permit held by the account holder. Vehicles may be added and removed from a permit at any time by the account holder, however this does not remove a vehicle from an account. Vehicles clear of outstanding fees may be removed from an account when another party declares ownership or if the account holder provides official documentation from the Ministry of Transportation identifying who the registered owner of the vehicle is. Any vehicle removals from accounts or permits remain the responsibility of the permit holder.

St. Clair College is Private Property and these policies for parking are in place as a condition of the public being granted the right to enter with their vehicle onto and remain on St. Clair College's property. Therefore, signs are posted at each entrance of all parking lots and information is listed on our website notifying the public that if they leave their vehicle on the grounds, they accept the terms of the contract.

Refer to *Appendix 4 – Enforcement* for a description of enforcement options.

3.6 Appeals

An appeal process is available to those who do not believe that the parking enforcement options were fair or valid. Appeals must be submitted to the Parking Office within 14 calendar days from the date listed on the Notice of Parking Fee. After 14 days, or when the fee is paid, the Parking Fee will be considered uncontested. Appeals will not be accepted for uncontested parking fees.

By submitting a parking fee appeal, the applicant is making a declaration that they hold responsibility for the vehicle and/or license plate listed on the appeal and therefore will be considered the implied owner.

Appeals shall not be accepted for:

- a. Violation of the St. Clair College Parking Policies
- b. Pay and Display machine malfunction (not accepting coins, out of paper, etc.)
- c. Lack of convenient parking or running late.
- d. Someone other than the Parking Office personnel told you to park there.
- e. Inclement weather.
- f. Use of Fraudulent / Tampered, or use of Lost / Stolen Permits
- g. Parking tickets already paid
- h. Misrepresentation of falsifying evidence to support an appeal.

All appeals are reviewed by the Manager of Construction & Engineering Services or their representative(s) within 10 working days. Decisions on appeals are final.

3.7 Respectful Interaction

College staff and students have the right to be treated respectfully at all times. Parking enforcement and the issuance of parking violation fees will always be conducted in a manner compliant to the parking policy. It is expected that all students and staff follow the parking policy. If a parking enforcement option is used against a staff or student, the staff or student impacted is expected to act in a respectful manner when resolving the matter. Those who respond in an aggressive or otherwise disrespectful manner will be reported to the Director, Safety, Security and Facilities Management and addressed under the Code of Student Rights and Responsibilities or the Respectful Work and Education Place policy as appropriate.

4.0 References

- Appendix 1 – Parking Permits
- Appendix 2 – Parking Areas
- Appendix 3 – Parking Violations
- Appendix 4 – Enforcement
- Schedule A – Parking Lot Designations
- Schedule B – Schedule of Parking Fees
- Schedule C – Schedule of Parking Permit Permissions