



Parking

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Category:	Safety, Security and Emergency Management
Approving Body:	Leadership Team
Executive Sponsor:	Vice President, Campus Planning and Facilities
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Policy Statement

The British Columbia Institute of Technology (BCIT) endeavours to provide as many parking spaces as possible for employees, students, and visitors given the area available on the Burnaby and satellite campuses for this purpose. Employees and students are encouraged to use public transportation and car pools whenever possible.

Purpose of Policy

The purpose of this policy is to inform users of BCIT parking facilities of the Institute’s regulations governing the use of those facilities.

Table of Contents

Policy Statement	1
Purpose of Policy	1
Application of this Policy	1
Related Documents and Legislation	2
Definitions	2
1. General	2
2. Parking Categories	2
3. Authorizations	5
4. Permit Sales	5
5. Termination of Permit	6
6. Display of Permit	6
7. Parking Permit Inventory/Sales Control	6
8. Cash Handling and Reconciliation	7
9. Parking Enforcement	7
10. Parking Fees	8
Duties and Responsibilities	9
Procedures Associated With This Policy	9
Forms Associated With This Policy	9
Amendment History	9
Scheduled Review Date	9

Application of this Policy

This policy applies to BCIT employees, students, and other users of BCIT parking facilities.

Related Documents and Legislation

None

Definitions

In these regulations, the following definitions shall apply:

- a. **"Campus"** means that area within the established boundaries of BCIT properties, any additions or variations made from time to time and other properties owned or leased by BCIT.
- b. **"E-Permit"** means a wireless parking permit where the license plate of the parked vehicle is recorded through cellular or web based technology and recorded on a credit card account, without requirement of a permit or parking ticket dispenser.
- c. **"Parking Permit"** means permits issued under these regulations. Permits may include rear view mirror hangers, dashboard dispenser tickets or E-Permits (wireless).
- d. **"Parking Stall"** means an area designated for parking one motor vehicle, motorcycle or bicycle.
- e. **"Parking Lot"** means an area set aside for parking.
- f. **"Parking Ticket"** means a daily ticket purchased from a ticket dispenser.
- g. **"Parking Violation"** means a penalty imposed on a vehicle failing to comply with the parking regulations.
- h. **"Parking Control Coordinator"** means the person responsible for the day to day functions as delegated by the Director of Safety and Security.

1. General

There is a policy of overall paid parking for employees, students and other users of the parking facilities. All vehicles parked on campus must display a valid permit, purchase a valid parking ticket from dispensing machines, purchase an e-permit and park as authorized by signage.

It is essential that vehicles park in the lot/area corresponding to the permit issued, to maintain orderly parking on a 12 month basis and ensure that permit holders can park in assigned areas.

Employees and students park in separate lots and each group may only apply for parking in their designated areas. The only exception to this is after 4:30 p.m. on weekdays and all day on weekends, a valid BCIT permit or a purchased ticket is valid in any lot with the exception of twenty-four hour "reserved parking".

2. Parking Categories

1. Employees

All employee lots are "search lots", e.g. permit holders may park in any empty space, in the lot to which they are assigned. Parking permits are renewed as required.

Employees may pay for parking through payroll deduction, cheque or cash payment. New employees must wait for parking. Parking lot waiting lists are maintained in order of application and permits are issued as vacancies occur. Full-time employees may place their name on two waiting lists for the employee lot, with the exception of lots which are reserved permanently for designated senior administrative positions and representatives of agencies.

2. Full-time Students

Permits are sold on a first come, first served basis up to the capacity of student parking areas. Full-time students can pay through the following means:

- a. Permits are sold on a monthly basis, or for a semester at the Cashiers offices in Registration for the Burnaby Campus only.
- b. Daily parking tickets may be purchased from any parking dispensing machine where the student purchases a ticket and places the ticket on the dashboard on the vehicle.
- c. Daily parking tickets may be purchased from specific dispensing machines where the student purchases a pay by stall ticket. The student has the option to place the parking dispenser tickets on the dashboard or retain the ticket for leave and return parking throughout the single day.
- d. E-Permits – weekly or daily parking through a web or cellular telephone parking permit where the license plate of the parked vehicle is recorded on a credit card account, without requirement of a permit or parking ticket dispenser.

Day school permit holders may also park at night and on weekends without additional charge.

3. Part-time Students

Part-time Studies students may purchase permits valid for each term. These permits are only valid after 1630 hours during the week and all day on weekends. This service is provided at the Burnaby Campus only.

Part-time Studies students taking courses during the day may purchase monthly permits or, purchase a ticket from a parking dispensing machine.

4. Visitors

Persons parking in visitor spaces must purchase a ticket from the parking dispensing machine by the following methods:

- a. Daily parking tickets may be purchased from a parking dispensing machine where the student purchases a ticket and places the ticket on the dashboard on the vehicle.
- b. Daily parking tickets may be purchased from specific dispensing machines where the student purchases a pay by stall ticket.

Parking rates are posted at the parking dispensing machine. Employee and Courtesy Parking Permits are not valid in visitor parking lots.

5. Courtesy Parking Permits

Complimentary permits may be issued to groups/individuals such as:

- Advisory Committee members
- Potential employers interviewing students
- Government officials
- Board of Governors

6. Service Parking Permit

Equipment repair representatives, vendors and contractors park in service spaces assigned by the Parking Control Coordinator through use of the Service Parking Permits.

During daytime hours of operation, equipment repair representatives, vendors and contractors providing services to BCIT must satisfy parking requirements in one of the following ways:

- a. Park in a student pay lot at the rate specified;
- b. Park in visitor spaces with a valid ticket displayed purchased from the parking dispensing machine or pay by stall technology.
- c. Obtain a Service Parking Permit from the Parking Control Coordinator.
- d. Park in assigned Vendor Parking stalls.

Loading/Unloading

Persons loading/unloading equipment and other goods may park as close as possible to the concerned location without blocking fire lanes and traffic flow. The vehicle emergency lights must be activated while loading/unloading and the vehicle must be removed within 15 minutes.

7. Handicapped

BCIT has adopted the SPARC Program. Permanent and temporary applications will be processed through this program. SPARC hangers and proof of BCIT parking payment (both employee and student) must both be clearly displayed in vehicle.

8. Motorcycles

Owners of motorcycles and motor bikes must purchase permits for designated parking by the following methods:

- a. Daily parking tickets may be purchased from specific dispensing machines where the student purchases a pay by stall ticket.
- b. E-Permits – weekly or daily parking through a web or cellular telephone parking permit where the license plate of the parked vehicle is recorded on a credit card account, without requirement of a permit or parking ticket dispenser.

9. Bicycles

Bicycles must be parked in racks provided for this purpose. They must not be left on landscaped areas nor taken into buildings.

The Burnaby Campus has two banks of bicycle lockers which can be rented weekly through the Parking Control Coordinator.

3. Authorizations

1. Parking and Traffic Regulations

The Board of Governors delegates to the President, responsibility for the administration of the Parking and Traffic Regulations. The Regulations are managed by the Safety and Security Department and all users of the parking facilities are encouraged to read them carefully. Jurisdiction and application of the regulations shall apply to the use and operation of parking within the boundaries of each campus. In addition any bylaws of the governing municipality or any legislation or regulations of the Province of British Columbia regulating motor vehicles and the crossing of or walking upon roadways by pedestrians. The Director of Safety and Security and any other persons authorized by the President are empowered to enforce the regulations.

2. Special Events

Persons coordinating special events will contact the Parking Control Coordinator well in advance to clarify parking availability and parking fees.

3. Limitation of Liability

All motor vehicles parked, operated or driven on a BCIT campus shall be solely at the risk of the owner and the operator. BCIT shall not be liable for any damage or loss occasioned to any such motor vehicle, vehicle contents including all students parking permits, the operator, other occupants or any other person. Said risk also applies to the use of, and storage of, bicycles on any BCIT campus.

If any damage or inconvenience is occasioned to any motor vehicle being removed or towed away or impounded pursuant to the regulations, neither BCIT nor its servants or agents shall be liable or responsible in any way whatsoever for the damage or inconvenience. Nothing in this paragraph shall affect the liability of any independent contractor carrying out the removal, towing away, or impoundment of the vehicle.

4. Withdrawal of Parking Services

- The Director of Safety and Security may withdraw areas normally used for parking and cancel any parking permit if the parking area is required for construction or other purposes. Such areas, when protected or delineated by a hoarding, shall be within the jurisdiction of that contractor and outside the jurisdiction of these regulations. Permit holders affected by the cancellation of parking may, if alternative parking is not provided, obtain any refund on the unused portion of the permit fees paid.
- Where it is necessary to erect emergency "No Parking" signs and/or barricades in areas allotted for parking under these regulations for such things as maintenance, construction and special events, such emergency "No Parking" and/or barricade signs shall be strictly enforced and have absolute priority over parking privileges granted pursuant to the regulations. If possible, persons whose space is displaced by such an emergency will be assigned temporary locations.

4. Permit Sales

1. Financial Services

- Full-time day and part-time night student parking permits are sold by Financial Services cashiers who also handle refunds. Sales outlets and hours of sales will be determined by Financial Services.

- Safety and Security, through the current parking management company, will be responsible for ordering and maintaining the total annual permit inventory under secure conditions and dispensing permits to cashiers for sales.
- The Safety and Security Department will provide maintenance of the parking lots.

2. Safety and Security

The following other categories of parking permits are sold from the Safety and Security Office by the Parking Control Coordinator.

- **Employee Parking**
Parking fees are based on an annual rate which can be paid for (permanent employees only) monthly through payroll deductions. Parking lot waiting lists are maintained for each lot. Allocations for full time employees are made as vacancies occur from the top down on each list. An employee may pay for parking by payroll deduction or cash. If by payroll deduction, the employee would complete the form which is forwarded to Financial Services for pay deduction. If by cash, a permit transaction is completed and a monthly parking permit will be issued.
- **Special Event Parking**
Official BCIT courtesy special events parking are issued permits in advance for Convocation, media events, conferences, etc. Non BCIT special events must purchase a ticket from a parking dispensing machine.

5. Termination of Permit

All permits are issued subject to observance of terms, conditions and regulations applicable. A permit shall be invalid:

- a. on the date of expiration shown on the parking permit;
- b. when it is not completely legible or has been altered in any way;
- c. when it is not affixed to the motor vehicle;
- d. when it has been cancelled or revoked in accordance with these regulations;
- e. when the owner of the motor vehicle sells or otherwise disposes of the said motor vehicle;
- f. for breaches of parking procedures such as fraudulent use of permit or a serious violation of campus traffic controls.

6. Display of Permit

The permit shall be affixed as directed by the Parking Office. Expired and cancelled parking permits must be removed from vehicles after the expiry/cancellation dates. Visitor or special parking permits shall be visible, displayed face up on the dash, driver's side, or as directed by the Parking Office.

7. Parking Permit Inventory/Sales Control

The Director, Safety and Security or designate is responsible for:

1. Inventory Control

- Safety and Security, in conjunction with the current parking management company, order, receive, record and maintain under secure conditions at all times, employee, courtesy and special permits. Financial Services are responsible for receiving, recording and maintaining these permits under secure conditions.
- On leaving the Institute employees are responsible for returning their parking permits to the Parking Control Coordinator.

8. Cash Handling and Reconciliation

The Parking Control Coordinator will be responsible for:

1. All money received will be recorded in the Parking Management accounting system. Money will be reconciled and deposits will be made on a weekly basis.
2. Financial Services are responsible for refunds/course cancellation, and withdrawals.
 - The person requesting a refund must present the permit and/or receipt to Financial Services and complete a refund request form including full name and address.
 - The form and permit/receipt will be forwarded to the Head Cashier, Finance Division who will prepare a cheque and forward by mail.
3. Lost or stolen permits are not replaced. A person must purchase a new parking permit from Financial Services.

9. Parking Enforcement

1. All categories of parking are enforced by the parking management company through parking violation notices or towed away at the owner's risk and expense. Copies of all parking violation notices are turned in daily to Safety and Security.
2. Before ordering a vehicle removed in employee and student lots, the parking management company will ensure that previous violations have been registered against that vehicle by checking the ticket ledger. However, it may be necessary to impound vehicles without previous warnings recorded. Such cases would include the following violations:
 - a. Blocking of another properly parked vehicle.
 - b. Blocking of rubbish containers.
 - c. Parked next to a fire hydrant preventing access to fire control equipment or parked in fire lanes.
 - d. Parked along yellow curbs (except vehicles left with signal lights flashing for unloading/loading during 15 minute grace period).
 - e. Parked on campus roadways or in any way that impedes the free movement of traffic and pedestrian safety.

- f. Parked in reserved lots without proper permits preventing authorized permit holders from parking.
 - g. Exceeding 15 minute time limit in loading/unloading zones.
 - h. Failure to display a valid permit while parked on campus.
 - i. Parking a vehicle overnight without notifying the Parking Control Coordinator.
 - j. Fraudulent use of parking permits.
 - k. Failure to park properly in all lots either within the headers surrounding the parking lot or within the white lines of each space.
 - l. Parking meter violations, 0800-1630 Monday through Friday, all year.
 - m. Failing to obey traffic control signs on campus.
 - n. Parking in Campus Square.
 - o. Transfer of employee and student parking permits from one user to another is prohibited.
3. The Parking Control Coordinator and parking enforcement patrollers are authorized to have vehicles impounded. After hours, Security may be contacted and have authority to impound vehicle. A list of tow aways will be posted inside the Burnaby Security Communications Centre.
4. **Penalties:** (Burnaby Campus and BCIT Marine Campus)
- 1st Offence: \$45.00 ticket (\$35.00 if paid within 72 hours)
- 2nd Offence: \$45.00 ticket (\$35.00 if paid within 72 hours) PLUS a tow warning for 3rd offence
- 3rd Offence: Vehicle towed at owner's expense when previous ticket unpaid plus \$45.00 ticket (\$35.00 if paid within 72 hours)
- NOTE:** Enforcement is specific to BCIT campuses
5. **Appeals:**
Persons who feel they have grounds to appeal a parking penalty should present their appeal to the parking management company. The BCIT representative for appeals is the Director, Safety and Security.

10. Parking Fees

The Board of Governors delegates to the President, responsibility for the administration of parking fees for students, visitors and employees not covered by collective agreements. Parking fees for employees covered by collective agreements are subject to collective bargaining.

1. Parking

Parking rates are posted on the Safety and Security web pages at <http://www.bcit.ca/parking/rates.shtml>.

2. Parking - After Hours

After 4:30 p.m., Monday to Friday and all day on weekends and holidays, employees and students, with a valid parking permit, may park in any employee/student or visitor lot. Should an employee/student/visitor not have a valid permit, they may purchase a ticket from any parking dispensing machine and display on dash.

3. Enforcement - Maquinna Resident - After Hours - Safety & Security

After hours enforcement is mainly confined to requests from Resident Advisors at Maquinna who have authority to request Safety & Security to call a tow truck. This occurs when someone has parked in a registered stall in the Maquinna resident's lot.

Duties and Responsibilities

The Safety, Security, and Emergency Management Department is responsible for setting and enforcing regulations governing BCIT parking facilities. See the sections above for specifics.

Procedures Associated With This Policy

None

Forms Associated With This Policy

None

Amendment History

1. Created	1991 Sep 3
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