



**Working Together**

# **Car Parking Regulations**

**Approved by Campus Management Committee:**

**June 2009**

## History of Changes

Version	Description of Change	Authored by	Date
1.1		P Smith	

### **1. Introduction**

The function of this document is to inform all users of motor vehicles within the boundaries of Scottish Borders Campus of the regulations applicable to the campus car park. It is necessary to have these regulations for various reasons, principally:

- To provide a safe environment for road users and pedestrians,
- To provide clear access for Emergency Vehicles, and
- To provide clear access for deliveries, both staff and visitors and external contractors.

This document is also intended to work alongside the Scottish Borders Campus Strategic Travel Plan.

### **2. Scope**

These regulations apply to all users of Scottish Borders Campus.

### **3. Responsibility**

The Campus Management Committee is responsible for approving the Regulations.

The Campus Facilities Manager, Travel Coordinator and Facilities Team are responsible for applying the Regulations on a day-to-day basis.

## 4. Operating Regulations

### 4.1 Rules of Use

It is imperative that on-site car parking is managed to provide a safe environment for all user. Any user of the Campus car parking facilities must follow the following rules:

- (1) All vehicles must be parked within designated bays and in accordance with relevant signage.
- (2) Speed limits must be observed at all times.
- (3) Where parking areas are marked for use by specific groups i.e. visitors, senior management, car sharers, disabled or campus facilities management fleet, those spaces are only for use by those users. A plan showing such designated areas is appended to these Regulations.
- (4) Vehicles are only to be parked on Campus premises, where the driver and/or passenger(s) have legitimate business with either Borders College or Heriot-Watt University.

With regard to off-site parking in areas surrounding the Campus, Borders College will actively take steps to encourage its staff and visitors to park considerately. Parking is expressly prohibited specifically in the following areas, locations or circumstances:

- (1) On yellow lines or area denoted within the Highways code as such.
- (2) In a location which blocks entry or exit for emergency or delivery vehicles - for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes.
- (3) At or adjacent to bus bays, stops or shelters.
- (4) On grassed areas, on foot and cycle paths.
- (5) In areas temporarily cordoned and dedicated for specific and temporary operational purposes.
- (6) In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work.

### 4.2 Permits

Heriot-Watt University allocates permits to staff for either reserved spaces or general car park admission. A permit for general admission does not guarantee a space will be available. Heriot-Watt University staff members are only permitted to use those spaces designated for the University, immediately in front of the High Mill Building.

Borders College will allocate a permit to all staff who request one, however issue of a permit does not guarantee that a space will be available. Borders College staff members are not permitted to use those spaces designated for University use.

### 4.3 Enforcement

Campus Facilities Staff are responsible for enforcing the parking regulations under the direction of the Facilities Manager and are empowered to control parking arrangements and ensure compliance with the Campus Regulations.

Regular patrols and inspections are carried out with particular attention paid to disabled, car sharing, visitors and fleet allocated bays.

Drivers persistently ignoring the parking regulations will be dealt with on a case by case basis by means of the appropriate Disciplinary Policy and Procedures and/or have their permit withdrawn.

Areas covered by Traffic Regulation Orders will be regulated by the Police and as such Campus facilities staff will not interfere with the legal process required in managing these areas.

### 4.4 Car Sharing

Borders College operates a car sharing scheme which allows staff to gain an allocated parking bay at the front of the main building if they choose to car share. Details of how to register and gain a car sharing permit will be given by the Travel Co-ordinator.

## **4.5 Violence & Aggression**

Verbal or physical abuse from any member of staff or visitor in connection with the enforcement of these Regulations will not be tolerated and will result in the application of the appropriate Disciplinary Policy and, if necessary, Police involvement.

## **4.6 Disclaimer**

Borders College cannot accept responsibility for any vehicles left on its premises. All vehicles and contents are left entirely at their owner's own risk and under no circumstances will claims of compensation be considered.

## **5. Related Documents**

Travel Plan  
Institutional Disciplinary Policies and Procedures

## **6. References**

Highway Code

## Equality Impact Assessment

(Rapid impact assessment tool)

What Impacts may there be from this proposal on any group's ability to use the College services?

### Policy: Car Parking Regulations

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
<b>Actions taken to alleviate any negative Impacts:</b>	
<b>Recommendations:</b>	

From the outcome of the rapid equality impact assessment, have negative impacts been identified for any protected characteristic or any other potentially disadvantaged group?

Has a full Equality Impact Assessment been recommended?

Yes

No

Reason for recommendation:

# Car Parking Regulations

## STAFF CAR PARK

- Disabled (10)
- Car Sharers (11)
- Campus FM (13)
- BC SMT (4)
- Campus Visitors (7)
- Heriot-Watt staff parking (33)
- Borders College Staff Parking (63)
- Cycle lockers (7)
- Cycle shelters (3- accommodates 30 bikes)

Status:  
 Policy Dated:  
 Author:  
 Review Date:  
 Equality Impact Assessed:

Approved  
 January 2018  
 Vice Principal – Finance and Resources  
 January 2021  
 No

