

University of Calgary

**Parking & Transportation Services
Policies and Regulations**

**Issued under the authority of the Governors of the University of Calgary
Revised 2014**

permit registration when it may be deemed expedient and advisable.

3.5 A permit for assigned parking will not be issued to any person who owes payment of a fine or penalty for violation of the Regulations, nor for any vehicle which has any unpaid penalty ticket(s).

3.6 Parking permits may be required for motorcycles which park in designated areas or zones established for this purpose. Motorcycles parked in pay per entry or hourly lots are subject to the posted parking fees.

3.7 Parking permits are not required for bicycles which may be parked at no charge in open bicycles parking areas. Secure Bicycle parking will require a fee to be paid prior to utilizing the facilities.

4. Termination of Permit

A parking permit shall be deemed invalid:

4.1 on the date of expiration as stated on the parking permit;

4.2 when displayed on a motor vehicle other than the one for which it was issued; unless otherwise stated or authorized by Parking and Transportation Services;

4.3 when it is not completely legible or has been altered;

4.4 when it is not affixed to the motor vehicle in accordance with Regulations 5.1 hereof;

4.5 when it has been cancelled or revoked in pursuant to these Regulations;

4.6 when the owner of the said permit fails to notify Parking and Transportation Services of any changes in vehicle registration information and/or license plate;

4.7 when the owner of the permit sells or otherwise disposes of his or her vehicle;

4.8 when relinquished by the holder of the permit.

5. Display of Permit

5.1 In order to be valid, an assigned permit must be affixed only on the vehicle for which it is issued and according to the instructions which accompany it, unless otherwise stated or authorized by Parking and Transportation Services.

6. Transfer and Replacement of Permit

6.1 Assigned parking permits will generally be issued to individual persons only. Under special circum;

7. Permit Fees

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(e) The holder of an assigned parking permit, prior to leaving on sabbatical, leave of absence (for a period of six months or longer), or taking authorized maternity leave, shall arrange in writing with Parking and Transportation Services to receive the same parking lot assignment, or suitable replacement if lot is no longer available, upon the holder's return to campus. Other approved leave of less than six months is subject to the decision of the Vice President (Finance and Services) or designate. Failure to provide such arrangements may result in loss of the parking lot assignment upon the holder's return to campus.

9.2 Rover Permits

In accordance with conditions and practices approved by the Vice-President (Finance and Services), a rover permit may be restricted to:

- (a) those who qualify to apply for one,
- (b) the number of lots for which it may be valid,
- (c) its applicability for service zone areas.

9.3 Multi-Vehicle Group or Carpool Permits

(a) Application for multi-vehicle group parking permits requires all vehicles be registered with Parking and Transportation Services. Payment of the full parking fee is required for one vehicle and an "additional vehicle fee" is required for each additional vehicle registered.

(b) All vehicles in a multi-vehicle group will be assigned to the same parking lot or zone.

(c) If two or more vehicles from the same multi-vehicle group are parked in the assigned lot or zone at any time, all such vehicles will be considered unregistered and subject to penalties hereafter defined.

(d) Carpool permits. All vehicles registered as part of a carpool will be considered to have equal responsibility for the pool. One full parking rate must be paid either by one member or divided among the members of the carpool. Upon termination of the pool, members who previously had individual parking will be reassigned to parking lots as available.

9.4 Visitor Permits

One-day temporary Visitor Permits may be purchased by University departments and issued to visitors. Visitor Permits are valid only when used in accordance with the accompanying instructions from Parking and Transportation Services.

9.5 Special Parking

(a) Physical Disability: A person with a physical disability may apply to Parking and Transportation Services for special parking privileges. Proof that a current Alberta Government disability permit has been issued will be needed to issue a parking permit under these conditions. Alternately, a statement from a medical doctor may be required, verifying the degree of the disability and assessing the length of time for which the disability is expected to persist. A disability assessment form completed by the person's doctor may be required. This form is available at Parking and Transportation Services.

(b) Other special parking permits designed to accommodate exceptional circumstances may be issued with the approval of the Vice-President (Finance and Services).

9.6 Vendor/Contractor Parking

Vendors, sales representatives, and contractors providing sales and services to the University can park at the University using one of the following methods:

- (a) Obtain a Visitor Permit in accordance with Regulation 9.4
- (b) Park in a pay lot at the specified rate.
- (c) Park at an hourly lot at the specified rate.
- (d) Purchase a rover permit in accordance with Regulation 9.2
- (e) Utilize the loading zones in accordance with Regulations 10.2
- (f) Make special arrangements with Parking and Transportation Services, subject to the approval of the Vice-President (Finance and Services).

9.7 Cash Entry and Hourly Parking

(a) Consistent with the approved objectives and planning principles of the University Master Plan, a reasonable amount of cash entry parking stalls shall be provided for general usage.

(b) Hourly parking areas shall be established subject to the approval of the Vice-President (Finance and Services), to fulfill short-term parking requirements on campus.

(c) Parking fees are required for cash entry parking lots and hourly parking as established from time to time by the Governors, based on recommendations from the Vice-President (Finance and Services). Current fees are available at the office of Parking and Transportation Services or on the website: www.ucalgary.ca/parking

10. Service and Loading Zones

10.1 The use of service zones is limited to holders of valid rover permits and other vehicles for which circumstances may warrant special consideration, subject to the approval of the Vice-President (Finance and Services). In accordance with Regulation 9.2, however, the applicability of rover permits to use service zones may be restricted.

10.2 Loading zones may be used without authorization for loading equipment and goods for a time period not exceeding the posted time period or a period not exceeding fifteen (15) minutes if not otherwise stated. Vehicles must engage their hazard lights and be identifiable as a company vehicle or by a note or sign visible through the windshield identifying the operator and department involved as well as indicating the reason for parking in a loading zone. Authorization of the Department of Parking and Transportation Services is required for use of loading zones beyond fifteen (15) minutes.

12. Operating Requirements

12.1 Driving or operating a vehicle on campus

17.2 Requirements for making an appeal.

- a. University identification number (if applicable).
- b. As the onus is on the appellant to demonstrate the validity of their appeal, a brief explanation regarding the circumstances of the infraction ticket should be included. The appellant should describe why they believe they were wrongfully tagged, and include all information relevant to their appeal
- c. The infraction ticket number and license plate shown on the ticket must be quoted. If appealing an

reappointment.

(c) For consideration of services provided below, the Parking Appeals Officer will be entitled to an honorarium, value directed by the Vice-President (Finance and Services).

18.2 (a) The Parking Appeals Officer shall receive the appeals regularly from the Parking Office to consider and adjudicate alleged infractions or offenses under, or violations of, the Regulations in cases where a Notice of Objection has been filed.

(b) The onus shall be on the appellant to establish the infraction to the satisfaction of the Parking Appeals Officer, on the balance of probabilities.

(c) The Parking Appeals Officer shall determine his/hers own procedures, provided, however, those such procedures shall be fair and in accordance with the Regulations.

18.3 At any hearing, the Parking Appeals Officer may make any of the following determinations:

(a) The person to whom the infraction ticket was directed has committed the alleged infraction specified therein and shall not receive a refund (if applicable) on the appropriate penalty set forth in Schedule "B" of the Regulations.

(b) The person to whom the infraction ticket was directed has not committed the alleged infraction specified in the infraction ticket and the said infraction is waived. A refund of fees paid shall be initiated (if applicable).

(c) The person to whom the infraction ticket was directed has committed the infraction specified therein, but the penalty specified in Schedule "B" of the Regulations with respect to the said infraction is waived or a lesser penalty is levied. A refund or partial refund of fees paid shall be initiated (if applicable).

(d) Any person against whom removal and storage charges have been assessed shall be reviewed on the same basis as above.

18.4 Where any person who has filed a Notice of Objection within the time period, hereinbefore described, fails to appear before the Parking Appeals Officer on the date specified by the Parking Appeals Officer, the Parking Appeals Officer has the following options:

(a) may adjourn the hearing and subsequently review the matter at the next hearing.

(b) may hear the matter in the absence of any such person(s) and make any of the determinations set forth in Regulation 18.3.

19. Payment of Fines or Penalties

19.1 Except as provided in Regulation 21.1, the owner and operator of a vehicle in respect of which an infraction has been committed shall be jointly responsible for the payment of any penalties imposed under the Regulations.

19.2 A penalty assessed against a person constitutes a debt to the University.

19.3 All violations must be appealed within seven(7) calendar days of the date of violation; otherwise the penalty due must be paid before an appeal will be considered. Appeals which are not submitted within thirty (30) days from the date of the issuance will not be considered regardless of whether or not the fine has been paid.

22.2 A person may operate a bicycle on any sidewalk on campus provided that the person uses due caution subject to the right of way to pedestrians at all times.

SCHEDULE "A"

Vehicle Parking Registration: Allocation Priorities/Waiting Lists

1. Parking permits shall be issued in accordance with the following priorities:

- (a) Priority 1: faculty, staff, graduate students (full-time) including those in the Faculty of Environment Design;
- (b) Priority 2: graduate students (part-time), undergraduate students.

Persons with a physical disability may be exempted from these priorities.

2. Waiting Lists

- (a) Separate waiting lists shall be maintained for each parking lot, consistent with the priorities noted in 1(a) and 1(b) of Schedule "A".
- (b) Initial application must be made in person with Parking and Transportation Services. The initial date of application will constitute the effective date in terms of priority.
- (c) A person may be permitted to be on two lists at any time.

Discount

The penalty specified above will be discounted by \$10.00 provided that payment is received in the Department of Parking and Transportation Services within 7 days of the "Date of Infraction" set forth on the Infraction Ticket. The \$10.00 discount will not apply to penalties issued under infraction codes: 15.14, 15.18 or Tow. For penalties other than these three infractions, the discount may also apply where a ticket is paid and a Notice of Objection has been filed.

Towing, Immobilization and Storage Charges

Towing/Immobilization charges must be paid at time of the release. Storage charges commence on the day following removal and/or immobilization of the vehicle.