

UFS PARKING POLICY

A: Related documents

1. UFS Security Policy
2. Road Traffic Act
3. Criteria for Allocation of Reserved Parking Spaces
4. UFS Parking Strategy
5. UFS Law Enforcement Policy
6. Procedure for the Issuing of Permits
7. National Building Regulations

B: Aim of UFS Parking Policy

Principles and guidelines for utilising parking spaces, under normal circumstances, are laid down in order to realise the UFS's strategic objectives with regard to parking.

C: Normal use of parking facilities

The following principles and guidelines will apply for the use of parking spaces under normal circumstances:

1. Certain parking areas are reserved for specific user groups (e.g. staff members, students, visitors) and are marked accordingly:
 - a. Reserved parking:
 - i. A specific parking space is allocated to a specific person.
 - ii. Vehicles using such a parking space must display a permit indicating the specific parking space.
 - iii. The criteria for allocation are determined by the UFS management.
 - b. Non-reserved parking:
 - i. In these areas, the principle first come, first served applies.
 - ii. Vehicles parked in these areas must display the applicable permit.
 - c. Parking for persons with disabilities:
 - i. In terms of the National Building Regulations, these parking spaces must be reserved for persons with disabilities. These parking spaces must be laid out in such a way as to provide easy access to the points of destination of persons using wheelchairs.
 - ii. Vehicles making use of these parking spaces must display a permit indicating that the space is being used by a person with a disability.
 - d. Visitor parking:
 - i. In these areas, the principle first come, first served applies.
 - ii. Vehicles making use of these areas must display a permit granting access to the parking spaces concerned. These permits must be obtained by the persons/institution hosting the following visitors:
 1. Guests visiting a department for official reasons.
 2. Prospective students visiting a department.
 3. Guest speakers/lecturers, etc.
 4. Persons serving on the Council, a committee, etc. (persons who are not UFS staff members or students).
 5. Persons performing voluntary work on the campus. The necessary documentation must be completed in order to issue a permit to the person for the period in which the service will be rendered.
 6. Retired members of staff who are still rendering a service on the campus.
 7. Contractors providing a regular service on the campus.

8. Persons visiting the UFS by appointment for any reason.
 9. With the necessary permission, persons attached to a non-profit organisation.
 - iii. Permits for the use of these areas are not issued in the following instances:
 1. Temporary and permanent students.
 2. Campus and relieving staff.
 3. Persons attending workshops, conferences and events requiring a fee. The persons/institutions organising the function may include the cost of parking in their fee.
 - e. Parking for students living in residences:
 - i. Vehicles which are parked in these areas must display the applicable permit.
 - ii. Guests of students living in residences must park in the non-reserved area, as described in b. above.
 - f. Parking for emergency vehicles.
 - g. Loading zones.
2. The following will apply with regard to permits:
- a. The different categories of parking must be clearly distinguished from one another through the use of colour codes.
 - b. Applicable permits must be issued accordingly, and the colour code concerned must be displayed for easy identification.
 - c. Permits must be issued in the form of disks that can be attached to vehicle windows.
 - d. Permits are issued to specific persons and may not be exchanged/traded.
3. The following apply to parked vehicles:
- a. The clearly marked permit must be displayed on the vehicle at all times, as close as possible to the right-hand side, and as low as possible on the windscreen.
 - b. Vehicles must be in a working condition and the legally required licence clearance certificate must be displayed.
 - c. Parking is only allowed in areas as indicated in the permit concerned, as described under a. above.
 - d. Construction vehicles may only park outside the marked construction area in exceptional cases.
 - e. Motorcycles and bicycles may only park in areas where provision has been made for them.
 - f. Vehicles must park within the lines of an officially marked parking space, as prescribed in the Road Traffic Act.
 - g. No person may spend the night in his/her vehicle.
 - h. No vehicles may be repaired on campus, except in the case of an emergency and with the necessary permission obtained from Protection Services.
 - i. Deserted vehicles, vehicles with more than five outstanding summonses, and vehicles posing a serious threat will be towed away and the owner will be held accountable for all costs.
4. Strict action will be taken against persons not complying with the regulations of this policy. Fines will be imposed for any violation of any parking regulation in terms of the UFS Law Enforcement Policy.
5. The use of parking spaces will be monitored:
- a. Parking spaces may only be used for the purpose for which they were provided.
 - b. All parking spaces must be utilised optimally.

- c. Criteria for optimising parking spaces will be determined by the UFS management.
6. The following apply with regard to the layout of parking areas:
 - a. Reasonable and acceptable walking distances, as prescribed in the national design guidelines.
 - b. Parking areas must be eco-friendly and promote well-being.
 - c. It is the responsibility of the user to ensure that he/she arrives on time.
 - d. All users must have access to the Parking Policy on the Intranet, and every new staff member/student must receive a copy of the policy.
 7. The following apply with regard to parking fees:
 - a. Applicable parking fees will be imposed for the use of any parking spaces.
 - b. Individuals are responsible for paying parking fees and entities may not be used for this purpose.
 8. The safety of all users of parking spaces must be effectively addressed in the UFS Security Policy.
 9. The pedestrian routes leading away from the parking areas must be safe and easily negotiable.

D: Use of parking facilities outside normal working hours

Special arrangements must be made for after-hours parking, over weekends as well as on public holidays, and this must be clearly indicated.

E: Use of parking facilities for special events

Dealing with the impact of large public events (such as the Arts Festival) on the parking activities of UFS staff members and students:

1. The interests of the primary inhabitants of the campus (staff members, students and official visitors) will always be taken into account when arrangements are made for major events on the campus.
2. With a view to the above-mentioned, all parking areas will normally be barricaded behind booms from 06:00 until 18:00, despite big events such as the Arts Festival, concerts and graduation ceremonies taking place in the Callie Human Hall or elsewhere.
3. Organisers of major events should always ensure that Protection Services and Physical Resources remain informed about all plans to enable them to make applicable arrangements in good time.
4. Alternative (open) areas may be used (reserved) for activities taking place in the Scaena, Wynand Mouton Theatre, Odeion or Callie Human Hall.