

Title:	Car Parking Procedure		
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Minor amendments:	Date:		
	Nature of:		

The policy or procedure will be reviewed by the date shown on the front cover sheet, or sooner if a change in legislation, best practice, or other circumstances indicate that this is necessary. If, for whatever reason, the policy or procedure is not reviewed by the date shown, the policy or procedure shall stay in force until formally reviewed.

Contents

1. INTRODUCTION.....	3
2. USE OF CAR PARKING FACILITIES.....	3
3. DETAILS OF PARKING FACILITIES.....	3
4. SCOPE	4
5. DEFINITIONS	4
6. EQUALITY STATEMENT	4
7. RELATED DOCUMENTATION	4

1. INTRODUCTION

Cleveland College of Art & Design will ensure, so far as is reasonably practicable, that health and safety will be managed in compliance with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other associated legislation.

This policy/procedure is in place because staff, students, contractors and visitors need to be aware of what car parking is available and how to use this facility.

2. USE OF CAR PARKING FACILITIES

Although students are not allowed to use any of the College's car parks these car parks are available free of charge for use of staff, visitors, contractors and delivery vehicles. Staff wishing to use any of our car parks must provide their vehicle details to the College's Facilities Manager and a parking permit will be issued. This permit should then be clearly displayed in the registered vehicle. Staff may register more than one vehicle and a permit will be issued for each and should be displayed in each vehicle. All changes of vehicle should be notified to the Facilities Manager and a new permit would be issued if requested.

Students with a mobility issue or a disability of any kind that may require them to have use of our car parks can apply for a permit via the College's Student Services Manager. A permit will then be issued in approved cases for display as above.

Any vehicle not registered as above and not displaying either a previously issued "WE ARE STAFF" sticker or a current style parking permit may be liable for payment of a fine as identified in the parking notices displayed in our car parks. The College would provide photographic evidence of any offending vehicle(s) to our third party parking company who would then contact the registered keeper of the vehicle by post and impose their legally enforceable fine.

Visitors and contractors may park their vehicles in any of our car parks for the duration of their visit but must sign in at reception and provide vehicle details in the signing in book.

Vehicles parked in any of the car parks are parked there entirely at the owner's risk and no liability can be accepted by the College for any damage whatsoever or however caused.

It is expected that delivery vehicles would only be using the car parks on a short term visit and that the driver would remain with or near to their vehicle at all times.

3. DETAILS OF PARKING FACILITIES

Hartlepool site has spaces for 60 vehicles across the 3 car parks. Middlesbrough site has spaces for 62 vehicles across the staff and visitor car parks, including a total of 3 marked disabled bays.

All vehicles must be parked within the marked parking bays and must not be causing an obstruction to other users. Vehicles using the marked disabled bays must display a current Blue Badge for that vehicle as well as following the procedures above for staff and visitors.

4. SCOPE

Staff, Students, Contractors and Visitors.

5. DEFINITIONS

“WE ARE STAFF” is a previously issued approved car parking sticker issued by the College, which is gradually being phased out but still valid for display.

6. MONITORING AND EVALUATION

Monitoring & Evaluation	Role / Responsibility of	How
Monitoring and evaluation of this procedure.	Facilities Manager	Review reports of any instances where parking infringements or difficulties have occurred.
Review this procedure on a regular basis or sooner if required.	Facilities Manager	Review the procedure and update if required.

7. EQUALITY STATEMENT

This policy will be implemented in line with the principles of the college’s commitment to equality and diversity which is: Cleveland College of Art and Design is committed to the principles of equality and diversity and aims to ensure that all employees and college users are treated fairly and equally regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

8. RELATED DOCUMENTATION

Car Parking Procedure – Appendix 1

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PROCEDURE	Role / Responsibility of	How
Facilities Manager must be advised of make, model, colour and registration details of all known vehicle(s) that may be parked in our car parks.	Any member of staff wanting to park a vehicle in any of CCAD car parks.	Notification can be made in writing, in person or via email to Facilities Manager or to reception at either site who would then notify Facilities Manager.
Obtain parking permit and display clearly in vehicle(s) as notified above.	Any member of staff (or student with prior approval) wanting to park a vehicle in any of CCAD car parks.	Ensure sticker is obtained upon notification as above and displayed on a window of the vehicle so that it is easily viewable from outside vehicle.
Advise all changes or additional vehicles to Facilities Manager or reception remembering to transfer sticker or request new one.	Any member of staff (or student with prior approval) wanting to park a vehicle in any of CCAD car parks.	Notification can be made in writing, in person or via email to Facilities Manager or to reception at either site who would then notify Facilities Manager.
Any student with a mobility issue or a disability wanting to use any of CCAD car parks must seek prior approval from Student Services Manager.	Any student wanting to park a vehicle in any of CCAD car parks.	Make request known to Student Services who will send notification of all approvals to Facilities Manager for issue of car sticker to be displayed as above.

