



UNIVERSITY OF  
LINCOLN

## **Car Parking Policy**

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**Contents:**

- 1. Introduction**
- 2. General Regulations**
- 3. Authorisation to Park on Campus**
- 4. Permits**
  - 4.1. Car Share Scheme
  - 4.2. Charges
- 5. Scratchcards**
- 6. Electric Cars**
- 7. Motor Cycles**
- 8. Disabled Persons**
- 9. Car Parks**
- 10. Management of Car Parking areas and Enforcement of Policy**
  - 10.1. Notices
  - 10.2. Patrols
  - 10.3. Cars left long term or abandoned
  - 10.4. Appeals
- 11. Parking on roads surrounding the Campus centres**
- 12. Visitor Car Parking**
- 13. Contractor Car Parking**
- 14. Parking out of hours**
- 15. Data Privacy Notice**

## **1. Introduction**

This policy applies to all employees and students at UoL as well as all visitors and external individuals and organisations using UoL's car parks. This policy relates to all UoL car parks and is operational 24 hours a day, 7 days a week.

The Car parking Policy has been drawn up to maintain effective management and control of vehicles on all campuses, and to ensure the health, safety and welfare of staff, students and visitors using the campus.

Car parking is a limited and valuable commodity that is expensive for the University to maintain and operate and demand for spaces may outstrip supply. This policy does not guarantee spaces for anyone including permit holders.

UoL is committed to moving towards more sustainable forms of transport and to ensuring that accessibility to its sites is improved for all students, staff and visitors. UoL is also under pressure from the local authorities to come into line with government policy and reduce the use of the car in connection with its operations.

The Car Parking Policy and charges are part of the University Travel Plan. Revenue generated by parking charges will contribute towards the maintenance and operation of the University car parks as well as supporting initiatives designed to encourage staff and students to use alternative forms of transport.

To ensure that the car parks are only used by those authorised to do so a series of enforcement measures have been put into place to discourage unauthorised parking.

This policy relates to all motorised vehicles.

## **2. General Regulations**

During the hours of 0600 to 1630 hrs Monday to Friday, only vehicles displaying a valid UoL staff parking permit, contractor parking permit or scratch card may use the car parks and this must be in connection with UoL business.

During the hours of 1630 hrs to 0300 hrs Monday to Friday and 0600 hrs to 0300 hrs at weekends, vehicles displaying a valid UoL staff parking permit, UoL student parking permit, scratch card or pay and display sticker (including pay by phone) may use the car park.

No vehicles will be permitted to park on campus between the hours of 0300 and 0600 hrs on any given day, without prior written approval obtained from the Estates Services Department.

The University does not accept responsibility for any loss, damage or misfortune to any vehicles, or its contents, brought onto, or parked on University property.

All vehicles must be parked only in designated parking areas. Vehicles must not be parked on:

- Yellow Lines
- Hatched road markings
- Verges
- Landscaped areas

- Pavements and pedestrian walkways
- Any non-designated parking area
- Campus Way (Brayford Campus)
- Tow path to rear of Brayford student residences.

Only pre-booked visitors and vehicles displaying a valid permit will be allowed to park on campus.

The University has the right to withdraw any parking permit at any time.

The University does not, at any time, guarantee the availability of parking spaces to staff, students or visitors. Any person who is unable to find a parking space should remove their vehicle from the campus immediately.

All persons bringing a vehicle onto the campus must obey the instructions of traffic management staff and traffic signs.

A maximum speed limit of 10mph should be obeyed at all times.

No vehicles should be parked in P1 except for official pre booked visitors to the UoL and disabled permit holders parked in disabled bays.

### 3. Authorisation to Park on Campus

Staff may apply for a permit to park on the Campus where they are based if they meet the following criteria:

- They are a University employee (full or part time).
- Temporary staff may only apply for car park scratch cards which are available online from the University Shop.
- Visiting lecturers are required to apply for car park scratch cards which are available online from the University shop.
- Staff and students who are Blue Disabled Badge holders may apply for a permit to park in the designated disabled parking bays on campus. Staff eligible to use disabled spaces may also use non-disabled spaces on campus where a disabled space is unavailable.

#### Notes:

Separate areas are identified on each campus for External Visitor and Hire Car parking which do not require a permit.

Visitors to the University who have pre-booked parking arranged must comply with the visitor parking arrangements at the site they are visiting.

Drop-off delivery vehicles are excluded from this authority provided that they are delivering previously ordered goods to the University.

Contractors parking their vehicles on Campus with the authority of the Campus Services Department, and **subject to availability**, may only park in an agreed area.

Authorised external individuals and organisations (i.e. tenants) will be issued with valid permits as indicated in their agreements.

## 4. Permits

The appropriate permit must be clearly displayed on all cars parked in University car parks.

External visitors parking in UoL car parks must follow the appropriate procedure as directed by security officers or car park attendants and, where appropriate, display the required permit.

Staff and student permits will only be issued on completion of an application form.

Applications for permits should be completed and returned as indicated on the application form.

Permits will be issued to individuals and they are not transferable.

The issuing of a permit **does not guarantee** the availability of a car parking space.

To assist staff car park permit holders visiting other campuses, staff car park permits will be valid for the main car park at each campus, but spaces are not guaranteed. Student permits are only valid between the hours of 1630 hrs and 0300 hrs Monday to Friday and 0600 to 0300 hrs at weekends.

The University reserves the right to close car parks out of peak hours and to allocate parking spaces to other users at any time i.e. in connection with Open Days, conferences etc. Wherever possible reasonable notice will be given if peak time parking arrangements are to be significantly affected.

Members of the University only occasionally wishing to use the car parks may do so by purchasing a scratch card. These tickets must be displayed within the vehicle at all times.

A daily audit of parked vehicle permits will be in operation.

Car parking policy is under constant review. Permits become invalid on termination of employment or completion of course and must be returned to the Campus Services Department.

### 4.1 Car Share Scheme

The University offers a suite of car sharing incentives which will save you money on your commute, make finding a car parking space easier and fund a return journey home should your lift fail in the event of an emergency.

The University of Lincoln car share scheme is open to employees who are entitled to a Standard Parking Permit and who are registered users of the University's private car sharing group. To sign up, visit the [University of Lincoln Liftshare](#) website.

The University has provided dedicated car share parking bays across the Brayford Campus which are marked Blue. In order to use these bays your vehicle must display at least 2 car share permits in the vehicle (to confirm at least 2 'sharers'). More details are available at Appendix 1.

### 4.2 Charges

The University is committed to reducing the amount of car usage associated with its activities and as a consequence, an annual charge for the issuing of permits will be made.

#### 4.2.1 Salary sacrifice

The University will operate a salary sacrifice scheme through the payroll department for all employees completing the parking permit application process.

#### 4.2.2 Employee responsibility

All employees are **fully** responsible for informing the University Campus Services department of any changes to their permit requirement. This includes the cessation of the requirement through termination of employment. Changes that impact on the payroll transaction will be applied on the next available payroll following the submission of the change.

#### 4.2.3 Part month deductions

Deductions will not be taken on a monthly pro rata basis. The determination to take the deduction will be based upon whether the requirement for the permit covers the greater proportion of the calendar month. In the event that the permit is required for the greater part of the month then the full monthly deduction will be taken. Consequently where the permit is not required for the greater part of the month i.e. a starter at the end of the month or a leaver at the beginning of the calendar month, then no deduction will be applied.

#### 4.2.4 Changes to deductions

Should a change in grade be applied to an individual either increasing or decreasing their substantive post then any change to payment will be automatically applied to the payroll based upon the part month payment detailed above.

For individuals occupying multiple posts at varying grade deductions will be calculated based on the highest graded post.

#### 4.2.5 Inability for deductions to be taken

Deductions will be taken from the payroll for all employees who have applied for a permit regardless of any absence. It remains the full responsibility of the individual to manage the application/cessation process in line with their working pattern. This includes where an individual becomes absent from the University in the event of planned or unplanned leave, including for example maternity, sickness absence and sabbaticals.

Should the event occur of there being insufficient pay to make the full deduction in any calendar month then any outstanding liability will be carried over and taken to the next pay period until the required amount can be deducted.

Retrospective applications to withdraw permits will not be backdated beyond the payroll month when the notice is received.

The car parking charges will be reviewed annually. Charges apply to both full and part time staff. Part time staff that are 0.5fte or less will be charged the half rate, all staff above 0.5fte will be charged the full rate. The table below shows the annual and monthly charges for the bandings.

| <b>Band</b> | <b>Full Rate<br/>Annual</b> | <b>Full Rate<br/>Monthly</b> | <b>Half Rate<br/>Annual</b> | <b>Half Rate<br/>Monthly</b> |
|-------------|-----------------------------|------------------------------|-----------------------------|------------------------------|
|-------------|-----------------------------|------------------------------|-----------------------------|------------------------------|

|                  |      |     |     |       |
|------------------|------|-----|-----|-------|
| Grade 2, 3 & 4   | £48  | £4  | £24 | £2    |
| Grade 5, 6 & 7   | £72  | £6  | £36 | £3    |
| Grade 8 & 9      | £108 | £9  | £54 | £4.50 |
| Grade 10 & above | £144 | £12 | £72 | £6    |

The revenue raised will contribute towards the cost of maintaining the University car parks and to support green travel plan initiatives.

## 5. Scratch cards

Occasional and infrequent users of the car park can purchase scratch cards rather than subscribe for a parking permit.

Scratch cards cost £1 each and are valid for a day. They are available in books of 5 from the University online shop.

The date on which the scratch card is to be used should be scratched off and the card left clearly visible on the dashboard of the vehicle when parked on UoL premises.

A staff email address will be required to purchase the scratch cards and are only for use by University staff while on University business.

## 6. Electric Cars

The University has 8 electric car charging points at the Brayford Campus. There are 2 behind MHT, 2 adjacent to the Science Building, 2 at the bottom of the Sports Ramp and 2 at Charlotte Scott Building.

Each space has access to a 7KW Mennekes socket charging point. You must charge your vehicle while parking in these spaces.

All 8 spaces are reserved for electric vehicle charging until 10.30am, after which they become available to any permit holder.

The charging points are provided in conjunction with POD Point. When you park at an electric vehicle charge point, you must confirm your charge within 15 minutes of plugging into the unit.

Use the POD Point service to confirm your charge:

- [download the POD Point app for iOS devices](#)
- [download the POD Point app for Android devices](#)
- visit the [POD Point website](#)

If you're a student or member of staff, you should use your lincoln.ac.uk username when you sign up to POD Point.

If you drive an electric vehicle, you will need to display a valid vehicle parking permit. Student permits are only valid after 1630hrs on weekdays.

Pay and display car park users may use the electric charging points during the pay and display hours of operation. You must buy a pay and display ticket from one of the machines in the car

park to use the charging points. This ticket will only be valid in these allocated spaces if the vehicle is plugged in and charging.

## **7. Motor Cycles**

Motor cycles must only be parked in designated areas which are clearly identified.

Motor cycles are classified as a vehicle under the general regulations of this parking policy.

Motor cycles must not, under any circumstances, be chained or locked to any part of any University building.

Motor cycles do not require a parking permit, however they are not exempt from an excess parking charge for failure to comply with this policy.

## **8. Disabled Persons**

Disabled persons are identified as those who hold a valid Blue badge.

Disabled badge holders will require a parking permit and they will be charged at the above rates.

Disabled persons are not exempt from excess parking charges for failure to comply with this policy.

## **9. Car Parks**

Car Share bays are marked in Blue and are only available for members of the car share scheme who are sharing that day and displaying at least 2 permits within the vehicle.

### **P1 – Pre Booked Visitors**

P1 is for official pre booked visitors and disabled badge holder parking only. Please contact security to book your visitor in.

### **P2 – Brayford Trust**

P2 is for Brayford Trust permit holders only and is not available to University staff.

### **P4 – Pre Booked Visitors and VIPs**

Spaces are limited to:

- Vice Chancellors office, board of governors and SLT.
- Disabled staff and students with special requirements.
- Authorised visitors to the University
- Staff, students and visitors as authorised by the VCO.

### **P8, P9, P10 – Boulevard Car Park.**

This car park is for general University Staff use.

### **P11 – Think Tank**

This car park is only for Think Tank tenants and visitors.

### **P12 – Charlotte Scott**

This car park is accessed off Ruston Way and is for General University staff use. The car park has automatic bollards to control access and the four digit PIN is available from security.

#### **P13 – JBL Car Park**

This car park is accessed off Beevor Street and is for general University staff use. There are clearly marked visitor bays for pre booked visitors to JBL and Minster House which can be booked through security on site.

#### **P14 – Ruston Way**

This car park is at the top of Ruston Way and is for General University staff use. The car park has an automatic barrier to control access and the four digit PIN is available from security.

#### **Short Stay Car Park**

A short stay car park is available at the Brayford campus for anyone who is visiting or is engaged in University business. The car park is located at the front of one campus way.

The maximum period of stay is 30 minutes.

Any vehicle which is parked within this area for longer than the maximum 30 minute stay will be subjected to ticket enforcement.

### **10. Management of Car Parking areas and Enforcement of Policy**

To ensure compliance with the Car Parking Policy authorised personnel will patrol the UoL car parks and campuses and may issue parking charge notices to the owners of vehicles committing the offences set out below for which the owners will be liable to pay an excess parking charge.

Any vehicle:

- Not displaying a valid UoL permit, scratch card or pay and display ticket.
- Which is causing an unnecessary obstruction.
- Parked in a disabled bay without a valid Blue Badge displayed.
- Parked in a reserved bay without authorisation.
- Which is parked outside the designated parking areas.

Any vehicle parked in breach of these regulations will be subject to ticket enforcement. This is advertised on campus signage. The University reserves the right to vary these charges from time to time.

The University shall have the power to deal with any vehicle left in breach of these regulations by having it removed at the expense of the owner, or person responsible, to any public or private place, which the University may deem convenient.

In the case of a breach of this policy the University shall be indemnified by the person responsible, in respect of any loss liability or damage, arising from removal of the vehicle, howsoever caused.

Should any student or member of staff be found to have acted in a fraudulent way or to have behaved in a threatening or intimidating manner to staff (whether directly employed by the University or a contractor) seeking to apply this policy, this will be treated as a serious disciplinary matter by the University and, in addition to any other measures that may be

imposed as a result of any disciplinary action taken by the University, the permit may be withdrawn.

### **10.1 Notices**

At all vehicular entrances and entrances to car parks, notices will be erected advising on the use of parking charges where vehicles are parked outside designated car parking areas or without an authorised permit clearly displayed.

### **10.2 Patrols**

The University may contract out the responsibility for patrolling the car parks, issuing parking charges and enforcing the Car Parking Policy.

### **10.3 Cars left long term or abandoned**

The University reserves the right to remove any car not parked in accordance with this policy (without a correct permit or outside a permitted area) if it is left on campus for more than five days. A warning notice will be placed on the car giving notice of its removal except where earlier removal is considered appropriate in order to remove an obstruction or danger.

### **10.4 Appeals**

All appeals against parking charges must be made in the first instance in writing to the agency responsible for collecting parking charges.

## **11. Parking on roads surrounding the Campus centres**

This can cause a nuisance to our neighbours, particularly in established residential areas and can harm the University's relationship with the local community. The University therefore positively discourages staff, students and visitors from parking on surrounding roads. Vehicles that are parked illegally on public roads may have appropriate action taken against the drivers by the relevant authorities.

## **12. Visitor Car Parking**

Visitor car parking is limited on all campuses and must be pre booked through the Security Office.

Visitors to the University must comply with the arrangements in force at the campus concerned.

## **13. Contractor Car Parking**

Please note, this procedure does not apply to vehicles making deliveries, where only short term parking is required.

Car Parking for Contractors engaged by UoL to work at UoL sites cannot be guaranteed.

Contractors engaged by UoL (whether by the Estates Department, Faculty or other Support Departments) who require to park their vehicles on UL premises whilst they carry out that work should apply as follows:

**All Campuses-** in person at the Campus Services Department/Security Office.

When permission is granted, contractors will be issued with a distinctive Car Parking Permit with a clear expiry date written on it.

Contractors vehicles parked on UoL property which are not displaying a permit are liable to an excess parking charge as per the UoL Car Parking Policy.

Contractors' vehicles displaying the appropriate permit but parked in disabled bays, blocking fire exits, causing an obstruction or in any other way contravening the UL Car Parking Policy are liable to an excess parking charge.

#### **14. Parking out of hours**

After 1630 hrs Monday to Friday and at weekends the Boulevard car park (Brayford) will be available for students and members of the general public. Students will require a student permit available from the Estates Services Department. The general public will be required to purchase and display a valid ticket available from pay and display machines within the car park area.

#### **15. Data Privacy Notice**

Within Campus Services here at the University of Lincoln we take your privacy seriously and will only use your personal information to administer your parking permit and to provide the products or services you have requested from us.

The processing of personal data is governed by the General Data Protection Regulation. Estates Services are the data controller and we decide how your personal data is processed and for what purposes. We comply with our obligations under the 'GDPR' by keeping personal data up to date, by storing and destroying it securely, by not collecting or retaining excessive amounts of data and by protecting data from loss, misuse, unauthorised access and disclosure.

We obtain explicit consent from you so that we can keep you informed about news, events, activities and services.

Your personal data will be treated as strictly confidential and will only be shared with other members of Estates Services and Security in order to carry out a service or for purposes connected with Parking. We will only share your data with third parties outside of Estates Services with your consent.

We retain your data for the duration of your membership and for up to 2 years after you have left. You have the following rights with respect to your personal data:

- The right to request a copy of your personal data which we hold about you.
- The right to request that we correct any personal data if it is found to be inaccurate or out of date.
- The right to request that your personal data is erased where it is no longer necessary for us to retain such data.
- The right to withdraw your consent to the processing at any time.

- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing.
- The right to object to the processing of personal data.
- The right to lodge a complaint with the Information Commissioners Office.

If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. We will seek your prior consent to the new processing.

To exercise all relevant rights, queries or complaints please in the first instance contact the Estates Services on at 01522 886413 or [transport@lincoln.ac.uk](mailto:transport@lincoln.ac.uk).

## **APPENDIX 1 – CAR SHARE SCHEME**

The University has teamed up with the UK's largest car sharing network to provide a car share scheme specifically for University of Lincoln staff. Car sharing can provide an easy way to cut your commuting costs and reduce your carbon footprint – and you don't have to do it every day.

### **What is car sharing?**

Car sharing is when two or more people share a car journey by travelling together. The University's online car share scheme enables staff to search for someone who goes their way – both passengers and drivers.

### **Why car share?**

- Cut your fuel costs
- Reduce your carbon footprint
- Reduce the stress of driving
- Help to reduce traffic congestion and pollution
- Meet new people

### **How do I join the University car share scheme?**

Simply register your details on the Liftshare website. It's completely free and you will automatically be added to the University's car share scheme. Registering doesn't mean that you have to car share every day – you only need do it on the days that are convenient to you.

The more staff that are registered, the greater the chance of finding a journey match, so please encourage your colleagues to register too!

### **How does the car share scheme work?**

Once you've registered your details, register where you are travelling to and from, and whether you are offering a lift or seeking a lift. The secure website will then search for matches and you can use the site to make contact to arrange to share with the most suitable matches. The system can also be used for one-off journeys, such as travelling to a conference.

To increase the chance of finding a match, the system allows you to search within the University scheme,

### **What happens if the person I'm car sharing with has to leave work early?**

In the event of an emergency causing one of the car sharers to leave work unexpectedly, the car share passenger can use the 'guaranteed lift home' scheme. In the first instance the passenger should seek a lift from another colleague or take public transport; if neither option

is available, they can take a taxi and reclaim it through expenses. See the University's [guaranteed lift home policy](#) for further details.

## APPENDIX 2 - Guaranteed Lift Home Scheme policy

### 1. Introduction

The Guaranteed Lift Home Scheme is provided in order to ensure that members of the University of Lincoln Car Share Scheme are able to get home in the event of an unforeseen problem e.g. picking up a sick child from school. Applicants must be the passenger as the Guaranteed Lift Home Scheme assumes that the driver will drive or make his/her own arrangements in such an emergency.

### 2. How to apply

The Guaranteed Lift Home Scheme works by retrospectively reimbursing the costs incurred by an employee's return journey home via an alternative mode of travel. Employees are held responsible for arranging their own return journey, and returning a completed claim form and receipt(s) to the Estates Services Team for authorisation.

### 3. Arranging the lift home

When arranging the emergency lift home, employees are encouraged to support the University's commitment to sustainable travel by using, where possible, modes of travel in the following order of preference:

| Preference | Mode of travel for emergency journey home | Reimbursement value to passenger              |
|------------|---|---|
| 1          | Public transport                          | Value of single standard ticket, with receipt |
| 2          | Private hire taxi                         | Limited to £40, with receipt                  |

Employees must obtain and retain a receipt for public transport and/or taxi fares in order to reclaim the cost on expenses.

### 4. Eligibility

To be eligible for the Guaranteed Lift Home Scheme, an employee must be:

- a registered member of the University of Lincoln Car Share Scheme and be actively car sharing with at least one other employee of the University.
- a passenger on the day of the claim

Employees must have a valid reason for needing the Guaranteed Lift Home Scheme, which includes the following:

- a home emergency (reported burglary, fire, flood etc) requiring their immediate attendance
- personal illness or illness/injury of an immediate family member requiring their attendance
- an unforeseen work reason (certified by their manager/supervisor) why they cannot leave work at the normal time, so missing their lift
- the unavailability of their car share driver for any of the above reasons at or within an hour of the normal return home time

Circumstances in which passenger sharers may **not** use the Guaranteed Lift Home Scheme include, but are not limited to, the following:

- previously scheduled medical appointments
- personal errands
- working late other than at a manager or supervisor's direct request
- business journeys
- early office closure, e.g. during or in anticipation of extreme weather conditions, or a building evacuation (in these circumstances it is expected that the driver and any other sharers will all leave at the same time and, therefore, can still share)

## **5. General terms and conditions**

Employees are responsible for making their own arrangements for their return journey home. Employees may use the Scheme only for journeys directly from University premises to their home. In extreme situations the employee may be taken directly to an ill/injured family member.

Tips to taxi drivers are optional and are the responsibility of the employee.

Reimbursement will be in the form of electronic transfer to the employee's bank account, as with other expense claims.

Applications will be assessed and monitored to ensure no misuse of the Guaranteed Lift Home Scheme.

The University reserves the right to refuse an application to the Guaranteed Lift Home Scheme. The University reserves the right to alter/withdraw the Guaranteed Lift Home Scheme at any time.

## **6. Contacts**

If you wish to check your eligibility before incurring any costs, please contact the Estates Services Team.

Tel: 01522 886413

Email: [transport@lincoln.ac.uk](mailto:transport@lincoln.ac.uk)