

**PARKING POLICY**

<b>POLICY NUMBER:</b>	2018-08-002
<b>TITLE OF THE POLICY:</b>	Parking Policy
<b>DATE OF ADOPTION:</b>	Spring 2018
<b>SUPERSEDES:</b>	N/A
<b>DATE OF IMPLEMENTATION:</b>	Spring 2019
<b>PROJECTED DATE OF REVISION:</b>	Fall 2020
<b>PURPOSE OF THE POLICY:</b>	The purpose of this policy is to define the regulations, procedures and guidelines for parking at all University of The Bahamas campuses and sites.
<b>REVISION NUMBER:</b>	N/A
<b>ACCOUNTABILITY:</b>	Vice President, Operations
<b>RELATED POLICY/POLICIES:</b>	Not applicable
<b>APPENDIX:</b>	A: Parking Rates B: Application for Parking C: Parking Ticket and Parking code violations (PCV) D: Special Events Parking Procedures E: Assigned Parking Areas

**1. Preamble**

The University of The Bahamas is responsible for providing parking facilities for employees, students and visitors and for regulating parking on campus. With the exception of reserved parking, parking is based upon availability and on a “first come, first served” basis. Income derived from the sale of parking decals and from the collection of fees assessed under the parking regulations shall be used to help defray the expenses associated with the administration, maintenance and improvement of all campus roads and parking facilities.

**2. Scope**

This policy establishes the regulations, procedures and guidelines for parking at all University of The Bahamas campuses and sites.

### 3. Definitions

**Abandoned bicycle:** bicycle left unattended for forty-eight (48) hours.

**Abandoned vehicle:** vehicle left unattended for forty-eight (48) hours.

**Decal:** parking permit issued by the University Police/Security Department to University of The Bahamas students, staff and faculty for a twelve (12) month period beginning 1 August through 31 July.

**Employees:** administrators, faculty and staff currently employed by The University of The Bahamas.

**Hang-tag:** Parking authorization for University of The Bahamas staff, employees, visitors and vendors.

**Decal:** Parking authorization for University of The Bahamas staff, employees, visitors and vendors

**Illegal parking:** parking in a restricted parking area not set aside for, and applicable, to a specific permit; parking on sidewalks, roadways, paths, or landscaped areas.

**Parking:** the act of stopping a vehicle and leaving it in a stationary position occupied or unoccupied.

**Permit:** permission to park a vehicle subject to the regulations outlined in this policy.

**Permit holder:** person to whom a permit has been issued.

**Restricted parking area:** a designated parking area and/or space.

**Student:** any person currently enrolled in courses at The University of The Bahamas.

**Vehicle:** any motor car, motor truck, motor cycle, motor scooter or other conveyance of whatever kind or nature however driven or propelled, excluding a bicycle.

**Visitor:** any person who is not currently employed by University of The Bahamas or who is not currently enrolled in courses at University of The Bahamas.

### 4. Disclaimer of Liability

4.1 The University of The Bahamas assumes no responsibility for any vehicle or the contents of any vehicle located, operated, or parked on any of its campuses or sites.

- 4.2 The University of The Bahamas shall be relieved and discharged from any liability for any loss, theft, damage, or destruction to any vehicle or the contents of any vehicle located, operated, or parked on any of its campuses or sites.
- 4.3 The University of The Bahamas and its affiliates shall not be held responsible for any and all claims, suits, losses, damages and expenses on account of loss, theft, damage, or destruction of any vehicle or the contents of any vehicle parked on any of its campuses or sites.

## **5. Regulations**

- 5.1 Parking regulations are in effect year round, including public holidays and intersessional or semester breaks.
- 5.2 Parking is permitted in designated parking spaces only. Parking on sidewalks, roadways, paths, or landscaped areas is prohibited. Absence of a 'No Parking' sign does not constitute authorization to park.
- 5.3 University of The Bahamas parking lot entrances shall be identified by signage which indicates that a permit is required. Absence of signage does not imply that The University of The Bahamas parking policy is not in effect.
- 5.4 All individuals who park a vehicle on campus are required to obtain and display a valid University of The Bahamas parking permit. This includes all students, employees, visitors, consultants, vendors, service providers and any other member of the University community regardless of classification or academic standing.
- 5.5 University of The Bahamas students and employees must present a valid University of The Bahamas ID card, a valid driver's license and proof of current vehicle registration in order to obtain a parking permit. All other persons wishing to park on a University of The Bahamas campus or site must present a valid driver's license and proof of current vehicle registration.
- 5.6 Only permits issued or approved by the University Police/Security Department shall be recognized as parking permits. A parking permit is not a guarantee of a parking space. The driver is responsible for finding an authorized parking space; the lack of a space does not justify illegal parking.
- 5.7 All parking permits/decals must be properly displayed on the upper left corner of the rear windshield and must be clearly visible to University Police/Security. Additionally, all vehicles must be parked with the back of the vehicle facing outwards. Hang tags are to be hung from the rear-view mirror.
- 5.8 Parking decals and hang tags are not transferable. They may not be loaned, sold, given, or used by any individual other than the one to whom the permit, decal or hang tag is assigned.

- 5.9 All individuals who park a vehicle on any University of The Bahamas campus or site are responsible for compliance with the University's parking policy.
- 5.10 The registrant of the vehicle is responsible for any fines or citations assigned, regardless of who is driving the vehicle at the time.
- 5.11 The University reserves the right to change any parking regulation. Changes to the regulations will be communicated via the University's website and other appropriate means.

## **6. Parking Permits**

- 6.1 Permit holders are entitled to park only in the restricted parking areas that are set aside for, and applicable to, that specific permit.
- 6.2 Only registered University of the Bahamas students are eligible to purchase one parking decal for the period beginning 1 August through 31 July.
- 6.3 Permit holders are responsible for removing the permit from the vehicle to which it is assigned when
  - 6.3.1 the status of such person as student or employee changes or terminates;
  - 6.3.2 the vehicle is sold and ownership is transferred or the title is changed;
  - 6.3.3 such person has been denied the privilege of operating a vehicle on campus; or
  - 6.3.4 the permit expires.
- 6.4 Permit holders are responsible for fines or violations that may result from failure to remove a permit upon the sale or transfer of the vehicle or the expiration of the permit.
- 6.5 In the event that a permit becomes marred, mutilated, or obliterated, the permit holder is required to obtain a new permit for a predetermined administrative fee. The original permit or satisfactory evidence of its destruction must be presented to the University Police/Security Department.
- 6.6 Any refund or credit for a returned parking permit will be determined on a pro-rated scale based on the date the permit is received by the University Police/Security Department. The permit holder is responsible for returning the permit on a timely basis, whether used or not. Failure to return the permit is not the responsibility of the University.
- 6.7 Employees who leave the University (through retirement, separation, or any temporary leave, etc.) prior to the expiration date of their parking hang tag shall return the hang tag at the time of their departure.
- 6.8 Lost parking permits are to be reported immediately to the University Police/Security Department. There will be an administrative fee of \$10.00 for the replacement a lost

permit. If a lost permit is recovered, it is to be reported and returned immediately to the University Police/Security Department

- 6.9 If a decal or hang tag is reported to the University Police/Security Department as stolen, an administrative fee of \$ 10.00 will be assessed and a new decal or hang tag may be issued. Only a certified police report constitutes valid confirmation of forced entry into or theft of a vehicle and/or permit, and may be a mitigating factor in the assessment of a permit replacement fee when said report includes affirmation of the loss of a current University of The Bahamas parking permit due to forced entry into or theft of a vehicle.
- 6.10 Any vehicle displaying a stolen, lost, copy, or fraudulent parking permit shall be subject to a fine, shall be towed at the owner's expense, and the stolen, lost, fraudulent permit shall be confiscated.
- 6.11 Use of a parking permit that has been reported lost or stolen is grounds for disciplinary action.
- 6.12 Tampering with or altering a parking permit is prohibited and is subject to a fine and the suspension of parking privileges.
- 6.13 Any person involved in the manufacture, distribution, sale, or possession of a stolen, lost, copy of, or fraudulent parking permit will be fined and will have all parking privileges suspended.

## **7. Disabled Parking**

All vehicles using disabled parking spaces must display a disabled permit issued by the relevant authority or by the University's Police/Security Department. Disabled parking permits are to be hung from the rear view mirror.

## **8. Student Parking**

- 8.1 Student parking shall be restricted to the following areas only, unless otherwise designated by the University:
  - 8.1.1 Oakes Field Campus
    - 1. Parking lot of the Wellness Centre;
    - 2. The Culinary Arts and Tourism Studies (CATS) lot off University Drive (Thompson Boulevard);
    - 3. Thompson A. Robinson Stadium north parking lot. Stadium events may require closing or may otherwise restrict parking on the Thomas A. Robinson north lot up to twenty-four (24) hours prior to the event's scheduled start time.
  - 8.1.2. Grosvenor Close Center  
The designated student parking lot;
  - 8.1.3 Northern Bahamas Campus  
The designated student parking lot.

- 8.2 Students with special needs (illness, injury, temporary disability, etc.) may apply to the Office of University Police/Security for a temporary parking permit to use the Faculty and Staff parking areas. Issuance will be at the sole discretion of the Director of University Police/Security.

## **9. Employee Parking**

- 9.1 University of The Bahamas employees may obtain one decal valid for twelve (12) months beginning 1 August through 31 July, from the University Police/Security Department during normal business hours.
- 9.2 A valid decal allows employees to park in designated employee parking spaces or unrestricted/unreserved parking spaces.

## **10. Visitor, Vendor, Contractor, and /or Service Parking**

- 10.1 Visitor, vendor, contractor and/or service parking is permitted in designated spaces by University Police/Security.
- 10.2 Visitors, vendors, contractors and/or service providers may be issued with a one (1) through five (5) day parking permit by the University Police/Security Department upon proof of payment of the requisite fee.
- 10.3 Visitors, vendors and contractors may be issued a special bi-annual Visitor (V) permit by the University Police/Security Department.
- 10.4 Service providers may be issued a service parking hang tag by the University Police/Security Department. The service parking hang tag is required to utilize loading/unloading in designated service zones and is limited to a maximum of two (2) hours for vehicles displaying a service parking hang tag.

## **11. Reserved Parking**

- 11.1 Reserved parking shall be available for vehicles with a University of The Bahamas Reserve Parking Permit in specially designated reserved spaces and any other designated parking space.
- 11.2 The following shall have reserved parking spaces on campus:
  - 11.2.1 University of The Bahamas owned vehicles;
  - 11.2.2 Members of the Administrative Council & Senior Management Team;
  - 11.2.3 Academic Deans and Directors of Institutes;
  - 11.2.4 Directors and Academic Unit Chairs;
  - 11.2.5 Customers of businesses located on any University campus or site as deemed appropriate by the Vice President, Operations.
- 11.3 Additional reserved spaces may be created by the Office of the Vice President, Operations.

## **12 University Dormitory**

- 12.1 Residents of the University's dormitory may purchase a Resident Parking Decal which is not available to the general University population and which will allow parking in the University student parking lot in addition to the dormitory parking lot.
- 12.2 Guests of dormitory residents will park as designated by the University Police/Security Officer on duty at the dormitory.

## **13 Wellness Centre Parking**

- 13.1 Wellness Center patrons who are not otherwise affiliated with The University of The Bahamas will be allowed a Visitor parking permit during Wellness Centre business hours.
- 13.2 Wellness Centre Visitor Parking Permits are valid for a maximum of three (3) hours in designated spaces near the Wellness Centre.

## **14 Seminars and Special Events**

- 14.1 Upon receipt of advance notification, the Director of University Police/Security will make every effort to provide convenient parking for University related special events.
- 14.2 Department and/or Unit Heads may obtain short-term passes from the University Police/Security Department for the following types of guests:
  - 14.2.1 Individuals invited in an official capacity to meet with departments and/or units regarding University business;
  - 14.2.2 Guest speakers; performers; alumni; volunteers; individuals serving on boards or committees provided such individual is not a current student or employee;
  - 14.2.3 Prospective students, parents, employees participating in tours, events, meetings, etc.;
  - 14.2.4 Campus suppliers/vendors.

## **15 Restricted Areas**

- 15.1 The following areas are restricted for parking by all:
  - 15.1.1 Fire lanes and ambulance zones;
  - 15.1.2 Loading zones or service zones;
  - 15.1.3 Where signs and road markings prohibit parking;
  - 15.1.4 Sidewalks, walkways, lawns or other cultivated areas.
- 15.2 Unauthorized vehicles that are parked in a restricted area may be cited and/wheel locked or towed at the owner/operator's expense, and fines shall be levied against the owner/operator.



## **16. Registration of Alternate Vehicles**

Any person to whom a permit has been issued who wishes to substitute another vehicle for the vehicle registered under the permit may do so for a seven (7) day consecutive period (without penalty) by notifying the Office of University Police/Security and placing their parking decal or hangtag in the other vehicle as specified in this policy.

## **17. Abandoned Vehicles**

17.1 Vehicles unattended for forty-eight (48) hours shall be classified as abandoned and shall be towed at the owner's expense.

17.2 In the event a vehicle becomes inoperable or runs out of fuel while on a University campus or site, it must be reported to the University Police/Security Department and all reasonable steps taken to remove the vehicle.

## **18. Gates, Signs, Traffic Control Services, Barricades, Police Directions, and Emergencies**

18.1 Anyone who defaces a University of the Bahamas gate or sign will be responsible for paying for its repair and/or replacement.

18.2 In emergencies, parking lot signs, traffic control devices, barricades and directions given by Police or University Police/Security Officers take precedence over all parking policies and information markers. Ignoring or circumventing barricades may result in a citation, fine, and/or disciplinary action.

## **19. Ineligibility to Operate Vehicles on Campus**

Individuals who are prohibited from locating, operating, or parking a motor vehicle on campus include students whose right to register has been revoked by the University; persons no longer employed with the University; and any person who does not have a valid driver's license or whose motor vehicle registration is not current.

## **20. Towing**

20.1 Vehicles may be towed at the owner's/operator's expense and risk under circumstances including, but not limited to:

20.1.1 at the time of issuance of any third (3rd) citation or more citation (excluding voided citations, successfully appealed citations, or paid citations) to any faculty or employee permit holder (**repeat offender**) with a parking citation balance greater than \$40.00;

20.1.2 Blocking an access lane, fire lane, or fire hydrant;

20.1.3 Creating a safety hazard;

20.1.4 Impeding the free flow of traffic;

20.1.5 Unauthorized/unlawful parking in disabled spaces or on access;

- 20.1.6 Parking on campus lawns, sidewalks, or driveways, or in reserved spaces;
  - 20.1.7 Possession of a stolen/lost/fraudulent parking permit; and
  - 20.1.8 Not parking in a designated space.
- 20.2 In addition to the circumstances enumerated above, any vehicle found in a wrecked or junked condition, or not in a proper condition to be lawfully operated on a roadway, may be removed from the Campus at the owner's/operator's expense and risk.
- 20.3 Once the motor vehicle is "hooked" by the tow truck, the vehicle is considered towed and becomes the concern of the towing company. Vehicles not yet "hooked" may be released at the scene of the violation provided the University Police/Security Department is able to validate identification and cash payment is made at the time to the tow truck operator.

## **21. Administrative Charges and Sanctions**

- 21.1 The cost of a twelve-month parking decal to a University of The Bahamas student, faculty and staff member is listed in Appendix 1. Members of Senior Management Team, Academic Deans, Directors of Institutes and Departments and Academic Unit Chairs wishing to request reserved parking decal for twelve months is listed in Appendix 1.
- 21.2 The responsibility for payment of charges incurred due to a citation rests with the registrant (holder of the parking permit) and/or with the owner or operator of the motor vehicle. When a parking permit is not obtained the responsibility rests with the owner and/or operator of the motor vehicle. Persons violating these rules may be fined as indicated.
- 21.3 Fines are payable during normal operational hours at the Business Office. Student or employee identification numbers are to appear on all correspondence (appeals, bank drafts, letters, etc.) in order to avoid errors in payment of parking fines and to expedite other procedures.
- 21.4 Fines resulting from citations issued to vehicles of faculty or staff persons are the responsibility of the individual and shall not be paid by General Purchase Requisition (GPR).
- 21.5 Individuals have five (5) business days from the date the citation is issued to file an appeal with the University Police/Security Department. If, after the close of the fifth business day, no request for an appeal is received, it will be presumed that the citation(s) was issued to the proper person, and that, the individual is liable for the associated fines.
- 21.6 Students with unpaid parking fines will have such fines charged against their student account. Students are not eligible to register for classes until charges are resolved. Additionally, transcripts or diplomas shall be withheld until charges are resolved.
- 21.7 Tickets and fines for noncompliance may include multiple types for a single occasion.

## **22. Accident Reports**

If an accident occurs on Campus and results in property damage or personal injury, it is to be reported to the University Police/Security Department and the Police immediately or within 24 hours.

## **23. Bicycles**

23.1 The University shall provide bicycle racks on all Campuses. Bicycles must be parked in designated bicycle racks only.

23.2 For the purposes of this policy, "abandoned bicycle" means all bicycles that are presumed, by reasonable aesthetic standards, to be disposed of on University property in a partially or fully wrecked, inoperative, or dismantled condition or has no apparent intrinsic value to the rightful owner.

23.3 From time to time, bicycles may be left at bicycle racks (locked and unlocked) and may be considered abandoned. In these cases, a notice of abandonment will be affixed to the bicycle in an attempt to notify the owner that the bicycle is considered "abandoned" by the University, and that the bicycle is subject to removal per this policy. After 20 days from attachment of notice of abandonment, said bicycle will be removed from its current location by whatever means necessary. Removal of notice of abandonment will not constitute claim by the owner. The owner must either remove the bicycle or personally contact the University Police/Security Department to prevent removal.

**APPENDIX A**  
Parking Rates

Constituent	Fall	Spring	Summer
Full-Time Students	\$50.00	\$50.00	\$25.00
Part-Time Students	\$25.00	\$25.00	\$12.50
Dormitory Residents	\$50.00	\$50.00	\$25.00
Faculty	\$120.00 for a 12-month period (August 1 – July 31) \$175 for Multi cars used by one person(special Hangtag/decal)		
Staff	\$120.00 for a 12-month period (August 1 – July 31) \$175 for Multi cars used by one person(special Hangtag/decal)		
Part-Time Faculty & Staff	\$25.00	\$25.00	\$12.50
Reserved Parking	\$300.00 for a 12-month period (August 1 – July 31)		
Daily Parking Rate (Library Users only and General Public)	\$5.00		
Visitors, Vendors, Contractors, Service Providers	No charge		

*Payment to be made at the Business Office and the receipt to be presented to the Security Department in order to receive the parking permit.*

**APPENDIX B**  
**THE UNIVERSITY OF THE BAHAMAS**  
**APPLICATION FOR PARKING**

**Individual Information**

Type:  Faculty  Student  Staff

Last Name: \_\_\_\_\_ First: \_\_\_\_\_

Address: \_\_\_\_\_ Department: \_\_\_\_\_ (where applicable)

Student ID # \_\_\_\_\_ (where applicable) P.O. Box: \_\_\_\_\_

City: \_\_\_\_\_ email \_\_\_\_\_

Telephone \_\_\_\_\_ home \_\_\_\_\_ work \_\_\_\_\_ cell \_\_\_\_\_

**Vehicle Information**

Driver's License #: \_\_\_\_\_ Island: \_\_\_\_\_

Vehicle Plate #: \_\_\_\_\_ Year: \_\_\_\_\_

Make: \_\_\_\_\_ Color: \_\_\_\_\_ Model: \_\_\_\_\_

Name/ Address of Registered Vehicle Owner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I certify that the above information is correct and I have read a copy of the parking and traffic regulations of  
The University of The Bahamas and will abide by them.**  
Parking Regulations are available at the Security Department.

## APPENDIX C

### Parking Ticket

NAME: \_\_\_\_\_

No. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

#### VIOLATION NOTICE - PARKING ORDINANCE



#### THE UNIVERSITY OF THE BAHAMAS

DATE	LICENSE PLATE #	PERMIT NO.	TIME
VEHICLE MAKE AND MODEL		VEHICLE COLOR	VIN NO.

#### VIOLATION

- |   |   |
|---|---|
| <input type="checkbox"/> FAILURE TO DISPLAY VALID PERMIT (\$40.00)<br><input type="checkbox"/> FACULTY STAFF AREA (\$25.00)<br><input type="checkbox"/> OCCUPYING TWO SPACES (25.00)<br><input type="checkbox"/> UNAUTHORIZED PARKING IN RESERVED AREA (\$20) | <input type="checkbox"/> LOADING, SERVICE & SAFETY ZONE (\$20.00)<br><input type="checkbox"/> RESTRICTED AREA (\$25.00)<br><input type="checkbox"/> OBSTRUCTING TRAFFIC (\$25.00)<br><input type="checkbox"/> OTHER _____ |
|---|---|

**Please see below list of parking violations code.**

List of Parking Code Violations		
CODE	DESCRIPTION	FINE
PCV-1	Failure to properly display a valid and current University of The Bahamas parking permit	\$40
PCV-2	Parking in loading zone, service zone, or safety zone	\$20
PCV-3	Parking in a restricted area	\$25
PCV -4	Parking in a disabled parking space without a valid disable permit	\$50
PCV-5	Occupying two spaces	\$25
PCV-6	At a location that is not designated as a space for parking	\$20
PCV-7	Unauthorized parking in a reserved space	\$20
PCV-8	Possession of stolen, fraudulent, altered, or lost parking permit, including short term parking permit	\$100
PCV-9	Parking in areas temporarily restricted by barricades or against the lawful order of a police officer or Security Officer	\$50
PCV -10	Obstructing Traffic	\$ 25

## **APPENDIX D**

### **Special Events Parking Procedures**

Whenever an event will be taking place in the Performing Arts Centre, Band shell, Michael Eldon and or Harry C. Moore, the Facilities Assistant will; notify the Director of Security to ensure limited interruption to daily campus parking activities

The Security Department shall be informed of all on-campus events requiring special parking arrangements.

It shall be the responsibility of the Facilities Assistant to organize any on campus events with vendors booking the rental facilities to contact the Director of Security or his/her designee, to assess the event and then advise the individuals or groups organizing the event whether special parking arrangements and personnel are necessary. If special parking arrangements or personnel are required, the Facilities Assistant, after consulting with Security, will advise the person or group organizing the event of the number of personnel necessary, the reason for their assignment, and the anticipated cost of the deployment. Should valet parking be given consideration, this shall be stipulated.

All cost of special events parking including but not limited to enforcement, signage, extra Officers and reserve spaces will be charged to the sponsor of the event.

The Security Department will have sole authority for arranging parking services and personnel for all events that occur on the grounds owned or controlled by The University of The Bahamas.

#### **Section 1**

These measures will be followed for all campus events requiring special parking. The Director of Security will approve all exceptions to these procedures.

1.1 All special events will be planned with the least possible disruption to daily parkers. University vehicles may be moved only when necessary and all other area parking lots have been fully utilized.

1.2 The Director of Security, or his designee, will determine which spaces may be used for event parking. This will be done on an event-by-event basis.

1.3 Special events parking notification will be made to the campus by Security through the use of reserved marked cones and signs in the parking lots to be closed for the event.

1.4 All parking decals and or drive through passes for special events will be provided by the Security Department

1.5 All events require at least one-week advance notification to the Security Department to allow notification to the campus.

1.6 The Security Department will have vehicles, which have not been moved from the designated areas, towed or relocated. The expense of towing a vehicle will rest with the vehicle owner/operator.

1.7 Department of Security will oversee the briefing of all special events parking and the Office of Communication to ensure all employees are advised.

1.8 Department of Security will assign its officers to oversee the parking lot until the event is completed. Security officers will be the point of contact for all special event parking.

1.9 After the event, barricades and signs will either be picked up or stored on site at a designated location.

1.12 The Security Department will make every effort to provide parking for employees and students displaced due to special events; however, this may not be possible in all cases.



## APPENDIX E

### Assigned Parking Areas

#### Students:

##### Oakes Field Campus

1. Parking lot of the Wellness Centre;
2. South & East side of the Culinary Arts and Tourism Studies

##### Grosvenor Close Center

The designated student parking lot;

##### Northern Bahamas Campus

The designated student parking lot.

#### Employees:

##### Oakes Field Campus

1. Designated area surrounding the KMB Building, Physical Plant and H-Block Buildings;
2. Designated area in front of the Portia M. Smith Building;
3. Designated space by the G-Block;
4. Designated area of the Culinary Arts & Tourism Studies;
5. F. R. Wilson Graduate Center.

##### Grosvenor Close Center

The designated employee parking lot;

##### Northern Bahamas Campus

The designated employee parking lot.