Transport and Parking Management Policy

EXECUTIVE SUMMARY

This policy seeks to confirm the University’s commitment to being an environmentally aware and sustainable organisation, as outlined in the Strategic Aim 5 of the University’s Strategic Plan, “To develop an environmentally aware and sustainable outward-facing campus community”.

The heart of this Policy is the recognition that the activities of the University and all its members in relation to their modes of travel has an effect upon the environment and that through the choices that we all make we should look to reduce those that are negative and promote the positive.

Improving the Travel Experience

The University will seek;

- to develop all measures to make transport and travel to, from and across campus as easy as possible working in partnership with local and national public transport providers, the local authority, partner enforcement agencies and other stakeholders.

- to recognise the varying needs of all visitors and users of the campus and, where appropriate, implement measures to ensure that all staff, students and visitors can access facilities appropriate to their needs.

Promoting Awareness and Public Understanding

The University will seek:

- to increase the awareness of staff and students to encourage their engagement and contribution to on-going of travel objectives while promoting individual environmental responsibilities.

- to promote and encourage the development of public transport provision to and from the campus and across the North Staffordshire and South Cheshire area.

- to promote and support cycling, pedestrian and other initiatives to reduce single occupancy car use.
• to manage the parking facilities, methods of control and enforcement to maximise efficient use of space and to ensure signage guides users clearly and correctly.

**Private Transport**

The University will seek:
• to minimise and reduce the number of vehicle trips to and from the University and to create a safe and pleasant environment on site for pedestrians and cyclists.

• to ring fence the income derived from parking charges to manage parking, to encourage sustainable travel choices and to promote broader environmental travel initiatives.

**Monitoring of Performance**

The University will:
• continually monitor the demand for and the utilisation of the parking provision on campus.

• maintain an open and transparent approach to car park management and charges, publishing parking revenues and expenditure plans through the Transport and Travel Consultation Group.

• explore opportunities for other measurable objectives and targets which will help reduce the use of vehicles on campus.
Parking Management Policy

1. Preamble

The Keele University Strategic Plan identifies six Strategic Aims and Objectives:

1. To provide high-quality tailored learning and teaching
2. To deliver international excellence and impact in focused areas of basic/strategic, applied, translational and practice-based research
3. To provide a high quality experience to all students
4. To develop an environmentally aware and sustainable outward facing campus community
5. To foster a culture of enterprise and creativity to grow and diversify income
6. To manage and develop resources effectively

These all highlight Keele University’s commitment to the wider society and environment, with specific reference to sustainability with Aim 3. Use of transport by the University in the course of its activities are by our staff and students travelling to and from the campus has an impact on the environment both in terms of the number of vehicles congesting local roads and Carbon Emissions being discharged into the atmosphere.

The University first developed a Five Year Travel Plan in 2008. This was drawn from the recommendations of the Public Dialogue Exercise on Transport undertaken in 2007-08. The University considers this policy to be a working document, and acknowledges that the issues of transport and travel are an on-going process and needs to reflect and respond to the varying staff and student demographic map which will continually develop over time.

2. Introduction and Purpose

2.1 This policy outlines Keele University’s commitment to ensure that transport and travel is convenient and affordable whilst recognising the need to respect the environment and how the University’s continued growth will impact upon the principles of sustainability,

3. Environmental Statement

3.1 Keele has, for a number of years, been committed to minimising its impact on the environment. As Keele develops then the members of the University must be increasingly aware of the importance of environmental issues. Keele has a desire to integrate environmental considerations into future transport developments.

3.2 This policy seeks to make public the commitment to provide convenient, affordable transport services which are environmentally responsible and to clearly set out the principles by which the University transport and travel facilities are managed.

4. Promoting Awareness and Public Understanding

4.1 The University will seek to increase awareness and engagement of staff and students in effectively and efficiently managing transport and parking resources by:-
4.1.1 Ensure that all signs relating to parking directions and restrictions are clear and unambiguous and are maintained in a clean and readable condition.

4.1.2 Ensure that all holders of parking permits are issued with a current copy of the University regulation on parking annually.

4.1.3 Ensure that copies of local public transport services are readily available at all reception areas.

4.1.4. Ensure that all staff receive information on cycling promotion initiatives at least annually

4.1.5 Staff and Students are required to provide proof of vehicle ownership (vehicle registration document), vehicle insurance (insurance certificate) and eligibility to drive (driving licence) prior to the allocation of a parking permit.

5 Parking Permit Management - Eligibility

5.1 Staff (Payroll)
5.1.1 Staff shall be eligible to purchase a parking permit entitling them to park on certain designated car parks at an approved rate of payment deducted from salary. New permits will be issued in April each year and staff will be advised of the process for issue.

5.2 Staff (non-Payroll)
5.2.1 Staff not subject of payment via the University monthly or weekly payroll system shall be entitled to purchase an annual permit at an approved annual charge (Non-Payroll Staff). This will be issued on completion and submission of the appropriate application form, suitably endorsed by the line manager of the applicant. Permits will be issued from April each year and permits purchased after 30th September each year will be issued on payment of 50% of the annual charge.

5.3 Students
5.3.1 Post Graduate Research students will be regarded as Non-payroll staff and will be eligible to purchase a permit as outlined in 5.2 above.

5.3.2 Students not resident in University campus accommodation will be entitled to purchase a permit to park a car on certain designated car parks on payment of an approved charge. The permit will be issued from 1st September each year and permits issued after 1st January will be issued on payment of a charge of 50% of the approved annual charge.

5.3.3 Post Graduate students on taught courses will be eligible to purchase a student permit as outlined in paragraph 5.3.2 above.

5.3.4 Student permits which are surrendered to the administration team in security will enable the purchaser to obtain a refund of the annual charge less 10% for full or part month between the 1st September and the date of surrender i.e. a permit returned on 15th November will result in refund of 70% of the purchase price.

5.4 Scratchcards
5.4.1 Staff or Students who routinely use public transport or cycle and require occasional use of a vehicle e.g. to transport heavy or bulky equipment may purchase a ‘Scratchcard’ permit which authorises parking for one day. Cards may be purchased in quantities of five from designated
outlets (Chancellor’s Reception). Purchase will be limited per person to five in any one calendar month.

5.5 Disabled Blue Badges
5.5.1 Staff or Students who have been issued with the ‘blue badge’ in accordance with the national scheme for disabled drivers are authorized to use any designated disabled parking bays free of charge. No permit or ticket is required to be displayed in addition to the recognized ‘blue badge’ issued under the national scheme. Staff or student making application for issue of a ‘blue badge’ will be considered for issue of a Temporary Disabled Permit to enable the application process to be completed.

6. Parking Permit Management – Exemptions and Concessions

6.1 Staff
6.1.1 Staff who have temporary medical or mobility problems may be issued with a Temporary Disabled Permit which authorizes use of any disabled parking space free of charge. Issue of such permits will be considered by the Car Parking Management Panel and will be issued for a period appropriate to the time of recuperation, treatment or application for a ‘blue badge’ as in 5.5.1 above.

6.1.2 Staff Car Share - Staff who register to share transport as a group of two or more will be entitled to a single permit, usable for any vehicle, at a reduced annual rate of deduction. This permit will also entitle the use of specific Car Share designated parking spaces.

6.1.3 Resident Tutors – undergraduate students engaged as Resident Tutors are no longer (from September 2012) eligible to apply for a parking permit.

6.2 Students
6.2.1 Students who have temporary medical or mobility problems may be issued with a Temporary Disabled Permit which authorizes use of any disabled parking space free of charge. Issue of such permits will be considered by the Car Parking Management Panel on production of supporting medical evidence and will be issued for a period appropriate to the time of recuperation, treatment or application for a ‘blue badge’ as in 5.5.1 above.

6.2.2 Students who are required to undertake a specific placement at a location off campus as an integral part of their course will be exempt from restrictions on eligibility to purchase a permit to have a car on campus. This will include medical, nursing, physiotherapy and pharmacy students. Student seeking such exemption must submit the application suitably endorsed by the relevant School to confirm enrolment on an approved course of study. Issue of such permits will be considered by the Car Parking Management Panel.

6.2.3 Students who are actively participating in sport and have been selected to represent their country which requires regular attendance at national training sessions and/or competing at national or international level will be able to apply for exemption. Student seeking such exemption must ensure the application is endorsed by the Head of Sport to confirm participation at international level training and competition. Issue of such permits will be considered by the Car Parking Management Panel.

6.2.4 Students undertaking the fifth year medical course, all nursing students and Post Graduate Certificate of Education courses will be eligible for a 50% reduction in the cost of an annual permit in recognition of their limited time spent on campus and the need for them to pay parking charges at other sites in the course of their studies. Students seeking such discount must ensure the application is endorsed by the relevant School to confirm enrolment on an
approved course of study. Issue of such permits will be considered by the Car Parking Management Panel.

6.2.5 Students who have medical or mobility problems which their disability needs assessment recommends access to use of a vehicle will be granted exemption from the restrictions on eligibility to purchase a parking permit. Issue of such permits will be considered by the Student Disability & Dyslexia Support Manager and Head of Security having regard to the medical evidence as outlined in the needs assessment. This exemption will entitle the student to purchase a permit at the approved rate. Student seeking such exemption must make application with the Student Support and Development Services team as soon as possible or, if possible prior to the start of each academic year. Issue of such permits will be considered by the Car Parking Management Panel.

6.2.6 Students – Exceptional Circumstances – Student who are resident in Halls would normally not be eligible for a permit to park their car on campus. However, it is recognized that there are students who have exceptional circumstances which could justify their exemption. These are varied in terms of both subject and severity and the following procedure will form the basis for comparative assessment of these circumstances:-
Students will be able to make formal application at the start of each semester outlining, and where possible providing evidence of their circumstances by completing the form at 6.3 Issue of such permits will be considered by the Car Parking Management Panel.
Student Car Parking Allocation Criteria 2014

NB You must supply evidence to support your allocation. Other than those applications which fall within Band B, applications will not be considered unless accompanied by supporting evidence or information, where required on this form. In all cases, you may be asked to provide further evidence to aid the decision-making process.

Criteria for Assessment (Please tick if applicable)

Band A (Highest Priority)

Do you have a permanent or temporary disability, evidenced by a GP or consultant, which affects your ability to access your place of study by public transport? Please attach a copy of the evidence.

Band B (Course-based needs)

Do you carry out placement visits in order to meet the requirements of your course? (State the programme on which you are registered; no further evidence is needed as these applications will be verified with the University)

NB – for applications falling within Bands C and D below unless you have provided clear evidence that there are no viable alternatives to meet your transport requirements a permit will not be issued.

Band C (Social Needs)

Do you require your car regularly to convey children in your family aged up to 11 years to and from school or childcare where public transport options are not available?
If you have answered ‘yes’ to this question, please complete the following information:
Children’s dates of birth
From which location and postcode?
To which location and postcode?

Do you require your car regularly to convey children in your family aged 11-16 years to and from school or childcare where public transport options are not available?
If you have answered ‘yes’ to this question, please complete the following information:
Children’s dates of birth
From which location and postcode?
To which location and postcode?

Do you have caring responsibilities for a spouse or other relative? You must provide evidence showing that you personally are required to carry out such responsibilities. Please attach the evidence.

Do you undertake volunteering activities which necessitate you using a car? You must provide evidence from a responsible person detailing the following information:

Type of activity (& why a car is needed to carry it out)
Where located
Name and position of person providing accompanying evidence
**Band D (Employment Needs)**

Do you have to travel straight to/from another place of employment before or after studying at Keele where public transport options are not available?

Name of organisation
Location
Details of Employment

Please provide a journey plan of your journey using www.transportdirect.info
7. Car Park Management and Enforcement

7.1 The management of parking on the campus is outlined in Regulation 24 which will be reviewed annually and viewed at: http://www.keele.ac.uk/regulations/regulation24/