

UNIVERSITY OF KWAZULU-NATAL PARKING POLICY AND REGULATIONS

Effective date: 1 January 2009

A: Policy statement

1. Purpose statement

The purpose of the Parking Policy is to provide a framework for the provision of on-campus parking for members of staff of the University.

2. Introduction and background

The University is committed to ensuring that the working conditions of all employees contribute to the enhancement of the work experience and this includes the provision of parking spaces for members of staff, in a fair and equitable manner, close to their place of work.

3. Definition of terms

In this policy, the following phrases shall have the following meanings unless the context clearly indicates otherwise:

Member of staff means a member of staff of the University of KwaZulu-Natal;

Parking Committee means the three person committee comprising the Executive Director Physical Planning and Operations (who is the chair of the Parking Committee), one representative of the Division of Risk Management Services ("RMS"), and one representative of all the Unions of the staff of the University elected by the Joint Bargaining Forum;

Primary campus means the "home" campus of the member of staff as stipulated in the University IT system and for any other person it means the campus on which he or she is based or where he or she leases premises for the purpose of conducting business;

Relevant RMS Traffic Section means the RMS Traffic Section at the primary campus;

University vehicle means any motor vehicle, which includes trucks, vans, bakkies, and motor bikes, that is licensed in the name of the University; and

Vehicle means any motor vehicle, which includes trucks, vans, bakkies, and motor bikes.

4. Scope of the Policy

The parking policy of the University applies to every holder of a University parking disc. It must be read in conjunction with the parking regulations.

5. The Policy

Any holder of a valid University identity card and any University vehicle is automatically qualified for a University parking disc, for which a monthly fee may be levied. However, no University parking disc shall be issued to any person who has not paid in full any outstanding traffic fine due by him or her to

the University. Except for visitors to the campus as provided for in the regulations, no vehicle may be parked on any campus of the University without a University parking disc.

Parking areas on each campus shall be designated as being for the use of

- i) staff members,
- ii) students,
- iii) visitors.

Bays for staff members may be further classified as reserved bays or unreserved bays. There shall be an appropriate proportional allocation of reserved staff bays, unreserved staff bays and visitors bays in the parking areas in general proximity to each group of buildings.

A permanent member of staff suffering from ill health or disability shall be allocated a parking bay that is either convenient to the need of such a member or demarcated for the sole use of the disabled.

B: Parking Regulations

1. Parking Discs

- 1.1. On application to the relevant RMS Traffic Section, any holder of a valid University identity card and any University vehicle is automatically qualified for a University parking disc.
- 1.2. The relevant RMS Traffic Section may issue only one University parking disc per person, but two vehicles may be registered on that University parking disc.
- 1.3. Where two vehicles are registered on the University parking disc, the disc is transferable from the one vehicle to the other vehicle at the discretion of the holder of the University parking disc.
- 1.4. Notwithstanding 1.2 above, any permanent member of staff may apply in writing directly to the Parking Rules Committee for the issue of a second University parking disc. The Parking Rules Committee may approve the application for a second University parking disc on good cause shown by the applicant, taking into account all the circumstances relevant to the applicant and the primary campus. On approval, the relevant RMS Traffic Section shall issue a second University parking disc to the applicant.
- 1.5. There is no charge for the first replacement of a University parking disc.
- 1.6. A second and subsequent replacement of a University parking disc may be approved, provided a fee of R80 for each disc is paid to the University. However, no fee is payable where either the insurer of the vehicle has treated it as a total loss, or the vehicle has been stolen or the University parking disc has been lost or damaged because of an accident and an affidavit bearing the South African Police Services case number attests to the stealing or the accident.

2. Reserved Parking Bays

- 2.1. Any permanent member of staff, regardless of rank or grade, is eligible to apply to the relevant RMS Traffic Section for the allocation of a reserved parking bay.
- 2.2. A University vehicle is automatically qualified for the allocation of a reserved parking bay on application by the responsible permanent member of staff or the responsible member of a student organization.
- 2.3. The relevant RMS Traffic Section must process every application for allocated reserved parking bay in order of receipt of the application, and shall consider both need and proximity to the place of work of the staff member in the allocation of reserved bays
- 2.4. In the event that the number of applications exceeds the number of available reserved parking bays on any particular campus, the Parking Rules Committee shall allocate the reserved parking bays.
- 2.5. The RMS Traffic Section shall not allocate a reserved parking bay to any honorary, emeritus or retired member of staff. In exceptional circumstances on motivation from the relevant DVC, an emeritus or honorary professor who is active on a fulltime equivalent basis in research, postgraduate supervision and teaching, may be allocated a reserved bay on an annual basis.
- 2.6. A reserved parking bay may not be allocated to any person without the payment of the fee prescribed from time to time for the reserved parking bay.
- 2.7. Any person to whom a reserved parking bay has been allocated may not permit any other person to use the reserved parking bay, save with the prior written notification to the relevant RMS Traffic Section, which notification shall be displayed in the vehicle.

- 2.8. A member of staff may not retain the use of an allocated reserved parking bay past the date of his or her retirement from the employment of the University except as provided for in 2.3 above.

3. Parking Areas and Times

- 3.1. A student must park his or her vehicle in the designated student parking areas, except that a student may use the unreserved staff parking area from 16h45 to 06h30 Monday to Friday, and at any time over weekends and public holidays.
- 3.2. Every visitor must park his or her vehicle in the dedicated visitors parking area where provided on a campus.

4. Entry and Exit

- 4.1. For a member of staff in respect of the Edgewood, Howard College and Westville campuses, vehicle entry onto a campus is on display of a valid University parking disc, and exit from the campus is on display of a valid University identity card or surrender of a visitor's permit.
- 4.2. For a member of staff in respect of the Medical School and Pietermaritzburg campuses, vehicle entry onto a campus and exit from the campus is on display of a valid University parking disc and the swiping of a valid University identity card at the electronic entry gates.
- 4.3. For a visitor to the Edgewood, Howard College, Medical School and Westville campus, vehicle entry onto a campus is on the signature of the driver at the entry boom gate and on receipt of a visitor's card, and exit from the campus is on the surrender of the visitor's card.
- 4.4. For a visitor to the Pietermaritzburg campus, entry onto the campus is either on pre-arranged clearance from the RMS security control room via the intercom located at the vehicle entry boom gate, or on the signature of the driver by a security guard when the guard is on duty at the vehicle entry boom gate.

5. Visitors dropping-off and collecting members of staff

- 5.1. In respect of the Edgewood, Howard College, Medical School and Westville campuses, where a valid University parking disc is displayed on the vehicle, the visitor need only collect a visitor's card from the guard at the boom gate for his or her vehicle to be granted entry onto the campus, provided the sole purpose of the visit is to drop-off or collect a member of staff.
- 5.2. Where no valid University parking disc is displayed on a vehicle, the entry of the vehicle onto the campus is on the signature of the visitor as well as the collection of a visitor's card from the guard on duty at the boom gate. The visitor shall surrender the visitor's card before exit from the campus may be granted.
- 5.3. In respect of the Pietermaritzburg campus, a member of staff must be dropped-off or collected outside the campus, unless special circumstances exist, such as ill health or disability, in which case the member of staff may make a different arrangement with the relevant RMS Traffic Section.

6. Implementation, Monitoring and Review of these regulations

- 6.1. The responsibility for implementation of these regulations lies with the Traffic Section of Risk Management Services;
- 6.2. The responsibility for monitoring and review of these regulations lies with the Divisional Director, RMS