

Policy No. & Title: C203: PARKING AND TRAFFIC

Effective: 2016-01-21

Next Review: 2021-01-21

Policy Sponsor: Executive Director, Facilities Management and Community Safety

Approvals: 1991-05-27/SA-90-14; 1996-01-03/SA-95-03; 2005-09-14/AC-05-01;
2006-04-05/AC-05-07; 2011-04-13/SLC-10-17

1. PURPOSE

The purpose of this policy is to facilitate the safe and orderly conduct of College business by:

- Supporting pedestrian and vehicular traffic accessing, entering onto, circulating within, and exiting from College property; and
- Providing parking services on College property as established through the Campus Master Plan.

2. POLICY

The policy sponsor develops, implements and maintains a system for the regulation of parking and traffic that meets the objectives of this policy. The system aligns with the College mission, vision and strategic goals. It reflects College values and is informed by best practices among similar institutions.

The system also aligns with legislation, whether federal, provincial or otherwise, relating to traffic and parking and that is applicable to the College, to College property or to any activity on College property. The College may supplement applicable legislation with further prohibitions, restrictions or other requirements considered advisable by the College.

This policy applies at all times to every person while on College property and to every vehicle entering, on or exiting College property.

3. REFERENCES*Criminal Code of Canada**Highway Traffic Act (Ontario)**Ontario Fire Code**Provincial Offences Act (Ontario)**Trespass to Property Act (Ontario)*College policy [A130: Student Code of Conduct](#)College policy [C207: Residence Operations](#)Board Policy [B25.10.05 Governor's Code of Conduct](#)**4. ADDENDA**

Guideline A: PRINCIPLES AND STANDARDS

Guideline B: PARKING SERVICES

Guideline C: PERMIT PARKING

Guideline D: REGULATIONS

Schedule 1: PARKING MAP – LONDON CAMPUS

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Policy No. & Title: C203: PARKING AND TRAFFIC

Addendum: Guideline A: PRINCIPLES AND STANDARDS

Issued by: Executive Director, Facilities Management and Community Safety

Effective: 2016-01-21

1. PURPOSE

The purpose of this document is to establish the principles and standards applicable to parking and traffic activities on College property.

2. DEFINITIONS

Authority: A person or entity having jurisdictional authority, whether federal, provincial or otherwise, to act under and enforce legislation. Where the context allows, the term authority includes any law enforcement agency, police service or special constable authority having jurisdiction at the municipal location of the College property, including the Royal Canadian Mounted Police, the Ontario Provincial Police, the London Police Service, the Woodstock Police Service, the St. Thomas Police Service, and Campus Security Services.

Business day: Any weekday, excluding holidays.

College: The Fanshawe College of Applied Arts and Technology. Where the context allows, the term College includes any College authority and the policy sponsor.

College authority: A person or entity having jurisdictional authority to act under this policy, including the regulations. Where the context allows, the term College authority includes Campus Security Services, Parking Services and the policy sponsor.

College property: Any real property, either owned or leased, used, occupied or otherwise operated by or under the aegis of the College, including any land together with any building, structure and improvement thereon, including any natural environment, landscaped space and athletic playing field, and any bike path, walkway, roadway and parking lot, as may be altered or added to, subtracted from, or rearranged, in whole or in part, by the College from time to time. When pertaining to any damage to or the destruction of, the term College property includes the furniture, furnishings, equipment, vehicles and other chattels of the College.

Community member: A employee, student, member of the Board of Governors, member of boards or committees established by the College, volunteer, contractor, person providing service or research, person or group renting or otherwise using College facilities, visitor, applicant or invited guest.

Holiday: A holiday recognized and observed by the College.

Legislation: Any applicable by-law, law, ordinance, rule, regulation, standard, statute or code now or hereafter enacted, amended, re-enacted, supplemented, revised or replaced, in whole or in part, and promulgated by, or any directive or order issued, or any requirement made of, an authority having jurisdiction enforceable on the College, on activities on College property or at the municipal location of the College property.

Parking lot: A lot or other area, or a series of parking spaces adjacent to a roadway, intended for vehicle parking. Where the context allows, the term parking lot includes the entrance to and exit from such parking lot.

Parking license: An agreement between the permit-holder and the College granting the permit-holder a license to park a registered vehicle on College property subject to compliance by the permit-holder with the terms and conditions contained in the agreement;

Parking space: A space that has been clearly marked, posted, signed and designated by official signs from time to time as a space for vehicle parking;

Parking year: The period from September 1 to the immediately following August 31 inclusive.

Permit-holder: A person legitimately holding a parking license or, if applicable, a vehicle permit;

Vehicle permit: Any pass, numbered, bar-coded, dated or otherwise marked and issued by the College for parking identification purposes.

3. PRINCIPLES

3.1. Parking Services, No Obligation

While the College has no legal obligation to provide any parking services whatsoever, parking services are provided in designated parking facilities on College property to permitted community members as a privilege under license in accordance with this policy. Any contemplated or renewal of contractual obligations to provide parking services by the College requires advance approval by the policy sponsor and any such obligations are in accordance with the regulations.

3.2. Parking Principles

The following parking principles are considered in the application of this policy, particularly at the London campus:

- Parking services on College property are limited in availability and number at an approximate rate of one parking space for every five or more community members.
- Because all available College land is either in use or reserved for planned purposes, opportunities for future parking lot(s) expansion is limited.
- The College and Student Union believe it is necessary to maintain green spaces as part of our campus environment for the enjoyment of all.
- The Student Union has negotiated significantly discounted bus passes for full-time post-secondary students, the cost of which is included with their fees. Students are encouraged to use the bus pass for transportation to and from the College.
- The College places a priority on meeting the parking needs of employees, commuter students who travel daily from outside of the London area and students who have exceptional circumstances.
- Parking services operate as a financially self-reliant ancillary operation providing parking facilities that facilitate reasonable accessibility for community members.

- Parking fees are established to reflect recovery of costs, including, without limitation, costs of administration, management, operations, development and maintenance. Parking fee rates may be viewed online at www.fanshawec.ca/parking.

4. STANDARDS

4.1. Governing Legislation

Any applicable prohibition, restriction, permission or other requirement under the legislation is, respectively, a prohibition, restriction, permission or other requirement on College property.

4.2. Scope

Every person on College property and every vehicle entering, on or exiting College property observes and complies with legislation and College policy, including this policy. Where a person is alleged to have contravened this policy, that person will be processed, including any applicable sanction(s) under:

- If a student, College policy A130: Student Code of Conduct;
- If an employee, any applicable policy, collective agreement or other terms and conditions of employment;
- If a member of the Board of Governors while involved in a Board activity, Board Policy B-25.10.05: Governor's Code of Conduct; or
- If any other person, this policy.

4.3. College Rights

College property is the private property of The Fanshawe College of Applied Arts and Technology and, therefore for any reason considered advisable by the College (including emergency, maintenance, repair, construction, prevention or misuse), the College has the right to:

- Maintain full jurisdiction and control over College property and all activities thereon;
- Use or permit the use of College property for any purpose whatsoever, and for greater clarity, impose any requirement that prohibits, restricts or otherwise controls activities on or the use of College property;
- Develop, implement and maintain this policy;
- Enact regulations summarizing, in whole or in part, any prohibition, restriction, permission or other requirement applicable under the legislation or imposing any further supplementary prohibition, restriction, permission or other requirements of the College;
- Enforce, when and as necessary, and take action against persons contravening the legislation or College policy, including this policy;
- Obstruct or close access to College property, in whole or in part, including parking lots or parking spaces, and control or restrict pedestrians or vehicular traffic entering onto, circulating or operating within and exiting from College property and for vehicles parking on College property;

- Prohibit or restrict any person or vehicle from accessing or being on College property, or restrict or otherwise terminate, temporary or permanent, parking privileges to any person or vehicle;
- Make any adjustment, temporary or permanent, on or to College property or to the parking services, including the type of parking, parking fees, hours of operation, number, size, orientation, configuration, or location of parking lots or parking spaces; and
- Reassign or relocate, temporary or permanent, parking lots or parking spaces within College property and reassign or relocate, temporarily or permanently, the parking lot or parking space of a permit-holder within the same or a similar or relocated parking lot or parking space. Where the reassignment or relocation is considered to be temporary, the College will, without any obligation whatsoever and compensation therefor, make every reasonable effort to provide advance notice.

4.4. Official Signs

The College may erect official signs and devices on College property to facilitate the safe and orderly movement of pedestrian and vehicular traffic and the appropriate use of College property, including parking lots and parking spaces, and every person shall observe and comply with the directions of such signs and devices.

4.5. Responsibilities for Conduct, Acts and Omissions

The driver of a vehicle is responsible to the College for the driver's conduct, acts and omissions and for the conduct, acts and omissions of the passengers in the driver's vehicle. The passenger of a vehicle is responsible to the College for the passenger's conduct, acts and omissions. The owner of a vehicle is responsible to the College for the owner's conduct, acts and omissions and for the conduct, acts and omissions of the driver and passengers in the owner's vehicle.

4.6. Driver Liability for Injury/ Death to Persons and Damage to Property

The driver of a vehicle is responsible for and assumes all liability for injury to and death of any person and for damage to or destruction of property, including College property, arising from the driver's driving or otherwise operating a vehicle.

4.7. Owner and Driver Jointly and Severally Responsible

The owner and driver of a vehicle are held jointly and severally responsible for violations involving the vehicle, including any violation that occurs when the vehicle is being driven or operated without the owner's consent.

4.8. College Neither Responsible Nor Liable

The College does not assume any responsibility or liability whatsoever for:

- Damage, destruction to or any theft or loss of any property, including any vehicle or the contents of any vehicle, or for any injury to or any death of any person, however caused; and
- Reassignment or relocation of or any disruption, restriction, termination or other cancellation, whether temporary or permanent, or any loss suffered as a result therefrom, of any parking services to any person or vehicle, permit-holders included, however caused.

4.9. Legislation Supersedes

In the event of conflict between applicable legislation and this policy, the applicable legislation shall govern and this policy is deemed to be amended hereby to the extent necessary to eliminate the conflict.

4.10. Policy Sponsor

The policy sponsor has overall responsibility, authority and jurisdiction for the development, implementation, maintenance and administration of this policy, and for the enforcement of the legislation and this policy, on College property. Operational responsibilities and authorities are delegable by the policy sponsor to other College departments. For further clarity, Campus Security Services enforces the legislation and College policy, including this policy.

4.11. Additional Responsibilities

- An employee observing a violation of this policy is encouraged to advise the violator of the existence of the policy and request that the violation cease and is further encouraged to report the violation to either Campus Security Services or their supervisor.
- Administrators, leasehold tenants and Campus Security Services have a general responsibility to promote policy compliance. Administrators and leasehold tenants having supervisory responsibilities are responsible for promoting policy understanding and compliance, and initiating appropriate response to concerns brought to their attention regarding policy violations.

4.12. Notices

Any notice required to be given by the College under this policy may be given to the person concerned by either hand delivering or electronic mailing the required notice to the person, in which case the notice shall be deemed to have been received by the person on the date of being given, or by sending the required notice by courier or registered mail to the last known address of the person from the College's perspective, in which case the notice shall be deemed to have been received by the person 3 business days after the date of sending.

5. VIOLATIONS

5.1. College Sanction

In the event a person violates this policy or is in serious or repeated violation of this policy, the College, in addition and without prejudice to any other right or remedy the College may have at law or under College policy, has the right to invoke any of the following sanctions, as may be appropriate and applicable:

- Issue a violation notice and levy fines. a schedule of violations and respective fines may be viewed online at www.fanshawec.ca/parking;
- Tow a violator's vehicle or an offending vehicle at the owner's sole risk, expense and liability;
- Issue a trespass to property notice banning the violator, the violator's vehicle(s) or any offending vehicle(s) from college property;

- Revoke any permission to or prohibit any person, group or entity from conducting any activity that may be otherwise permitted under college policy or impose any requirement that prohibits, restricts or otherwise controls the activities of such person, group or entity while on college property, including:
 - Suspend, cancel, revoke or otherwise terminate the violator's driving and parking privileges on college property. The permit-holder shall not be entitled to any refund whatsoever from the college for any outstanding balance that may be owing the permit-holder, such amount representing the college's liquidated damages and acceleration of charges against the permit-holder;
 - Revoke or withhold a vehicle permit renewal from the violator or the violator's vehicle(s);
- If the violator is a student, levy sanctions against the violator under College policy A130: Student Code of Conduct;
- If the violation involves a student resident, levy sanctions against the violator under College policy C207: Residence Operations;
- If the violator is an employee, levy sanctions against the violator under any applicable collective agreement or other terms and conditions of employment;
- If the violation involves a member of the Board of Governors while involved in a Board activity, process the violation under Board policy B-25.10.05: Governor's Code of Conduct;
- Invoke other remedial or disciplinary action outlined in any terms and conditions applicable to the violator; and
- Initiate criminal charges or civil legal proceedings against the violator.

5.2. Failure to Pay Fines

In the event a violator fails to pay a fine levied by the College under this policy, the College, in addition and without prejudice to any other right or remedy the College may have at law or under College policy, has the right to any of the following sanctions, as may be applicable:

- Refer the violator's outstanding account to the Office of the Registrar for withholding by the Registrar of the violator's student records, including grades, diplomas, or transcripts, and any refundable fees owing to the violator, until the violator's outstanding account is settled; and
- Refer the violator's outstanding account to Financial Services for recovery by a collection agency.

5.3. Violation Notice Cannot be Withdrawn or Cancelled

A violation notice that has been issued cannot be withdrawn or cancelled except through the prescribed objection and appeal process or, in extraordinary circumstances, by the policy sponsor.

5.4. Rates Subject to Change without Notice

Rates for fines for violations are subject to change without notice.

5.5. MTO Search for Owner

In the event that the identity of a violator cannot be determined, the owner of the offending vehicle is deemed responsible for any related fines assessed. Under such circumstances, the College has the right to use the licence plate number of the offending vehicle a search of the Ontario Ministry of Transportation database to trace and identify the owner. Unless the identity of the violator can be verified, fines, together with any charges levied by the Ministry for such search and all other penalties and charges, will be applied against the account of the owner. A driver, a passenger and the owner of an offending vehicle may be held jointly and severally responsible for any fines assessed pursuant to a notice of violation.

5.6. Towing

- A person who believes their vehicle is either stolen or impounded, should contact Campus Security Services at 519-452-4400 for further information or assistance.
- If a vehicle is towed, impounded and stored by the College, such actions are at the owner's sole risk, expense and liability. The College does not at any time, by virtue of towing or impounding a vehicle, become a bailor of towed or impounded vehicles.
- The College does not assume any responsibility or liability whatsoever for any damage, destruction, theft or loss of any property, including a vehicle or the contents of a vehicle, or for injury to or death of a person, however caused from the towing, impoundment or storage of a vehicle.
- Impounded vehicles are normally released after payment of towing charges is received by the College. Arrangements for the release of an impounded vehicle are made in advance with Campus Security Services. Proof of payment of towing charges is required for an impounded vehicle to be released. Released vehicles are made available for retrieval at the College towing compound in parking lot 6.
- The College may charge the violator an administrative fee for the release of an impounded vehicle outside of Parking Services hours of operations, as specified below.
- Towing charges are in addition to any other sanctions levied by the College for violations under these regulations.

5.7. Payment of Fines

- Fines for violations are applied against the violator's account and become due and payable within 10 business days after the date of issuance of a violation notice.
- Payment to accounts may be made online at <https://aimsweb.fanshawec.ca> or in person at either Parking Services (D1018) or Campus Security Services (D1027).
- If a violator's payment is rejected for non-sufficient funds, the College may charge the violator an administrative fee for each occurrence. Administrative fees, together with all other outstanding fines, become immediately due and payable.

6. OBJECTIONS AND APPEALS

6.1. Objections

- 6.2. A person who has been issued a violation notice and who has reason to object to such notice or the fine, may submit an objection request online at <https://aimsweb.fanshawec.ca>. See section 7.4 Writing an Objection or Appeal Request below for suggestions for writing an effective objection request.
- 6.2.1. An objection request must be submitted within five business days from the issue date on the violation notice; an objection request received after five business days is not considered.
- 6.2.2. The College appoints an adjudicator to review and rule on an objection request. For objection requests relating to parking, the adjudicator is normally the Manager, Custodial, Grounds and Support Services. Otherwise the adjudicator is the Patrol Supervisor, Campus Security Services.
- 6.2.3. Normally within 10 business days after the receipt of an objection request, the adjudicator reviews the request and issues a notice of decision from among the following:
- Deny the objection request, upholding the violation notice and any fine and sanction;
 - Accept the objection request, upholding the violation notice, but reducing the fine or amending the sanction; or
 - Accept the objection request, overturning the violation notice, the fine and sanction.
- 6.2.4. Any payment owing to the College arising from the notice of decision becomes due and payable within 10 business days from the issue date of the notice of decision and may be paid online at <https://aimsweb.fanshawec.ca> or in person at either Parking Services (D1018) or the Security Control Centre (D1027).

6.3. Appeals

- 6.4. A person who has been issued a notice of decision and who has reason to object to such notice or to the fine, may submit an appeal request online at <https://aimsweb.fanshawec.ca>. See section 7.4 Writing an Objection or Appeal Request below for suggestions for writing an effective appeal request.
- 6.4.1. An appeal request must be submitted within five business days from the issue date on the notice of decision; any appeal request received after five business days is not considered.
- 6.4.2. The College appoints an appeal adjudicator to review and rule on an appeal request. The appeal adjudicator is normally the Senior Manager, Facilities Operations and Sustainability for appeal requests relating to parking. Otherwise the appeal adjudicator is the Assistant Manager, Campus Security Services.
- 6.4.3. Normally within three business days after the receipt of an appeal request, the appeal adjudicator reviews the request and, based on the merit of the information provided, will either:

- Grant an appeal meeting, offering three dates to the appellant for conducting an appeal meeting; or
 - Deny the appeal request and issue a notice of final decision upholding the notice of decision and the fine.
- 6.4.4. If an appeal meeting is granted, the appeal meeting is conducted on the date selected by the appellant. There is no further right to reschedule. At the appeal meeting, the appellant submits their case to the appeal adjudicator. The appeal adjudicator may call upon the issuer of the notice of violation to provide further information relevant to the matter.
- 6.4.5. Normally within five business days following the appeal meeting, and having weighed the evidence provided, the appeal adjudicator issues a notice of final decision informing the appellant of the final decision from among the following:
- Deny the appeal, upholding the notice of decision and any fine and sanction;
 - Grant the appeal, upholding the notice of decision, but reducing any fine or amending the sanction; or
 - Grant the appeal, overturning the notices of decision and violation, the fine and sanction.
- 6.4.6. Should the appellant either fail to accept one of the dates or fail to appear at the appeal meeting, the appeal adjudicator revokes the granting of an appeal meeting and denies the appeal request, upholds the notices of decision and violation and the fine, and may impose an administrative fee representing the college's administrative costs against the appellant.
- 6.4.7. A payment owing arising from the notice of final decision becomes due and payable 10 business days from the issue date of the notice of decision. The objecting violator may pay the amount owing online at <https://aimsweb.fanshawec.ca> or in person at either Parking Services (D1018) or the Security Control Centre (D1027).
- 6.4.8. Decisions with respect to appeal requests and notices of final decision issued shall be final, conclusive and binding upon the appellant and the College.

7. GENERAL INFORMATION AND ASSISTANCE

7.1. College Emergencies

For any College emergency, dial 519-452-4242. The College's emergency line is staffed 24 hours per day, 365 days per year by Campus Security Services operating from the Security Control Centre (D1027).

7.2. Hours of Operation

7.2.1. *Parking Services*

For information relating to parking, including this policy these regulations, parking fees, parking applications, parking permits or parking maps, contact Parking Services online at www.fanshawec.ca/parking, by email at parking@fanshawec.ca, by telephone at 519-452-

4401 or in person at Parking Services (Rm D1018) between the hours of 8:00 a.m. and 4:00 p.m. weekdays, except holidays.

7.2.2. *Campus Security Services*

For information relating to parking and traffic enforcement, including these regulations, violations and fines, including towed and impounded vehicles, or parking maps, contact Campus Security Services online at www.fanshawec.ca/security, by email at securitycontrolcntr@fanshawec.ca, by telephone at 519-452-4400, or in person at Security Control Centre (Rm D1027) any time 24 hours per day, 365 days per year.

7.3. Reporting Collisions, Theft, Other Problems

Motor vehicle collisions, the theft or loss of property, including the vehicle or contents therein, the towing of a vehicle, or vehicle breakdowns on College property should be reported to Campus Security Services. Campus Security Services may elect to further investigate any such incident or call police.

A message left on a parked or abandoned vehicle does not prevent ticketing or towing.

7.4. Writing an Objection or Appeal Request

The following are some suggestions for writing an effective objection or appeal request:

- Be certain the objection is based on the contention that a violation notice or decision notice was issued contrary to the regulations or in error. Ignorance of the regulations does not constitute grounds for an objection or appeal request;
- Keep the information as brief as possible while still providing pertinent information and addressing the specific issue for which the violation or decision notice was issued;
- Tangential matters cannot and will not be considered. Avoid editorializing. The College is well aware that convenient parking and loading zones may be limited at peak times;
- Avoid confusing parking issues with issues of security;
- Remember, decisions are not usually changed and objection or appeal requests are not usually granted for any of the following or similar reasons:
 - “Everybody parks there, and I am the only one who got a ticket”;
 - “I thought it was a parking space” or “I didn’t know (see the sign)”;
 - “I’ve parked there for the last 5 weeks (months, years, etc.) and I’ve never been ticketed before”;
 - “I was only there for 5 or 10 minutes”; “I can’t afford the fine”;
 - “I (My friend, My sick friend, etc.) had to use the washroom”; or
 - “How was I supposed to know it was going to snow last night?”

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Policy No. & Title: C203: PARKING AND TRAFFIC

Addendum: Guideline B: PARKING SERVICES

Issued by: Executive Director, Facilities Management and Community Safety

Effective: 2016-01-21

1. PURPOSE

The purpose of this document is to identify and provide a brief description of the types of parking services that may be established and available on College property.

2. DEFINITIONS

The defined terms in Guideline A apply equally in this guideline.

3. ACCESSIBLE PARKING

To provide a variety of options for community members with physical disabilities, accessible parking is distributed among certain public and permit parking lots. While the College strives to exceed municipal zoning requirements for accessible parking on College property, from time to time the number of applicants requesting accessible parking exceeds the number of accessible spaces available and, therefore, as is the case for parking in general, accessible parking cannot be guaranteed.

The requirements, process or regulations that apply to specific types of public and permit parking apply equally to accessible parking, except that parking in and the use of an accessible space is normally restricted to persons conspicuously displaying in the vehicle's front windshield, a valid accessible parking permit. Such permits include the following ServiceOntario permits: blue permits for persons with permanent disabilities; orange permits for persons with disabilities considered to be subject to change; red permits for short-term disabilities ranging from 2 to 12 months; and a green permit for a company or non-for profit organization transporting persons with disabilities.

4. PUBLIC PARKING

Public parking is available for use during posted hours of operations by community members on a first-come/ first-serve, pay-as-you-use basis with no in-and-out privileges. A person entering, parking or otherwise using public parking is deemed to have entered into a general parking license agreement with the College to park a vehicle on College property. Such license being a privilege granted by the College to the person, subject always to the person observing the requirements of the general parking license and this policy, including regulations. Public parking terms and conditions of the general parking license may be viewed online at www.fanshawec.ca/parking or at either Parking Services (D1018) or Campus Security Services (D1027).

4.1. General Parking

General parking is intended primarily for students and employees. Entry is gained into gated parking lots by paying the parking fee at the entrance gate controller with either sufficient coin [only \$2, \$1 and 25¢ coins accepted] or valid credit card, where available.

A payment reminder notice is placed on the windshield of a vehicle parked before the posted hours of operations and the driver is required to make payment promptly the same day. Failure to pay the same day constitutes a violation of this policy.

4.2. Visitor Parking

Visitor parking is intended primarily for visitors and invited guests. Parking time is purchased at either the parking space's meter head or the parking lot's pay-and-display machine with either sufficient coin [only \$2, \$1 and 25¢ coins accepted] or valid credit card, where available, until the desired (or maximum) time is displayed.

Paid parking receipts from pay-and-display machines must be conspicuously displayed face up (with the expiration time and date showing) on the driver's side of the vehicle's interior dashboard and must be clearly visible from outside the vehicle. Persons using visitor parking are responsible for purchasing sufficient parking time in advance at all times.

4.3. Fair Notice: Lots 5 & 6 Parking Prohibitions from April to November for Motorcycling Training

The College conducts and operates motorcycle training programming in Lot 5 and part of Lot 6 from 5:00 p.m. to 10:00 p.m. weekdays and from 6:00 a.m. to 10:00 p.m. weekends from April 1 to November 30 inclusive. Unless otherwise posted by official signs, parking in the motorcycle training area during motorcycle training hours is strictly prohibited.

Any vehicle parked in Lot 5 or part of Lot 6 when reserved for motorcycle training is in violation of these regulations and, in addition to and without prejudice to any other right or remedy the College may have under College policy or at law, may be subject to immediate towing at the vehicle owner's sole cost, expense and liability.

5. PERMIT PARKING

Permit parking is available for use during posted hours of operations by students and employees typically for a fixed fee on a monthly, term or annual basis with in-and-out privileges in some instances. Students and employees may apply for permit parking through the College's parking application process. Approval of student parking applications is conducted through a lottery process. If a parking application is approved, the issuance of a permit is conditional on the parking applicant entering into a permit parking license agreement with the College for the approved permit period, paying the applicable parking fees, and observing the requirements of the permit parking license and this policy, including regulations. Permit parking rates may be viewed on line at www.fanshawec.ca/parking.

5.1. Assigned Parking.

Assigned parking is premium parking where a specific parking space in an assigned parking lot is assigned during posted hours of operation to one permit-holder with unlimited in-and-out privileges. Subject to availability, assigned parking permits are typically issued to employees on a

monthly, term or annual permit basis and to students on a month-to-month basis while spaces remain available following the start of the parking year.

5.2. Reserved Parking

Reserved parking is a basic parking where parking spaces in a reserved parking lot are available during posted hours of operation to a group of permit-holders with limited in-and-out privileges. It is common practise to oversubscribe or oversell permits by up to 35% more than the number of parking spaces available in a reserved parking lot.

Subject to availability, reserved parking permits are typically issued to employees and students on a monthly, term or annual basis. Since permits are oversubscribed, permit-holders are not guaranteed either in-and-out privileges or that a parking space in the reserved parking lot will be available. Should the reserved parking lot become full, permit-holders will be required to use, if available, parking in general parking lot assigned as overflow.

5.3. Residence Reserved Parking

Residence reserved parking is premium parking where a parking space in a residence reserved parking lot is reserved 24 hours per day, 7 days per week to each member of a group of permit-holders with unlimited in-and-out privileges.

Subject to availability, student resident reserved parking permits are typically issued to students living on-campus in residence on a monthly or term basis. Since overnight parking is permitted in student resident reserved parking lots, during the winter months, permit-holders are required to periodically move their vehicles upon demand for snow clearing and winter maintenance purposes. Failure to move a vehicle when required to do so constitutes a violation of this policy.

5.4. Secure Bicycle Permit Parking

Bicycle parking in a secure bicycle parking compound is a parking option available to community members interested in taking additional precautions for securing their bicycles. Subject to availability, permits are typically issued to employees and students on a term basis. The issuance of a permit is further conditional on the parking applicant paying the applicable security deposit for the gate key.

6. COMPLIMENTARY PARKING

Various types of complimentary parking are available for use only during posted hours of operations by community members, as may be further restricted herein, typically on a first-come/first-served, no fee basis with no in-and-out privileges. Where applicable, persons entering, parking or otherwise using complimentary parking are deemed to have entered into a general parking license agreement with the College to park a vehicle on College property. Such license is a privilege granted by the College to the person, subject always to the person observing the requirements of the general parking license and this policy, including regulations.

Terms and conditions of the general parking license are available online at www.fanshawec.ca/parking or from either Parking Services (D1018) or Campus Security Services (D1027).

6.1. Bicycle Parking

Cyclists may park their bicycles only in bicycle stands or bicycle racks provided by the College and shall refrain from bringing their bicycles indoors (indoor bicycle storage areas excepted) and from securing bicycles to benches, fences, signposts, trees, waste or recycling receptacles or any other object.

Bicycle parking in a secure indoor bicycle storage in a College residence is available on a first-come/first-served, no fee basis to students living on-campus in residence.

6.2. Motorcycle Parking

Motorcyclists may park their motorcycles in motorcycle parking areas designated by the College.

6.3. Continuing Education Parking

Persons enrolled in a College continuing education course or program may park in public or permit parking between the hours of 6:00 p.m. and 10:00 p.m. weekdays and 8:00 a.m. to 10:00 p.m. on weekends, unless otherwise restricted by official signs.

6.4. Clinic Parking

Public clients of the Fowler-Kennedy Sport Medicine Clinic may park in the clinic parking area designated by the College. Availability of clinic parking spaces cannot be guaranteed and, should the clinic parking area become full, clinic clients may use any available public parking and are required to pay the applicable parking fees. Students, employees and contractors of the College, even if they are clinic clients, are not permitted to use clinic parking at any time.

6.5. Fitness Centre Parking

Public members of the fitness centre may park in the fitness centre parking area designated by the College. Availability of fitness centre parking spaces cannot be guaranteed and, should the fitness centre parking area become full, fitness centre members may use public parking and will be required to pay the applicable parking fees.

Students, employees and contractors of the College, even if they are fitness centre members, are not permitted to use fitness centre parking at any time.

7. OTHER PARKING AND SERVICES

Various types of other parking and services, where and as provided on College property, are available for use only during posted hours of operations by community members, as may be restricted herein, typically on a first-come/first-served, no fee basis with no in-and-out privileges. Where applicable, by entering, parking or otherwise using other parking and services, persons using such other parking and services are deemed to have entered into a general parking license agreement with the College to park the vehicle on College property. Such license is a privilege granted by the College to the person, subject always to the person observing the requirements of the general parking license and these guidelines. Terms and conditions of the general parking license are available online at www.fanshawec.ca/parking or from either Parking Services (D1018) or Campus Security Services (D1027).

7.1. College Vehicle Parking

College vehicle parking spaces are restricted for parking College vehicles registered with Parking Services. Availability of College vehicle parking cannot be guaranteed and College departments remain fully responsible for operating, storing and parking their College vehicles and complying with this policy, including the regulations.

7.2. Governor Parking

External members of the College's Board of Governors, while involved in a Board activity on College property, may park in public parking.

7.3. Loading Zones

Loading zones are for the express purpose of the receiving or shipping of goods for the College. Loading zones are restricted to authorized vehicles parked, normally no longer than 30 minutes, for off-loading or loading supplies, materials equipment and product and other goods for the College.

7.4. Transit Terminals

Transit terminals are for use by the local transit commission to park, stop and stand transit buses to receive or discharge passengers. Only transit buses are permitted to park, stop, stand or otherwise be driven or operated in transit terminals. Any other vehicle (emergency vehicles excepted) parking, stopping or standing in or otherwise being driven or operated so as to cause an obstruction or other interference with transit buses or transit terminals is in violation of this policy.

7.5. Taxi Stands

Taxi stands are for use by taxi or limousine companies for stopping, standing or parking to receive or discharge passengers, provided always that such companies are: authorized to do so in advance by the College authority; park only in the spaces provided and normally for no longer than 30 minutes at one time; stop, stand or park where permitted for the immediate receiving or discharging of passengers; and agree to and direct company drivers to comply with any further requirements of the general parking license and this policy, including regulations.

Availability of taxi stand parking cannot be guaranteed and, should the taxi stand become full, all other taxis or limousines must not stop, stand or park elsewhere on College property, except for the immediate receipt or discharge of passengers.

7.6. Bus Stands

Bus stands are for use by commercial bus companies to stop, stand or park to receive or discharge passengers for College sponsored or sanctioned events on- or off-campus, including intercollegiate or recreational athletic events and off-campus excursions.

Availability of bus stands cannot be guaranteed and only after posted hours of operations of public or permit parking may buses use public or permit parking for such purpose as identified from time to time in advance by the College authority.

7.7. Service Vehicle Parking

Service vehicle parking is for use by service contractors while engaged and performing work or services on College property. Service contractors must register their vehicles with the College and be properly decalated with the service contractor's logo and identity. Personal vehicles of service contractor employees are not permitted.

Availability of service vehicle parking cannot be guaranteed. All other contractor vehicles, including unsigned vehicles and personal vehicles, may park in public parking and will be required to pay the applicable parking fees without any compensation whatsoever from the College.

7.8. Construction Parking

Construction vehicle parking may be established for use by construction contractor and subcontractor employees while engaged and performing construction on College property and registered with the College.

Availability of construction vehicle parking cannot be guaranteed. Should construction parking spaces become full, construction vehicles may park in public parking and will be required to pay the applicable parking fees without any compensation whatsoever from the College. Construction contractors are not permitted to use service vehicle parking or College vehicle parking at any time. Off-loading and loading of construction products, materials, debris, etc. may only be performed by special exemption parking permit issued by the College authority.

7.9. Departmental Visitor Parking Passes

Visitor parking passes may be purchased from Parking Services by College faculties, schools, divisions, departments or other business units for their invited guests or visitors, including visiting groups and special events. Such passes permit participants to park for no fee in available visitor on the day issued.

Visitor parking passes must be conspicuously displayed face up (the date issued showing legibly in permanent marking) on the driver's side of the vehicle's interior dashboard and clearly visible from outside the vehicle.

Special parking arrangements for large College-sponsored special events or visiting groups, such as convocation which recur at specified times, may be requested with normally at least 2 weeks advance notice to Parking Services. If such request can be accommodated at the College and is approved by Parking Services, the College business unit sponsoring large group or special event may be charged the cost of the parking fees together with any additional costs incurred by Parking Services for directional signage, traffic officers, etc.

7.10. Special Exemption Parking

From time to time, special circumstances may arise where a vehicle may be required to park, stop, stand or otherwise be driven or operated in an otherwise restricted location and is only permitted to do so with a special exemption parking permit authorized in advance by the College authority for a specific purpose, in a specific location(s) and for a specific time period(s).

Policy No. & Title: C203: PARKING AND TRAFFIC

Addendum: Guideline C: PERMIT PARKING

Issued by: Executive Director, Facilities Management and Community Safety

Effective: 2016-01-21

1. PURPOSE

The purpose of this document is to set out the permit parking process, including applications by either employees or students, payment of fees, and cancellation, termination or suspension of permit parking.

2. DEFINITIONS

The defined terms in Guideline A apply equally in this guideline.

3. APPLYING FOR PERMIT PARKING

3.1. Application Submission

Applications for permit parking may be submitted online at <https://aimsweb.fanshawec.ca>. Employee renewal applications may be delivered by hand or sent by College interoffice mail to Parking Services (Rm D1018).

3.2. Applicant's Acknowledgement

By submitting a permit parking application, an applicant acknowledges and agrees to observe and comply with the requirements under the permit parking application and the legislation and College policy, including these regulations.

3.3. Incomplete Applications

In the event a parking permit application contains inaccurate information or is missing pertinent information, the application is deemed to be incomplete and no parking permit is issued. Parking Services will make every reasonable effort to contact the applicant in an effort to obtain the information necessary to complete the permit parking application. However, Parking Services assumes no responsibility or liability for any deadlines missed, for any delay or failure to process a permit parking application or for providing any parking permit as a result of such incomplete application. The completeness and accuracy of an application is the applicant's sole responsibility.

4. EMPLOYEE APPLICATIONS

Employees may submit a permit parking application to Parking Services at any time. Parking Services will process employee applications subject to the availability of the type of permit parking requested. In the event the permit parking requested is not available, employees will be either offered another location of the same type of permit parking requested or placed on a waiting list.

Renewal applications must be received by Parking Services at least 10 business days prior to the expiry date of the parking permit to provide sufficient time for processing the application and payment,

thereby preventing any interruption to, cancellation or other termination of the employee's parking permit and reassignment of the parking space or lot.

4.1. Employee Wait List

In the event permit parking is not available, employees may be placed on a wait list by Parking Services. If permit parking becomes available, Parking Services will, without any obligation whatsoever, make reasonable efforts to contact employees according to their position on the waiting list.

5. STUDENT LOTTERY

Prior to the commencement of each parking year, the College sets aside a limited number of reserved parking permits for issuance to students by lottery process. To be eligible for entry into the student lottery for an upcoming parking year, a student must:

- Either travel daily to the College from outside the London city limits or have exceptional circumstances, determined at the College's sole discretion on a case by case basis;
- Be enrolled at the College for the upcoming academic year; and
- Submit their permit parking applications online on or before July 10 prior to the commencement of the upcoming parking year.

For example, to be eligible to enter the student lottery for the 2015/16 parking year, a student must live outside the City of London limits, be enrolled in the 2015/16 academic year, and complete and submit the permit parking application for receipt by Parking Services on or before July 10, 2015.

By way of random selection, reserved parking permits are made available for assignment to eligible students by random selection among all eligible, completed student permit parking applications received.

5.1. Student Wait List

A student, either not selected during the student lottery or who submitted an online permit parking application after July 10, may be placed on a wait list by Parking Services. If a reserved parking permit becomes available, Parking Services, without any obligation whatsoever, makes reasonable efforts to contact students according to their position on the wait list. The student wait list is cleared of names at the end of each parking year.

6. PARKING LICENSE

6.1. Parking License Formed

A permit parking application, upon authorization by the College, forms a parking license between the College and the permit-holder, permitting the permit-holder to park the registered vehicle on College property in the applicable parking space or parking lot. Such parking license will further constitute a privilege granted by the College to the permit-holder, subject always to the observation and of and compliance with the terms and conditions of the parking license and this policy, including the payment of fees and any fines levied by the College and recurring violations.

6.2. Registration of Vehicles

The permit-holder may register up to three vehicles on a parking license. However, only one registered vehicle is permitted to be parked in the permit-holder's parking space or parking lot at any given time. If a registered vehicle is parked on College property concurrently with another registered vehicle, the other registered vehicle must be parked in general parking and the permit-holder must pay the applicable parking fee for each concurrently-parked registered vehicle.

6.3. Permit-holder to Notify of Changes

Permit-holders are responsible for notifying Parking Services within five business days of any change to any of their particulars contained in the parking license.

6.4. Withdrawal, Cancellation or Revocation of License

A violation of, or failure to observe and comply with, the parking license or this policy, including non-payment of fees or fines levied by the College or recurring violations or failures, may result in the withdrawal, cancellation or other revocation, without notice from the College, of a parking license either for a permit-holder or for a registered vehicle.

7. PAYMENT OF PERMIT FEES**7.1. Student Permit**

Any student issued permit parking is required to pay (by cash, debit or credit card) in full and in advance the applicable parking fee for the applicable period.

7.2. Employee Permit

Any employee issued permit parking is required to pay the applicable parking fee, at the monthly parking rate as follows:

- If a permanent full-time or permanent part-time employee: payment is by preauthorized, automated monthly payroll deduction, banking withdrawal or credit card. Payment of the monthly parking fee is in advance each and every month throughout the permit period selected. For example, a payment transaction in May is attributable for parking during the month of June;
- If a less than permanent full-time employee: payment is by means of preauthorized, automated monthly banking withdrawal or credit card. Payment of the monthly parking fee is in advance each and every month throughout the permit period selected. For example, a payment transaction in May is attributable for parking during the month of June; or
- Payment in full and in advance, by cash, cheque, debit card, or credit card, of the total parking fees for the permit period selected.

Should any payment be returned by the College's banking institution for insufficient funds, the College may charge the permit-holder an administrative fee for each occurrence of such insufficient funds in addition to the applicable parking fee, due immediately upon demand.

8. CANCELLATION, TERMINATION OR SUSPENSION OF PERMIT PARKING**8.1. Voluntary Cancellation or Termination**

A permit-holder may voluntarily cancel or terminate their permit parking at any time prior to the expiration of the vehicle permit by returning and surrendering the vehicle permit to Parking Services.

8.2. Voluntary Suspension or Temporary Cancellation

A permit-holder may voluntarily suspend or temporarily cancel their permit parking at any time prior to the expiration of the vehicle permit by returning and surrendering the vehicle permit to Parking Services.

8.3. Employee Leave of Absence

In the event an employee is granted a leave of absence, the permit-holder may choose either:

- To cancel their permit parking by returning their vehicle permit to Parking Services. Upon cancellation, Parking Services may redistribute or reassign such parking without any further obligation to the employee. Upon return from leave, the employee may submit a permit parking application to Parking Services. However, Parking Services cannot guarantee the availability of the employee's previous parking or any parking; or
- To retain their permit parking during leave, the permit-holder remains responsible for continuing parking fee payments throughout the leave period in accordance with their parking license. Should the permit-holder default in making any payments, the permit-holder will be in violation of this policy and the College may exercise any of College rights under this policy.

8.4. Involuntary Cancellation or Termination

Permit parking is automatically and immediately revoked, cancelled or otherwise terminated by the College upon either:

- The termination of the permit-holder's employment relationship with the permit-holder's employer (either the College or a tenant or contractor of the College); or
- The conclusion of the permit-holder's student relationship with the College.

8.5. No Further Rights

Upon suspension, cancellation or other termination of any permit parking, permanent or temporary, voluntary or involuntary, Parking Services has the right to redistribute and reassign permit parking without further obligation to the former permit-holder.

8.6. Determination of Refund/ Balance Owing

In the event of any suspension, cancellation, or termination of any permit parking, permanent or temporary, voluntary or involuntary, Parking Services determines whether a refund is owed to the permit-holder or if a balance remains owing to the College, using the following equation:

$$a - (b \times c) - d = e, \text{ where}$$

a = total amount of permit parking fees prepaid or paid during parking year;

b = monthly parking fee for assigned or reserved parking, as appropriate;

c = number of parking months, including part months, used in parking year;

d = amount of outstanding fines levied by College;

e = the balance.

If $e = 0$, no refund or balance is owing;

If $e > 0$, a refund is owing to the permit-holder. Parking Services normally issues refunds within 10 business days following a request for refund, provided such request is made within 20 business days following such suspension, termination or cancellation of parking; and

If $e < 0$, a balance remains owing to the College. The permit-holder is required to pay the outstanding balance immediately upon demand by College. Failure to pay an amount owing is in violation of this policy.

9. VEHICLE PERMIT

- 9.1. The College has the right to issue vehicle permits with parking licenses, at the permit-holder's sole cost and expense, to serve as proof of identification and as an access credential to gain entry to the appropriate parking lot.
- 9.2. Vehicle permits remain the exclusive property of the College at all times and may be cancelled, terminated or otherwise revoked by the College at any time and any such vehicle permit must be returned immediately to Parking Services.
- 9.3. Fair Notice: Vehicle permits may only be acquired through Parking Services in conjunction with the purchase of a parking license. Any vehicle permit found or purchased privately may be either cancelled or otherwise invalidated and the holder of such permit is in violation of this policy.
- 9.4. Only one vehicle permit is issued to a permit-holder.
- 9.5. A vehicle permit must be conspicuously displayed on either the rear-view mirror or dashboard as may be required by the College, and be clearly visible through the windshield from the outside of the registered vehicle at all times while on College property.
- 9.6. The vehicle permit will only operate the applicable parking lot control gate for the current parking year or that portion thereof paid for in advance by the permit-holder. An expired vehicle permit may be renewed by the permit-holder through the appropriate renewal means or returned to Parking Services.
- 9.7. A vehicle permit will not be issued to any person who has any outstanding fines owing to the College until such fines are paid in full. A vehicle permit will not be issued for any vehicle which has any outstanding fines owing to the College until such fines are paid in full, unless proof of transfer of vehicle registration has been submitted in a timely fashion to parking services.
- 9.8. The issuance of a vehicle permit does not guarantee the availability of a parking space at all times.
- 9.9. An illegible or damaged vehicle permit may be replaced free of charge at Parking Services, providing identifiable parts of the old permit are produced at the time of replacement.

- 9.10. The loss or theft of a vehicle permit must be reported immediately to Parking Services. A replacement vehicle permit may be obtained from Parking Services upon payment of an administrative fee.
- 9.11. Possession or display of a vehicle permit that has been reported to be lost or stolen, cancelled or otherwise forged or altered represents a violation of this policy. In addition and without prejudice to any other right or remedy the College may have at law or under College policy, the College has the right to immediately seize such a vehicle permit, issue a notice of violation, and cancel, suspend, revoke or otherwise terminate, either temporarily or permanently, the parking privileges of that driver, owner or permit-holder.

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Policy No. & Title: C203: PARKING AND TRAFFIC

Addendum: Guideline D: REGULATIONS

Issued by: Executive Director, Facilities Management and Community Safety

Effective: 2019-06-28

1. PURPOSE

The purpose of this document is to set out the regulations enacted by the College to facilitate a safe, healthy learning, working, teaching, living and playing environment for community members through the safe and orderly conduct of traffic entering onto, circulating within, and exiting from College property and of parking on College property.

2. DEFINITIONS

The defined terms in the *Highway Traffic Act* (Ontario) and in Guideline B apply equally in this guideline.

Idling: The operation of a vehicle or equipment while they are not in motion and not being used to operate auxiliary equipment that is essential to the operation of the vehicle or equipment.

Park or parking: When prohibited, the standing of a vehicle, whether occupied or not, except when standing temporarily for the permitted purpose of, and while actually engaged in, loading or unloading passengers or merchandise.

Stand or standing: When prohibited, the halting of a vehicle, whether occupied or not, except for the permitted purpose of, and while actually engaged in, receiving or discharging passengers;

Stop or stopping: When prohibited, the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of an authority or College authority or of a traffic control sign or signal.

3. GENERAL REGULATIONS

3.1. Schedule of Violations and Fines

A schedule of violations and fines may be viewed online at www.fanshawec.ca/parking.

3.2. Warning

The College authority, at the College authority's discretion, may elect to issue warnings relating to violations under these regulations without a fine rather than issue a violation notice.

3.3. Littering Prohibited

Littering on College property is prohibited.

3.4. Damage or Destruction to College Property

A person causing damage or destruction, wilful, malicious or otherwise, to College property is in violation of these regulations.

3.5. Environmental Release of Vehicle Fluids

The accidental, malicious or other escape, leak or release of fluids, including gasoline, diesel fuel, motor oil, hydraulic fluid or engine coolant, from a vehicle onto College property or into the environment (environmental release) is contrary to these regulations. In the event of an environmental release, in addition and without prejudice to any other right or remedy the College may have under the legislation or College policy, including these regulations, the owner of an offending vehicle is held responsible for paying and will pay to the College all costs and expenses incurred relating to the removal of the offending vehicle and any property or environmental clean-up, remediation or restoration, including legal costs.

3.6. Identification to be Produced

Any person on College property, upon request by an authority or College authority, must produce proof of identification acceptable to the authority. For further clarity, the driver of any vehicle on College property must produce their driver's licence, vehicle ownership and proof of insurance coverage. Failure to provide acceptable documentation or to provide false documentation is in violation of these regulations.

3.7. Special Exemption Permit

A special exemption permit may permit certain activities otherwise restricted on College property, including parking, stopping, standing, driving or operating a vehicle, within any parameters for such activities, locations and time periods permitted and authorized in advance in such permit by a College authority.

4. PARKING REGULATIONS**4.1. Parking to be Regulated**

Any prohibition, restriction, permission or other requirement regarding the parking of a vehicle on a highway under the Highway Traffic Act (Ontario) or on property under municipal bylaw is, respectively, a prohibition, restriction, permission or other requirement on College private roadways or on College property.

4.2. No Parking, Stopping or Standing

Unless otherwise posted or permitted by official signs, vehicles are not permitted to park, stop or stand on College property.

4.3. Idling

In consideration of the outdoor air quality of the College, owners and operators of non-emergency vehicles on campus are encouraged to limit vehicle idling to one minute or less.

4.4. Parking Permitted

Parking is only permitted in a space clearly marked, posted, signed, or designated for parking purposes. Any area on College property that is not posted, signed, marked or otherwise designated for parking purposes is considered a no parking area. Parking in such an area is prohibited. The absence of any signage to the contrary does not permit or authorize parking elsewhere on College property.

4.5. Maintaining Residency in a Vehicle Not Permitted

Sleeping or maintaining residence in a vehicle, including a motor vehicle or trailer, tent or similar temporary accommodation, on College property is strictly prohibited.

4.6. Vehicle Abandonment

A vehicle left on College property for 14 or more consecutive days is considered abandoned and will be towed and treated as such by the College.

4.7. Tailgate Gathering Not Permitted

Tailgate gatherings are not permitted on or around any vehicle or in any parking space on College property.

4.8. Vehicle Cleaning or Maintenance Not Permitted

Cleaning, washing, polishing, repair, refurbishment or other maintenance of vehicles is not permitted on College property, except when such washing, polishing, repair, refurbishment or maintenance forms an integral part of College academic curriculum and provided that such undertakings are performed in developed spaces intended for and are approved by the Policy sponsor for such purposes.

5. TRAFFIC REGULATIONS**5.1. Traffic to be Regulated**

Any prohibition, restriction, permission or other requirement regarding the stopping, parking, standing or otherwise operating of a vehicle on a highway under the Highway Traffic Act (Ontario) (HTA) is, respectively, a prohibition, restriction, permission or other requirement on College private roadways.

5.2. Compliance with Official Signs

Every person on College property will observe, comply with and obey the directions of official signs and devices erected by the College on College property to facilitate the safe and orderly movement of pedestrian and vehicular traffic and the appropriate use of College property, including parking spaces or lots. Unless otherwise posted by official signs:

- Any official sign, including fire route, no parking and other traffic sign on a roadway is applicable to the entire roadway; and
- The maximum speed limit on college property is 25 km/h.

5.3. Pedestrian Right-of-Way

Pedestrians have right-of-way at pedestrian crossings and crosswalks.

Pedestrians are strongly encouraged to cross roadways only at intersections, using pedestrian crossings and crosswalks provided. Pedestrians will refrain from crossing a roadway at any other point along the roadway. A pedestrian crossing a roadway at a point other than a pedestrian crossing or crosswalk is in violation of this policy.

5.4. Emergency Vehicles Right-of-Way

Emergency vehicles, including Campus Security Services and Emergency Management Office vehicles, have right-of-way on College property. A vehicle parking, stopping or standing in or otherwise being driven or operated so as to cause an obstruction or other interference with any emergency vehicles is prohibited.

5.5. No Obstruction or Interference

Vehicles (emergency vehicles and certain College vehicles excepted) are not permitted at any time to park, stop, stand or be driven or otherwise operated on College property so as to obstruct or otherwise interfere with the use of any entrance onto or exit from College property or of any roadway, any designated fire route, any walkway, any entrance into or exit from developed space, landscaped areas, green spaces or any other area on College property where vehicles are prohibited.

5.6. Transit Terminals Restricted

Only transit buses are permitted to park, stop, stand or otherwise be driven or operated in transit terminals. Any other vehicle (emergency vehicles and certain College vehicles excepted) parking, stopping or standing in or otherwise being driven or operated so as to cause an obstruction or other interference with transit buses or transit terminals is in violation of these regulations.

5.7. Off-Road Vehicles Prohibited

Motor vehicles intended for off-road use, including snow machines, all-terrain vehicles, dirt bikes and pocket bikes, are not permitted on College property, except by special exception permit issued in advance by a College authority.

5.8. Hand-Held Devices Prohibited

The use of a hand-held wireless communication device in hands-free mode is permitted while driving or otherwise operating a motor vehicle on College property. Otherwise, the hand-held use of any wireless communication device or electronic entertainment device while driving or otherwise operating a motor vehicle on College property is prohibited. This prohibition does not apply to any authority or College authority.

5.9. Traffic Redirection and Road Closures

Where either an authority or College authority considers it reasonably necessary to:

- Ensure orderly movement of traffic,
- Prevent injury to persons or damage to property, or
- Permit proper action in an emergency:

The authority or College authority may:

- Direct traffic, or require traffic be directed, and every person must obey such traffic directions; or
- Close, or cause to be closed, or any roadways or walkways with or without notice.

5.10. Driver to Stop and Obey Directions

Either an authority or College authority, in the lawful execution of assigned duties, may require a vehicle to stop. The driver of such a vehicle, when signalled or requested to stop will immediately bring the vehicle to a safe and complete stop and will obey all further directions of the authority having jurisdiction or College authority.

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Policy No. & Title: C203: PARKING AND TRAFFIC

Addendum: Schedule 1: PARKING MAP – LONDON CAMPUS

Issued by: Executive Director, Facilities Management and Community Safety

Effective: 2016-01-21

This schedule is attached for convenience of reference as an addendum to this policy and published on the College website at www.fanshawec.ca/parking. In the event of any conflict between the contents of this addendum and the College website, the College website shall govern.

