



College Procedures Manual	
Category	Facilities
Policy #	5.2.2
Approval Date	May 2013

5.2.2 Parking on Campus

Policy:

A.1 The College of the Rockies provides parking privileges to employees, students and visitors.

The College requires that individuals parking at its various sites, do so respecting College and legislated regulations, safety of others and emergency access.

Procedures:

B.1 PARKING

B.1.1 Parking Lots:

The College of the Rockies provides the following parking lot locations:

- i. Cranbrook Campus
 - East Parking Lot
 - South Parking Lot
 - Lower (West) Parking Lot
- ii. Creston Campus Parking Lot
- iii. Fernie Campus Parking Lot
- iv. Gold Creek Campus Parking Lot (Cranbrook)
- v. Golden Campus Parking Lot
- vi. Invermere Campus Parking Lot
- vii. Residence Parking Lot (Cranbrook)
- viii. Kimberley Campus Parking Lot

B.1.2 Designated Parking Space

Vehicles parking in College of the Rockies parking lots shall park properly within designated parking spaces; i.e., within parking lines.

B.1.3 Disabled Parking

- a. Vehicles parked within the parking areas designated as “Disabled Parking” shall be so ‘stickered’ under provincial regulations and/or approved per B.1.3 b
- b. Individuals requiring parking in the disabled parking area who do not have a sticker, shall report immediately to the Manager of Facilities (Cranbrook Campus) or to the General Office (regional campuses) to request authorization

- B.1.4 Bicycle Parking
The College of the Rockies provides bicycle parking racks at its South and West Parking Lots.

B.2 PARKING VIOLATIONS

- B.2.1 Vehicles are considered improperly and/or illegally parked and in violation of College and/or legislated regulations, if they are parked:
- a. in a Fire Lane, next to a fire hydrant, or preventing access to fire control equipment;
 - b. in a Disabled Parking space without a sticker;
 - c. horizontally in a vertical parking space;
 - d. blocking another properly parked vehicle;
 - e. outside designated parking lines;
 - f. inside the walkway to the Residence
 - g. blocking trash containers;
 - h. on campus roadways or in any way that impedes the free movement of traffic;
 - i. along yellow and/or red curbs;
 - j. in any area or space so designated as “No Parking” or “No Access”.
 - k. in designated bus stop areas.
 - l. on lawns, ‘green strips’, or areas between sidewalks and parking lot barriers.
- B.2.2 Response to Improper/Illegal Parking:
- a. Vehicles parked improperly or illegally create a safety hazard and/or an inconvenience to others.
 - b. The Manager of Facilities or Campus Manager, upon receiving a report of a vehicle in violation of the above procedures will contact a towing company to have the vehicle removed from College property.
- B.2.3 Overnight or Extended Parking
- B.2.3.1 Employees or students shall request authorization from the Manager of Facilities prior to leaving vehicles overnight or for an extended period of time (e.g., while on field trips or workshops).
- B.2.4 Vehicle Breakdown
- B.2.4.1 Individuals receiving approval for overnight parking due to vehicle breakdown shall ensure that the vehicle is removed from College property within 24 hours.
- B.2.5 Abandoned Vehicles
- B.2.5.1 Registered vehicles that are left on campus in excess of 4 days (i.e. 3 nights), without prior authorization of the College, will be considered abandoned and will be towed. Individuals requiring their vehicle to be left on campus in excess of 4 days will require prior authorization by the Manager of Facilities or Campus Manager.

B.2.6 Bicycles, etc.

B.2.6.1 Bicycles, etc., shall not be parked on campus walkways, entrances, sidewalks, fire lanes, or in any way that impedes the flow of vehicular or pedestrian traffic. Such violation will result in the bicycle being removed (by whatever means necessary; i.e., including severing of locking devices), impounded and/or given to the R.C.M.P.

B.2.6.2 The College of the Rockies will not be liable for any damage incurred to a bicycle or other equipment resulting from B.2.6.1.

B.2.7 Expense re Towing:
The towing of the vehicle will be entirely at the owner's expense.

B.3 MECHANICAL PROBLEMS

B.3.1 College of the Rockies Facilities Department and General Offices do not provide service to vehicle owners with mechanical or other vehicle problems (e.g., keys locked in vehicles, flat tires, dead batteries, etc.).

B.4 VEHICLES AND PERSONAL BELONGINGS

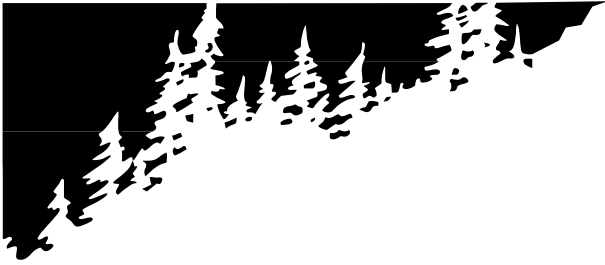
B.4.1 The College of the Rockies accepts no responsibility for vehicles other than College-owned vehicles situated or travelling on Campus property. Vehicle owners park and drive on campus at their own risk.

B.4.2 The College accepts no responsibility for the contents of vehicles, including employee-owned contents, in either personal or College-owned vehicles.

B.5 SPECIAL REQUESTS

Individuals requiring special parking or access shall contact the Manager of Facilities (Cranbrook Campus) or General Office (regional Campuses).

Original Date: December 9, 1998	Category: Facilities	
Amendment: (6) May 2013		
Manager Approval: Allan Knibbs	Title: Manager of Facilities	Date: June 2013
College Approval: Nick Rubidge	Title: President & CEO	Date: June 2013
EdCo Approval: (as required)	Title: Chair	Date: n/a



College of the Rockies

PARKING VIOLATIONS

FOR YOUR INFORMATION, PARKING VIOLATIONS INCLUDE BUT MAY NOT BE LIMITED TO THE FOLLOWING:

in a Fire Lane	blocking trash containers
next to a Fire Hydrant	blocking another properly parked vehicle
Preventing access to fire control equipment	outside designated parking lines
horizontally in a vertical parking space	along a yellow or red curb
inside the walkway to the Residence	in an area or space designated as NO PARKING or NO ACCESS
on campus roadways or in any way that impedes the free movement of traffic	in a Disabled parking space without authorization
in designated bus stop areas	on lawns, 'green strips', or areas between sidewalks and parking lot barriers.
unauthorized overnight or extended parking	

DRIVERS SHALL BE RESPONSIBLE FOR BECOMING AWARE OF ALL COLLEGE AND/OR LEGISLATED REGULATIONS, INCLUDING CHANGES TO REGULATIONS.

A VIOLATION COULD RESULT IN TOWING OF THIS VEHICLE AT THE OWNER'S EXPENSE.

Please contact the Manager of Facilities or your Regional Campus Manager should you require further information or clarification.