

SUBJECT: TRAFFIC AND PARKING REGULATIONS**1. Jurisdiction and Application**

These regulations shall apply to the use, operation, and parking of all motor vehicles within the boundaries of the campus and are in addition to any by-Laws of the City of Prince George or any legislation or regulations of the Province of British Columbia regulating the operation or use of motor vehicles or regulating the crossing of or walking upon roadways by pedestrians. Members of Campus Security, and/or any person authorized by the Vice-President (Administration and Finance) are empowered to enforce these regulations. Failure to comply with such by-Laws, legislation or regulations while within the boundaries of the campus shall constitute a violation of the regulations.

1.1 Scope of Regulations

These regulations, without any exceptions, apply to all persons who drive a motor vehicle on property owned, occupied or under the charge or control of the University of Northern British Columbia hereinafter referred to as "University property".

1.2 Accidents

Any accident occurring on University property, occasioned by a motor vehicle and resulting in personal injury or damage to property, should be reported to the Campus Security immediately. In addition, the provisions of the Motor Vehicle Act relating to accidents must be strictly adhered to.

1.3 Rates

Rates for all forms of available parking permits at the University are set annually by the Board of Governors. Interested parties may contact Parking Services for information pertaining to parking rates. The fee structure is designed to recover costs associated to parking, including a capital replacement reserve. All fees are subject to applicable taxes.

1.4 Motor Vehicle

A Motor vehicle is defined as a device in, on or by which a person is or may be transported, and is self propelled, carries a valid current licence and insurance.

2. Parking Permits - General**2.1 Eligibility and Priority**

All persons are eligible to apply for a parking permit as provided unless there are outstanding fines. Priority in allocation of parking permits will be given to full time employees and students of the University. Any person applying for a parking permit may be required to provide identification in order to establish his/her eligibility.

2.2 Authorization

A parking permit conveys the authorization by the University of Northern British Columbia for a specific motor vehicle, registered with Parking Services, to be parked in an assigned area. Registration includes the completion of a motor vehicle registration card or form. Each permit will indicate the category of parking authorized, and where appropriate, the area on campus where that vehicle will be parked. All permits remain the property of the University of Northern British Columbia.

2.3 Reserved 24 Hour Parking

Reserved 24 hour parking areas are located in various parking lots referred to as "reserved areas". Parking in reserved areas is limited to motor vehicles displaying a valid parking permit for the parking lot in which the reserved area is located. Reserved areas are appropriately signed and identified. No vehicle shall be permitted to be parked for more than 14 days without moving.

2.4 Alternate Motor Vehicle Parking Permit

It is permissible to use the issued parking permit with an alternative vehicle on University of Northern British Columbia's property as long as the vehicle is registered with Parking Services. Only one vehicle at a time is authorized to be parked on University property.

2.5 Affixing Parking Permits

The parking permit shall be hung on the rear view mirror with printed side facing the windshield of the motor vehicle. Expired and cancelled parking permits must be removed from vehicles immediately after the expiry/cancellation date. Such permits must not be displayed in conjunction with a valid parking permit.

2.6 Lost or Stolen Permits

Lost or stolen permits shall be reported to Campus Security and Parking Services immediately.

2.7 Parking Permit Replacement

Replacement parking permits may be issued to eligible holders at a predetermined rate, under the following circumstance:

- a lost or stolen permit

For other reasons, such as permit fading or damage, the presentation of that permit to Parking Services will result in a replacement permit being issued at no cost.

2.8 Termination of Permit

A parking permit shall become invalid:

- a) at 12:01 am on the day after the date of expiration shown on the permit;
- b) when it is displayed on a motor vehicle that is not registered with Parking Services;
- c) when it is not legible or has been altered;
- d) when it has been cancelled or revoked;
- e) when the vehicle for which the permit is issued has been placed on the tow away list;
- f) when the applicant gives false or incorrect information at the time of application.

2.9 Permits Not Transferable

Permits shall remain the property of the University of Northern British Columbia until the date on which the permit expires and may be used only in respect of the motor vehicles for which it was issued unless authorized by Parking Services.

2.10 Permits for Physically Handicapped

Any physically handicapped person may apply to Parking Services for a parking permit for special handicapped parking areas. A statement from a medical doctor is required verifying the degree of disability and assessing the length of time for which it is expected in assignment and location, if possible. Approved University handicapped parking permits will be honoured on any authorized parking lot on campus providing that no signed handicapped parking is available excluding reserved areas.

2.11 Motorcycles, Mopeds and Motor Scooters

Parking permits are required for motorcycles, mopeds and motor scooters, which must be parked in accordance with instructions supplied at time of issue.

2.12 Bicycle Parking

Bicycles should be parked only in proper bicycle racks or in the secured bicycle area. Parking and storing of bicycles inside any University building, or in any manner which creates pedestrian safety, building access, or maintenance problems is prohibited. Bicycles parked in such fashion are subject to removal, at owners expense, and their owners may be fined.

2.13 Right of Cancellation

If the parking lot or any portion thereof for which the permit is valid is deemed by the University to be required for other purposes, and if alternative parking cannot be provided, the unearned portion of the fee will be refunded to the registered holder of the parking permit.

3. Employee Parking

3.1 Application for Parking

Employees intending to park a motor vehicle, motorcycle, moped or motor scooter at the University may apply for a parking permit at a predetermined rate through Parking Services.

3.2 Conditions of Parking

Employee parking permits are valid from July 01 to June 30 of the following year. Parking permits authorize the rightful holder to park in the assigned parking lot as designated by the parking permit. Guaranteed parking spaces are only available for Reserved Parking and Carpool Parking.

3.3 Summer Parking Permits

Summer parking permits may be issued upon application at a pre-determined rate. The permit authorizes the registered holder to park in the assigned parking lot as designated by the parking permit. These permits are available after April 30 and expire August 31 following date of issue.

4. Student Parking

4.1 Application for Parking

Students intending to park a motor vehicle, motorcycle, moped or motor scooter at the University may apply for a student parking permit at a pre-determined rate through Parking Services.

4.2 Conditions of Parking

Student parking permits are valid from September 01, until April 30 following date of issue. Student parking permits are available on a semester basis only. Parking permits authorize the rightful holder to park in the assigned parking lot as designated by the parking permit. A parking permit does not guarantee the holder a parking space is available at all times.

4.3 Summer Parking Permits

Summer parking permits may be issued upon application at a pre-determined rate and authorize the registered holder to park in an assigned parking lot as designated by the parking permit. These permits are available after April 30 and expire August 31 following date of issue.

4.4 Residence Student Parking

Reserved 24 hour parking for authorized residence students is available, on a limited basis through Housing Services at a predetermined rate in the assigned parking lot as designated by the parking permit. This service is only available to residence students who operate a motor vehicle on University property and will be withdrawn when the student vacates residence. Proof of vehicle ownership must be provided prior to Parking Services authorizing the issue of the permit and is limited to one parking space only per residence student on a first come first serve basis.

5. Visitor Parking

5.1 Visitors

Visitors parking is available at parking meters and ticket dispenser lots in compliance with these parking regulations.

5.2 Contractors and Tradespeople

Contractor and/or tradespeople carrying out construction, maintenance or repair work at the University are required to comply with University Traffic and Parking Regulations. To obtain parking privileges, contractors and/or tradespeople must obtain parking authorization and a temporary permit through the Facilities Department. Once parking has been assigned, vehicles must display an authorized parking permit.

5.3 Conferences and Seminars

Parking for conferences and seminars is available through Parking Services at a pre-determined rate. Parking arrangements must be made in advance by the organizer of the event. Once parking has been assigned, vehicles must display an authorized parking permit.

5.4 Couriers

Couriers making deliveries at the University are to use designated building loading zones. Parking is not to exceed ten minutes in duration and drivers are to engage vehicle four-way flashers.

6. Stalls Equipped with Heater Plugs

6.1 Restriction on Use of Power

No person shall use any heater plug except for the sole purpose of drawing power for a motor vehicle block heater or inside car warmer and no device may be used to supply power to another vehicle.

6.2 Liability

The University of Northern British Columbia shall not be liable for any inconvenience, loss, or damage caused by the supply of electricity and/or the supply of electricity ceasing to be available at any heater plug.

6.3 Faulty Heater Plugs

Faulty heater plugs should be reported as soon as possible to Parking Services and the Facilities Department.

7. Operation of Motor Vehicles

7.1 Prohibitions

- 7.1.1 No person shall park any motor vehicle upon any part of University property except in accordance with the authorization granted by a valid parking permit and/or the terms of these regulations.
- 7.1.2 Except as specifically authorized by a valid parking permit, no person shall park a motor vehicle alongside any building on University property.
- 7.1.3 No person shall park, stand, or operate a motor vehicle, motorcycle, moped or motor scooter on sidewalks, paths, loading zones, landscaped areas, or no person shall park or stand a motor vehicle within five metres of a fire hydrant on University property.
- 7.1.4 No person may move, disfigure, or in any way tamper with any traffic or parking control signs, posted or erected on University property.
- 7.1.5 No person may operate a snowmobile or all terrain vehicle on University property unless specific approval has been granted by the Director of Facilities.
- 7.1.6 No person shall park, or operate a motor vehicle including a motorcycle, moped or motor scooter in an area on University property which has been designated as prohibited to vehicular traffic.
- 7.1.7 No person shall park a motor vehicle in a space on University property in such a manner that the motor vehicle is not parked wholly within the lines designated for the parking space.

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- 7.1.8 No person shall park a motor vehicle within a ticket dispenser parking lot on University property without a valid dispenser parking ticket.
 - 7.1.9 No person shall park a motor vehicle in an assigned parking area on University property, without displaying a valid parking permit or dispenser parking ticket for that area.
 - 7.1.10 No person shall park a motor vehicle in a 24-hour reserved parking area on University property at anytime without a valid parking permit for that area.
 - 7.1.11 These regulations, as they pertain to parking on University property reserved, assigned, or dispenser parking controlled stalls, space, areas, or lots shall apply at all times. With respect to the prohibitions contained in Section 8.1.1 through 8.1.10 inclusive, these shall be in effect at all times.

7.2 Traffic Signs

Operator of motor vehicles shall obey all traffic and parking signs on University property erected by the University or with the consent of the University.

7.3 Traffic Authority

The University of Northern British Columbia street system meets the definition of a highway as contained in the British Columbia Motor Vehicle Act. The Motor Vehicle Act and other applicable legislation of the Province of British Columbia is enforced on the University campus and the provisions of the said Act and the legislation must be complied with at all times.

7.4 Speed of Vehicle

No person shall operate a vehicle on campus at a speed greater than posted and is reasonable and prudent under the conditions, having regard for actual and potential hazards.

7.5 Pedestrians

Pedestrians shall have the right of way at all marked crosswalks.

7.6 Temporary No Parking Signs

Where it is necessary to erect temporary No Parking signs in areas normally allotted for parking under these regulations for such reasons as snow removal, cleaning, construction, special events, or other good reasons as deemed by the University, such No Parking signs shall be observed and have priority over regular parking privileges. If possible, persons temporarily displaced by the erection of such temporary and/or emergency signs will be assigned to other locations.

7.7 Fire Lanes

Specific areas and roadways are identified and signed as fire lanes. Parking in those areas is strictly prohibited with towing enforced.

8. Payment of Fines

8.1 Payment of Parking Infraction Notice

Parking infraction notice issued for a parking violation may be paid in person or dropped off between the hours of 7:00 am - 11:00 pm. Voluntary payments of Parking Infraction Notices may be made within the time limit indicated on the Parking Infraction Notices by mail to the University of Northern British Columbia, Parking Services, 3333 - University Way, Prince George, BC., V2N 4Z9.

8.2 Scale of Fines

Fines for traffic violations will be set from time to time by the Board of Governors.

8.3 Appeals Procedure

An internal appeal system is in place to handle the disposition of any contested Parking Citations. Any appeal will be reviewed by the Parking Appeals Committee.

9. Enforcement and Penalties

9.1 Campus Security

Members of the Campus Security are authorized to issue parking and traffic parking infraction notices for any violation of these regulations or other applicable legislation on UNBC property.

9.2 Parking Citation

A notice or form called a Parking Citation may be issued in respect of any violation of these regulations.

9.3 Fines

Any person guilty of an offence under these regulations is liable to a fine in accordance with paragraph 9.2 of these regulations.

9.4 Revocation of Permit

In addition to paying the fine assessed pursuant to paragraph 10.3, the parking permit of a person guilty of an offence under these regulations may be revoked by the Director of Facilities.

9.5 Refusal to Pay Fine

In addition to the fine and revocation referred to in paragraph 10.3 and 10.4, any person guilty of an offence under these regulations who fails or refuses to pay the fines assessed may, without restriction of any right the University may have to enforce payment of such fines at law, be subject to the following:

- In the case of an employee, to a right by the University to take steps that could result in the vehicle being towed, immobilized (by a wheel lock device) and/ or disciplinary action.
- In the case of a student, to a right by the University to take steps that could result in the vehicle being towed, immobilized (by a wheel lock device), withhold examination marks, transcripts or diplomas, or to deny registration and registration materials until that student has paid to the University, or made arrangements satisfactory to the University, to pay all amounts properly due and owing by that student to the University; and further right to institute proceedings before such University tribunal as may have general jurisdiction over student discipline at the University.

9.6 Impoundment and Liability

In addition to any other penalty provided by these regulations, a motor vehicle, motorcycle, or moped parked, stopped or abandoned in contravention of these regulations shall be towed at the owner's risk. If specially authorized by the Director of Facilities or designate, the University may have the vehicle immobilized (by a wheel lock device) and/or towed away and impounded and the owner or driver shall be responsible for the charges incurred in towing, storage, and impoundment which must be paid before the vehicle will be released. In the event of any damage or inconvenience caused by reason of any motor vehicle being immobilized and/or removed, the University, shall not be liable in any way for such damage or inconvenience.