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# **POLICY ON *ALLOCATION OF PARKING SPACE***

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**Date reviewed:** 15 September 2005

**Date approved by EMC / Senate:** 31 July 2006 / 4 September 2006

**Date approved by Council:** 20 March 2007

This policy and its rules, guidelines and procedures replace all previous policy and/or circulars pertaining to parking space.

**The following documents are rendered obsolete by this approved policy:**

Previous policy, rules, regulations, circulars, guidelines and procedures on parking space of Technikon Pretoria, Technikon Northern Gauteng and Technikon North West.

## **1. POLICY ON ALLOCATION OF PARKING SPACE**

It is the policy of Tshwane University of Technology to allocate available parking space in a fair and just manner to staff and students.

## **2. DEFINITIONS**

In this document, unless the context indicates differently, the following words and phrases will have the following meanings:

- 2.1 **“Controlled parking area”** means any parking area where the access to that area is being controlled by means of a boom gate.
- 2.2 **“Covered parking bay”** means any parking bay with a covered rooftop.
- 2.3 **“EMC”** refers to the members of the Executive Management Committee.
- 2.4 **“Open parking bay”** means any parking bay without a covered rooftop.
- 2.5 **“Official parking disk”** is a disk that will be issued annually by Logistical Services, indicating the new term and number of the allocated parking bay.
- 2.6 **“Senior staff”** refers to all Management Levels 1 to 4 (Peromnes).

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### **3. RULES**

#### **3.1 USE OF PARKING SPACE**

- 3.1.1 The allocation and use of a parking space is regarded as a privilege and not a right. It remains the prerogative of Management to decide how and to whom parking space should be allocated.
- 3.1.2 Logistical Services will be responsible for the implementation and management of this policy.

#### **3.2 OFFICIAL PARKING SPACES**

Before parking space is allocated to staff, sufficient parking space will be reserved for the Institution's official fleet vehicles, senior staff and visitors. The number of parking spaces and their location according to their purpose will be determined in consultation with the Operations Committee.

#### **3.3 DEGRADING OF ALLOCATED PARKING SPACE**

- 3.3.1 A staff member can be moved to another parking space when Management decided that a specific space is needed for the re-utilization of that area. Only in such cases may a parking space be allocated to a staff member, which might be of a lesser quality than the previously allocated parking bay.
- 3.3.2 When a staff member is transferred to another Campus he / she might also then receive a parking space of lesser quality according to availability.

#### **3.4 PAYMENT, BY SENIOR STAFF FOR ALLOCATED PARKING SPACE**

- 3.4.1 Senior Staff, as defined, will pay a rate, as indicated in the Official Tariff List, on a monthly basis, for their allocated parking.
- 3.4.2 The income generated from their payments will be transferred to the TUT Student Development Fund.

#### **3.5 VISITORS PARKING**

Official parking spaces will not be reserved for Visitors if it is to the detriment of existing staff members.

#### **3.6 USE OF PARKING AREAS AFTER OFFICIAL WORKING HOURS**

Certain parking areas will be made available to staff and students who are attending classes or are lecturing after hours. This will be done according to the need as well as security requirements. Staff members may then not be able to use those as allocated between 18h00 and 06h00 (after hours).

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### **3.7 MOTORCYCLE PARKING**

- 3.7.1 Parking space for motorcycles will be available at a cheaper rate.
- 3.7.2 A person qualifies for either motorcycle parking or car parking and not for both. There can therefore not be two places being allocated to one person.

### **3.8 RESIGNATION OF STAFF**

- 3.8.1 A pro-rata re-payment will be made on receipt of a written request for a repayment from a staff member who has stopped using her / his parking space during the course of the year.
- 3.8.2 When a staff member resigns, the allocation of his / her parking space will lapse as soon as he / she leave the service of the Institution. His / her parking space will fall back into the pool of parking spaces, to be re-allocated according to this Policy.

### **3.9 TRANSFERABILITY OF A PARKING SPACE**

- 3.9.1 No staff member may transfer his / her parking space to another staff member.
- 3.9.2 If a transgression in this regard is detected, the parking space will be forfeited and the owner will be disqualified for future parking allocations. The paid-up parking fees will also not be repaid.

### **3.10 DISPLAY OF OFFICIAL PARKING DISK**

- 3.10.1 The official parking disk must be fixed on the right-hand side of the vehicle's front windscreen.
- 3.10.2 The parking disk must be clearly visible at all times for the purpose of control when accessing or leaving any of the Institutions premises.

### **3.11 ACCOUNTABILITY**

When a person accepts a parking space on any of the Institutions premises, it implies that he / she will park there at his / her own risk, and that the Institution is therefore not accountable for any cost related to damage or theft.

### **3.12 CONTROL**

- 3.12.1 Access control, Traffic control and Parking are the responsibility of the Directorate: Logistical Services. The Campus Protection Services Division is therefore authorized to issue tickets for any traffic violation on any of the Institutions premises.
- 3.12.2 When a person repeatedly violates the traffic rules, he / she may forfeit his / her allocated parking space or even the right to park his/her vehicle on TUT's premises.

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### **3.13 REQUESTS AND GRIEVANCES**

All requests and grievances concerning parking should be addressed to the Chairperson of the Parking Allocation Committee.

### **3.14 PARKING FACILITIES AT RESIDENCES**

The parking facilities at the Institutions official residences, resides under the management and control of the Housing and Catering Division.

### **3.15 PERSONS WITH DISABILITIES (staff and students)**

Persons with disabilities and who need a parking space closer to their working place should submit a memorandum stating the reason to the Parking Allocation Committee for consideration. In the case of a disabled staff member, parking space will, if available, be allocated as near to his / her workplace as possible.

### **3.16 BUDGET**

3.16.1 There will not be an “allocated budget” available for the maintenance of existing parking structures or to establish new parking structures. The income generated from the rental of parking spaces will be utilized for this purpose, and this purpose alone.

3.16.2 The income generated from the rental of all parking bays, at all Campus facilities (excluding Residences) will be managed centrally by Logistical Services – F287.

3.16.3 There will be a price differentiation between open parking bays, shade-netted parking bays and parking bays with solid structured roofs. These tariffs will be published in an official Circular Letter, as well as the Official TUT Tariff List annually.

## **4. PROCEDURES**

4.1 Procedure on allocation of parking space.

4.2 Procedure on payment and tariffs

4.3 Procedure on sabbatical leave (staff)

## **5. DOCUMENTS**

5.1 Application form

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**EM TYOBEKA (PROF)**

**CHAIRPERSON OF THE EMC AND THE SENATE**

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**RV MATLHARE**

**CHAIRPERSON OF THE COUNCIL**