

## **West Lothian College - Car Parking Regulations**

The function of this document is to inform all users of motor vehicles within the West Lothian College campus of the regulations applicable to the car park. It is necessary to have these regulations for various reasons, including:

- To provide a safe environment for road users and pedestrians
- To provide clear access for Emergency Vehicles
- To provide clear access for deliveries, both staff and visitors and external contractors
- To assist stakeholders who have specific needs in relation to accessing college buildings

These regulations apply to all users of West Lothian College.

### **Responsibility**

The facilities team are responsible for managing the day to day running of these regulations.

The College Management team are responsible for enforcing these regulations within their team and across the student population. All visitors must also be informed of these regulations.

### **Car Parking Regulations**

The entrance to the car park is managed by an electronic barriers system which counts the spaces. The college has 357 spaces, we cannot guarantee a parking space. As well as these spaces the college has 11 designated disabled bays for blue badge holders as well as a designated parking area for motor bikes.

When the car park signs indicates full, there are no spaces so alternative parking must be sought. Please do not queue at the gate to wait for a space.

Any user of the college car parking facilities must follow the following rules:

- (1) All vehicles must be parked within designated bays and in accordance with relevant signage.
- (2) Speed limits must be observed at all times.
- (3) Where parking areas are reserved for use by specific groups i.e. visitors, board members, disabled etc these spaces are only for use by those users. Please do not remove signs and park in a reserved bay.
- (4) Vehicles are only to be parked on Campus premises, where the driver and/or passenger(s) have legitimate college business.

Parking is expressly prohibited specifically in the following areas:

- (1) On yellow lines or yellow hatched areas.
- (2) In a location which blocks entry or exit for emergency or delivery vehicles - for example, outside emergency exits, plant rooms, delivery areas or on emergency access routes.
- (3) On grassed areas, on foot and cycle paths.
- (4) In areas temporarily cordoned and dedicated for specific and temporary operational purposes.
- (5) In an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work.

Regular patrols and inspections are carried out with particular attention paid to disabled, visitors and those parking in prohibited areas. Drivers persistently ignoring the parking regulations will be dealt with on a case by case basis by means of the appropriate Disciplinary Policy.

### **Drop Off Point**

The college drop off is at the entrance to the college before reaching the automatic gate. Unless prior arrangements have been made and facilities are aware of this no-one will be able to access the college to drop a passenger off. Some college events require access to drop off equipment, again prior notice should be given. Again, consideration will be given on a case by case basis.

Example of prior arrangement: taxis have official documentation to demonstrate a legitimate reason for dropping a passenger.

### **Reserving of Spaces**

As a rule we do not reserve spaces, however safe guarding issues and medical conditions will be considered and reasonable adjustments will be made for an agreed period of time. Disabled bays can be reserved for visitors with a blue badge ie Mood group, Terrace Restaurant.

### **Enforcement**

Facilities Staff are responsible for enforcing the parking regulations under the direction of the Facilities Manager and are empowered to control parking arrangements and ensure compliance of these Regulations.

### **Violence & Aggression - Zero Tolerance**

Verbal or physical abuse from students, staff or visitor in connection with the enforcement of these Regulations will not be tolerated and will result in the application of the appropriate Disciplinary Policy and, if necessary, Police involvement.

**Disclaimer**

West Lothian College cannot accept responsibility for any vehicles left on its premises. All vehicles and contents are left entirely at their owner's own risk and under no circumstances will claims of compensation be considered.