

## ADMINISTRATIVE OPERATING PROCEDURE

<b>Procedure ID:</b>	<b>Parking and Traffic Procedure</b>	
	#4-426 OP	
<b>Approved by:</b>	Executive Leaders Team	June 17, 2014
<b>Effective Date:</b>	May 1, 2015	
<b>Next Review Date:</b>	May 2018	
<b>Monitoring Responsibility:</b>	Director, College Facilities	
<b>Linked to a College Policy:</b>	<input checked="" type="checkbox"/> Yes # 4-426	<input type="checkbox"/> No

### Policy Statement

The grounds of Fleming College, including all parking areas, parklands, roads and pathways, are private property.

The College reserves the right to control parking and traffic on the campus, to prohibit access to any vehicle and to restrict parking or driving privileges at any time, in any parking lot, for emergencies, construction or other operational purposes.

Fleming College has no legal obligation to provide parking accommodations and assumes no responsibility for any damage or loss of a vehicle or its contents.

In general, the regulations for safe operation of a vehicle as described in the *Highway Traffic Act of Ontario* shall be the guidelines for safe operation of a vehicle on Fleming College property.

All persons operating a motor vehicle on campus are required to have a valid driver's licence and liability insurance for their vehicle.

### Definitions/Acronyms

N/A

### Operating Procedure

#### 1.0 POLICY ADMINISTRATION

The Manager, Public Safety and Parking has the overall responsibility for the administration of this policy and the associated regulations as well as other matters pertaining to the ongoing operation of Parking Services at Fleming College.

#### 2.0 PARKING & TRAFFIC REGULATIONS

Detailed regulations regarding parking and traffic movement shall be created and made publicly available. The regulations shall include:

1. Direction to students, employees and visitors on the available types of parking.
2. A schedule of parking fees associated with the various types of parking.
3. A list of parking violations, penalty fees and enforcement actions.
4. A two-step appeal process and associated procedures.

### 3.0 POLICY ENFORCEMENT

The Manager, Public Safety and Parking shall have overall management responsibility for the enforcement of this policy, the associated regulations and the appeal process.

Campus Security Guards will have the primary responsibility for the issuing of Violation Notices for parking and traffic related infractions.

#### Related Documents

- College Policy #4-426, *Parking and Traffic*
- College Policy #4-402, *Community Access to College Facilities*
- College Policy #4-423, *Campus Security*

#### Appendices

- Appendix A – Sutherland Student Parking Application
- Appendix B – Frost Student Parking Application
- Appendix C – Full-Time Employee Parking Application
- Appendix D – Part-Time Employee Parking Application
- Appendix E – Payroll Deduction Form
- Appendix F – Parking Violation Notice Appeal Form

#### Summary of Amendments/Reviews:

Section(s)	Date	Comments
New procedure		











## Appendix F to Operating Procedure 4-426 OP: *Parking Violation Notice Appeal Form*

To appeal a Fleming College Parking Violation Notice, please complete this form and submit it at the Information Booth at either the Frost or Sutherland Campus. Appeals must be submitted within 5 working days of the date the Parking Violation Notice was issued. Appeals submitted more than 5 working days after the offence notice was issued will not be reviewed or processed.

Name: (first and last)		Student/Employee#:	
Violation Notice#:		Date Notice Issued:	
Email Address:		Contact Phone #:	

Please provide a detailed reason for your appeal:

### Parking Staff Use Only

Staff Name:		Date Received:	
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Decision:

### Manager, Public Safety and Parking Use Only

Reviewed By:		Date Received:	
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Decision: