

PARKING PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional Category:	Operations
Parent Policy:	Parking Policy
Approval Date:	June 29, 2016
Effective Date:	June 1, 2016
Procedure Owner:	Vice President, College Services and Chief Financial Officer
Procedure Administrator:	Senior Manager, Facilities Management

Overview:

This procedure identifies terms and conditions associated with parking at NorQuest College (college) owned or leased parking lots.

Authority to establish this procedure is derived from the [NorQuest College Board of Governors Policy No. 5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedures:

The college maintains both owned and leased lots and provides parking in accordance with the principles identified in the Parking Policy.

The college reserves the right to contract out parking services including; administration, management, monitoring and policing including violator ticketing to third-party service providers. If contracted out, the college may elect to implement the procedures and processes of the contracted service provider.

General Conditions

The following general conditions apply to all who utilize parking services at college campuses.

- Selected parking stalls are reserved 24/7 and will display signage indicating their specific use including: handicapped, college vehicles etc.
- Parking rates are subject to change. Parking rate information is available from Facilities Management.
- On occasion parking may not be permitted to allow for snow removal, ice control, maintenance, special events, etc.
- When necessary vehicle owners may be requested to remove their vehicle.
- All individuals authorized to park on college lots other than those reserved or registered visitor stalls, shall park on a first-come, first-served basis and will be in effect throughout the year.
- The user of any vehicle that drips or leaks fluids or in any way cause damage to the parking lot will be asked to remove their vehicle.
- Individuals who experience damage to their vehicle or who witness an accident or an incident that causes damage to a vehicle or parking lot are encouraged to report it to Facilities Management.
- Electrical outlets, where provided, are for engine block heaters only. Interior car warmers, heaters or other electrical devices are not to be powered from college parking lots.

- Individuals who do not comply with the conditions of this procedure may have their parking privilege revoked, be fined or towed at the expense of the vehicle owner.

Monthly Parking

- All individuals seeking Monthly parking on college lots must apply for parking with Facilities Management.
- Applicants who have been approved for parking will be provided with instructions on the parking process and how to finalize their parking and payment arrangements through a third-party provider.
- A monthly parking permit will be issued to those approved and registered for monthly parking. The parking permit must be placed in the vehicle as instructed, where it can easily be identified from the outside of the vehicle.
 - Only the original parking permits shall be displayed. Parking permits must not be reproduced.
 - Any vehicle not displaying a valid permit will be ticketed and/or towed. Any fines or fees for towing, storage or releasing a vehicle, is the responsibility of the vehicle owner.
 - Parking permits are not transferable and are intended only for registered persons and vehicles.
- A lost or stolen parking permit must be reported to Facilities Management immediately. Instructions on obtaining a replacement permit will be provided by Facilities Management.
- Individuals who have forgotten their parking permit must report to Facilities Management immediately to temporarily register their vehicle. Temporary registration is for infrequent "emergencies only" and will not be provided to individuals who routinely forget their permit.
- Employees authorized to park on college lots who may be absent from work in excess of 30 days for medical reasons may make a request to Facilities Management to have their parking fees stopped for the period they are away. Requests should be made as far in advance as possible.
 - If approved, the individual must surrender their parking permit. Upon their return to work their parking privilege and parking permit will be reinstated.
- During a long absence, a temporary parking privilege may be issued to another person who is on the waiting list. Individuals who terminate their parking privilege for other than medical reasons and subsequently request parking will be required to reapply for parking.
- Facilities Management maintains a waiting list when the demand for parking is greater than stall availability.
 - When a parking stall becomes available, the first name on a list will be notified. If the first person declines the offer their name (at the person's discretion) will be either removed from the list or moved to the bottom of the list. The next individual will then be notified and the same actions will take place.

Pay-for-the-Day Parking

Pay-for-the-day-parking is subject to availability and restricted to specific locations. All individuals seeking pay-for-the-day parking must park in the "Daily" parking area and go to the bookstore to pay the required fee.

Parking at Urban & Regional Campuses and Learning Sites

Parking at urban and regional campuses and learning sites will be managed on a site-by-site basis. Contact Facilities Management for details.

Parking for the Physically Disabled

Parking for physically disabled, who have a valid handicap placard, will be treated as a priority. Arrangements can be made by contacting Facilities Management.

Parking for College Visitor

Areas who require parking for a visitor may arrange for parking in advance. Employees who have expenditure authorization may send an email requesting parking to "Parking" with the name of the volunteer, license plate number, date and time parking is required, and budget code of that division. Parking costs will be charged to that area who has requested parking.

Definitions:

Authorized Physically Disabled: is a physically disabled individual who is in possession of a valid handicapped permit issued by an Alberta Registry.

Contracted Service Provider: A private sector service provider contracted to provide parking services on a fee-for-service basis.

Employee: includes a person who is engaged by NorQuest College to perform a service in accordance with existing terms and conditions of employment, employment contracts or collective agreements.

Level of Service: refers to lots or stalls; with or without electrical outlets, on gravel or pavement surfaces, lot location or other designations.

Parking Fee: refers to the dollar amount an individual is charged to park. Parking fees are calculated based on the parking rate.

Parking Permit: an identifying device issued to authorized monthly parkers to identify a parker and vehicle information. Parking permits may be in the form of a decal, placard, tag or other methods. Parking permits may be bar-coded to electronically identify and record a parker and vehicle information.

Parking Privilege: the authority given by the college to an employee, student, visitor or contractor to park on college owned or leased parking lots.

Parking Rate: refers to the predetermined set amount to be charged to park on college owned/leased parking lots for a specific duration. The parking rate is set based on various factors such as market, level of service, location, frequency or other criteria.

Pay-for-the-Day Parking: when available means pay for parking for a day.

Visitor: individuals who are invited by the college for college business or to attend official college functions.

Related Information:
Related Documentation:
Next Review Date:
Revision History:

- [Parking Policy](#)
- NorQuest/Impark Parking Authorization Form for NorQuest College Student (contact Facilities Management)
- NorQuest/Impark Parking Authorization Form for NorQuest Staff (contact Facilities Management)
- Parking Agreement Imperial Parking Canada Corporation (contact Facilities management)

June 2020

June 2013: New (replaces Standard Practice 5.07: Parking)
August 2013: update for document links and branding
June 2016: updated to reflect process changes