

# Ordinance XXIII

## Traffic and Parking in the University

(Version effective from 1 August 2023)

### 1. Essential information

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 parking terms and conditions.
2. Staff, students, campus partners 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.
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.
4. All users of the University campus must adhere to the speed limit in force on the campus.

### 2. Use of Motor Vehicles

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. 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.
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 parking terms and conditions of the University.
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.
5. Learner drivers are not permitted to drive on University premises without the written consent of the Chief Operating Officer.
6. Unauthorised driving or parking on footpaths, verges, grassed or non-designated areas is prohibited.
7. Parking is only allowed in designated car parks and within marked bays. Parking anywhere else is classified as an obstruction and is prohibited.
8. Staff, students, campus partners and visitors may not park in a disabled bay unless they are a registered blue badge holder.

### 3. Parking Registration of Motor Vehicles

1. Staff, students, campus partners and other designated users of campus facilities wishing to bring a motor vehicle onto university premises must electronically register that motor vehicle on the parking system and pay the appropriate permit fee (if applicable). No physical permit will be issued or be required to be displayed. All registered vehicles will be monitored through the ANPR camera system. Visitors can register and pay directly on the system in advance of their visit, or register on the day of arrival using the application, or pay points available on campus
2. Fraudulent applications or unauthorised changes to permits may lead to disciplinary action being imposed in accordance with Paragraph 6 below.
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.

### 4. Unauthorised Motor Vehicles

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.

### 5. Discipline and Appeals

#### Students

1. Breaches of this Ordinance or the parking terms and conditions at the University shall be regarded as disciplinary offences under Ordinance XVII Conduct and Discipline of Students.
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.
3. Appeals against parking charge notices must be made via the APCOA parking portal within 28 working days of the notification. The University Parking Team will deal with all appeals from this portal.

#### Staff

4. Staff who commit offences in breach of this Ordinance or the parking terms and conditions may be subjected to disciplinary action under the relevant Conditions of Service and/or possible exclusion of their vehicle from Campus.
5. Appeals are to be made to the Parking Team within 5 working days of the notification. If the appeal is not upheld it will be passed to the

Parking 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. Visitors to the University who commit breaches of this Ordinance or the parking terms and conditions may be excluded from bringing a motor vehicle onto the campus on the recommendation of the Parking Team. During this process every endeavour will be made to work with the sponsor of the visitor to try and enable access.
7. Appeals are to be made to the University Parking Team within 5 working days of the notification.

#### 6. Exemptions

1. Temporary exemption from specific requirements of this Ordinance and parking terms and conditions in the University may be granted by the Chief Operating Officer or their nominee.

(Original Ordinance XXIII: Traffic Committee repealed December 1980)