

PROCEDURE

Procedure Number: PHY 200	Procedure Title: Parking
Supersedes Existing Procedure? N	Procedure Owner: Director of Facility Services & Information Technology Services
Associated Policy: Y	Date Last Approved by CET: November 20, 2018

1. Purpose

The purpose of this procedure is provide guidelines on parking at Loyalist College on the Belleville Campus.

2. Application

This procedure is applicable to all College employees, students and visitors to the campus.

3. Issuing a Permit

- 3.1 Permits are only issued one per person and must be displayed on the vehicle driven to be valid. Permits must be fully visible within the vehicle.
- 3.2 All parking permits must be obtained from an authorized Loyalist College representative. The selling or transferring a permit by an unauthorized individual to another person is strictly prohibited.
- 3.3 Visitor permits will be electronically issued via the Loyalist Parking System by the staff or faculty. Visitors are required to park in the lots indicated on the Visitor permit.
- 3.4 A limited number of Reserved Permits are available to College employees and students and are only valid for the parking space for which the permit was issued. Parking Permits must have an affixed sticker to indicate it is a Reserved Permit, and it must be visible at all times.

4. Refunds

- 4.1 If parking privileges are no longer required, the permit holder is responsible for applying for a refund. Refunds are calculated according to the type of permit purchased.
- 4.2 *Annual or Semester Permits*
 - 4.2.1 Full refunds are given for Annual or Semester Permits when:
 - a) the course has been cancelled,
 - b) the permit has been returned prior to the tenth day of scheduled classes, or
 - c) within the first 10 days, the staff or student is no longer with the College.
 - 4.2.2 Pro-rated refunds will be calculated based upon months used, subtracted from total fee. (Example: Annual Fee – (Value of monthly permit fee x # of months used) = Refund).
 - 4.2.3 To receive the refund, the permit holder must return of the parking permit. If there are extenuating circumstances for which the permit cannot be returned, the refund must be approved by the Manager of Maintenance and Security.
- 4.3 *30-Day Permits*
 - 4.3.1 Full refunds are given for the 30-Day Permit when:
 - a) the course has been cancelled by the college, or
 - b) the permit holder has been released by the College with more than 75% of time left on the permit.

- 4.3.2 Pro-rated refunds will be calculated based upon days used, subtracted from the total fee. (Example: Monthly fee – (Daily Permit fee x # of days used) = Refund).

5. Parking Enforcement

- 5.1 In keeping with the *Highway Traffic Act*, parking in an accessible parking space without a valid permit is prohibited.
- 5.2 The penalty for unlawfully parking in an accessible space will result in an infraction notice and a fine that aligns to the Ministry of Transportation fees and Parking Regulations of Loyalist College.
- 5.3 All parking infractions and fines on the campus are issued by Loyalist College and are payable to Loyalist College.

6. Paying Infraction Fines

- 6.1 Loyalist College parking infraction notices can be paid online through the Loyalist Parking System accessible via the MyLoyalist portal, or at the Service Desk (2L20) within the Kente Building.
- 6.2 A \$10.00 surcharge will be applied to all Loyalist College parking infraction fines not paid or appealed within ten days of issuance.
- 6.3 Non-payment of Loyalist College parking infraction fines may result in a hold being placed on a students' record.

7. Outstanding Tickets

A vehicle with three or more outstanding unpaid Loyalist College Infraction Tickets may be towed at the owner's expense and risk.

8. Parking Infraction Appeals

- 8.1 Parking infractions may be appealed online within ten days of issuance of the parking infraction notice.
- 8.2 The Manager, Maintenance and Security or delegate, will review the appeal and reply to the vehicle owner/driver within ten days of the submission of the Appeal. If a meeting is requested on the Appeal Form, the Manager, Maintenance and Security or delegate will attempt to set up the meeting within the same ten-day period. The decision may be extended past the ten-day period if a meeting is requested but cannot be arranged due to extenuating circumstances.
- 8.3 If the appellant wishes to appeal the decision, the second appeal must be forwarded for review within three working days of receiving the initial appeal decision.
- 8.4 The Director, Facilities and Information Services or delegate will review the appeal and reply to the vehicle owner/driver within ten working days of receiving the appeal.
- 8.5 The decision of the Director is final.
- 8.6 The dispute or discrepancy will be considered resolved if communication responses are not received back from the complainant within 30 days.

9. Related Documents

- Policy: Parking

10. References

- *Highway Traffic Act, 1990*