



# Car Parking Management Procedure

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## Revision history

Version	Type (e.g. replacement, revision etc...)	Date	History (reason for changes)
2	Revision	May 2022	Amended
4	Revision	June 2023	Updated to clarify criteria/allocation

## Monitoring and review

This procedure will be reviewed by the SLT every year in line with the Car Parking Management Policy.

## **1. Car Parking Management Procedure**

The purpose of the policy is to show how Bradford College recognises the importance of a fair, clear and sustainable approach to the use by staff and students of motor transport to, from and at work.

The campus car parks are as follows:

Main Campus. (David Hockney, ATC, Garden Mills and Lister)

Trinity Green

Little Germany

The introduction of a Green Travel Plan is increasingly being recognised as a 'best practice' measure for large institutional employers in meeting their environmental responsibilities. The development of the Green Travel Plan is key to the sustainable goals of the Senior Leadership Team and all individuals who study and work at Bradford College.

The plan is designed to encourage sustainable travel choices, and ensure that traffic and travel to and from Bradford College is undertaken in an environmentally responsible manner.

As part of the Green Travel Plan, this procedure for parking has been developed and approved by the Senior Management Team and is operated by the Estates and Facilities Management Team (EFMT).

The main aims of this policy are to:

- Ensure the safety of road and car park users
- Discourage one-person car commuting, where reasonable alternatives are available

Transport issues, particularly in relation to car parking, are of great interest to users. This procedure will ensure resources for car and other vehicle parking are used to maximum efficiency, and will be as fair as possible to all colleagues.

## **2. Roles and Responsibilities**

### **The College will**

- Ensure a fair approach to allocating parking for members of staff across all sites
- Ensure there are adequate designated spaces for those staff and students who have been issued with a 'Blue Badge'
- Ensure there are adequate accessible spaces (OH) spaces for staff and students with short term mobility issues
- Provide charging points for electric vehicles at all sites
- Provide adequate shelters for both staff and students to safely park motorbikes
- Provide adequate shelters for both staff and students to safely pack bicycles

### **The Head of Estates & Facilities Management Team will:**

- Annually make recommendations to the Senior Leadership Team on the schedule of car parking charges
- Through the onsite College Security Team, will monitor all car parks usage and sample check users for parking permits
- Work closely with HR to ensure all staff members with short term needs are provided with a permit for the OH spaces where possible
- Maintain the car parks to ensure they are continually fit for purpose
- Maintain the electric car charging points

- Where possible contact all drivers who have parked in the incorrect zone or without a value permit
- Will form part of the Appeals Panel for issues relating to allocation of Parking Permits

**The Head of HR will:**

- Advise EFMT of any persons who will require, as part of their Reasonable Adjustments, an Occupational Health parking space close to the building
- Will form part of the appeals panel for issues relating to allocation of parking permits

### **3. Bradford College Travel Group - Support Measures**

Support measures have been put in place to assist with the implementation of this parking policy, and procedure to encourage sustainable travel methods. Measures include;

#### **3.1 Metro Card**

Bradford College is part of the West Yorkshire Travel Plan Network and therefore the Corporate Annual MCard is available to our employees, offering a 12% discount on the full price Annual MCard rates.

It's perfect for commuters who want to get the very best value ticket when using buses, or buses and trains run by different companies in West Yorkshire.

Employees pay for the MCard in monthly instalments directly through salary deductions.

For more information, please see the intranet pages below, or contact [payroll@bradfordcollege.ac.uk](mailto:payroll@bradfordcollege.ac.uk)  
<https://bradfordcollegeac.sharepoint.com/sites/Staff-Intranet-HR/SitePages/Save-on-the-cost-of-an-annual-MCard.aspx>

#### **3.2 Northern Rail Annual Season Ticket**

We are working with Northern Rail to offer colleagues the opportunity to purchase a Northern Rail Season Ticket and pay for it in instalments. With an annual season ticket, you only pay for 40 weeks travel and get 12 weeks FREE between two chosen stations, any time, seven days a week.

Employees pay for the Season ticket in monthly instalments directly through salary deductions.

For more information, please see the intranet pages below, or contact [payroll@bradfordcollege.ac.uk](mailto:payroll@bradfordcollege.ac.uk)  
<https://bradfordcollegeac.sharepoint.com/sites/Staff-Intranet-HR/SitePages/Discounted-Northern-Rail-season-tickets.aspx>

#### **3.3 Cycle to work via Salary Sacrifice Scheme**

Bradford College employees can make savings on the cost of a bike and equipment for commuting to work through the Evans Cycles Ride-to-Work Scheme.

The scheme offers substantial tax and NI savings of up to 42% on a bike, cycle clothing and equipment, with repayments via a monthly salary sacrifice arrangement.

Evans Cycles offers a fantastic choice of quality bikes, clothing and cycling accessories and ordering couldn't be simpler; either in-store or online.

At the end of the loan agreement, employees can purchase the bike.

For more information, please see the intranet pages below, or contact [payroll@bradfordcollege.ac.uk](mailto:payroll@bradfordcollege.ac.uk)

<https://bradfordcollegeac.sharepoint.com/sites/Staff-Intranet-HR/SitePages/Cycle-to-Work-Scheme.aspx>

### **3.4 Better Bike Facilities**

We have a variety of bike facilities across campus for both staff and students. To access bike facilities please contact the EFMT on [estates@bradfordcollege.ac.uk](mailto:estates@bradfordcollege.ac.uk).

### **3.5 Bradford Bike Hub**

The Bradford Bike Hub is a one-stop-shop for all your cycling needs. Based at Hallings, the Hub aims to increase the number of students and staff using active travel (walking and cycling) to get around the city by providing bike maintenance space and skills, cycle confidence and cycle proficiency training, hire bikes and recycle bicycles as well as loads of useful information about cycling.

Email: [info@capitalofcycling.org](mailto:info@capitalofcycling.org)

Web: [www.capitalofcycling.org/](http://www.capitalofcycling.org/)

### **3.6 Better travel information**

Travel information is available at most College reception desks and on digital information screens located in building receptions.

### **3.7 Council Car Parks**

There are numerous Council owned car parks in Bradford. For more information, please visit the Bradford Council website on the link provided below.

<http://www.bradford.gov.uk/transport-and-travel/parking/car-parks-in-bradford/>

## **4. Bradford College Parking Permits**

A permit is required for anyone wishing to use Bradford College car parks.

### **4.1 Allocation**

All parking permit applications will be allocated based on a process of criteria analysis (travel time to campus from home address checked by HR, child care or care giving needs, use of vehicle for work and availability of public transport) the EFMT will then send to Payroll for double checking). All permits are subject to annual review and will be re-applied for each year. Permits are not transferable. The exception being the Executive who all receive a parking permit, which is payed in the same way as all staff.

### **4.2 Blue Badge Holders**

Drivers with disabilities, both staff and students (Blue Badge holders) will automatically qualify for a free permit, but must complete an application form and submit it with a copy of your Blue Badge. Parking bays for people who are blue badge holders are located as near as possible to the accessible entrance of the various campus buildings.

### **4.3 Temporary Mobility & Medical Disabilities**

Bradford College has a commitment to ensure people who have a disability and or mobility impairment have assistance in accessing our premises for the purpose of academic study and employment. For persons with short term disability and or mobility impairments the college will endeavour to provide appropriate temporary facilities within their ability and resources.

Temporary parking permits will be allocated as recommended by HR and Occupational Health to a maximum of three months with a possible extension to six months as and when required, and paid for as per a regular parking permit. These permits will need to be re-assessed by appointment with The Occupation Health team before any extension is given. Please contact the Occupational Health team

or HR if you have any questions. The relevant parking bays for holders of this permit are outlined in blue in the car parks.

Temporary permits are not for use in a disabled parking bay. These are reserved for those who are holders of the blue badge. If you feel you should be the holder of a blue badge, please use the government website below to complete the application.

<https://www.gov.uk/apply-blue-badge>

#### **4.4 Holiday Permits**

A limited number of holiday permits will be available during Easter, summer breaks and some half terms. The cost for holiday parking will be communicated one month before the holiday period and should be paid via bank transfer to the College before collecting the permit. Please see below the link to access the bank details on letterhead. Please quote 'Car Parking' in the reference box when making any payment.

[Staff Intranet Home - Finance Forms - All Documents \(sharepoint.com\)](#)

If a staff member wishes to pay weekly for their temporary permit, access will be granted to their staff card on a weekly basis after receiving proof of payment. Information on how to apply for a holiday permit will be communicated via the All College Email.

#### **4.5 Numbers of Permits**

Allocation of permits will exceed the number of available spaces by a small ratio of 5% for each day based on the primary park time information provided; this will consider staff holidays, shift-working and sickness. Passes are not transferable. The number of available permits will be reviewed and adjusted if necessary. If the number of applications exceeds the allotted number of permits the excess number will be placed on a criterion weighted waiting list for that academic year.

#### **4.6 Parking Spaces**

Each permit will be registered to a specific College car park; permits are only valid when used in the correct car parks. Those parking in other car parks may be subject to a penalty notice (see section 9 Failure to Comply). Permit holders will not be allocated a parking space. The issue of a parking permit does not constitute a guarantee of a space. There will be no individual designated spaces for any member of staff; spaces will be designated for use by Blue Badge holders, OH referrals, members of the SLT, visitors and motorbikes. In the event of no spaces being available parking will have to be found offsite.

#### **4.7 Visitor Parking**

Visitors to all College sites are to be encouraged to use sustainable methods of transport or public car parks. If a car parking space is required please contact [cctvcontrol@bradfordcollege.ac.uk](mailto:cctvcontrol@bradfordcollege.ac.uk)

#### **4.8 Permits and Car Parks**

Permitted number of vehicle spaces may change throughout the year due to building works and the College's Estates Plan.

### **5. Applying for a permit**

Each year, through the college communications process, colleagues will be advised how to apply for a parking permit with a link to the application form and the date this needs to be submitted to the EFMT. The outcome for all applications will be communicated individually to applicants via college email. Confirmation of receipt of application forms cannot be given due to the volume received.

#### **5.1 Criteria (points system)**

All permit requests will be dealt with by the EFMT and in exceptional circumstances may be referred for appeal (see section 10) for Executive approval. All criteria are subject to verification.

In order to operate a fair and robust permit allocation system, permits will be allocated based on the criteria, which is on pages 2 and 3 of the parking permit application form.

## **5.2 Use of Vehicle for Work**

Clarification of use of your vehicle on College Business will be sought from records kept with Human Resources. To register the use of your vehicle for college business provide Health and Safety with the following:

- Driving License
- Car insurance details (ensure that the insurance covers you for business use and we can see this)
- MOT details
- Email from your manager stating that you are required to use your vehicle on College Business and that they too have seen the documents listed above.

Until this point you cannot use your vehicle for work purposes or claim for your mileage.

## **5.3 Inadequate public transport**

Account will be taken of a journey from home to work which cannot be made, without excessive difficulty, on public transport. Please use the website below to check your journey.

Web: <http://www.traveline.info/>

## **5.4 Out of Hours Working**

Points are allocated to those who are required to work specified hours outside of the period 7am - 6pm Monday to Friday. Hours will be confirmed by Payroll and the individuals line manager.

## **5.5 Exceptional Circumstances**

Any personal safety or security issues which would require a parking space, or an occupational health issue please contact your HR Business Partner.

All exceptional circumstances which affect your method of working will need the approval of a member of the Vice Principal Finance & Corporate Services, based on the recommendation from HR.

## **6.0 Permit costs**

Cost schedules will be submitted and approved in agreement with the Senior Leadership Team on an annual basis. The cost for car parking may increase periodically which will be communicated annually through the college communications process and will be deducted monthly from salaries (in ten payments from October - July). Should you cease to be employed by the College, car parking payments will stop immediately - no refunds will be given.

## **7.0 College Car Parks - Access and Exiting**

All permit holders will be able to access the car parks anytime throughout the day. Any cars left in the car parks overnight do so at the owners own risk.

Non-permit holders can relocate their cars into college car parks on an evening; staff from 4pm, students from 5pm. These spaces will be issued on a first come, first served basis, where space is available.

## **8.0 Permit Holders – General Conditions**

Please be aware that the completion of an application form for a parking permit signifies acceptance of the conditions of use. Permits can only be used for the registered vehicle. Vehicle changes must be notified to the EFMT.

Email [parking@bradfordcollege.ac.uk](mailto:parking@bradfordcollege.ac.uk)

Permit holders are required to display their allocated permit within their vehicle. Motorcycles will not have a permit to display, however their registration details will be held by the EFMT

All permits remain the property of Bradford College and are not transferable. If a permit is lost or misplaced this must be reported to EFMT and a new one will be issued.

It is prohibited to alter, tamper with, duplicate or forge in any way the College permits. This action may result in disciplinary action.

## **9.0 Rules Governing the Use of Bradford College Vehicle Parks**

The EFMT 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 vehicle parking guidelines.

The following guidance applies to all users of Bradford College car parks.

### **9.1 Failure to Comply**

Failure to comply with these guidelines will result in the following:

- 1) Up to two warnings will be issued by a member of the EFMT, which will also guide you to the intranet where the policy and procedure can be found, copying in the individuals HOD.
- 2) A third and final warning will be issued by the Head of Facilities Management, copying in the staff member's HOD and the Vice Principal of Finance & Corporate Services and again will also guide you to the intranet where the policy and procedure can be found.
- 3) Further repeated offences will result in immediate removal of the parking permit for the current academic year and may result in disciplinary action. This action will go directly to the staff members Head of Department the Vice Principal of Finance & Corporate Services and the HR department.

### **9.2 Guidance**

- During core hours vehicles are only to be parked on Bradford College premises where the driver has legitimate business at the College.
- Any vehicle parked on Bradford College premises must comply with the provisions of the Parking Permit Scheme.
- There is a 5-mph speed limit within campus area, which must be observed at all times. All roads within the College campuses come under the Road Traffic Act.
- Persons parking vehicles on Bradford College property do so at their own risk.
- All accidents and injuries in any Bradford College car parks must be immediately reported to the appropriate member of the College Security Team or EFMT.
- Access to all Bradford College premises, including car parks, is by permission of a Bradford College Staff member. Anyone accessing the college campus must be registered as a staff member, student, booked visitor or contractor.
- Bradford College 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.
- The EFMT may authorise parking areas to be temporarily cordoned and dedicated for specific and temporary operational purposes. These temporary closures will be communicated via College Management Team meetings and College Communications in advance where possible.
- All vehicles must be properly parked within a relevant designated bay. (Occupational Health spaces blue, general spaces white and disabled spaces yellow)
- Major repairs, servicing or valeting of vehicles are prohibited within the vehicle parks or Bradford College grounds. 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.

- Parking is prohibited specifically in the following areas, locations or circumstances:
  - On yellow lines,
  - Areas hatched with yellow lines
  - Areas hatched with green lines
  - Area denoted within Highways code as such 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
- On grassed areas, on foot and cycle paths or turning circles
- In areas temporarily cordoned and dedicated by the college for specific and temporary operational purposes
- In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work
- In the event of no relevant spaces being available, parking will have to be found offsite.

## 10. Appeals

Appeals in relation to non-allocation of parking permits can be made in exceptional circumstances. The appeal panel consists of the Head of HR Services, the Head of EFMT and the Vice Principal Finance and Corporate Services.

To make an appeal, please email with the word "Appeal" in the subject heading. In this first email please explain briefly your reasons for appeal. If necessary you will be contacted to supply more information and/or verifiable supporting evidence for special circumstances consideration.

Email [parking@bradfordcollege.ac.uk](mailto:parking@bradfordcollege.ac.uk)

All appeals will be referred to the appeals panel where the representations will be reviewed. The panel may meet with the staff member in person. The decision will be made in writing after the appeal panel have made a decision and the decision will be final with no right to appeal.

All appeals will be held and a decision made within 4 weeks of the email being logged.

**Users of the Bradford College car park, do so at their own risk.**

**Bradford College will not accept responsibility for damage, accident or loss.**