



CAR PARKING TERMS AND CONDITIONS

STAFF

2023

Introduction

The roads within and around Teesside University car parks, although private property may be used by the public and therefore come within the definition of 'Roads' in the Road Traffic Act. Accordingly, they are subject to the general law regulating road traffic. The University has introduced the following Terms and Conditions which are applicable to all who work/study and visit the University and park within its car parks. The University aims to promote the safety of drivers and pedestrians and to ensure the best use of limited parking space. The issuing of a permit does not guarantee a parking space.

Traffic Regulations

All users of vehicles on University premises shall comply with traffic signs and notices, which may be displayed either permanently or from time to time, and with instructions from University Security Staff and other employees having requisite authority.

In accordance with Workplace Regulations the speed limit on University land is restricted to 10mph, although in some areas, such as car parks, the speed limit is reduced to 5mph. Infringement notices will be issued to drivers who exceed speed limits.

Implementation and Management of These Regulations

The implementation and management of these regulations on behalf of the University Vice Chancellor, shall be the responsibility of the Director Campus Services, with the operational management delegated to the University's Head of Campus Security.

Complaints and representations should be made to the Head of Campus Security in the first instance. Where it is not possible to resolve the situation in this way the complaint will be referred in the second instance to the Director of Campus Services.

These terms and conditions are applicable to all Teesside University car parks and grounds and are applicable at all times unless otherwise stated.

The University reserves the right to close any car parking spaces and/or car parks on a temporary or permanent basis at any time.

General Conditions & Regulations

A Staff/Resident Student permit must be displayed at all times when parked within a University car park.

Official Visitors booked into a Visitors car park are required to display a valid Visitors parking permit.

Vehicles are parked at the owners risk and in absence of negligence by the University, its servants or agents, liability will not be accepted for loss or damage to vehicles or property left in the car parks.

All Staff are restricted to parking in:

- Designated **Staff** car parks.
- The Dartmouth staff/student all day Pay to Park car park (paying the appropriate fee).
- Cleveland Centre car park (with the appropriate permit)
- Unless otherwise directed by University Security or support services staff (car park attendants).

Cleveland Centre users will be issued with the specific terms & conditions applicable to Cleveland Centre with their permit. Access will also be placed on their TUSC for entry into Staff car parks after 15:45 subject to availability of spaces.

The issue of a permit is proof of eligibility to park within the designated car park(s) but does not guarantee a parking space.

Enforcement & Penalties

Parking is strictly forbidden:

In a location where a notice clearly prohibiting parking is displayed, for example (this list is not exhaustive):

- Emergency exits, plant room entrances, delivery areas or on emergency access routes.
- On yellow lines, areas hatched with yellow lines, or on grassed areas, on foot and cycle pathways or turning circles
- Areas temporarily cordoned and dedicated for specific or temporary operational purposes.
- In a disabled bay unless a national blue badge or university blue badge is displayed.
- In an area marked as temporarily or permanently allocated for use by visitors or in connection with maintenance or construction work.

- Vehicles without a current road fund licence must not be parked anywhere on University premises, and if parked are liable to be removed (at the owners own expense). Any valid permit on show may become invalidated.
- Vehicles should not be parked in such a manner as to obstruct access for emergency services vehicles

All issued warning/infringement notices will include the date/time, vehicle registration and details of the infringement. Additionally, photographic evidence of the infringement may also be recorded, which can be used in any appeal.

Warning/Infringement notices will be issued for: (this list is not exhaustive):

- Causing an obstruction
- Not parked in a designated parking bay
- Parking over two bays
- Parking in a non-designated area/car park
- Transfer of TUSC access to an unauthorised person
- Parking in a disabled bay
- Not informing Campus Services of a change of vehicle details
- Parking in a University car park when not registered for parking
- Not displaying a current/valid permit
- Not Purchasing parking via the app
- Expired Parking Time
- Abusive to Security/Support staff
- Speeding
- Tailgating

Staff wishing to leave their vehicles overnight whilst away on University business should contact CarParking@tees.ac.uk in advance to advise the Security Team.

Vehicles and Drivers Not Permitted On the University

No motor vehicle may be driven or kept on University land by staff members, students, visitors and contractors unless it is:

- Insured
- Holds current road fund licence
- Is roadworthy and, where applicable, covered by a current MOT certificate.

All staff and students are not permitted to bring or drive a motor vehicle on to the University unless they have a current permit to park or have paid the correct Pay to Park Tariff.

Breach of this instruction may result in:

- Temporary withdrawal of parking access rights and parking privileges
- Permanent withdrawal of all access rights and all parking privileges
- A fixed penalty charge in student car parks
- Possible staff disciplinary action
- Possible student disciplinary action

Eligibility for a Parking Permit

The issue of permits is restricted to:

- All categories of staff on the payroll of the University.
- Honorary Professors, Readers and Lecturers on the staff/associate roll of the University.
- Associates designated by the University as visiting members of staff. Additionally, certain regular service providers not on direct contract to Schools/Services may be afforded.
- Registered users (Tenants/Gazette staff) of Victoria Building
- University vehicles.
- Members of the Board of Governors and its Committees and Sub Committees.
- University staff that hold joint permanent University/NHS appointments.
- Retired staff (subject to annual confirmation from the appropriate Dean of the School) that continue to make a regular contribution to the work of the School and for this purpose require access to the University's car parks.
- Resident Students.

Disability Parking

Staff or students who own a national disability parking permit or those others who, subject to the provision of satisfactory documentary evidence (including where appropriate, medical evidence) are eligible to apply for a blue University parking permit. Upon issue of such permit, appropriate access rights will be granted to all permitted car parks that have disability parking bays with electronic access.

Motorcycles, Scooters and Bicycles

There is currently no charge for Motorcycle/Scooter owners to park at the University. Owners of motorcycles/scooters are requested to contact CarParking@tees.ac.uk to

register their details and obtain advice on suitable location (Centuria South Cycle store) where they may park.

Bicycle owners are encouraged to apply for access to the secure cycle sheds for which there is no charge. Bicycles **MUST NOT** be taken into buildings or attached to buildings, street furniture/fixtures. Bicycle owners can register for access to the secure cycle sheds via the link <https://www.tees.ac.uk/sections/stud/handbook/cycling.cfm>

Electric Vehicles

The University has a limited number of designated bays for use by electric vehicles for charging purposes only. Users can charge their vehicle for a maximum of four hours, they are then required to move their vehicle to an before relocating to a non EV space. This could be another staff carpark (permit holder), Cleveland Centre (permit holder), on-street parking, private car park etc. Staff and Students must be registered for parking to access the designated car park. EV users are advised to inform carparking@tees.ac.uk to enable to necessary access to the car park with EV Chargers to be added to their TUSC. Users will also need to download the **eCharge+ App** from either Google Play or the Apple store to create an account to enable use of the chargers.

Agency/Contract Staff

It is the responsibility of the School/Department to ensure that all Agency/Contracted staff are made aware of the University Car Parking Terms and Conditions.

Charges

In order to offset the cost of operating the parking arrangements for staff permit holders, a charge is made for a parking permit which is reviewed on an annual basis. Charges for permits for staff will be debited direct from salary.

The current charges are.

	Annual	Monthly	Notes
Grade 4 & Above	£264	£22.00	
Grade 3 & Under	£176	£14.66	
Less than £18185	£176	£14.66	
Car Share	£132	£11.00	Per permit (1 permit for 2 users)
Daily (1 Day)	£52.80	£4.40	
Daily (2 Days)	£105.60	£8.80	
Daily (3 Days)	£158.40	£13.20	
Daily (4 Days)	£211.20	£17.60	

Due to the constraints of the system, Daily Permits must be for the same day or days each week.

The possession of a permit/TUSC does not guarantee a parking space.

Obtaining a Vehicle Parking Permit

Car Parking Permit applications are processed by Campus Services as follows:

Staff/Associates:

- Online via Unity.

Staff applying for a permit will be placed on a waiting list. Permits will be allocated when spaces become available.

All drivers of motor vehicles must apply to Campus Services to register for parking by completing an appropriate online application/renewal before parking a vehicle on University property. Permits/access rights are granted at the discretion of the Director of Campus Services or in their absence the Head of Campus Security. Permits/access rights will not be granted unless the person registering is in possession of a full driving licence and staff/associate/student TUSC.

It is the responsibility of the person registering for parking to ensure that their vehicle details are correct at all times.

Issue is subject to:

- **Receipt of authority to deduct from salary the appropriate charge for the parking permit.**
- **Permits are only valid until such time as the permit holder/University cancels.**
- **The possession of a parking permit does not guarantee a parking space.**
- **Access to Pay to Park car parks does not guarantee a parking space.**
- **Permits must be prominently displayed and visible through the windscreen of the vehicle whilst parked within a University car park.**
- **The University reserves the right to impose charges/restrictions/penalties for wrongful parking and for breaches of the Parking Terms and Conditions.**
- **It is an offence to give incorrect or misleading information when applying for a permit on line via Unity (for Staff) or E Vision (for Students).**

Where an applicant owns up to three vehicles or is a member of the University car share scheme, a single parking permit will be issued. Drivers are only permitted to park one vehicle in the University car parks at any time. The parked vehicle must display the issued parking permit at all times. If a permit is damaged, defaced or requires replacing due to fair wear a new one may be obtained from Campus Services **subject to the return of the old permit**. Lost permits will be subject to an administrative charge of £5.00. A replacement permit can be requested via <https://onlineshop.tees.ac.uk/product-catalogue/campus-services/campus-facilities/replacement-parking-permit>.

Should a permit holder transfer or dispose of his/her vehicle, Campus Services must be informed. Staff may also use Unity to update their own vehicle details. Permits are transferable to any replacement vehicle. Where a vehicle is disposed of and not replaced the permit must be returned to Campus Services.

No alterations, photocopying or changes must be made to the permit. This will render the permit invalid.

It is the responsibility of the driver/owner of a registered vehicle to ensure that their parking record is accurate, failure to do so may result in withdrawal of access rights/disciplinary action.

Enforcement

Security and support services staff (car park attendants) are authorised to direct traffic on University property, regulate entry to car parks, exercise control over parking and ensure compliance with the University's Parking Terms and Conditions. The University reserves the right to affix a 'Warning Notice' to vehicles that are in breach of these regulations and are not displaying a valid parking permit or a record of purchasing Pay to Park parking. A warning/infringement will be affixed to the vehicle and the details will be retained for a period of twelve months. Penalties are:

Staff:

- Initial warning notice (email confirmation)
- 2nd warning notice (email confirmation)
- 3rd warning notice (email confirmation) and immediate withdrawal of access rights for 1 day
- 4th warning notice (email confirmation). Access will remain disabled until a resolution is agreed based on the discretion of Campus Services

- Further infringements: (unauthorised access, tailgating etc.) will be regarded as trespass and may result in further action under the staff disciplinary procedure.

Students & Victoria Building Tenants:

- Initial warning notice (email confirmation).
- 2nd and subsequent warning notices (email confirmation) and a fixed charge of £10.00. Access to car parks will be suspended until such time the fixed charge is paid.
- Infringements: (unauthorised access, tailgating etc.) will be regarded as trespass and may result in further action under the student disciplinary procedure.
- All accrued penalties must be paid in full before access is restored

Fixed charge payments are to be made via University online shop.

Appeals

Representations regarding the issue of warning notices, charges and penalties must be made within seven working days of issue to the Head of Campus Security. A decision based on the relevant facts as to whether the warning notice should be upheld or not will be made within five working days and the staff member/student informed of the decision.

By applying for a permit/access to Pay to Park car parks you are agreeing to these terms and conditions

Visitors

All Visitors to the University are restricted to parking in:

- Official visitor car parks (Europa & Woodlands)
- As otherwise directed to do so by University Security or support services staff (car park attendants).

All visitor car park bookings to the University must be done via the Curve reception

CurveReception@tees.ac.uk extension 3433. The following information must be provided:

- Name of the person making the booking
- School/Dept name
- Reason for visit
- Name and company details of the visitor/s

- Date and time of arrival
- Duration parking required for
- Vehicle details

Curve reception will forward an electronic permit to the person making the booking. This permit is to be displayed in the visitor's vehicle while using a visitor car park.

Note: No member of staff, student or anyone else is to use their or another's TUSC to allow entry to a visitor or non-authorized person to any University car park.

Conference/Open Day Parking

All reservations for conference/event parking must be made (providing adequate notice) to CarParking@tees.ac.uk giving the following information:

- Name of Conference/Event
- Date of Conference/Event.
- Numbers attending
- Accurate lists of all attendees at least two working days before the Conference/Event.

Note: It is not guaranteed that conference/event parking will always be provided within a University Car park. It is possible that parking may only be available at the Zetland car park/Middlesbrough Football Club, and the School/Department will be responsible for booking this directly through the Local Authority/Football Club as well as any subsequent Park & Ride requirements.

Contractor Parking

Contractor vehicles (liveried) are allowed on site when the vehicle has direct association with the work scheduled to be carried out. All contractors must be authorised and booked in via the appropriate project officer or similar from within the Estates Department. They should report to the Estates Department office at the Printworks Building to obtain a permit to work and Contractor TUSC which will afford all necessary access to the relevant car parks. For new builds, refurbishments etc., contractor employees are expected to make alternate transport arrangements and park their private vehicles outside of University premises.

Note: Contractor vehicles are subject to the parking and traffic procedures as specified in this document.

Disposal:

The University reserves the right to have vehicles that are parked and in breach of these regulations towed away, at the vehicle owner's own expense.

The University also reserves the right to dispose of vehicles abandoned on University property.

Data Protection

The traffic barrier control mechanism (access control) records the identity of the person presenting their TUSC card. A number of University car parks also have ANPR which records vehicle registrations. This information may be processed by Campus Services for the purpose of analysing usage of University car parks. The information given when applying for a vehicle permit is also shared with the Finance Office in order to deduct the appropriate fee from salaries.

In applying for either a Staff/Resident Student permit or registering for Student Pay to Park parking on campus you are agreeing to abide by these regulations.