



Policies & Procedures Manual

Section: FACILITIES - PARKING

Title: PARKING

Pages:

Page 1 of 2

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Approved by:

Senior Executive Council

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POLICY STATEMENT

The University College of the North strives to provide parking space for staff, students and visitors, within the constraints of available spaces. Wherever possible, car-pooling is promoted. Parking on campus must be maintained in a considerate and safe manner, providing access to buildings for emergency services and deliveries.

PURPOSE OF POLICY

The purpose of this policy is to ensure parking spots are issued at a reasonable student/staff ratio, and every effort is made to facilitate out-of town students/staff during the winter months. Parking facilities for students and staff will be reviewed annually, each August, and every effort will be made to accommodate students and staff on a fair basis.

PROCEDURES

1. Parking facilities will be reviewed annually in August by the Facility & Environmental Health and Safety Manager for The Pas campus and the Thompson Campus Manager for their respective locations. The number of handicap locations shall also be monitored throughout the year and adjusted accordingly.
2. Parking Passes are to guarantee parking for the students, visitors, preferred, residents, staff, and instructors.
3. All parking spaces shall be scramble parking within the designated areas with the following exceptions where the spaces are designated:
 - a) President
 - b) Handicap parking
 - c) UCN vehicles
 - d) Purchased passes for students in residence
4. Handicap parking spaces shall be monitored on a regular basis throughout the year and adjusted accordingly to provide suitable parking close to the entrances.
5. All staff shall be eligible to receive a parking pass for the school year and park within the designated area as indicated on the maps with the parking cost as per the collective agreements. Each person shall be given only one pass which may be transferred to any number of vehicles as long as the person provides the license plate numbers. The pass must be visible in the front windshield.

6. Staff are encouraged to car pool in order to take part in the climate change challenge while saving money, reducing congestion and conserving energy. It also will assist those people who do not have transportation. Car-pooling members shall be required to confirm their participation with the person looking after the parking passes with the vehicle information and number of participants. Car-pooling participants shall be monitored and appropriate parking spaces shall be assigned to ensure participation.
7. Student parking fees for the five-month period of November 1 to March 31 must be paid in full on November 1. Current parking fees are as per the Rate and Fee Guide. The students shall be issued a parking pass with their purchase.
8. Students residing in residence will be issued parking on a first-come basis throughout the year.
9. Students attending UCN but not residing on campus may park in the unassigned parking only as designated on the parking maps.