

PARKING AND TRAFFIC MANAGEMENT POLICY			
Effective Date	November 20, 2018	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Cross- Reference	Clean Air Policy Post-Secondary Learning Act Highway Traffic and Safety Act
Approver	Executive Council		
Review Schedule	5 Years	Appendices	

1. Policy Statement

1.1. Grande Prairie Regional College (“GPRC” or the “College”) allows members of the College community to drive, and park vehicles on its premises by issuing permits and visitor parking fees. Through effective parking and traffic management, the College ensures compliance with all required municipal and provincial legislation.

2. Background

2.1. GPRC maintains parking lots that are used for the purpose of student, faculty, staff, and visitor parking on campus. The Board of Governors recognizes parking as a legitimate use of GPRC lands and requires it be a regulated activity.

2.2. The *Post-Secondary Learning Act 2003* empowers GPRC to manage parking and certain traffic-related matters. While complying with related municipal and provincial legislation, GPRC may implement additional traffic controls.

3. Policy Objective

3.1. The objective of this policy is to provide orderly and safe parking and traffic management for the members of the College community.

4. Scope

4.1. This policy applies to all individuals parking at the GPRC – Grande Prairie Campus and the GPRC – Fairview Campus.

5. Definitions

5.1. “Premises” means all College owned campus grounds, and buildings.

5.2. “Director” in this policy means the Director, Facilities – Maintenance and Operations

6. Guiding Principles

6.1. The guiding principles in this policy are for the control of parking, traffic and transportation on College premises and are in effect at all times unless specific exceptions are posted.

6.2. All official signs and notices for the control of traffic and parking must be observed. Moving, damaging, defacing, altering, or obstructing any parking or traffic sign, control device, or barricade is prohibited.

6.3. Obstructing any fire lane, fire gate, fire hydrant, or emergency zone is prohibited.

6.4. 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.

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- 6.5. Vehicles are not permitted to park on roadways, sidewalks, adjacent yellow curbs, landscaped areas, or blatantly over parking stall lines unless permitted by the Director.
- 6.6. Vehicles must yield right of way to all pedestrians.
- 6.7. Valid parking permits where applicable must be displayed.
- 6.8. GPRC will grant priority and designate the appropriate number of stalls to meet the needs of persons with disabilities. A valid disabled College parking permit and provincial disabled parking permit must be displayed for a permit stall.
- 6.9. Parking lots may be re-designated by the Director.
- 6.10. Special parking arrangements can be made with the approval of the Director. For larger functions, requests must be received by Facilities – Maintenance & Operations 48 hours prior to date of the function.
- 6.11. Oversized vehicles may only park on Campus with permission of the Director.
- 6.12. 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.
- 6.13. Only areas designated as motorcycle / scooter parking may be used without a permit.
- 6.14. All College passenger vehicles are permitted to park in any lot on campus.
- 6.15. Excluding Residence parking lots, non-GPRC vehicles cannot be parked on College property in excess of 48 hours without approval. Vehicles left beyond 48 hours may be considered abandoned and may be ticketed and towed at the owner's expense.
- 6.16. Citations for any violations of the Traffic Safety Act and / or this parking policy will be enforced by a system of fines involving the issuing of parking citation tickets and, when necessary, tow away actions for serious parking violations.
- 6.17. Vehicles with three or more outstanding tickets that were incurred on College property may be towed or impounded as per the contracted security provider's practices that are approved by GPRC. This will result in an additional fee being assessed by the contracted security provider. All expenses, fines, and levies associated with the tow and impoundment will be the responsibility of the owner of the vehicle.
- 6.18. 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 staff or 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.
- 6.19. Ticket payment can be made through the contracted Security provider's processes.
- 6.20. Ticket appeals can be made through the College's website or through the contracted Security provider's processes.
- 6.21. Any motor vehicle parked, operated, or driven on 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 an agent of the College acting in the course and within the scope of this person's employment.
- 6.22. 30 km / h is the maximum speed limit on each campus property except along Henry Anderson Drive at the GP Campus which is maximum 40 km / h.

7. Grande Prairie Campus Specific Information

- 7.1. Parking permits are required for all non-GPRC fleet vehicles at the Grande Prairie Campus during designated timeframes posted on the website and on signage in the parking lots. A valid parking permit for the applicable lots must be displayed. Fees are payable online. Prices are quoted on the GPRC website. 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 available.
- 7.2. Parking permits will go on sale to all staff and students mid-July, each year. Parking Passes for all GPRC lots must be purchased on the GPRC website. Permits will be available for pickup within two business days after the date of purchase. Please review the College's website for more information.
- 7.3. Students in trade programming that do not follow the semester cycle can purchase permits for their designated programs one week prior to their first day of class.
- 7.4. Personal information collected on the parking application will be shared with GPRC's contracted security provider 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.
- 7.5. Lost or stolen permits will have to be re-purchased. Replacements may be issued at no additional cost at the discretion of the Director with a written request.
- 7.6. Applicants will receive one permit only per approved application and permits are non-transferable. Vehicles not having permits displayed on the rear view mirror or dash will be ticketed. Motorcycles / scooters are exempted from displaying purchased permits.
- 7.7. Pay and display dispensers are located in Reserved Lots C, outside the L Wing entrance and the Theatre Island as per the website timelines. Receipts are valid in any Pay and Display parking area or in parking lot D with the exception of the College and Community Health Centre.
- 7.8. Pay and display parking in the College and Community Health Centre lot is operational as per the website timelines. Only receipts purchased from the dispenser in the clinic lot are valid. Parking permits for this lot are only available to Alberta Health Services employees and designates. These permits are not available to the general public for purchase.
- 7.9. It is not encouraged for parking permit holders to use Pay and Display Parking. This action may incur a parking ticket.
- 7.10. Non-Powered Permits are valid in parking lots A, C, D, I and K
 - 7.10.1. Trades specific parking is valid in parking lots D, and I
- 7.11. Powered Permits are valid in parking lots B, D, E, F, H
- 7.12. Lot D is the only designated overflow parking lot for all Pay and Display parking and Parking Permits.
- 7.13. Residence passes are valid only in lots G, J, and L and are valid as per the website timelines. Students that have a parking permit for Residence parking lots are not to purchase a parking permit for the other non-Residence permit areas.
- 7.14. At the discretion of the Director, 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, including pay and display spots, but excludes designated disabled parking stalls which are reserved for those with a provincial disability registration.
- 7.15. The Building Blocks Daycare Lot is only for drop-off and pick-up use.

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7.16. Temporary visitor parking is available in Lot F, along the fence near the M Wing entrance. The maximum time limit allowed in these designated parking stalls is 20 minutes. If longer parking is required, Pay and Display parking should be used.

8. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	<ul style="list-style-type: none">• Approve and formally support this policy
Director, Facilities Maintenance and Operations (or designate)	<ul style="list-style-type: none">• Oversee the implementation of this policy• Approve items as listed in this policy

9. Exceptions to the Policy

9.1. Exceptions to the guiding principles in this policy must be documented and formally approved by the Vice President, Administration.

- Policy exceptions must describe:
 - The nature of the exception
 - A reasonable explanation for why the policy exceptions are required
 - Any risk created by the exceptions to this policy
 - Evidence of approval by the Vice President, Administration.

10. Inquiries

10.1. Inquiries regarding this policy can be directed to the Director, Facilities – Maintenance and Operations.

11. Amendments (Revision History)

November 20, 2018 replaces Parking Policy