

PARKING & TRAFFIC REGULATIONS

May 2014



www.parking.uoguelph.ca

Email: questions@parking.uoguelph.ca

519-824-4120 x52118

TABLE OF CONTENTS

Introduction	Page
➤ Primary Purpose	1
➤ Introduction	1
➤ University of Guelph Privacy Statement	1
General Information	
➤ About the University	1
➤ Designated Pedestrian Areas	1
➤ No Contractual Obligation	1
➤ Regulations, Times Enforced	2
➤ Parking Website	2
➤ No Assumption of Enforcement	2
➤ Contact Information	2
➤ Office Location	2
➤ When to Contact	2
Authority	
3.1 Authorization	3
3.2 Who Enforces Regulations	3
3.3 Appeals Authorized	3
Definitions	
4.1 “Faculty or Staff”	3
4.2 “Student”	3
4.3 “Police”	3
4.4 “Parking Enforcement Officer”	3
4.5 “Vehicle”	3
4.5(a) “Abandoned Vehicles”	3
4.6 “University Vehicle”	3
4.7 “Service Vehicle”	4
4.8 “Semester Dates”	4
4.9 “No Stopping”	4
4.10 “Parking Meter”	4
4.11 “Metered Zone”	4
4.12 “Pay by Phone”	4
Regulations	
5.1 No Parking Areas	4
5.2 Colour Coded Parking Zones	4
5.3 Premium Reserved or Service Vehicle Zones	5
5.4 Where to Display Permits	5
5.5 Snow Removal	5
5.6 Speed Limit on Campus	5
5.7 Parking or Operating on Lawns	5
5.8 Snowmobiles	5
5.9 Stop Signs	6
5.10 Interference Defined	6
5.11 Possession of Illegal Permit	6
5.12 Sleeping in Vehicles	6
5.13 Refunds	6
5.14 Accessible Parking	6
5.15 Vehicle Considered a Hazard	6

5.16	“Parking Time and Fee”	7
5.17	Arboretum Road	7
5.18	Fire Hydrant	7

Penalties

6.1	Vehicle on Other Than a Roadway	7
6.2	Impeding or Interfering	7
6.3	No Valid Permit	7
6.3(b)	Arboretum Road	7
6.4	Display Illegal Permit	7
6.5	Fire Route	7
6.5(b)	Park Within 3 Meters of Fire Hydrant	7
6.6	Drive in the Restricted Bus Only Area	8
6.7	Accessible Violation	8
6.8	Fine Amount	8
6.9	Fine Amount in Expired Metered Zone	8
6.10	If Not Paid By	8
6.11	Outstanding Fines	8
6.12	Violation Reference Chart	8

Towing Information

7.0	Vehicle Release Information	9
-----	-----------------------------	---

Payment of Fines

8.0	Where	9
-----	-------	---

Appeals

9.1	How to Submit	9
9.2	Review Process	9
9.3	Grounds for Appeal	9

Permits

>	Where to Purchase	9
>	Information Responsibility	10
>	Limitations	10
>	How to Purchase	10
>	University Retains Ownership	10
10.1	Annual Permit (includes Retirees permits)	10
10.2	Motorcycle Permit	10
10.3	Semester Permit	10
10.4	Monthly Permit	10
10.5	Auxiliary Permit	11
10.6	Service Vehicle Permit	11
10.7	Commercial/Service Permit	11
10.8	Premium Permit	11
10.9	Special Permit	11
10.10	Visitor Permit	11
10.11	Visitor Pass	11
10.12	Temporary Permit	11
10.13	Multiple Day Passes	12
10.14	Daily Passes	12

Committees

11.1	Appeals Board	12
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EMERGENCY PHONE NUMBERS

Fire, Accident, Illness	2000
Campus Community Police	2000
Towing Information	52245
.	or 519-840-5000

1. INTRODUCTION

This pamphlet contains the general information about the University's main campus parking and traffic system. Its purpose is to acquaint the users with the system's features, rules, and regulations. Your compliance is encouraged, since the ultimate success of the parking system depends upon mutual consideration, courtesy and cooperation.

The primary purpose of the parking and traffic system is to provide a comprehensive service that effectively meets the operational requirements of the institution. It also accommodates the parking needs of faculty, staff, students and visitors in a fair and reasonable manner.

Responsible administration and control of the parking and traffic system is a major, ongoing concern for the University. In order to effectively manage the related activities, a number of agencies and volunteer committees have been established to monitor, review and control the system.

Parking policies and regulations are intended to be fair and reasonable for all users of the University parking system. The parking rates reflect the demands placed on the system and are intended to recover the costs of designing, constructing and maintaining the facilities. The fee structure will be reviewed as required to ensure our parking services are financially self-supporting.

While most people will comply with these regulations, those found in violation of them will be subject to penalties reflecting the severity of the infraction.

Please drive safely, park courteously and enjoy your time at the University of Guelph.

2. GENERAL INFORMATION

The University of Guelph is private property. The University reserves the right to control parking and traffic on the campus, to prohibit access to any vehicle and to restrict parking privileges at any time, in any parking lot, for emergencies, construction or other purposes. In such instances every attempt will be made to provide alternate parking and, where possible, advance notice will be given.

Campus sidewalks, pathways, pedestrian walkways, grassed or landscaped areas are designated as **Pedestrian Areas** and as such are closed to motorized vehicular traffic except for vehicles authorized by Physical Resources or the Campus Community Police.

The University of Guelph has no legal or contractual obligation to provide parking accommodation and assumes no responsibility for any damage or theft to a motor vehicle or any loss of vehicle or its contents while on campus.

The Parking Regulations that relate to the use of colour-coded parking areas and hourly-rated parking areas, including parking meters, service vehicle and premium parking zones, UNLESS OTHERWISE POSTED, are enforced from 0800 to 1700 (8:00 a.m. to 5:00 p.m.) Monday through Friday, except statutory holidays recognized by the University. All other parking and traffic regulations (including Accessible permit areas), unless otherwise posted, are enforced twenty-four hours a day, seven days a week.

Copies of these regulations may be picked up at Parking Services & Transportation Planning or are available on our website (www.parking.uoguelph.ca). It is the responsibility of the owner or operator of a vehicle to know and comply with these regulations. Failure to comply could result in a fine, tow away and/or storage charge at the owner/operator's risk and expense.

The registered owner or person registering a vehicle with Parking Services, is responsible for all violations involving that vehicle including those incurred when a vehicle is being operated by someone other than themselves, with or without his or her consent. If you park illegally it is your responsibility to contact Parking Services & Transportation Planning to enquire about your parking fines. The University will seek to collect the payment of all penalties and fines from the person who has registered a vehicle and or license plate with Parking Services, or from the person recorded as the registered owner with the Ministry of Transportation or out of province equivalent.

The Office of Parking Services & Transportation Planning and the Campus Community Police will provide information or any other assistance that may facilitate your use of the parking facilities. Please contact either of these agencies if assistance or other information is required.

This office should be contacted regarding campus maps, fee structures, parking and traffic regulations, special permits, permit carriers, replacement permits and refunds. Appeals, addressed to the Secretary, Parking and Traffic Appeals Committee, must be submitted in writing to this office or by email at (www.parking.uoguelph.ca).

The **Campus Community Police** are located in the Trent Building, Trent Lane, 519-824-4120, Extension 52245 or 2000 in an emergency. Their office hours are 24 hours a day, seven days a week. www.police.uoguelph.ca

The **Campus Community Police** should be contacted regarding traffic accidents, thefts or other offences and for information about vehicles that may have been towed away. Please note that a message left on an abandoned vehicle does not prevent ticketing and/or towing.

We care about your privacy. Personal information that you provide to the University is collected pursuant to the University of Guelph Act (1964). It is collected and used to maintain current information on the driver/registered owner(s) of motor vehicles, to maintain a history of parking violations on campus, to process payments, to process appeals of violations and to verify eligibility to park on our campus. This information remains within the University unless required to pursue overdue accounts, in which case it is disclosed to an outside agency. At all times the information

will be protected in accordance with the Freedom of Information Act (FIPPA).

If you have any questions about the use and disclosure of this information call Parking Services & Transportation Planning at 519-824-4120 ext. 52118 or see our website (www.parking.uoguelph.ca).

3. AUTHORITY

The Parking and Traffic Regulations are issued under the authority of the University of Guelph Act (1964) and are approved by the Board of Governors of the University of Guelph. The University reserves the right to amend these regulations and will publicize any changes.

1. The Office of Parking Services & Transportation Planning is authorized and directed to administer these Parking and Traffic Regulations as well as other matters pertaining to the ongoing operation of the parking program.
2. The Campus Community Police, Fire Prevention Officers (limited to fire route enforcement) and Parking Enforcement Officers are authorized to enforce these Parking and Traffic Regulations.
3. The Parking and Traffic Appeals Committee is authorized to provide an appeal process.

4. DEFINITIONS

1. "Faculty" and/or "Staff" means any person holding an appointment at the University.
2. "Student" is a person registered in an undergraduate or graduate program proceeding towards a degree, a diploma or a certificate at the University of Guelph, or otherwise taking credit and/or non-credit courses offered by the University.
3. "Police" means the Campus Community Police and/or any member of an authorized police service.
4. "Parking Enforcement Officer" means any authorized member of the Campus Community Police, Campus Fire Prevention and Parking Enforcement Officers and includes student enforcement personnel.
5. "Vehicle" includes motor vehicle, motorcycle or other motor-driven conveyance.
 - (a) "Abandoned Vehicle" means any vehicle that is partially dismantled or wrecked, does not display a current permit or license plate and does not appear to be operable; and remains in this condition in excess of 48 hours, shall be considered abandoned and will be subject to tow away at owner's expense. Included in this definition are vehicles, trailers or other chattels occupying University streets, parking lots and laneways.
6. "University Vehicle" means:
 - (a) A vehicle owned by the University and identified as such.
 - (b) Vehicles rented or leased by the University and registered with the Office of Parking Services & Transportation Planning and identified as such.

7. "Service Vehicle" means:
 - (a) A private vehicle displaying an authorized service vehicle permit engaged in University business.
 - (b) A commercial vehicle displaying an authorized commercial/service permit being operated by a firm engaged in University business.
8. The University parking year is the period from May 1st to the following April 30th. For purposes of these regulations the parking semesters begin and end as follows:
 - Summer
May 1 - August 31
 - Fall
September 1 - December 31
 - Winter
January 1 - April 30
9. "No Stopping" means:

Motorists are generally not permitted to stop, whether occupied or not, for any reason except to avoid conflict with other traffic or in compliance with the directions of a Police Officer, Parking Enforcement Officer, or a traffic control sign or signal.
10. "Parking Meter" refers to an electronic appliance designed for the purpose of gauging and indicating a length of time within which a vehicle is, or may be, parked in a metered space.
11. "Metered Zone" means any portion of a street, or parking lot allotted for the purpose of parking vehicles in respect of which a parking meter system, a pay by phone system, or a pay by licence plate system may be established and maintained to collect fees for use of a metered space.
12. "Pay by Phone" or grammatical variations of the term, means a system established by or on behalf of the university under which a person may:
 - i) set up a cash or credit card account with the university, and
 - ii) pay the required fee for parking a vehicle at one specific location remotely by phone in accordance with the requirements of the university's system regarding pay by phone.

5. REGULATIONS

These regulations supersede all previous regulations. It is the responsibility of the owner or operator of a vehicle to be aware of and comply with these regulations.

1. Areas throughout the campus not posted or designated as parking areas will be considered as "No Parking Areas".
2. Only vehicles displaying a valid University of Guelph parking permit are allowed to park in the colour-coded parking zones between the hours of 0800 to 1700 (8:00 a.m. to 5:00 p.m.) Monday through Friday, except statutory holidays recognized by the University. This also applies to the On-Street Parking Areas on East Ring Road and McGilvray Street. On-Street Parking is not allowed at these locations from 1900 to 0700 (7:00 p.m. to 7:00 a.m.) daily and year round.

3. Only vehicles displaying a valid University of Guelph premium parking permit are allowed to park in specifically assigned premium parking zones between the hours of 0800 – 1700 (8:00 a.m. – 5:00 p.m.) Monday through Friday, except statutory holidays recognized by the University. Designated service vehicle zones require vehicles to display a valid service vehicle permit. Some premium and service vehicle zones are in effect on a 24 hour basis EXCEPT as restricted by Section 5.5. Some service zone permits have 4hr daily maximum time limits. Please pay attention to the signage posted in each parking lot.
4. All permits must be displayed above the dashboard, preferably hanging from the rear view mirror, and clearly visible through the windshield. Motorcycles must have the permit on the rear fender or other clearly visible position. Multiple day parking passes from multiple day books must be clearly visible and have the month and day clearly scratched out.
5. To facilitate snow removal, the following parking restrictions will apply between December 1 and March 31.

(a) NO PARKING 01:00 – 06:00	P10, 15, 23, 24, 26 and 30 (excluding horse-trailer section designated for horse-trailers only).
(b) NO PARKING 03:00 – 06:00	In any other University parking lot.
(c) Exceptions to overnight restrictions	P13, 17, 18, 19 (excluding the southwest corner, designated no parking area Dec 1 - Mar 31 from 1am - 6am), P1 and the metered area only of P64 and P25.
(d) Staff working after hours during overnight restrictions	Extended to University personnel regularly working on campus during these restricted hours. A special permit may be obtained from the Office of Parking Services & Transportation Planning if endorsed by the chair or head of department.
(e) Parking Allowed during overnight restrictions	P12 (near Twin Rinks) P5, P44 and P31, until 3:00 am (no parking from 03:00 - 06:00).

6. The speed limit on any University roadway is 40 km/h unless otherwise posted.
7. The operation or parking of any motor vehicle (including delivery or pick-up) on lawns, pedestrian walkways or other landscaped areas on University property is prohibited unless prior authorization has been received from the Campus Community Police in consultation with Physical Resources.
8. The use of snowmobiles is forbidden on University property except as authorized by the Campus Community Police.

9. Failure to bring a vehicle to a halt at intersections and other points on campus where a “Stop” sign is displayed is a violation.
 10. Parking, stopping or abandonment of a vehicle in such a way as to interfere with the normal business of the University on any of its property, or contrary to signs or parking lot lines is a violation.
 11. The possession of any **cancelled, lost, stolen, forged or altered** permits is an offence and is subject to immediate seizure. The vehicle owner/operator, and/or the registered owner of the permit, may be charged under these Regulations. The responsibility of establishing the validity of parking permits shall lie with the individual.
 12. Sleeping or maintaining residence in vehicles, trailers, tents or similar temporary accommodation is prohibited on campus.
 13. Permit holders leaving the University and requesting a pro-rated refund must do so by bringing in their permit to Parking Services & Transportation Planning.
 - a) To suspend payroll deduction, faculty or staff members, on approved leave of absence and paying parking fees via payroll deduction, must surrender their permit to Parking Services & Transportation Planning. To suspend new permit issuance for the forthcoming year we require notification prior to April 25th.
 - b) Permit holders who retain their permits, during their absence from campus, will be responsible for all accrued parking fee(s). Any outstanding parking fees will be deducted from wages.
 - c) Permit holders who terminate the University and retain their parking permit are hereby advised that the permit will be revoked and any individual found using the permit will be charged under section 6.4 of the Regulations.
 14. Any visitors or members of the University may apply to Parking Services & Transportation Planning for designated Accessible Parking.
 - a) Certain parking spaces are designated as Accessible Parking and are restricted for those who require barrier free space and whose vehicle displays the appropriate Provincial Accessible Permit or Temporary Accessible Permit issued by a Municipality.
 - b) Various other parking spaces are designated as Accessible Parking and are restricted for the use of those who require barrier free space and are authorized by Parking Services & Transportation Planning to park in those spaces.
 - c) Accessible Parking, Provincial and Municipal permit areas are enforced twenty-four hours a day (24 hours a day), seven days a week (7 days/week), unless otherwise posted.
- Note: Documentation may be required.**
15. Any vehicle considered an environmental or safety hazard (i.e. leaking gas, etc.) will be subject to immediate tow away at owner/operator’s risk and expense.

16. "Parking Time and Fee"
- i) a person who parks a vehicle in a metered zone must:
 - a) deposit in the electronic parking meter installed in the metered zone, one or more accepted coins of Canada or the U.S.A., of a denomination indicated on the parking meter head.
 - b) pay by phone, calling the telephone number on the parking meter, and recording the amount of parking time requested, password, parking meter number and the person's account number.
 - ii) when, after completing the action in subsection (i):
 - a) the window in the parking head and
 - b) the time recorded by the university under the pay by phone option
 shows a time period of greater than 0 (zero), the metered space, or zone, may be lawfully occupied by a vehicle during the period of time shown, subject to all other conditions and restrictions of the Parking and Traffic Regulations.
17. Parking a vehicle on Arboretum Road adjacent to the Arboretum Information Booth is restricted to 2 hours per day.
18. Parking a vehicle within 3 meters of a fire hydrant is a violation.

6. PENALTIES

Violations of the Ontario Highway Traffic Act, The Criminal Code of Canada, the Trespass to Property Act or the University Student Rights and Responsibilities, may result in a charge being laid by the Campus Community Police, in addition to any other penalties or costs that may be applicable.

1. Driving or parking a vehicle on other than roadways or parking lots is subject to the cost of repairs, immediate tow away at owner/operator's expense, plus a fine.
2. Parking improperly so as to impede traffic and/or interfere with the normal business of the University is subject to immediate tow away at owner/operator's expense plus a fine.
3. Parking in a permit lot, or in areas where on-street permit parking is allowed, while not clearly displaying the required valid permit, is subject to a parking fine of \$50.00.
- 3.(b) Parking a vehicle on Arboretum Road adjacent to the Arboretum Information Booth is restricted to 2 hours per day. Offending vehicles are subject to a parking fine of \$50.00.
4. Operators of vehicles displaying illegal permits will be subject to a penalty of \$300.00 in addition to immediate tow away. Second offence is \$500.00 in addition to immediate tow away.
5. Vehicles are not permitted to park in a designated Fire Route. Fire Routes are located across campus and are clearly identified by signage. They include both sides of the roadway. Fire Routes are enforced twenty four hours per day and seven days per week. Offending vehicles are subject to a parking fine of \$100.00 and immediate tow away at the owner/operator's risk and expense.
- 5.(b) Parking within 3 meters of a fire hydrant is subject to a \$50.00 fine and immediate tow away at the owner/operator's risk and expense.

6. Driving in the Restricted Bus and Emergency vehicles only area is subject to a parking fine of \$100.00 and immediate tow away at the owner/operator's risk and expense.
7. Parking in a designated Accessible Parking space without proper identification and/or making required payment, is subject to a parking fine of \$300.00 and immediate tow away at the owner/operator's risk and expense.
8. A fine of \$25.00 will be levied for all other parking and traffic violations within these regulations. (Note: Most \$25.00 fines are reduced to \$22.00 if paid within seven calendar days).
9. A fine of \$25.00 will be levied to vehicles parked in a metered zone with the meter displaying expired or the time recorded by the university under the pay by phone option is 0 (zero).
10. Tickets not paid within fourteen calendar days or not paid within fourteen calendar days following loss of appeal, will result in a Revocation Notice – loss of parking privileges violation being issued and the vehicle will be subject to immediate tow away at the owner/operator's risk and expense any time the vehicle is found on campus whether parked legally or not. (Refer to Section 6.8).
11. Until all outstanding fines are paid, a new parking permit will not be issued. Outstanding fines can be applied to accounts through vehicle license numbers. Registered owners of vehicles are traced through the Ontario Ministry of Transportation. Any search charges will also be applied to the account. The University may take action against persons found in default of fines through:
 - i) Withdrawal of parking privileges and subsequent towing of offending vehicles at the owner/operator's expense.
 - ii) Account transferred to Student Financial Services for Academic Sanction.
 - iii) Submission of account to an outside collection agency.

12. Violation Reference Chart

Violation Type	Reduced Amount	Total Amount
No Parking Zone	\$22.00	\$ 25.00
Abandoned Vehicle	n/a	\$ 25.00
Premium Parking Only	\$22.00	\$ 25.00
Wrong Colour Zone	\$22.00	\$ 25.00
Service Vehicles	\$22.00	\$ 25.00
Fire Route	n/a	\$100.00
Fire Hydrant (<i>park within 3 meters</i>)	n/a	\$ 50.00
Miscellaneous	\$22.00	\$ 25.00
Expired Meter (<i>coin or pay by phone</i>)	\$22.00	\$ 25.00
Restricted Overnight	\$22.00	\$ 25.00
No Stopping Zone	\$22.00	\$ 25.00
Accessible Parking Only	n/a	\$300.00
No Valid Permit Displayed	\$30.00	\$ 50.00
Arboretum Road (<i>over 2 hours daily</i>)	\$30.00	\$ 50.00
Illegal Permit - First Offence	n/a	\$300.00
Illegal Permit - Second Offence	n/a	\$500.00
Lost Parking Privileges	\$22.00	\$ 25.00
Drive in Restricted Bus Area	n/a	\$100.00

7. TOWING INFORMATION

Contact the **Campus Community Police** at extension 52245 for vehicle releases or further information and/or assistance. Vehicles that are ordered towed by the University can be retrieved by attending the **Campus Community Police** office, Trent Building, Trent Lane. Towing fee (payable to the towing company) is \$110.00, plus a storage fee of \$20.00 per day. **Pound release cost between 8 pm and 8 am is an additional \$43.00.** On site release cost is \$62.00. All prices include the applicable taxes and are subject to change. Vehicles will be released upon payment via cash, certified cheque, Visa or MasterCard only. **Towing charges do not include payment of parking fines.** Arrangements must be made with the **Campus Community Police** for vehicle release prior to attending the vehicle storage compound.

8. PAYMENT OF FINES

Payment of Parking/Traffic Violation Tickets issued pursuant to these Regulations is to be made at Parking Services & Transportation Planning, Trent Building, Trent Lane, University of Guelph or online at **www.parking.uoguelph.ca** by Visa or MasterCard within fourteen calendar days of the date the ticket was issued. Cheques should be made payable to the University of Guelph.

9. APPEALS

Parking/Traffic Violation Tickets cannot be withdrawn or cancelled except through the prescribed appeal procedure. Appeal of any University parking or traffic violation will be heard and ruled upon at regular meetings of the Parking and Traffic Appeals Committee.

1. Appeals must be submitted in writing or online (**www.parking.uoguelph.ca**) to the Secretary, Parking and Traffic Appeals Committee, Trent Building, Trent Lane, University of Guelph within fourteen calendar days of the ticket's issue. Unless otherwise specified, correspondence will be sent via email from the Appeals Committee. Arrangements can be made to have the correspondence sent to faculty, staff or graduate students at their respective department, or to the home address for undergraduate students.
2. All parking and traffic infractions are subject to review. Requests may be assessed by Parking Services & Transportation Planning prior to review by the Parking and Traffic Appeals Committee. **All decisions of the Parking and Traffic Appeals Committee ARE FINAL.**
3. 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 the University of Guelph Parking and Traffic Regulations does not constitute grounds for an appeal.

10. PERMITS

University parking permits must be purchased only through Parking Services & Transportation Planning located in the Trent Building, Trent Lane. **CAUTION:** Parking permits found or purchased privately may be invalid or illegal. Permits cannot be transferred or resold.

Persons are responsible for providing correct information to obtain a parking permit. This includes any changes in address, ownership or vehicle license plate. Proof of ownership may be requested.

Parking permit holders are not permitted to park in pay-as-you-park areas without paying the appropriate fees.

Full-time and contractual faculty and staff may purchase annual black permits on payroll deduction, cash, cheque, MasterCard, Visa, or Interac (Debit). Other persons, working on campus, but not employed by the University, may purchase permits by cash, cheque, credit, or Interac (Debit) at the Parking Services & Transportation Planning office or online (www.parking.uoguelph.ca).

Retirees who are not being paid by the University are eligible to purchase semesterly or annual permits at half price. Please contact Parking Services and Transportation Planning to arrange.

Employee and student permits can be purchased online (www.parking.uoguelph.ca) and can either be mailed to the home address or held for pickup at Parking Services and Transportation Planning. Permits may also be purchased by cash, cheque, credit, or Interac (Debit) at the Parking Services & Transportation Planning office.

Permits remain the property of the University and may be cancelled and parking privileges revoked at any time by the University. All vehicles displaying a permit should be registered with Parking Services & Transportation Planning.

The parking system recognizes the following categories:

1. a) **Annual Permits** – Persons purchasing annual permits will receive a black permit to allow parking in any area designated as a black or orange parking area.
b) **Annual 2 Semester Permits** – Persons purchasing 2 semester annual permits will receive a black 2 semester permit to allow parking in any area designated as a black or orange area.
2. **Motorcycle Permits** – Persons wishing to park a motorcycle on campus are restricted to purchasing a motorcycle tag and are allowed parking only in areas designated for motorcycles.
3. a) **Commuting Semester Permits** – Persons purchasing a commuting semester permit will receive an orange permit to allow parking on a semester basis in any area designated as a black or orange parking area.
b) **Residence Semester Permits** – Persons purchasing a residence semester permit will receive a blue permit to allow parking on a semester basis in areas designated as a blue permit parking zone.
c) **Residence 2 Semester Permits** – Students living in residence are restricted to purchasing a blue 2 semester residence permit to allow parking from September - April in any area designated as a blue permit parking zone.
4. **Monthly Permits** – These permits are only available to students or persons working or visiting on campus, who wish to park for any temporary period of calendar month increments.

5. **Auxiliary Annual Permits** – Persons purchasing an annual auxiliary permit will receive a green permit which will authorize parking in any area designated as an Auxiliary lot (P18 on Dundas Lane).
6. **Service Vehicle Permits** – These permits may only be purchased by departments and will be issued with the endorsement of the Dean, Director or Chair of a department and the appropriate Vice President. Permits are subject to annual review and are issued to allow drivers to park in any service vehicle parking zone. Individuals using Service Vehicle Permits are required to purchase and display their own valid black/orange permit along with the Service Vehicle Permit. These permits do not allow parking in Accessible or Premium parking zones or Pay-As-You-Park facilities without appropriate payment. Some Service Vehicle areas are restricted to a 4 hourly limit. Please check the signage.
7. **Commercial Service Permits** – (Service Reps. etc.) Commercial firms may use the pay-as-you-park (meter or attendant) areas and pay the stated parking fee or purchase a regular commuting permit which will entitle the permit holder to park in orange/black permit areas. Firms may also purchase a Commercial Service Permit to park in any designated commercial service vehicle area. These permits do not allow parking in any reserved area such as Medical or Premium parking zones or Pay-As-You-Park facilities without appropriate payment.
8. **Premium Parking Permits** – Persons or departments purchasing Premium Parking Permits will receive a special permit to allow parking on an annual basis within one reserved, specially-assigned zone. Departmental Premium permits will only be issued with the endorsement of the appropriate Dean, Director or Chair and the appropriate Vice President. These permits do not allow parking in Medical or Service Vehicle parking zones or Pay-As-You-Park facilities without appropriate payment. Premium Parking Permits are not prorated or refundable.
9. **Accessible, Overnight, Temporary, and Other Special Permits** – May be issued upon the approval of the Parking Services & Transportation Planning to individuals for justifiable reasons.
10. **Visiting Groups** – Visitors may park in any of the Pay-As-You-Park facilities or in metered areas by paying the appropriate fee. Special parking arrangements may be made for large groups, special events, such as Convocation which occur at specified times, and for those groups that cannot be accommodated in Pay-As-You-Park facilities.
11. **Visitor Parking Passes** – One day visitors parking passes may be purchased by University departments and issued to visitors. Passes are valid only when used in accordance with the limitations accompanying the pass.
12. **Temporary Permits** – Prepaid permit holders may obtain a temporary permit, at no cost, if they have forgotten their parking permit or are using a vehicle not registered to their permit (limit one (1) per semester). These permits are not available for commercial vehicles.

13. **Multiple Day Parking Passes** – Can be purchased from Parking Services in books of ten or five one day passes. These passes must:
 - a) be clearly visible and displayed
 - b) have the appropriate month and day clearly scratched out
 - c) only one daily use per permit
14. **Daily Parking Passes** – can be purchased from Parking Services. Passes are valid only when used in accordance with the limitations accompanying the pass.

Special Carriers to hold permits are available at Parking Services & Transportation Planning. It is the responsibility of the individual to ensure that the complete permit, including the number, is **legibly displayed above the dashboard and clearly visible through the windshield.**

Illegible or damaged permits may be replaced free of charge at the Parking Services & Transportation Planning, Trent Building, Trent Lane, providing identifiable parts of the old permit are produced at the time of replacement.

Prepaid parking permits (other than premium permits) returned to Parking Services & Transportation Planning will be refunded on a pro-rated basis calculated from the first day of the month following surrender.

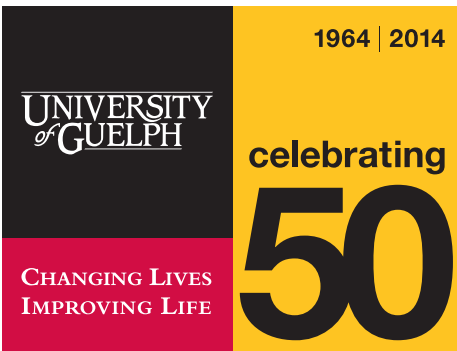
Lost or stolen permits should be reported immediately to Parking Services & Transportation Planning, Trent Building, Trent Lane. Replacement permits may be obtained upon payment of an administrative fee of fifteen dollars (\$15.00). A report with the Campus Community Police must also be submitted.

11. COMMITTEES

1. The Parking and Traffic Appeals Committee is composed of one representative from each of the following groups: Canadian Union of Public Employees, Central Student Association, Professional/Managerial Staff Association, OSSTF - TARA, Faculty Association, Food Service Employees Association, Graduate Student Association, United Steel Workers (USWA) Local 4120. All of the above will be appointed for two years by the Vice-president, Finance and Administration in consultation with their association executive.

The Parking and Traffic Appeals Committee will meet in accordance with their respected operational mandate and terms of reference.

Revised May 1, 2014



Parking Services & Transportation Planning
Trent Building
Trent Lane

Hours: 8:30 am - 4:30 pm
Monday to Friday

(excluding observed holidays)

5M 05/14