

UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA



UFS Parking Procedure

PROCEDURE STATEMENT	
1. Preamble/ background	1.1 This procedure was developed and implemented to provide clear guidance and demarcation regarding student, residence, staff and visitors' parking in particular.
2. Purpose	2.1 The purpose of this document is to set guidelines and principles for the use of parking spaces with a view to aligning with the UFS's strategic aim of providing green, healthy, affordable, safe, fair and orderly parking. This document is applicable to all three UFS campuses.
3. Scope	3.1 Encapsulates parking demarcation on all three campuses.
4. Definitions and abbreviations	<p>Parking space:</p> <p>A parking space is a location that is designated for temporary parking of a motor vehicle, either paved or unpaved. It is usually designated by a white-paint-on-tar rectangle. The automobile fits inside the space, either by parallel parking, perpendicular parking or angled parking. Depending on the location of the parking space, there can be regulations regarding the time allowed to park and a fee paid to use the parking space.</p>
5. Guiding principles	<p>5.1 Different parking areas are indicated with the use of a colour code according to the following categories:</p> <ul style="list-style-type: none"> a) Yellow: Parking for Commuter/day students b) Green: Parking for residential students c) Blue: Staff parking d) Blue with white wheelchair icon: Disability-inclusive parking e) Orange: Unreserved / visitors' / contractors' parking f) Red: Emergency parking g) Brown: Loading zones <p>5.2 Any person in charge of a motor vehicle (including a motorcycle) wishing to park the vehicle or leave it on campus must meet the conditions outlined herein.</p> <p>5.3 Parking is only allowed in the designated parking areas. Parking along, internal roads in non-designated areas or in the campus gardens is prohibited.</p> <p>5.4 The principles and guidelines apply under normal circumstances; it is possible to make exceptions in special circumstances if pre- arranged with Protection Services.</p> <p>5.5 The criteria for allocation are determined by the UFS management and are available on request.</p> <p>5.6 Parking spaces are allocated for use between 06:00 and 18:00. Outside of these hours, parking is permitted on a first-come, first- served basis.</p>

<p>6. Policy/procedure</p>	<p>6.1 Permits:</p> <ul style="list-style-type: none"> a) The different parking categories are indicated by means of coloured permits. b) Permits must be clearly displayed on every vehicle. c) Permits are managed and issued by Protection Services. d) Permits are allocated to specific persons, who are not allowed to exchange them or sell them. <p>6.2 Allocation of parking spaces:</p> <ul style="list-style-type: none"> a) Student parking is assigned on the outskirts of the campus. Students are expected to walk from these areas to their destinations, as it is believed that such exercise is desirable for health reasons and for the sake of the environment. It is the responsibility of students to arrive on campus in time, allowing enough time to walk to their destinations. b) Staff parking: Members of staff enjoy the privilege of access to parking near to their workplace, but this cannot be guaranteed. c) Parking for persons with disabilities: Students or members of staff with disabilities must submit their parking applications to the Centre for Universal Access and Disability Support (CUADS). d) Two parking spaces are reserved per campus for staff visiting from other campuses. <p>6.3 Rules applicable to parked vehicles:</p> <ul style="list-style-type: none"> a) Vehicles must be in a working condition and the legally required licence discs must be displayed. b) Parking is only allowed in the area indicated on the permit, as described above. c) No person may spend the night in his/her vehicle. d) No vehicle may be repaired on campus, apart from emergency situations and after the necessary permission has been obtained from Protection Services. e) Abandoned vehicles, vehicles with more than five outstanding fines and vehicles that pose a serious threat may be removed or immobilised by means of wheel clamps and the owner will be liable for all costs. <p>6.4 Rules applicable to parked vehicles:</p> <ul style="list-style-type: none"> a) Vehicles must be in a working condition and the legally required licence discs must be displayed. b) Parking is only allowed in the area indicated on the permit, as described above. c) No person may spend the night in his/her vehicle. d) No vehicle may be repaired on campus, apart from emergency situations and after the necessary permission has been obtained from Protection Services. e) Abandoned vehicles, vehicles with more than five outstanding fines and vehicles that pose a serious threat may be removed or immobilised by means of wheel clamps and the owner will be liable for all costs.
-----------------------------------	--

	<p>6.5 Non-compliance:</p> <p>a) Strict action will be taken against persons who do not meet the stipulations of the procedure. Fines will be imposed for the violation of parking rules. The income will be reinvested in the maintenance of an orderly parking environment on campus.</p> <p>6.6 Control of parking spaces:</p> <p>a) Parking spaces may only be used for the purpose for which they were intended.</p> <p>b) The use of allocated parking spaces will be regularly audited, with the understanding that unused or duplicated parking spaces or parking spaces that are used very infrequently will be reallocated.</p> <p>6.7 Parking fees:</p> <p>a) Monthly/annual fees are payable for allocated/designated parking spaces. Different rates are applicable to different parking spaces. Increases in parking fees must be determined in consultation with the various trade unions.</p> <p>b) Individuals are liable for the payment of parking fees and financial entities may not be used for this purpose.</p> <p>6.8 Security:</p> <p>a) A security plan for the parking zones is in place, especially for after- hours parking, which includes the red-pole project. The safekeeping of valuable items, however, remains the responsibility of the parking space user.</p> <p>b) There are safe and easily accessible pedestrian routes that lead from the parking areas to other destinations on the campus.</p>
7. Responsibility	<p>7.1 Planning:</p> <p>a) University Estates in collaboration with Protection Services</p> <p>7.2 Implementation:</p> <p>a) Signage and maps – University Estates</p> <p>b) Monitoring and enforcement – Protection Services</p>

8. Accountability and Authority:	
8.1 Implementation:	<p>8.1.1 Signage and maps – University Estates</p> <p>8.1.2 Monitoring and enforcement – Protection Services</p>
8.2 Compliance:	<p>8.2.1 All UFS staff, students, contractors, service providers, consultants, tenants and visitors.</p>
8.3 Monitoring and evaluation:	<p>8.3.1 Senior Director: University Estates</p> <p>8.3.2 Assistant Director: Property Management, University Estates, or successors in name and function.</p> <p>8.3.3 Senior Director: Protection Services</p> <p>8.3.4 Supervisor: Traffic Law Enforcement, or successors in name and function.</p>

8.4 Development/review:	8.4.1 Senior Director: University Estates 8.4.2 Assistant Director: Property Management, University Estates, or successors in name and function. 8.4.3 Senior Director: Protection Services 8.4.4 Supervisor: Traffic Law Enforcement, or successors in name and function.
8.5 Approval authority:	8.5.1 UFS Council
8.6 Interpretation and advice:	8.6.1 Senior Director: University Estates 8.6.2 Assistant Director: Property Management, University Estates, or successors in name and function. 8.6.3 Senior Director: Protection Services 8.6.4 Supervisor: Traffic Law Enforcement, or successors in name and function.

9. Who should know this policy?
Motorists making use of UFS parking space.

10. Policy/procedure implementation plan	See attached implementation plan.
11. Resources required	See attached implementation plan

12. Answers to FAQs	
	List questions asked by participants in the development of the policy. Provide answers that will help direct action within the relevant departments.

EFFECTIVENESS OF THE POLICY	
Performance Indicator(s):	To be completed on review by the person responsible for implementation, monitoring and evaluation.