

CAR PARKING POLICY

PURPOSE

Student Union employees. Contractors working for the University are to be treated as visitors.

2.2 University staff **must** have the following:

A validated University ID card which operates the car park barrier.

This will be activated for University staff when vehicle details have been registered on MyHR and have been kept up-to-date. If any University staff vehicle is found to be parked on a University car park which is not registered on MyHR then the pass will be deactivated with immediate effect. Any change of vehicle must be recorded as soon as possible on MyHR.

2.3 Staff parking is allocated on a first come first served basis. Once the campus car parks are full users will need to find alternative car parking.

Please note: There is free alternative University car parking available for staff and students at the Orlando Halls and the Hollins Halls of Residence and a free shuttle bus operates to the main campus approx. every 25 minutes. This also

Orlando throughout the day between 9am-5pm.

3. Student Parking

Student parking is available on the University Main campus behind the I-Zone and at Orlando Halls of Residence.

4. Disabled Parking

All disabled parking spaces are reserved 24 hours a day 7 days a week for use by disabled parking space but entitles the holder to use such spaces when they are available.

5. Visitor Parking and Parking for Organised Events

5.1 The dedicated visitor car park is booked on a first come, first served basis located in front of Bolton One and is accessible from Derby Street.

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the carpark@bolton.ac.uk email address and they must display the temporary visitor permit. Should the visitor car park be full, visitors will need to find alternative parking off-site.

Site map:

- 9.1 All University car park users shall be deemed to have accepted this car parking policy by registering your car on MyHR.
- 9.2 All drivers are required to observe the car parking requirements and observe traffic and parking signs within the University Campus.
- 9.3 All car park users **must** ensure that they:
- Park within marked bays only
 - Do not double park
 - Do not block entrances or exits
 - Do not park on double yellow lines or cross-hatched areas
 - Clearly display any permit issued or any disabled blue badge
 - Do not allow an unauthorised driver to gain access via the barrier
 - Do not tailgate the vehicle in front upon entry or exit to University car parks. This is dangerous and could result in damage to property, vehicles or person(s). Drivers must stop at barriers and use card access via the control panel.
- 9.4 A vehicle impeding access for the Fire Service is considered a contravention of the Regulatory Reform Fire Safety Order 2005, of which the University could receive a fine.

10. Parking Appeals

- 10.1 Should car park access be suspended there is a right of appeal. A request for an appeal will only be accepted in writing and within three (3) working days of the notice of the decision.
- 10.2 The request to appeal the decision should set out the full grounds for the appeal. The decision on appeal shall be final.

Send all correspondence to:

Car Parking Appeals, Facilities, Deane Road, Bolton, BL3 5AB or email: carparkappeals@bolton.ac.uk

Equality Impact Assessment

The University of Bolton is committed to the promotion of equality, diversity and a supportive environment for all members of our community. Our commitment to equality and diversity means that this policy/practice has been screened in relation to the use of plain English, the promotion of the positive duty in relation to the protected characteristics of race, sex, disability, age, sexual orientation, religion or belief, gender reassignment, marriage and civil partnership, pregnancy and maternity.

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