

ADMINISTRATIVE OPERATING PROCEDURE

Parking & Traffic	
Procedure ID:	#4-426 OP
Approved by:	Executive Leaders Team
Effective Date:	May 1, 2015
Next Review Date:	May 2018
Monitoring Responsibility:	Director, College Facilities
Linked to a College Policy:	X 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 & 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 & 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 & Traffic Policy*
- College Policy #4-402 *Community Access to College Facilities*
- College Policy #4-423 *Campus Security Policy*

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

Attached to Parking Regulations Document

Summary of Amendments/Reviews:

Section(s)	Date	Comments
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