

## **Policy - Parking – 1st January 2009**

### **Clause 1--Issuing of Permits and Permitting System**

A private sector service provider will manage all permitting and controls of parking services –including checking applications, vetting, issuing and reissuing of permits.

No permits will be granted to staff or students living within a 1km radius of the Institute, subject to certain exemptions to be specified.

The permit based zone access system will operate between 8:30am and 6:00pm Monday to Friday during the academic year and outside those times access to parking will be as is at present, ie open to all -first come first served.

A charge will pertain for the issuing of permits.

A facility to put 2 number plates on each permit to be available so the permits can be swapped between 2 family cars

### **Clause 2—Zoning of the Car Park**

The parking area will be zoned as follows:

Approximately 60 spaces are to be allocated as pay and display.

Approximately 360 spaces or 50% of the remainder will be allocated to staff only, approximately 360 spaces or 50% of the remainder, will be allocated to the student body only.

Visitor parking will remain as is, in its currently designated area, at the learning centre. The set-down area inside the Southern gate will have a limit of 30 minutes set-down. Vehicles remaining longer than 30 minutes in this area are liable to clamped. Drawings showing the zoning are available.

The zones will be identified by a border marked on the ground as follows

- Pay and display zone - blue,
- Students zone - green
- Staff zone -white.

Signage will be erected identifying the zones

Pay and display machines will be introduced by an outside service provider. A parking charge per hour will apply.

The area around the northern boiler house and the recycling parking area will not be a designated car parking space. Only vehicles which are on service business for the college, ie providing a service to the Institute using a vehicle, will be allowed use this area.

### **Clause 3-- Sanctions**

Clamping will be one of the sanctions to manage the car parking. A clamping release fee will apply.

- Vehicles parking on the campus without a valid permit or pay and display ticket are liable to be clamped.
- Vehicles parking in a pay and display area without a pay and display ticket visible at the front windscreen are liable to be clamped.
- Vehicles owned by students parked in a staff zone, even with a valid permit at the front windscreen, are liable to be clamped.
- Vehicles owned by staff parked in a student zone, even with a valid permit at the front windscreen, are liable to be clamped.
- Vehicles owned by individuals who have a valid permit in their possession but who do not display that valid permit at their front windscreen are liable to be clamped.
- Vehicles parking on grassed or landscaped areas are liable to be clamped
- A penalty of clamping will result for non payment of parking fee in pay and display.

When the car parking policy is put in place and the zoning is established and the permits are issued the lift and tow policy will be amended as follows;

**Only** vehicles parking on a carriageway or a roadway will be lifted and towed off site. A recovery charge for lift a tow will apply. A valid carriageway includes any roadway designated within the college curtilidge; this will include roadways around car parks, the main service road from the northern entrance gate through to the southern entrance gate.

A vehicle blocking **any circulation route**, whether or not that vehicle has a valid permit or a pay and display ticket at its windscreen, is liable to be lifted and towed. Carriageways can not be blocked by vehicles parking within their borders.

Parking is allowed only in a marked and designated parking space as otherwise sanctions will also apply.

In any event should a vehicle be deemed to be causing a danger/ safety hazard, it will be liable to be lifted and towed.

#### **Clause 4--The Appeals Committee**

An Appeals Committee will be formed by nominated members from the following sections;

1. Students Union
2. The Staff of the Institute
3. The Management of the Institute

The following names have been put forward for the Appeals Committee

1. Paddy Bonner- The Student Union President
2. Michael Geoghegan – Union Representative from the Staff
3. Des Foley –for Institute management.

The Appeals Committee will adjudicate and assess all parking appeals fairly and without prejudice. They will look at all appeals on their merits. They will document a policy upon its inception and adhere to this policy going forward. The policy can be amended to suit changing circumstances within GMIT with the proper consultation. They will meet once per month, during term time, to assess appeals and make determinations. The Committee will collect the appeals from the appeals box which will be at the main reception area. They will notify each appellant of the outcome of their appeal. The Appeals Committee will also notify the Sub Committee of the Common Partnership Forum of statistics with regard to how many appeals are supported and how many are not.

Appeals forms are available from the service provider, reception and the student union.

#### **Clause 5 --The Encouragement of Alleviation Measures such as Car Pooling, Public Transport, Walking and Cycling**

Both the Institute management and the Student Union will encourage staff and students to walk, cycle and use public transport and car pooling as often as is feasible. They will do this by means of texting, poster campaign, notes on induction etc. The Development Office, Buildings and Estates Department is meeting the Galway City Council 2 or 3 times a year and included in the agenda is the to facilitate an increase in the provision of public transport such as the provision of new bus bays, the provision of new pedestrian lights, the provision of additional public sector transport facilities.

GMIT will consider introducing an incentive for staff and students that will positively encourage those who minimize the number of days they use their cars to come to work during term time.

The policy is to be implemented in 2009

Note It is recommended that the operation of the system be fully reviewed by the end of September 2009.