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**Parking and Traffic**

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Date Last Reviewed:	New

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**POLICY**

Northern Lights College provide parking privileges to employees, students and visitors. The College requires that individuals parking at its various sites, do so respecting College and legislated regulations, the safety of others and emergency access.

**PURPOSE**

The purpose of this policy is to ensure that individuals are using, operating, and parking motor vehicles respectfully on College property in a manner that complies with local by-Laws, provincial legislation and regulation.

**SCOPE**

The scope of this policy, without any exceptions, applies to all persons who drive a motor vehicle on College property. Members of Campus Security, and/or any person authorized by the Vice President, Finance and Corporate Services are empowered to enforce this policy. Failure to comply with such by-Laws, legislation or regulations, or abuse of within the boundaries of College property shall constitute a violation of this policy.

**PROCEDURE**

Any accident occurring on College property, occasioned by a motor vehicle and resulting in personal injury or damage to property, should be reported to Campus Security, Campus Administrator or the Director of Facilities immediately. In addition, the provisions of the Motor Vehicle Act relating to accidents must be strictly adhered to.

Rates are to be set annually by the Vice President, Finance and Corporate Services. At this time, there is no fee structure for parking and no cost recovery associated to parking on College property.

Parking permits will not be required for any motor vehicle parking on College property.

**Parking**

All parking will be authorized on a "first come, first serve basis" within designated parking lots on each campus.

Individuals requiring special parking or access shall contact the Director of Facilities.

There is no overnight parking on College property, except for the following:

- Student Housing Parking Lot: Reserved 24 hour parking for authorized housing students is available, on a limited basis in the assigned parking lot on a first come first serve basis. This service is only available to housing students who operate a motor vehicle on College property and will be withdrawn when the student vacates housing. Students must register their vehicle with the student housing manager, and is limited to one parking space only per housing student.
- Individuals receiving approval for overnight parking due to a vehicle breakdown shall ensure that the vehicle is removed from College property within 24 hours.

Vehicles that are left on campus in excess of 7 days, without prior authorization of the College, will be considered abandoned and will be towed.

Northern Lights College Facilities Department does not provide service to vehicle owners with mechanical or other vehicle problems.

No person shall park, stand or operate a motor vehicle in the following areas:

- Sidewalks, paths, loading zones, designated bus stops or landscaped "green" areas
- Area's which have been designated as prohibited to vehicular traffic

No person shall park or stand a motor vehicle in the following areas:

- Within 5 meters of a fire hydrants or within designated fire lanes (strictly prohibited with towing enforced)
- In a 24-hour reserved parking area

Motor vehicles will be parked wholly within the lines designated for the parking space and not on campus roadways that block or impedes the free movement of traffic.

No person shall operate a snowmobile or all-terrain vehicle on College property unless specific approval has been granted by the Director of Facilities.

Contractor and/or tradespeople carrying out construction, maintenance or repair work at the College are required to comply with the College parking and traffic policy. To obtain parking privileges, contractors and/or tradespeople must obtain parking authorization through the Facilities Department.

Where it is necessary to erect temporary "No Parking" signs in areas normally allotted for parking under this policy for such reasons as snow removal, cleaning, construction, special events, or other good reason as deemed by the College, such "No Parking" signs shall be observed and have priority over regular parking privileges. If possible, persons temporarily displaced by the erection of such temporary and/or emergency signs will be assigned to other locations. .

No person may move, disfigure, or in any way tamper with any traffic or parking control signs, posted or erected on College property.

No person shall use any heater plug except for the sole purpose of drawing power for a motor vehicle block heater or inside car warmer and no device may be used to supply power to another vehicle.

Note: Northern Lights College shall not be liable for any inconvenience, loss, or damage caused by the supply of electricity and/or the supply of electricity ceasing to be available at any heater plug. Faulty heater plugs should be reported as soon as possible to the Facilities Department.

## **Traffic**

Operators of a motor vehicles shall obey all traffic and parking signs on College property erected by the College or with the consent of the College.

Northern Lights College street system meets the definition of a highway as contained in the British Columbia Motor Vehicle Act. The Motor Vehicle Act and other applicable legislation of the Province of British Columbia is enforced on the College campus and the provisions of the said Act and the legislation must be complied with at all times.

No person shall operate a vehicle on campus at a speed greater than 30km/hour (as posted) and is reasonable and prudent under the conditions, having regard for actual and potential hazards.

Pedestrians shall have the right of way in all movement areas.

## **Enforcement and Penalties**

Campus Administrator and members of Campus Security are authorized to issue parking citations for any violation of this policy or other applicable legislation on College property.

A Parking Citation may be issued in respect of any violation of this policy (see Appendix 1). Individuals in violation of this policy will receive one warning citation. At the discretion of the Campus Administrator or Campus Security, of any further violations by the same individual may result in the vehicle being towed.

A motor vehicle parked, stopped or abandoned in contravention of this policy shall be towed at the owner's risk and expense. The owner or driver shall be responsible for the charges incurred in towing, storage, and impoundment which must be paid before the vehicle will be released. In the event of any damage or inconvenience caused by reason of any motor vehicle being removed, the College, shall not be liable in any way for such damage or inconvenience.

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

## **DEFINITIONS**

**Motor Vehicles:** A device in, on or by which a person is or may be transported, and is self-propelled, including motorcycles, moped, or motor scooter.

**College Property:** Property owned, occupied, or under the charge or control of Northern Lights College.

## **STAKEHOLDERS**

Northern Lights College visitors, students, and employees

**RELATED POLICIES AND REFERENCES**

Motor Vehicle Act, R.S.B.C c. 318

[http://www.bclaws.ca/civix/document/id/complete/statreg/96318\\_00](http://www.bclaws.ca/civix/document/id/complete/statreg/96318_00)


**History**

<b>Created/Revised/Reviewed</b>	<b>Date</b>	<b>Author</b>	<b>Approved By</b>
Created	September 2020	VP Finance and Corporate Services	College Policy Committee

**Next Scheduled Review Date**

September 2025

**Appendix 1. Parking Citation**

 <p><b>PARKING CITATION</b></p>			
<p><b>For your information, you have been issued the following traffic/parking citation:</b></p>			
x	<b>Description of Prohibition</b>	x	<b>Description of Prohibition</b>
	Parked on a sidewalk or walking path		Tampering with traffic/parking signs.
	Parked in a loading zone		Parked in a Handicap space without authorization
	Parked at a designated bus stop		Parked in a prohibited, no parking, or reserved area
	Parked on a "green space" or in a landscaped area		Parked that impedes/ blocks the free movement of traffic
	Parked within 5 meters of a fire hydrant		Abandoned vehicle
	Parked in a fire lane		
<p>Individuals in violation of the Northern Lights College Parking and Traffic Policy will receive one warning citation.</p> <p style="text-align: center;"><b>THIS IS YOUR WARNING</b></p> <p>Any further violations may result in your vehicle being towed at your expense. The owner or driver will be responsible for the charges incurred in towing, storage, and impoundment. The College will not be liable for damages or inconvenience.</p>			
<p>Drivers are encouraged to familiarize yourself with the Northern Lights College Parking and Traffic Policy. Please contact Campus Security or Campus Administrator for further information.</p>			