

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

1.37 PARKING & TRAFFIC REGULATIONS

Classification: General

Effective Date: 6MAY04

Supersedes: 27NOV03

1.00 AUTHORITY

- 1.01 (a) The following regulations are made under the authority of the University of Western Ontario Act (1982), subsection 19(k), S.O. Chapter 92,
- (b) These regulations are authorized by the Board of Governors within its authority under the Act.
- 1.02 The provisions of these regulations are applicable to all traffic, vehicular and pedestrian, on all properties of The University of Western Ontario.
- 1.03 The University of Western Ontario, reserves the right to maintain full jurisdiction over all traffic and to
- (i) take action against all violators of these regulations, and
 - (ii) amend these regulations from time to time as may be determined by the Board of Governors.

POLICY

- 2.00 The University of Western Ontario shall not be held responsible for any loss, injury, or damage to persons and/or motor vehicles, including contents, however caused. Losses, damage and/or injuries should be reported to the Campus Community Police Services.
- 3.00 These regulations apply in full to all types of motor vehicles (gas or battery powered), motorcycles and bicycles, with exceptions as specifically noted, and are applicable for all twelve months of the parking year.
- 4.00 All motor vehicles must be properly licensed and insured. Motor vehicle operators must have a valid driver's license.
- 5.00 It is the responsibility of the registered owner of any vehicle parked on University property to ensure that the vehicle is maintained so that fluids including gasoline, diesel fuel, motor oil, hydraulic fluid and coolant are not allowed to escape into the environment. All costs incurred by the University in cleaning up leaked fluid and removing the vehicle shall become the responsibility of the registered owner.
- 6.00 All vehicle operators are required to comply with all Parking and Traffic Regulations of the University, and are subject to the applicable charges for violations. The registered owner is responsible for all violations involving that vehicle including those incurred when a vehicle is being operated without his or her consent.
- 7.00 It should be noted that any person operating a vehicle on University property without a permit is legally a trespasser and may be prosecuted as such. Parking permits will not be issued to those persons who have not paid outstanding traffic and parking charges. A parking permit will not be issued for a vehicle against which there are outstanding parking and traffic charges unless proof of transfer of vehicle registration is submitted.
- 8.00 From time to time the University may re-allocate parking areas (in case of construction, emergency, or for special events).

- 9.00 For Special Event parking it is necessary for any sponsoring group or individual to make arrangements in advance with the Reservations Section of the University. A minimum of one week's notice is required for these arrangements. The appropriate fee shall be paid for every vehicle parked on campus. The Sponsor(s) may be charged for any additional cost incurred, such as the use of traffic personnel, directional signs, etc..
- 10.00 Any vehicle left on University property for a period of two weeks after the termination of a registrant's course, conference, employment, or occupancy of a University Residence, will be considered 'abandoned' and will be treated as such by the University.
- 11.00 Vehicles must yield the right-of-way to pedestrians.
- 12.00 Persons are responsible for providing correct information to obtain parking and driving privileges. This includes any changes in address, ownership or vehicle license plate. Proof of ownership is required and no permit will be issued for other than the applicant's personal use.
- 13.00 Bicycle racks and motorcycle parking areas are provided at numerous points throughout the campus and riders are requested to make full use of these facilities. Motorcycles and bicycles not in designated areas may be immobilized by over chaining.
- 14.00 **VEHICLE PERMITS**
- 14.01 ALL ACCESS DEVICES, WINDSHIELD DECALS, HANGING PERMITS, AND PASSES REMAIN THE PROPERTY OF THE UNIVERSITY OF WESTERN ONTARIO AND ARE ISSUED FOR THE USE OF AUTHORIZED PERMIT HOLDERS ONLY.
- 14.02 All vehicle permits shall be issued by Parking Services. Permits will be valid until August 31 following the date of issue. The University parking year will be the period from September 1st to the following August 31st.
- 14.03 Access devices, windshield decals, hanging permits, numbered for identification purposes, are issued for all registered permit holders.
- 14.04 WHILE VEHICLES ARE PARKED ON UNIVERSITY PROPERTY, ACCESS DEVICES AND HANGING PERMITS MUST BE CLEARLY VISIBLE FROM OUTSIDE THE VEHICLE.
- 14.05 Permit holders who drive more than one vehicle will be issued only one permit for the vehicle(s) registered in the application. Only one vehicle may be parked on campus at any given time unless the second, third etc. vehicle(s) park in a visitor's area and pays the appropriate visitor fee.
- 14.06 Access devices will operate in the applicable parking gate for the current parking year only.
- 14.07 It is the responsibility of the permit applicant to remove or destroy any decal permanently affixed to any vehicle that has been repaired, sold or otherwise disposed of.
- 15.00 **APPLICATION AND CANCELLATION OF PRIVILEGES**
- 15.01 Applications are available from the Parking Office. Proof of vehicle ownership must be presented with each application. Completed application forms may be returned to Parking Services at any time.
- 15.02 Regular Full and Part Time Faculty and Staff may remit payment by payroll deduction. Students must remit by either cash, cheque, debit card, or credit card in full payment for the complete parking year.

15.03 Refund

- (a) Up to the end of February of each year, and on the return of all permit material, a refund of cancellation of payroll deduction will be accepted on a pro rated basis for the remaining full months of the year. A service charge of \$25.00 will be applied. Requests for refund of any portion of the parking fee on any basis other than as detailed above should be directed in writing to the Manager of Parking Services.
- (b) In the cases of approved refunds, any amount of outstanding violation charges will be applied against the value of the applicable refund.
- (c) A damaged or malfunctioning access device that will not operate the applicable parking gates will be exchanged free of charge.
- (d) An access device which is lost or stolen may be replaced at Parking Services. A refund will be made if the original access device is found and returned within 30 days.
- (e) It will be the permit holder's responsibility to remove or deface the decal on any vehicle that has been sold or otherwise disposed of.
- (f) On return of the windshield decal, or remnants thereof and on presentation of vehicle ownership, or proof of replacement of a windshield, a new decal will be issued at no charge.

15.04 Lost or stolen hanging permits, access devices or decals will be replaced for a fee, and applicants will be required to sign a statement of loss. If the original hanging permit, access device or decal is recovered, the fee will be returned.

15.05 Any person found in the possession of a permit recorded as lost or stolen will have his parking privileges revoked indefinitely. Criminal charges may be laid.

15.06 See Western Parking and Visitor Services web site at <http://www.uwo.ca/parking/permit.html> for additional application and cancellation information.

16.00 **ALLOCATION OF PARKING**

16.01 For the purpose of assigning parking on the campus, all parking zones will be assigned as:

Core - smaller lots situated in the campus core available to all Faculty and Staff.

Perimeter - lots situated in the campus periphery available to all Faculty, Staff and Graduate Students. Undergraduate Students will be allocated specific peripheral lot areas.

Visitors - lots available to university visitors only.

16.02 It is common practice to oversubscribe parking zones by a factor not greater than 35%. Specific spaces in specific lots are not guaranteed.

- 16.03 (a) University vehicles are deemed to be the responsibility of the Head of the academic or administrative unit which operates that vehicle and are subject to the University Parking and Traffic regulations.
- (b) Contractor vehicles - special parking areas are assigned to Contractors by Western Parking and Visitor Services. Contractors are prohibited from all other areas.
- (c) Commercial vehicles (Service Reps. Etc.) - Commercial firms may use the parking facilities assigned to visitors (i.e., visitor lots, meters) and pay the stated coin

charge. They may, however, in lieu of paying the required fee for each entry to such a lot obtain a special yearly permit which entitles the permit holder to permit privileges as well as free parking in Visitor lots, free parking at meters and 30 minute loading zone privileges. Commercial permit holders may not park in Reserved areas.

- (d) Reserved Parking - A limited number of reserved spaces in Core or Perimeter lots may be available to Faculty, Staff and Students. Parking in a reserved section is authorized only for the vehicle(s) for which the reserved permit has been issued. Reserved permits are only valid in the lot requested. Reserved spaces cannot be 'loaned' to another person and/or vehicle. Holders of reserved permits may park in any space within the reserved section of their selected lot. Reserved permits are not oversubscribed. A premium rate is charged for this service. The current standard for the issuance of reserved permits may be obtained from Western Parking and Visitor Services.
- (e) Medical and Dental Clinicians - The permits for Medical and Dental Clinicians will be provided in accordance with lists supplied by the Deans' Offices and will be issued by the Manager of Parking and Visitor Services.
- (f) Retirees - Retired members of UWO Faculty and Staff may apply for complementary visitor area parking (depending on space availability).
- (g) Permits for the physically challenged may be obtained from Western Parking and Visitor Services. The Ontario Ministry of Transportation Disabled Parking Permit is the accepted standard for assessment of disabilities. Temporary or longer term permits may be obtained.
- (h) 30 minute loading zone permits may be obtained through any department or administrative unit.
- (i) Glenmore Student Apartments - Parking permits may be obtained from Student Housing. Glenmore permits are not valid on main campus. All other Rules and Regulations apply.

17.00 **VISITOR PARKING**

- 17.01 Visitor Parking information is available on the Western Parking & Visitor Services website at <http://www.uwo.ca/parking/visitors.html>
- 17.02 Off campus members of the Board of Governors and of the Senate will be issued special permits.
- 17.03 Parking meters are in use 7am - 8pm Monday to Friday and from 7am to 12 noon on Saturday. Charges are as posted on each meter head.

18.00 **TRAFFIC**

- 18.01 The operation of motor vehicles on University roadways is regulated in accordance with the Ontario Highway Traffic Act RSO 1990, Chapter H.8 and the University of Western Ontario Act.
- 18.02 Where a Police Officer considers it reasonably necessary to:
 - (a) Ensure orderly movement of traffic,
 - (b) Prevent injury or damage to persons or property, or

- (c) Permit proper action in an emergency:
 - i) the officer may direct traffic and every person shall obey the officer's direction;
 - ii) the officer may close, or cause to be closed, any/all campus roadways with or without notice.

18.03 A Police Officer in the lawful execution of assigned duties may require the operator of a vehicle to stop. An operator so directed shall bring the vehicle to a safe and complete stop.

18.04 (a) The University may erect official signs on roadways within its jurisdiction so as to ensure the safe and orderly movement of traffic and the appropriate use of University facilities.

(b) Every person shall obey the directions of any sign erected under the provisions of section 18.04(a).

19.00 **VIOLATIONS AND PENALTIES**

19.01 **Definitions:** Except where specifically indicated, the definitions prescribed in the Highway Traffic Act R.S.O. 1980, Chapter 198, as amended shall apply.

(a) For the purpose of identifying violations the following definitions apply:

Parking - when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

Stopping - means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or of a traffic control sign or signal.

(b) **Date of violation** means the date the violation occurred as designated on the violation ticket.

(c) **Operating** means having the care or control of a vehicle

(d) **Parking year** means the parking term as determined by the Parking and Traffic regulations.

(e) **Person** means an individual, partnership, unincorporated association or any incorporated entity.

(f) **Reserved Parking section** means a parking area reserved for designated vehicles within parking lots.

(g) **Vehicle** includes any mechanized mode of transportation.

(h) **Vehicle permit** includes any identification discs, decals or passes.

(i) **Bikeway** means any path, roadway or portion thereof or any area improved for the convenience of bicycles and marked as such by official signs.

(j) **Parking lot** means the entire driving and parking area within the entrance gates of the parking lot and any area designated as a parking area by official signs.

(k) **Police officer** means any University police officer employed by the Campus Community Police Services to carry out the provisions of these regulations.

- (l) **Service vehicle** means any vehicle engaged in the servicing, repair or maintenance of University facilities, equipment or grounds.
 - (m) **Walkway** means any sidewalk, path or portion of roadway intended for use by pedestrians or as specifically designated.
 - (n) **Unauthorized entry to a lot** means entering a parking lot through other than the proper entrance and/or by using other than the issued access device or the stated coin fee or improper use of access devices, decals, passes or entering a lot by following close to another vehicle. A gate "MISSING" or in the "UP" position does not authorize entry.
 - (o) **Gate arm breakage** means breaking of a gate arm by any person except under circumstances when a malfunction prevents a gate arm from rising to permit a vehicle from exiting a lot in which it is authorized to park.
- 19.02 (a) Fines for violations are approved by the University Board of Governors and schedules will be consistent with City of London rates for similar offences. Current violations and fine schedules are available through Parking Services or at: <http://www.uwo.ca/parking/enforce.html>
- (b) Fines for traffic violations will be consistent with the schedules in the Ontario Provincial Offences Act, RSO 19990, Chapter P.33. The schedule summary of fines will be published on the Campus Community Police Services website - <http://www.uwo.ca/police/>
- 19.03 **Withdrawal of Parking Privileges:** Repeated violations of the Parking and Traffic Regulations, or failure to pay fines, will result in withdrawal of parking and driving privileges AND sealing of student records. Unauthorized or improperly parked vehicles will be ticketed and towed at owner's risk, expense and liability.
- 19.04 **Administration and Appeals**
- (a) All fines assessed for violations of parking regulations shall be paid or an appeal submitted to the Appeals Committee within 14 calendar days of the date of issue.
 - (b) Failure to comply will result in one or more of the following:
 - (i) suspension of parking and driving privileges
 - (ii) referral to a collection agency
 - (iii) legal action
 - (iv) administrative deduction from payroll or sealing of student records.
 - (c) Persons will be assessed an administration charge for returned NSF cheques.
 - (d) Any notice or invoice which may be required under these regulations may be given by sending the required notice to the last known address of the person concerned and the act of mailing shall be considered the same as personal service and the person shall be deemed to have received this within seven days after the date of mailing.
 - (e) Any person charged with a violation of these regulations may appeal the charge and (i) such appeal shall be in writing and (ii) received by Parking and Visitor Services.
 - (f) All appeals submitted shall (i) refer to the traffic violation number and (ii) include all relevant facts pertaining to the incident.
 - (g) Any person requesting an appeal may, on written request, have the appeal dealt with at an open hearing.

- (h) All decisions of the Appeals Committee made in accordance with these regulations shall, in each case, be final.
- (i) The Appeals Committee, when deciding on an appeal, may reduce, cancel, or uphold the set fine for the violation.

20.00 **ASSISTANCE AND REFERRALS**

- 20.01 Any concerns regarding parking policies, enforcement and operational aspects of parking should be directed to the Manager of Parking Services.
- 20.02 Queries regarding traffic enforcement should be directed to Campus Community Police Service.