

Traffic and Parking Procedure

CS-010

Version	Version Date (MM/DD/YYYY)	Review Date (MM/DD/YYYY)	Description of Changes
01	01/09/2019	01/09/2024	Initial release

Purpose

To facilitate the safe and orderly conduct of college business and to provide parking services in support of this function within the limits of available designated parking spaces.

Scope

All persons using college parking facilities are subject to the terms and conditions set out in the applicable College Policies and Procedures including the Student Code of Conduct, Employee Code of Conduct and the regulations detailed hereunder.

Responsibility

- **Drivers** of vehicles parked on college property are responsible for following the rules and regulations outlined in this procedure.
- **Drivers** purchasing a monthly parking pass are responsible for maintaining current vehicle information through the parking portal.
- The **Parking Office** is responsible for the oversight of the day-to-day parking operations.
- **Non-Georgian Drive** campuses are responsible for permit sales, permit gate cards, distributing coin and token collection, general maintenance, etc. at their respective locations.
- **Georgian College Parking Services** (Department of Campus Safety Services), is delegated the responsibility for the implementation and enforcement of this procedure.

Procedure

1. General

- 1.1 The Georgian College Parking and Traffic Regulations are authorized by the Board of Governors and the President of the college within the powers granted by the Ontario Colleges of Applied Arts and Technology Act of 2002.
- 1.2 The lands and grounds of Georgian College are private property, and the college reserves the right to control motor vehicle access and operation on campus. The college permits parking and driving on campus grounds only upon the terms and conditions set forth in this procedure. The speed limit on college roads is 25 km per hour, unless otherwise posted. Pedestrians have the right-of-way at all crosswalks. All vehicles must park in a designated parking space and have a valid permit or hourly/daily validation. Parking and Traffic Regulations are in force at all times.
- 1.3 In addition to this procedure, all statutes, regulations and by-laws governing the operation of a motor vehicle in the Province of Ontario as outlined in the Highway Traffic Act and those enacted by each municipality are in force on Georgian College campuses.
- 1.4 The college reserves the right to move or impound, at the owner's expense, any abandoned vehicle or vehicle found in violation of the Georgian College Parking and Traffic procedure.
- 1.5 The college reserves the right to suspend parking privileges temporarily or permanently in any parking area.
- 1.6 Except in circumstances authorized by the Manager, Security & Parking Operations, all parking on college property is on a first come first serve basis.
- 1.7 Georgian College assumes no responsibility for any damage or loss to a motor vehicle or its contents, while it is on college property, or while it is being removed from college property.
- 1.8 Camping or overnight stays in a vehicle is strictly prohibited while on campus.
- 1.9 All parking permits (decals, fobs, passes) are issued by and remain the property of Georgian College. They are solely for the use of the party to whom they were issued, and valid only for the vehicle(s) registered. Transfer by sale or exchange renders the permit invalid. Unauthorized use may result in confiscation and additional remedies or sanctions as deemed appropriate by the Manager, Security & Parking Operations.

- 1.10 Purchase of a parking pass constitutes permission to park in designated areas, but does not guarantee availability of a parking space. Unavailability of a parking space does not relieve the vehicle owner and or driver of their responsibilities with respect to this procedure.
- 1.11 College service vehicles will be assigned designated parking locations. Unauthorized vehicles parking in any of these designated locations are subject to a fine and/or towing without notice, at the owner's risk and expense.
- 1.12 A parking permit will not be issued to any registered owner/driver if they, or any vehicle registered in the parking system associated to them, have outstanding parking fees and violations.
- 1.13 All motorists who park on campus and do not have parking permits are required to pay a daily/hourly parking fee.
- 1.14 All vehicles parked in a barrier free designated space must display the Ontario Accessibility Parking Placard issued to them, and must have a valid parking permit, or valid daily/hourly validation. The college may request proof of permit validity at any time. Unauthorized vehicles parked in these designated locations are subject to a fine and/or towing without notice, at the owner's risk and expense.
- 1.15 Permit holder parking is restricted to daily lots only. Permits are not valid in hourly visitor parking spaces.
- 1.16 A missing/broken gate or a gate in the "up" position does not authorize entry or imply free parking in any gate-controlled parking lot. Permit or pay parking is required in these areas as per posted signage.
- 1.17 Only one vehicle per permit holder account is permitted to park on college property **per day**.
- 1.18 Full rate monthly parking permits are valid at all campus locations with the exception of the downtown location.
- 1.19 Parking at the downtown location is restricted to students, staff and faculty who are enrolled at or scheduled to work at this location on a regular basis. Barrie downtown location parking is sold by the semester only and a hangtag is required to validate parking at this location.
- 1.20 Daily/hourly parking is valid only at the campus location it was purchased.

2. Application for Pass Cards and Parking Fees

- 2.1 The Welcome Centre or Main Office located at Non-Georgian Drive locations will issue all applicable gate cards.
- 2.2 Individuals are responsible for ensuring their vehicle information is accurate in their Parking Account
- 2.3 For cards where a security deposit was required, the deposit will only be refunded if the card is returned within six months of the parking permit expiring.

3. Regulations

- 3.1 These regulations are intended to provide all drivers with the maximum parking service and convenience within the limits of available space and to ensure pedestrian safety while on each campus. In addition to the college's rules and regulations, all statutes, regulations and by-laws governing the operation of a motor vehicle in the province of Ontario as outlined in the Highway Traffic Act and those enacted by each municipality are in force on each college campus.
- 3.2 All vehicle operators on campus property shall comply with the parking and traffic regulations of the college and are subject to the applicable fines for violations. The operator who registers the motor vehicle on their account, in addition to the vehicle owner, will be responsible for all violations involving that vehicle, regardless of the driver of the vehicle.
- 3.3 Failure to comply with these regulations may result in the following:
 - For Students
 - Fines, the withholding of a degree, diploma, certificate or grades, blocking access to course registration, cancellation of parking privileges, and/or tow away and storage of the vehicle
 - Sanctions under the Student Code of Conduct
 - Unpaid accounts forwarded to collections
 - Offenders and or vehicles maybe trespassed from Georgian College property
 - For Faculty and Staff
 - Fines, cancellation of parking privileges, and/or tow away and storage of the vehicle at the owner and/or applied owner's expense
 - Unpaid accounts forwarded to collections and/or referral to Human Resources
 - For Visitor/Non-community Member
 - Fines, cancellation of parking privileges, and/or tow away and storage of the vehicle at the owner and/or applied owner's expense
 - Unpaid accounts forwarded to collections.

- 3.4 Failure to observe posted signs or directions, speeding and/or recklessness will result in a fine, towing, or suspension of parking privileges. Gross recklessness or dangerous operation of a motor vehicle may be referred to the police.
- 3.5 Permit holders agree to promptly update their parking account online should there be any change of vehicle/licence plate, address, office location or telephone number.
- 3.6 It is the responsibility of the registered owner/driver of any vehicle parked on Georgian College property to ensure that the vehicle is maintained so that fluids including but not limited to gasoline, diesel fuel, motor oil, hydraulic fluid and coolant are not allowed to escape into the environment. Vehicles found to be in contravention will be ticketed and/or towed from the college and all costs incurred by the college in cleaning up leaked fluid and removing the vehicle shall become the responsibility of the driver and/or registered owner.
- 3.7 No person shall park any motor vehicle:
- On any college parking lot without a valid parking permit or validation
 - On campus driveways or access routes
 - On campus loading area and zones
 - On campus shipping and receiving areas
 - On or over campus sidewalks/walkways
 - In front of building entrance ways
 - On raised curbs
 - On campus grassed areas
 - In any area not designated as a parking space by sign or line marking
 - On campus construction or renovation sites
 - In other areas designated as prohibited from time to time by the college
 - In spaces designated for college service vehicles
 - In fire routes without prior authority
- 3.8 Parking permits will not be issued to accounts with outstanding parking fees or violations.
- 3.9 Parking permits will not be sold past the end of the business fiscal year (May-April).
- 3.10 Parking privileges will be revoked without notification if the permit holder has outstanding violations or misuses their permit regardless if payment has been made.
- 3.11 The college reserves the right to revoke an individual's parking privileges at any time.

- 3.12 Any person, who by any method assists others to gain access to or exit from a parking lot in contravention of the regulations, may face one or more of the following consequences:
- a fine
 - rescinding of parking privileges
 - sanctions under the student or employee code of conduct
 - vehicle being towed.
- 3.13 Snowmobiles, ATV's, dirt bikes and recreational skateboarding is not permitted on Georgian College property.
- 3.14 Bicycles and ebikes are exempt from payment of a parking fee but must park in a designated bicycle parking area. Ebikes are prohibited from using college electrical outlets.
- 3.15 Motorcycles are subject to the same regulations as other motorized vehicles and must also provide asphalt protection from kick-stand damage.
- 3.16 Parking at an Electric Vehicle charging station is only permitted in compliance with the college's Electric Vehicle Charging Policy and must pay the daily/hourly parking fee.
- 3.17 Overnight parking is only permitted on campus when travelling for college-sanctioned events or in the event of an emergency. Approval for overnight parking must be obtained through the parking office prior to parking. Emergency parking arrangements may be granted on short notice by contacting campus security.
- 3.18 Vehicles towing trailers are not permitted to park in general parking lots without approval from the parking office. If approved, the parking office will provide the requester with the permitted location.
- 3.19 Vehicle licence plates must be in good repair, visible and clear of obstructions including but not limited to snow, ice and dirt when parking on college property.
- 3.20 Vehicles must park with a licence plate showing towards the travelled portion of the parking lot that leads to the space in which it is parked.

4. Fines

- 4.1 Persons who violate the parking regulations are subject to fines. (See [Schedule of Fees](#))
- 4.2 Persons who park in designated pay per use areas and fail to pay the appropriate fees shall be ticketed and/or towed.

- 4.3 All fines shall be paid within 14 days or an appeal filed within the same time. Accounts with unpaid citations older than 14 days are subject to the sanctions outlined in section 3.3 of the Traffic and Parking procedure CS-010.
- 4.4 Some fines have prompt payment options, if paid within five days.

5. Enforcement

- 5.1 The parking regulations shall be enforced at the discretion of the Director of Campus Safety Services or designate.
- 5.2 Parking violations and orders to have motor vehicles towed shall be issued by the Manager, Security and Parking Operations or their designate.
- 5.3 Parking regulations are enforced at all times.
- 5.4 In all cases, removal of a vehicle is at the owner's risk and expense.

6. Appeals

- 6.1 An individual may appeal a Parking Violation Notice within 14 days of the notice date online only at www.georgiancollege.ca/about-georgian/visit-us/parking/parking-citation-appeal-form.
- 6.2 Appeal submissions will only be considered where the violation was issued contrary to the Georgian College Parking Regulations; or in error.
- 6.3 Prompt payment timelines do not lapse pending the outcome of the appeal.
- 6.4 Normally, parking appeals are reviewed within 15 business days for consideration; this may vary due to volume.
- 6.5 Correspondence will be sent directly to the appellant via email only.
- 6.6 A request to have the decision of the Appeals Officer reviewed by the Manager of Security & Parking Operations may be filed within five days of receiving the response. All decisions rendered by the Manager of Security & Parking Operations are final.
- 6.7 A valid appeal may only be based on the contention that a violation was issued contrary to the parking and traffic regulations or in error. Ignorance of Georgian College parking regulations does not constitute grounds for an appeal.
- 6.8 Lack of signage is not grounds for appeal for violations issued contrary to section 3.7 above.