

TITLE: PARKING POLICY	
APPROVED: May 3, 2010	REVIEWED: May 1994 November 13, 2002 April 15, 2004 January 11, 2010 June 3, 2013
NEXT REVIEW: 2015-2016	
RESPONSIBILITY: Director, Facilities Maintenance and Operations	
APPENDICES: Appendix 1: Parking Charges	
CROSS-REFERENCE: Security Policy	

POLICY STATEMENT:

GPRC maintains parking lots that are used for the purpose of student, faculty, staff, and visitor parking on campus.

The *Post-Secondary Learning Act 2003* empowers the GPRC to manage parking and certain traffic related matters. While recognizing the jurisdiction of related municipal and provincial legislation (i.e. *The Highway Traffic and Safety Act*), the GPRC will further restrict traffic control as it sees fit.

Under the direction of the Board of Governors, through the President of the College, the privilege of bringing a vehicle onto campus is managed through the issuance of permits and visitor parking fees, and is subject to owners and operators of vehicles observing the College Traffic and Parking Regulations. The Board of Governors recognizes parking as a legitimate use of GPRC lands and requires it be a regulated activity. The provision of parking services is conducted as an ancillary operation. Parking Services is mandated to contribute operational revenue to the college. Parking Services also administers the allocation of parking availability through established criteria.

Citations for any violations of Campus Traffic and Parking Regulations are enforced by a system of fines involving the issuing of parking citation tickets and, when necessary, tow away actions.

PURPOSE:

To provide orderly, safe Parking for the Users of the College Community and to provide a source of revenue for parking lot improvements and maintenance.

SCOPE:

This policy applies to all individuals parking at GPRC.

DEFINITIONS:

GUIDELINES/PRINCIPLES:

Grande Prairie Campus

1. PAY AND DISPLAY DISPENSERS

Pay and display dispensers are located in Reserved Lots C, D, outside the L Wing entrance and the Theatre Island for public use, 8:00 am to 4:30 pm, Monday to Friday, September through April. Rates are posted. Receipts are valid in any Pay and Display parking lot/area on campus with the exception of the College and Community Health Centre.

2. GRANDE PRAIRIE COLLEGE & COMMUNITY HEALTH CENTRE

Pay and display parking in this lot is operational all year round; Monday to Friday, 8:00 am to 4:30 pm. Only receipts purchased from the dispenser in the clinic lot are valid.

3. HOURS OF OPERATION

Parking permits are required in assigned parking lots between the hours of 8:00 am to 4:30 pm, Monday to Friday, September through April. Residence Lots G, J, & L require permits 24 hours a day, 7 days a week, September 1 to April 30.

4. ELECTRICAL PLUG-INS

At Grande Prairie Campus, -10°C to -20°C power cycles 15 min. On, 15 min. Off. At -20°C, or colder, power is on without interruption. Each plug-in pedestal has a breaker, which controls both outlets. In-car heaters, battery warmers, and high output block heaters will trip breaker. To reset a breaker, press the reset button below the head of the power pedestal.

At Fairview Campus, -10°C power cycles intermittently (e.g. 30 min on 30 min off).

5. PERMIT PARKING

A valid parking permit for the applicable lot must be displayed. Fees are payable in advance; prices are quoted in the parking application and the inside cover of the College Calendar. The permit gives the holder access to any one stall within reserved lots indicated on the permit. Individual stalls are not assigned. The College makes no guarantee that parking will be guaranteed or available.

The college will not reserve or hold any stalls.

Parking permits will normally go on sale to all staff and students mid-July, each year. Please watch the college's website or college calendar for exact dates. Permits will be made available on our website and in-person at the Cashier's Office, C315 (GP Campus). Requests made by phone and are discouraged and not guaranteed to be available.

Personal information collected on the parking application will be shared with GPRC Security, for the purpose of managing the parking program. The information provided will be protected under the Alberta Freedom of Information and Protection of Privacy Act.

Replacement permits for lost or stolen permits may be issued under the discretion of the Director of Facilities Maintenance and Operations or his/her designate with a written request.

Non-Powered Permits are valid in parking lots A, C, D, I and K and can be purchased from the Cashier's office for one semester or the full academic year.

Powered Permits are valid in parking lots B, F, H and E and can be purchased from the Cashier's Office for one semester or the full academic year.

Trades and Technology Parking

Students in trades programming that do not follow the semester cycle can purchase permits for their designated program at the Trades and Technology Bookstore on the first day of class.

Housing Parking

Parking permits for the housing parking lots G, J, and L can be purchased directly from the Housing Office.

Building Blocks Daycare

Parking permits are only available to staff of the daycare, parents of children in the daycare, or at reasonable discretion of Financial Services. Proof of eligibility will be requested. Permits can be purchased from the Cashier's Office for the academic year only.

Parent parking in the day care parking lot is restricted to drop off/pick-ups only.

College and Community Health Centre

Parking permits are only available to Alberta Health Services employees and designates. These permits are not available to the general public for purchase.

6. DISPLAY OF PERMIT

Applicants will receive *one permit only* per approved application. For those with more than one vehicle or for those wishing to car pool, a hanging tag will be provided. Attach the parking permit to the tag and place it on the rear view mirror facing outward with permit number showing. Vehicles not having permits displayed in the above manner will be ticketed.

Between the months of May and August permits will not be required to park in any of the lots; with the exception of the College and Community Health Centre.

7. PARKING STALLS FOR PERSONS WITH DISABILITIES

GPRC will designate the appropriate number of stalls to meet the needs of persons with disabilities.

A valid handicapped College parking permit must be displayed for a permit stall. A handicapped placard must be displayed for use in all handicapped stalls.

At the discretion of the Director of Facilities Maintenance and Operations, a temporary disabled permit (valid only in GPRC parking lots) may be given to staff or students who have sustained an injury which prevents them from walking long distances. The temporary permit is valid in any lot, but excludes designated disabled stalls which are reserved for those with a provincial disability registration.

8. AVOIDING TICKETS

Parking areas are regularly patrolled. Here are some common causes of parking violations for which you can be ticketed:

- Failure to display visible valid permit or Pay & Display ticket for area parked.
- Parking on roadways, adjacent to yellow curbs, grassed areas, passenger loading and unloading areas, sidewalks, bus stops and truck loading docks.
- Parking outside the designated hours as posted
- Failure to follow directions on signs and notices.
- Vehicle abandonment over 72 hours – vehicles cannot be parked on College property in excess of 72 hours without approval of Facilities Maintenance and Operations. Vehicles left beyond 72 hours may be ticketed and towed at the owner's expense.
- Parking in any restricted area, or where there are yellow curbs.
- Parking in more than one stall.

9. BICYCLES

The parking of bicycles is permitted only in areas specifically designated by the presence of bicycle racks. Bicycles may not be parked in the vicinity of any handrail, lamppost, signpost, tree, shrubbery, or other objects not maintained or designated for the purpose of securing bicycles.

10. MOTORCYCLES AND SCOOTERS

Only areas designated as motorcycle parking (Parking Lot C) may be used without a permit. Motorcycles and scooters parked in regular stalls/metered stalls are required to pay and display the rates indicated.

11. OUTSTANDING TICKETS - VIOLATIONS WHEEL BOOT – TOW AWAY

Vehicles with outstanding tickets or serious violations may be towed or impounded by the use of a wheel boot. This will result in an additional fee (please refer to Appendix 1) being assessed for the removal of the boot and the actual towing/storage costs.

Wheel Boot and Tow-away action is taken when previously issued parking violation notices are not sufficient to regulate compliance of the Parking Policy.

When vehicles are consistently parked contrary to regulation, and on the third outstanding violation, a letter of notice stipulating the amount owing and consequences of non-payment is placed on the vehicle. On any subsequent violation, the Security Contractor will be asked to impound the vehicle with a wheel boot. All outstanding violations must be cleared prior to the release of the wheel boot from the vehicle.

All expenses, fines and levies associated with the tow and impoundment will be the responsibility of the owner of the vehicle.

Vehicles left unattended for more than 72 hours will be towed away at the owner's expense.

Contact Security if your vehicle has been towed.

12. PARKING CHARGES, PAYMENT AND APPEALS

Parking Charges (See Appendix 1)

Payment

Payment can be made by mailing the ticket in the provided self addressed envelope, no postage required, along with the proper payment in the form of cheque or money order. The parking contractor and GPRC are not responsible for CASH PAYMENTS lost in the mail. The violation must accompany the payment. Credit card payments may also be made. See the back of the violation for details. The parking contractor has a ticket drop-off box on the College Security Office door (H101).

Appeals

Appeals can be made on line at www.gprc.ab.ca under parking or by calling All Peace Parking Authority at (780) 539-6032. Appeals made over 72 hours after the issued violation must be accompanied by full payment of the outstanding parking charge.

13. LIABILITY

Any motor vehicle parked, operated, or driven on the Campus shall be solely at the risk of the owner and the operator. The College shall not be liable for any damage occasioned to any such motor vehicle, the operator, other occupant thereof or any person unless such damage has resulted from the negligence of the servant or agent of the college acting in the course and within the scope of this person's employment.

In the event any damage or inconvenience is occasioned to or by reason of any motor vehicle being removed or towed away or impounded pursuant to these regulations by an independent contractor, neither the College nor its servants nor its agents shall be liable or responsible in any way whatsoever for such damage or inconvenience. Nothing in this paragraph shall affect the liability of any independent contractor for carrying out the removal, towing away or impoundment of any vehicles.

14. GPRC VEHICLE EXEMPTION

All GPRC fleet vehicles (logoed) are permitted to park legally in any lot on campus, with the exception of Early Learning and Child Centre Parent Parking.

15. SNOW REMOVAL & MAINTENANCE

A parking lot or stall may be closed at any time for maintenance. If there is a barricade or traffic cones in any lot or stalls, it is considered a no parking area.

If Grounds is cleaning snow from the parking lots or conducting maintenance within a parking lot, please park in the area of the lot that has been cleared.

16. EARLY LEARNING AND CHILD CENTRE (ELCC) PARENT PARKING

ELCC Parent Parking is available in Lot F, along the fence near the M Wing entrance. There are eight reserved “loading” stalls. The maximum time limit allowed in these designated stalls is 20 minutes. If longer parking is required, Pay and Display parking should be used. Permits are given to parents of registered children.

17. GUEST PARKING

Parking arrangements for larger functions of 50 or more guests require significant lead time. Depending on location, date and time, it may be necessary to disperse parking over several locations. Large group requests to relax parking must be made at least 2 weeks in advance notice in order to have the applicable parking fees waived by the parking contractor.

For groups less than 50 people, guests are required to park in pay and display lots. Depending on the time of the year, parking availability may be spread over several lots. Electronic Guest Parking Permits are available by department request from Facilities Maintenance and Operations for Pay and Display lots only. Departments are advised to request electronic guest parking permits one week in advance. Departments will be required to pay appropriate parking charges through an internal transfer.

Please be respectful of our neighbours, do not block or park in their driveways.

PARKING FINES

Ticket	If Paid within 7 days	After 7 days
Meter Expired	\$25.00	\$50.00
No Valid Permit Displayed	\$25.00	\$50.00
No Valid Ticket on Dash	\$25.00	\$50.00
Parent Parking Zone	\$25.00	\$50.00
Parking in more than one stall	\$25.00	\$50.00
Parking in a fire lane or no Parking Zone, handicapped stall	No Discount	\$ 75.00
Wheel Boot Charges	No Discount	\$75.00

PARKING RATES
Powered Lots

- Two Semester (Fall, Winter) \$170.00
- One semester \$ 90.00

Non Powered Lots

- Two Semester (Fall, Winter) \$105.00
- One Semester \$ 60.00

Residence

- Two Semesters (Fall, Winter) \$170.00
- One Semester \$ 90.00

ECD Parent Parking

- One Semester \$ 40.00

Trades & Technology

- 8 weeks \$ 25.00
- 12 weeks \$ 40.00

Pay and Display

\$ 7.00/Day

Meters

\$ 1.00/ Hour