

Heart of Yorkshire Education Group

CAR PARKING POLICY

Review Cycle:	Annual
Next Review Date:	June 2023
Person Responsible:	Director of Estates
Approving Body:	Executive Team

1 Introduction and Scope

This document sets out the Heart of Yorkshire Education Group's policy on car parking. It describes the car parking arrangements for all campuses and applies to staff, students, visitors, and contractors.

Heart of Yorkshire Education Group operates from three main campuses Castleford, Selby, and Wakefield City Centre. It also has a presence at Lightwaves Leisure and Community Centre. The parking arrangements at Lightwaves operate in conjunction with their policies and procedures.

Heart of Yorkshire Education Group also operates a private car parking arrangement at the City Centre Campus that is also covered within this policy.

The objectives of the policy are to provide fair, honest, deliverable, and enforceable use of parking facilities at each Heart of Yorkshire Education Group campus. The policy will ensure vehicles parked on Heart of Yorkshire Education Group property are insured and driven by appropriately licenced drivers. The policy will also ensure that all vehicles on campus can be identified.

The policy is subject to an annual review as the changing footprint of Heart of Yorkshire Education Group will impact on the available parking each year.

2 Policy Statement

Heart of Yorkshire Education Group does not guarantee parking facilities at any site, to members of staff, students, visitors, or contractors except for the private parking facilities at Wakefield City Campus where charges are applied.

All vehicles parked on Heart of Yorkshire Education Group property must be parked within designated parking bays only.

All staff and students' vehicles must display a Heart of Yorkshire Education Group permit whilst it is parked on campus.

Where visitors' and contractors' parking is available, the driver must sign in at the main campus reception and include their vehicle registration information.

Heart of Yorkshire Education Group implements a maximum speed limit of 10mph on its property. Failure to comply will result in actions identified in section 9 of the policy.

Heart of Yorkshire Education Group accepts no liability for any damage caused to vehicles or loss of property whilst on Heart of Yorkshire Education Group premises.

3 Accessible Parking Bays

Only a person issued with a permit through the national Blue Badge Scheme can use accessible parking bays. The permit must be clearly displayed along with a current Heart of Yorkshire Education Group permit. Misuse of any blue badge permit will be reported to the appropriate authority.

Temporary use of accessible parking bays by **staff** can only be arranged through **Human Resources** in exceptional circumstances. Temporary permits will only be issued on the receipt of supporting medical documentation / information. Temporary use of accessible parking bays by **students** can only be arranged through the **Student Experience Team**. Temporary permits will only be issued on the receipt of supporting medical documentation / information. Permission to park within these bays will be issued for a limited time period only.

Supervision of these arrangements will be via CCTV and / or Security Staff.

Vehicles parking in accessible bays without either a valid blue badge or HR / Student Experience Managers approval together with a current Heart of Yorkshire Education Group permit will result in the actions identified within section 9 of the policy.

4 Heart of Yorkshire Education Group Permit to Park

A Permit must be purchased to enable staff and students (where permitted) to park on Heart of Yorkshire Education Group premises. The purchase of a Permit **does not** guarantee a parking space.

Permits are charged at an annual fee of £6. The cost of a permit covers the administration fee and materials. A sum of £1 per permit issued will be allocated to Heart of Yorkshire Education Group student hardship fund.

Permits to park can only be used in connection with Heart of Yorkshire Education Group work or studies. Permits are colour coded to identify each academic year. Permits also identify staff (via permit number) who have Liftshare membership.

Staff and students who park motorcycles and mopeds on Heart of Yorkshire Education Group property are required to apply for a permit. There is no requirement for the permit to be displayed on the vehicle, however staff and students will have to produce a permit if asked to by security.

Permits used for other purposes or passed on for use by friends and family is strictly prohibited and will be dealt with under section 9 of the policy.

Staff car parking permits are requested through the staff intranet and distributed by Estates.

Student parking permits can be applied for via the student intranet. All permits will be issued from campus receptions during normal opening hours.

To apply for a permit, the member of staff / student must supply the following information.

- Confirmation of reading the Parking Policy.
- Confirmation of compliance with the Parking Policy.
- Confirmation the permit will be displayed on the vehicle.
- Confirmation of appropriate insurance for any vehicle parked on Heart of Yorkshire Education Group property.
- Confirmation the applicant has an appropriate UK driving licence.
- Registration number of vehicles on which the permit may be used.
- Contact number for the member of staff / student.

A permit is valid for a year from 1 September to 31 August. Permits must be placed in a clearly visible position on the vehicle windscreen, but not in a position that will impair the vision of the driver.

Staff or student will return their permits to Estates when they leave the employment of Heart of Yorkshire Education Group or their course ends.

Permits issued for use in the additional chargeable car park will also have the bay number allocated to the staff member. Charges will be deducted at source by HR. Payment is required in full for any part use of a calendar month. Permits for this area will only be cancelled when it is returned to Estates.

Sharing of permits is acceptable through local agreement. When allocated a space you will be supplied with two permits for the single allocated bay. Should you use both permits at one time (using an additional space) your permits will be withdrawn immediately.

5 Types of Parking Bays

The Heart of Yorkshire Education Group provides the following types of parking bays for staff and students (where available).

- **Drop off bays.** These bays are available for short stay (no longer than 10 minutes) and are to be used for the pickup or drop-off of students, staff, and equipment. These bays are monitored by CCTV.
- **Liftshare bays.** Located at Castleford and Wakefield campuses, these bays are to be used by multi occupancy vehicles on the day of parking. All occupants must be registered and have formed a team on the registered Wakefield College Liftshare scheme (West Yorkshire only). These bays can be used by staff travelling with members of the West Yorkshire Liftshare Scheme. These bays are monitored by CCTV. For emergency lift home guidance please refer to the Heart of Yorkshire Education Group Green Travel Plan. A Liftshare permit must be clearly displayed in the windscreen of the vehicle parked in these bays.
- **Vacant Liftshare bays become regular parking bays after 9:30.**
- **Regular parking bays.** These bays are available to those with a valid permit and no time limit applies.
- **Heart of Yorkshire Education Group vehicle bays.** These bays are reserved for pool cars and other branded Heart of Yorkshire Education Group vehicles only.
- **Executive bays** (City Campus only). These bays are charged, and their allocation is managed by the Executive Administration Team.

There are several **hatched areas** within the Heart of Yorkshire Education Group roadways and car parks. These are always to be kept clear for the protection of pedestrians and access for emergency services. Failure to keep these areas clear will be deemed as a non-compliance of the policy. Please see section 9 of the policy.

6 Campus Variables

The location and identification of types of parking bays at each campus are identified below.

Wakefield City Campus. The following details the provision of car parking at City Campus:

- All bays are clearly marked.
- Parking is for staff only between the hours of **06:00 – 17:00 Monday to Friday** to all areas.
- Evening class students can park in the main car park after 17:00 Monday to Friday.
- Parking is available on a first come first served basis.
- Main car park has 30 parking bays, 8 Liftshare spaces, 1 Pool car.
- Main car park has 2 electric vehicle charging points. **

- Beaumont building has 7 marked bays reserved for the Executive Team and 2 bays for Heart of Yorkshire Education Group Vehicles (2 electric charging points**) and a Drop off area at the front of the building.
- F Block* car park has 50 bays available to staff and 3 accessible bays.
- Radcliffe / Newstead Road. There are 2 marked bays.
- Between Radcliffe and Harrison Buildings there are 5 accessible parking bays (see section 3) and 2 drop off/pick up bays including parking for the Heart of Yorkshire Education Group minibus. The designated Evening Duty Manager and evening staff may park in this area after 17:00.
- Between Radcliffe and Seacole is a space for Heart of Yorkshire Education Group vehicles only and here the pool car is located.
- Between Gissing and Seacole buildings there are 7 parking bays plus 2 accessible spaces.

*Temporarily available until 2023

**charging points to be installed 2022/23

Castleford Campus. The following details the provision of car parking at Castleford Campus:

- The car park is gated and open between 06:00 and 21:30 Monday to Friday
- All bays are clearly marked.
- Parking on this site is available to staff, students, visitors, and contractors.
- Main car park has 239 parking bays.
- Main car park has 2 electric car charging points. **
- Main car park has bays dedicated to secure staff motorcycle parking.
- The campus operates a one-way system in the main car park. Speed is limited to 10mph.
- The 7 accessible bays are always available to disabled staff, students, and visitors (see section 3).
- Student motorcycle parking is available in the designated area in the main car park.
- Castleford service yard and approach road. **No vehicles other than Heart of Yorkshire Education Group vehicles** are allowed to park in the yard or along the approach road to the rear of the building as they are now No Parking Zones.
- The service yard has 2 electric vehicle charging points for group vehicles.

**charging points to be installed 2022/23

Selby Campus. The following details the provision of car parking at the Selby Campus.

- The car park is open between the hours of 06:00 and 21:30 Monday to Friday
- All bays are clearly marked.
- Parking on this site is available to staff, students, visitors, and contractors.
- Main car park has 309 bays.
- Main car park has 2 electric car charging points **
- Main car park has 3 dedicated visitor bays.
- Main car park has 12 dedicated motorcycle parking areas.
- There are 3 Drop-off areas.

- The campus operates a one-way system in the main car parks. Speed is limited to 10 mph.
- The 13 accessible bays are always available to disabled staff, students, and visitors (see section 3).
- Adjacent to the Nursery there are 4 bays dedicated to Nursery staff.
- The compound is card access only and is restricted to Heart of Yorkshire Education Group vehicles (with 2 electric charging points**), contractors, deliveries, refectory, and estates staff.

**charging points to be installed 2022/23

7 Additional Parking Arrangements

The Heart of Yorkshire Education Group provides additional parking for staff at City Campus. The additional arrangements are:

Probation Area Car Park. Heart of Yorkshire Education Group leases an area from a private landlord.

8 Visitor and Contractor Parking

Visitors and contractors working for Heart of Yorkshire Education Group are allowed to use the car parks at Selby and Castleford campuses **only**.

There is no visitor or contractor parking at City Campus during term time. Visitors and contractors should be directed to the nearest public parking facilities on nearby streets, Rishworth Street car park and Merchant Gate (station).

Visitor parking at City campus is only available out of term time by arrangement through the Estates helpdesk.

When using the Heart of Yorkshire Education Group facilities for parking they must:

- Park in a designated bay.
- Sign in at reception and include their vehicle registration information.
- Security staff will check the signing in sheet to identify visitors' vehicles prior to issuing a non-compliance notice.

9 Enforcement

Security staff patrol each campus on a regular basis. Any vehicle found to be parked in contravention of the parking policy will have a non-compliance notice attached to the vehicle. All occasions of non-compliance are recorded. The details of the vehicle and / or permit if displayed will be recorded and the following will apply:

- On the first occasion of non-compliance, the Security Supervisor or their representative will email the member of staff / student concerned and explain the non-compliance in detail. They will inform them of the next stage of the enforcement process should any further non-compliance be identified. This is in compliance with the expectations within the Staff Code of Conduct.
- On the second occasion of non-compliance, the Security Supervisor or their representative will inform the Service Manager of the second recorded non-compliance. The Service Manager will email the member of staff / student concerned and will explain the gravity of the second noncompliance in detail. They will include the Curriculum Head or Head of Support Service to this communication, and request they reinforce compliance to the Policy to their member of staff or student.
- On the third non-compliance reported by the Security Supervisor, the Service Manager will email the member of staff / student concerned and Executive Director responsible and explain the history of non-compliance in detail. The Service Manager will request the Executive Director to reinforce compliance with the Policy with their member of staff or student.
- On the fourth occasion of non-compliance, the permit will be revoked for rest of academic year.
- Further non-compliance within two years of the date of revocation of the permit will be dealt with under the **Heart of Yorkshire Education Group Disciplinary Procedure**.

Compliance with the Car Parking Policy is within the expectations of the Staff Code of Conduct.

Vehicles that do not display a current permit will be monitored by CCTV to identify the driver. Non-compliance notice will be applied to the vehicle and enforcement will be implemented.

10 Monitoring

The Director of Estates will monitor the effectiveness of the policy and report annually to Senior Leadership Team on complaints regarding the policy and non-compliance notices issued.



- Key**
- Staff / Student Parking
 - Accessible Parking
 - Liftshare
 - Drop-off Point
 - Pool Car/College Vehicle
 - Executive Parking
 - No Parking
 - Motorcycle Parking
 - Coach Parking

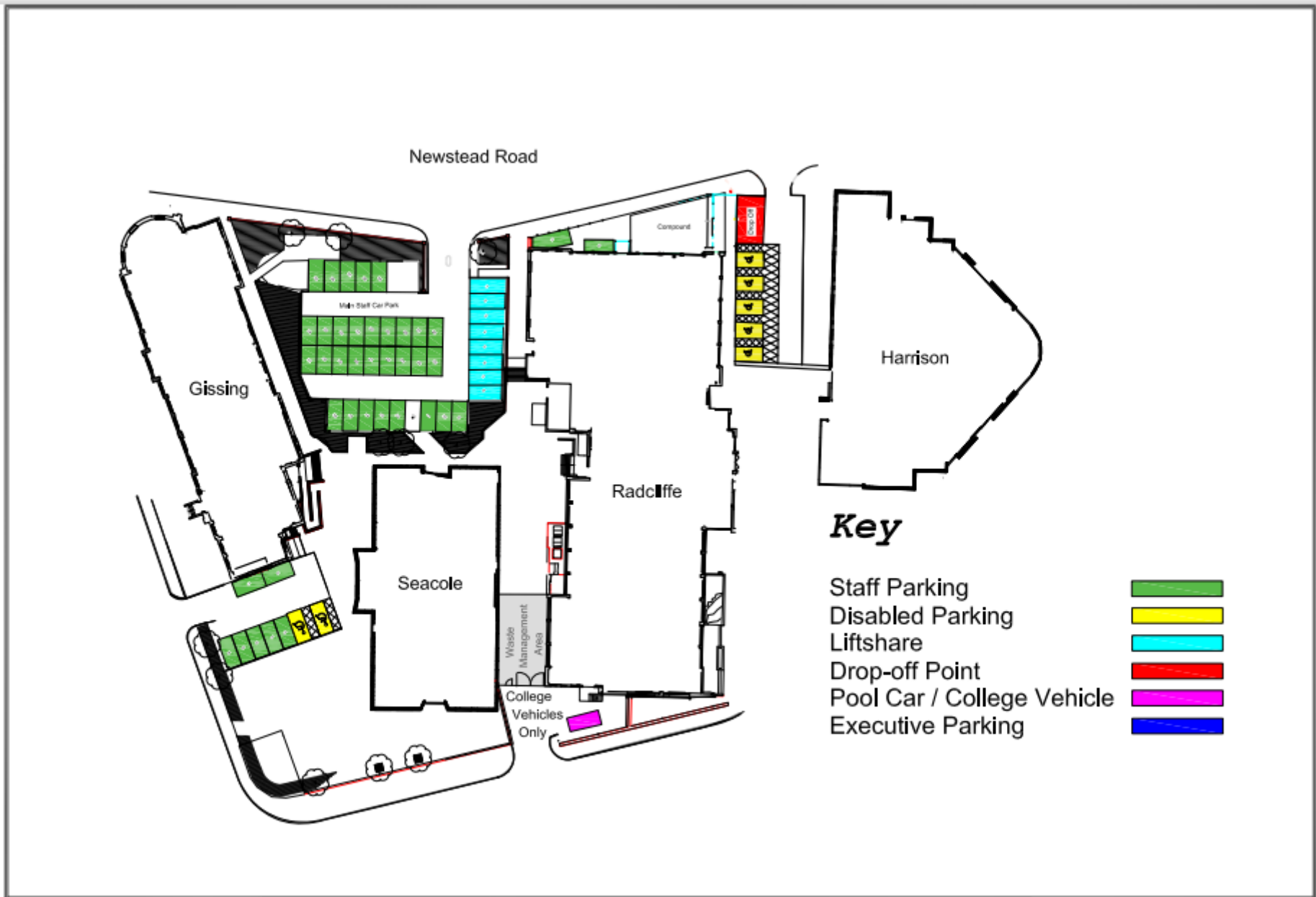
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Drawing No: Appendix 1

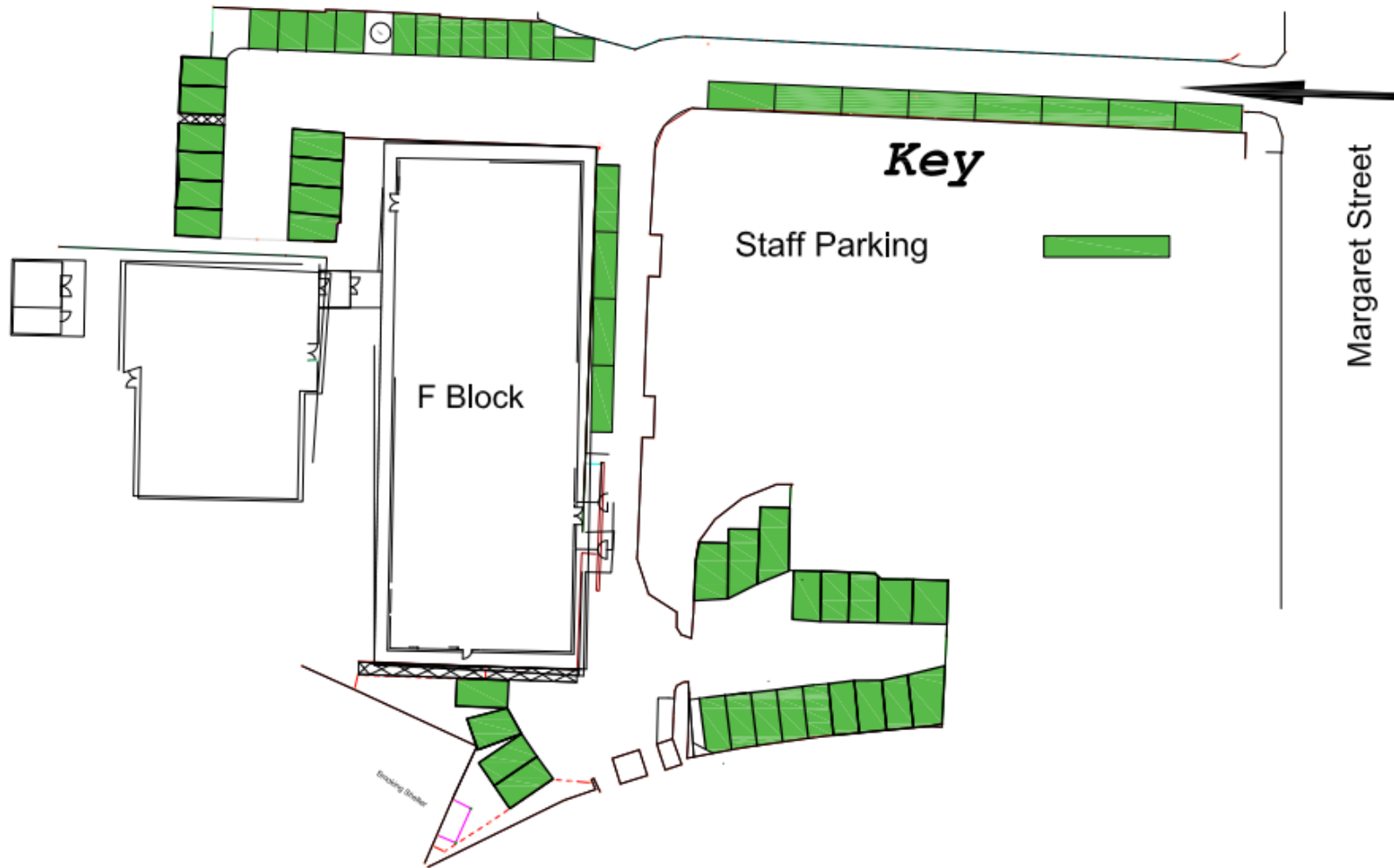
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Selby Car Parks



Date: 2022	Scale: Not to Scale	City Campus Main Car Park	
Drawing No: Appendix 2	Drawing File-name: Car Parking Policy		

Temporary Parking 2022 / 2023



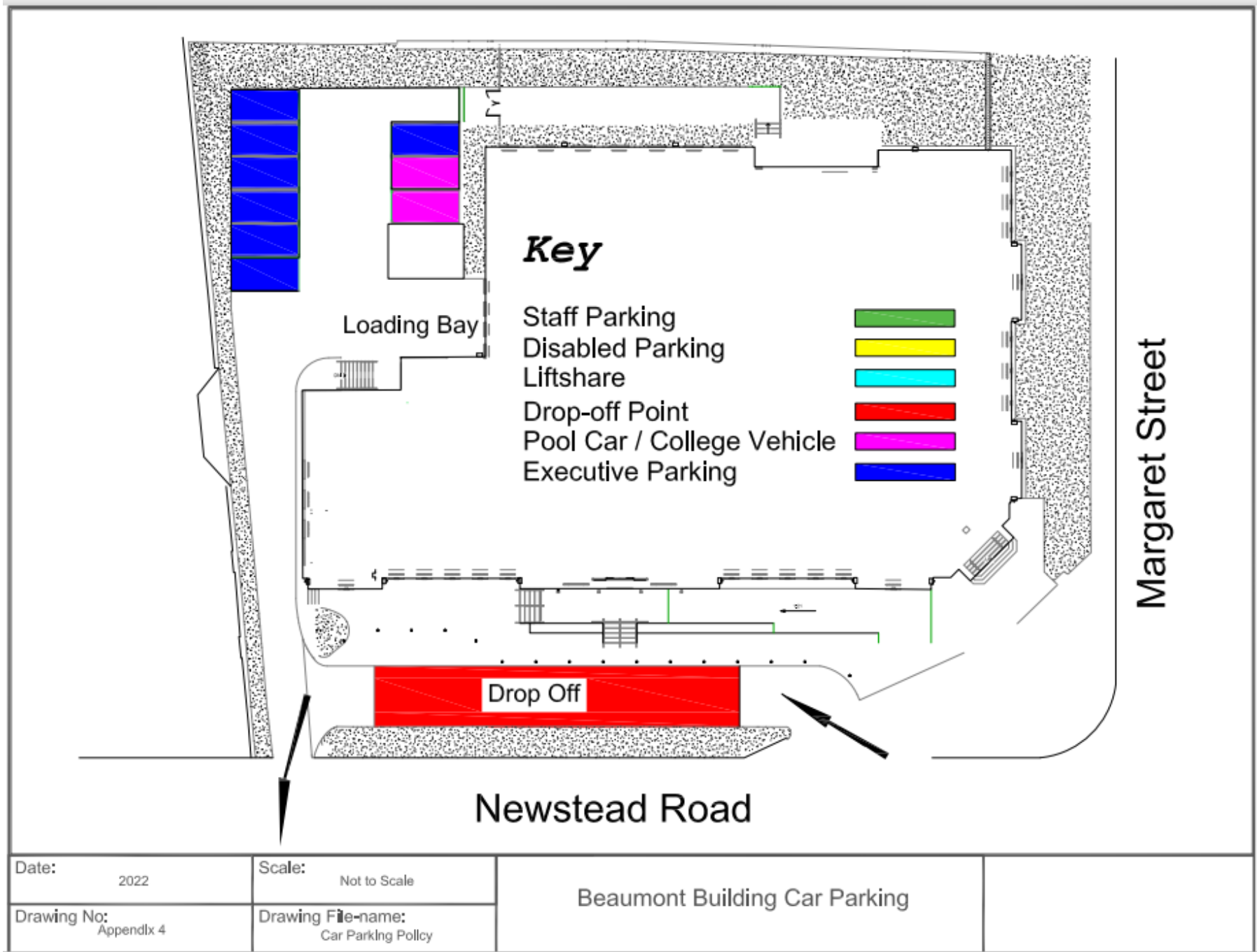
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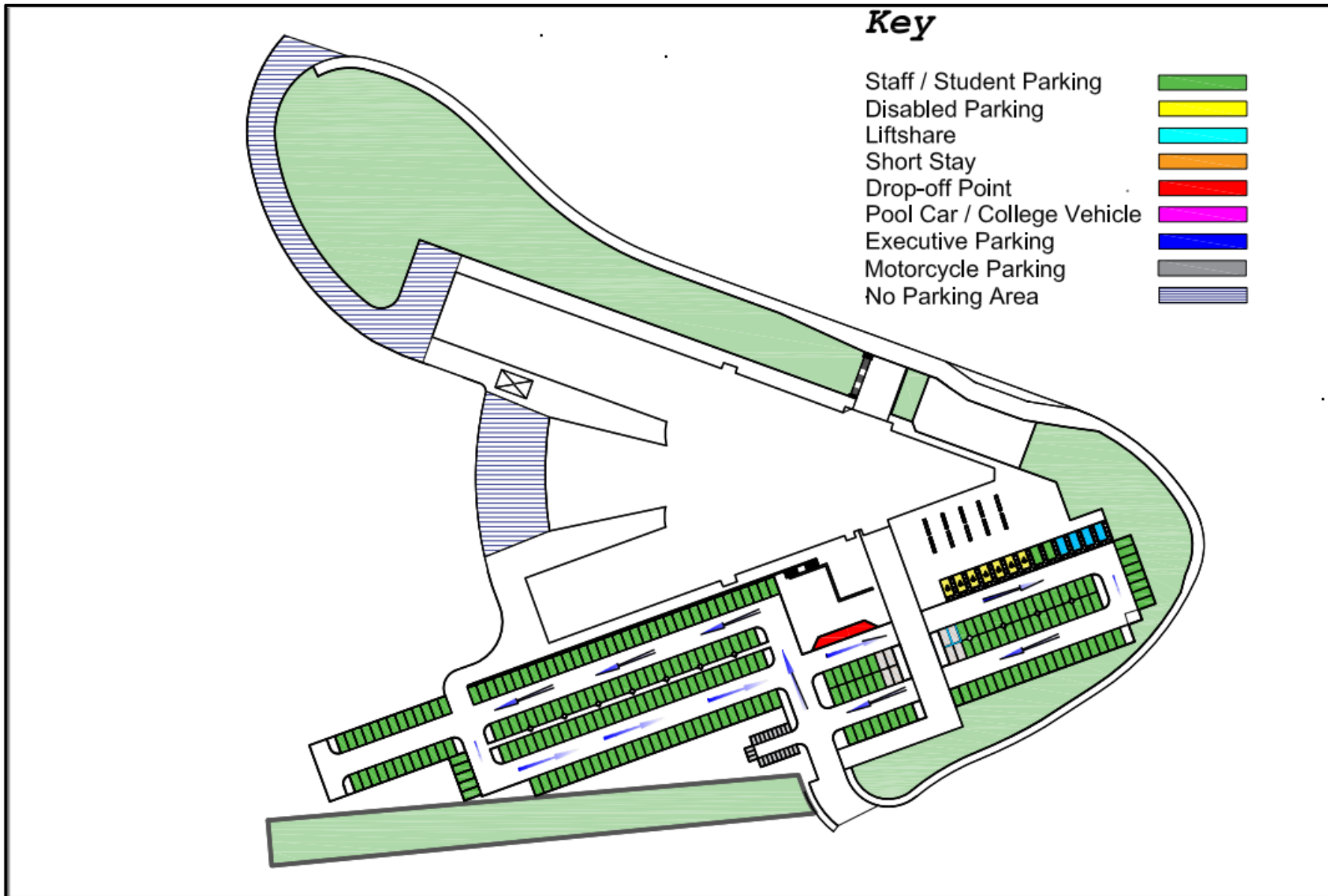
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Wakefield Campus F Block Car Park

Drawing No: Appendix 3

Drawing File-name: Car Parking Policy





Key

- Staff / Student Parking
- Disabled Parking
- Liftshare
- Short Stay
- Drop-off Point
- Pool Car / College Vehicle
- Executive Parking
- Motorcycle Parking
- No Parking Area

Date: 2022	Scale: Not to Scale	Castleford Campus Car Park	
Drawing No: Appendx 5	Drawing File-name: Car Parking Policy		