

Ordinance XXIII

Traffic and Parking in the University

(Version effective from 3 April 2014)

1.1 All users of University roads, including cyclists, are required to comply with the provisions of the Highway Code, this Ordinance and with the University's Traffic and Parking Code.

1.2 Staff, students, tenants and visitors may not park on roads in the area surrounding the University where signage indicates that University parking is not permitted or where vehicular access restrictions apply off campus.

1.3 Additional restrictions may be placed on the use and parking of motor vehicles as part of the terms and conditions of residence in University accommodation on and off campus.

1.4 All users of the University campus must adhere to the speed limit in force on the campus.

Use of Motor Vehicles

2.1 A motor vehicle is defined as any motorised conveyance. A motor vehicle which is not registered for use on public roads shall only be used on University premises with the written consent of the Chief Operating Officer.

2.2 All persons using or parking a motor vehicle on University premises do so entirely at their own risk whether to themselves, their passengers, the motor vehicle or its contents. The University will not be responsible for any loss of or damage to any motor vehicle or to anything thereon or contained therein.

2.3 All persons using a motor vehicle on University premises must observe all provisions of the law relating to the use of motor vehicles on public roads, together with any further requirements stipulated in this Ordinance or the Traffic and Parking Code of the University.

2.4 All persons using a motor vehicle on University premises must observe speed limits and all other signs regulating traffic and parking within the University, and must obey the directions of University Security Officers. Failure to do so could result in exclusion from bringing a motor vehicle onto campus.

2.5 Learner drivers are not permitted to drive on University premises without the written consent of the Chief Operating Officer.

2.6 Unauthorised driving or parking on footpaths, verges, grassed or non-designated areas is prohibited.

2.7 Parking is only allowed in designated car parks and within marked bays. Parking anywhere else is classified as an obstruction and is prohibited.

2.8 Staff, students, tenants and visitors may not park in a disabled bay unless they are a registered blue badge holder.

Use of Bicycles

3.1 Any person using a bicycle on University premises must observe all provisions of the law relating to the use of such on public roads, including the correct use of lights during lighting up periods. Obstruction of a parking bay for disabled drivers, or access to such a parking bay, with a bicycle is prohibited.

3.2 The University Authorities do not accept responsibility for damage to or loss from bicycles ridden or parked on the University and associated bicycle racks.

3.3 Staff, students, tenants and other designated users wishing to bring a bicycle onto University premises must register that cycle with the University.

Parking Registration of Motor Vehicles

4.1 Staff, students, tenants and other designated users of campus facilities wishing to bring a motor vehicle onto University premises must register that motor vehicle with the University and pay the appropriate permit fee (if applicable) before bringing it to the University. A permit will be issued permitting parking of the vehicle in designated car parks on the University campus. To aid quick entry in case of a problem accessing through the automatic barriers the permit should be displayed on the right hand side of the windscreen so that the vehicle is easily identified by gatehouse staff as having a permit. This permit shall be clearly displayed at all times.

4.2 Fraudulent applications or unauthorised changes to permits may lead to disciplinary action being imposed in accordance with Paragraph 6 below.

4.3 Students who wish to use a motor vehicle in Loughborough during the course of their studies must register their vehicle(s) with the University, regardless of whether or not they intend to bring the vehicle(s) onto campus. Failure to register a motor vehicle may lead to charges being imposed in accordance with paragraph 6 below.

Unauthorised Motor Vehicles

5.1 Any unregistered or abandoned motor vehicle left unattended for 3 months on University property is liable to be removed. Neither the University nor its officers shall be responsible for any damage caused to any such motor vehicle whether the damage is caused in the process of removal or thereafter.

Discipline and Appeals

6.1 Breaches of this Ordinance or the Traffic and Parking Code at the University shall be regarded as disciplinary offences under Ordinance XVII Conduct and Discipline of Students.

6.2 The Security Manager (or their nominee) may take disciplinary action against students in accordance with Ordinance XVII, or in exceptional circumstances, temporary exclusion from use of an otherwise authorised motor vehicle on the University campus pending disciplinary action under Ordinance XVII.

6.3 Appeals are to be made in the first instance to the Security Service Managers within 5 working days of the notification.

Staff

6.4 Staff who commit offences in breach of this Ordinance or the Traffic and Parking Code may be subjected to disciplinary action under the relevant Conditions of Service and/or possible exclusion of their vehicle from Campus.

6.5 Appeals are to be made to Security Service Managers within 5 working days of the notification. If the appeal is not upheld it will be passed to the Security Manager for final adjudication. If the case is considered to be a discipline matter then HR procedures must be followed as per the terms and conditions of employment.

Visitors to the University

6.6 Visitors to the University who commit breaches of this Ordinance or the Traffic and Parking Code may be excluded from bringing a motor vehicle onto the campus on the recommendation of the Security Management Team. During this process every endeavour will be made to work with the sponsor of the visitor to try and enable access.

6.7 Appeals are to be made to Security Service Managers within 5 working days of the notification. If the appeal is not upheld it will be passed to the Security Manager for final adjudication.

Exemptions

7.1 Temporary exemption from specific requirements of this Ordinance and Traffic and Parking Code in the University may be granted by the Chief Operating Officer or their nominee.

(Original Ordinance XXIII: Traffic Committee repealed December 1980)