



## **Athlone Institute of Technology**

### **Parking Regulations**

**Version 2.0**



**Revision History**

<b>Date of this revision: 19/08/19</b>	<b>Date of next review: 06/01/20</b>
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<b>Version Number/Revision Number</b>	<b>Revision Date</b>	<b>Summary of Changes</b>
Version1.0	01/09/14	Initial Document Version
Version 2.0	19/08/19	Document formatted

**Appendices**

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## 1. Permit Entitlement

- 1.1. Parking Permits in AIT are 'virtual' permits. There is no physical permit, the vehicle registration number is recorded and maintained electronically by the AIT Parking Management Services provider. References to "Parking Permits" or "Permits" in this document is a reference to the virtual parking permit.
- 1.2. Parking Permits may only be issued to current AIT registered students and staff.
- 1.3. A permit holder is entitled to park in a standard marked parking space appropriate to their parking permit, should a space be available.
- 1.4. The permit does not entitle the bearer to park in reserved, wheelchair accessible or paid parking spaces, unless they are entitled to do so and display the relevant identity specific to those spaces.
- 1.5. The permit does not guarantee a parking space for the permit holder.

## 2. Disabled Parking Spaces and Loading Bays

- 2.1. Universally accessible (UA) parking bays are available on both the Main Campus and East Campus. Drivers who use these bays must display a valid and registered Disabled Person's Parking Permits or Card (also known as European Parking Cards or Disabled Parking Badge or "blue badge"). Blue badge holders may park in these bays free of charge and do not require a permit. Blue badge permits are issued by Local Authorities, the Irish Wheelchair Association and the Disabled Drivers Association, and are covered under SI 239/2011 Road Traffic (Traffic and Parking) (Amendment) Regulations 2011. Permits are issued to all eligible disabled persons, irrespective of whether they are drivers or not, and they have National application. For blue badge holders, there is no charge for parking in UA parking bays, but you must obtain a valid permit if you are parked in a standard marked parking space, irrespective of the presence of a blue badge. Blue badge holders do not require an AIT parking permit to park in UA parking spaces.
- 2.2. The AIT Disability Support Service will issue local AIT Accessible Parking Permits in conjunction with the Estates Office. Holders of these permits are required to purchase a standard Parking Permit (virtual) before being entitled to the AIT Accessible Parking Permit. Holders of these permits are permitted to park in UA parking spaces, however blue badge holders take precedence in the event of space capacity being exceeded. The AIT Accessible Parking Permit is a physical permit that must be displayed and clearly visible when parking in a UA space. Failure to display will result in a penalty.
- 2.3. Loading bays are available to facilitate deliveries and collections for Institute operations. For vehicles parked in a loading bay, it must be clearly visible that the driver is actively loading and un-loading (e.g., doors open, hazard lights on, etc., without creating risk).

## 3. Valid Permit Use

- 3.1. Persons are entitled to submit up to three registration numbers to be allocated to the permit. One of the vehicles can be setup as the 'Protected' vehicle. The protected vehicle will not be penalised, insofar as the vehicle is parked in accordance with all parking rules and regulations.
- 3.2. There is no physical permit, the vehicle registration number is recorded and maintained electronically by the AIT Parking Management Services provider.
- 3.3. It is the responsibility of the person purchasing the permit, to ensure the vehicle(s) registration number and other details are inputted correctly. Failure to input the **exact** registration number will result in the real registration number not being recognised when being checked.
- 3.4. Only one vehicle is entitled to be parked on campus at one time. If any vehicle not selected as 'Protected' is parked on campus it may be penalised for any parking infringement
- 3.5. It is necessary for the Permit holder **to change the assigned 'Protected' vehicle as necessary** via the online parking system.

- 3.6. Vehicles must not be left on campus after campus closing at midnight, except under exceptional circumstances, which must be agreed in advance with the AIT Estates Office. AIT Estates Office may revoke parking rights for any permit holder, and or vehicle that is left on campus overnight without prior approval.
- 3.7. A permit is required on campus 09.00 – 17.00 Monday to Friday. Outside of these hours, vehicles do not require a permit to park on campus, however, vehicles are still required to park in marked parking spaces. Clamping will be in operation outside of the permit 'hours' for all parking infringements other than permit ownership i.e. Non-Permit Parking Patrols (see section 3.8)
- 3.8. The Parking Management Services provider may undertake, at the Estates Office request, a 'Non-Permit Patrol'. The Non-Permit Patrol involves campus patrols of car parks to ensure vehicles are parked in marked spaces and designated areas, but does not assess whether vehicle has a valid permit. The Non-Permit Patrol can be arranged for special events where a large number of vehicles that are not permit holders are expected on campus.
- 3.9. Paid parking spaces are available only at the AIT International Arena car park. A flat rate of €3 per day applies. Permit holders are not exempt from paid parking charge in this designated area.
- 3.10. Abuse of the system, reproduction, forgery, improper/unauthorised transferral, tampering, misrepresentation or providing false information in obtaining a permit or permit re-issue will result in withdrawal of parking rights and will be subject to the relevant AIT Staff/Student disciplinary procedure if appropriate.
- 3.11. AIT reserves the right to revoke parking rights at any time.

#### **4. Parking Your Vehicle**

- 4.1. Park only in officially marked spaces. The only exception to this is in the gravel surface car park at the rear of the Trades Building on the East Campus. Persons using this car park are expected to park as safely as possible without blocking or impeding other vehicles access or egress.
- 4.2. Permit holders must park in the designated car park for the permit category e.g. student permits entitle parking in student car parks, staff permits entitle parking in staff car parks. Either permit will entitle the vehicle owner to park in the 'Shared Student & Staff' designated car parks.
- 4.3. Park entirely within the car parking space as marked. Please note that poorly parked vehicles may be clamped if they prevent the efficient use of spaces for other vehicles.
- 4.4. Do not park elsewhere. If no clearly marked space exists, no parking is permitted.
- 4.5. Vehicle owners park at their own risk on campus. No liability for damage or injury will be accepted by AIT or its agents.
- 4.6. Some spaces on campus differ in size. Should your vehicle size exceed that of the space, you should seek alternate car parking space elsewhere. The instance of an adjacent infringement cannot be used as a defence.
- 4.7. Trailers or large vehicles which occupy more than one car parking space are not permitted to be parked on campus without the consent of the AIT Estates Office.
- 4.8. Standard rules of the road and proper parking practices also apply on the Institutes grounds and will be enforced by clamping
- 4.9. The campus speed limit is 15km/h.

## 5. Infringements, Penalties and Appeals

- 5.1. Infringements of any parking rules, regulations or conditions displayed on-site may result in the application of a warning notice, or the affixing of a vehicle wheel clamp and/or permit revocation. In certain circumstances AIT reserves the right to have a vehicle removed from the campus by lift and tow service.
- 5.2. An escalating penalty system will be applied for breaking the parking rules and regulations.
- 5.3. If a vehicle wheel clamp is applied, set charges apply for its release.
- 5.4. If the clamp release fee is not paid by the closing of the campus, additional charges apply.
- 5.5. Penalties for parking infringements:

Offense	Penalty
First Offense	Issuing of a warning notice to vehicle.
Second Offense	Application of clamp to vehicle – Release Fee €50
Third Offense	Application of clamp to vehicle – Release Fee €75
Fourth Offense	Application of clamp to vehicle – Release Fee €100
Fifth Offense	Application of clamp to vehicle – Release Fee €100 and revocation of parking rights at AIT for 12 months from date of offense
Further Offenses	Vehicle removal from campus by lift and tow service. Release fee to be borne by permit holder/vehicle owner. Appropriate disciplinary procedures apply.
Tampering/damaging/ removal of clamp	Revocation of parking rights at AIT for 24 months from date of offense. Permit holder/vehicle owner to face appropriate disciplinary procedure.

- 5.6. If a penalty is incurred, it remains valid for a period of 12 months from date of offense. Should no further offence occur in that period, the permit holder will revert to previous point on scale.
- 5.7. Additional information:
  - 5.7.1. For non-payment of clamp release fee on the date of clamping, a surcharge of €100 will apply for each date/day until payment is complete.
  - 5.7.2. Tampering, damage to and removal of clamp by a person other than the AIT parking management operator will incur an immediate revocation of the permit holders parking rights at AIT for a period of 24 months. The parking management operator reserves the right to issue all relevant information to An Garda Síochána. Students and Staff will face the standard Disciplinary Procedures for such actions.
  - 5.7.3. AIT reserves the right to have any vehicle remove from the campus by a lift and tow service. All costs will be borne by the permit holder/vehicle owner.
- 5.8. Clamp release fees may be paid by cash, or credit/debit/charge card. The clamp release official will carry a dial-up handheld device for the purpose of processing card payments.
- 5.9. On receipt of payment of a clamp release fee, the Parking Management Services provider will aim to de-clamp the vehicle within one hour, however, due to other factors e.g. weather, traffic, workload and other issues it may take longer. If you pay by credit card you will be notified when your car has been declamped, you do not need to wait by your car.
- 5.10. The clamping attendant will record the infringement & clamping process using dated digital photographs

- 5.11. Should you wish to do so, you may appeal the issuing of a warning notice on your vehicle, or the clamping of your vehicle.
- 5.12. Appellants must complete and submit the clamping appeal form and must include a copy of the warning notice, or the receipt issued by the clamping agent and the registration number of their vehicle
- 5.13. Appeals must be received at the AIT Estates Office within 28 days of the infringement notice or clamp application.
- 5.14. The Institute and the parking management operator may use an electronic device to scan and authenticate authorised vehicles. By accepting a parking permit, you are deemed to have acknowledged that the car registration number, make, model and permit period will be held on such a device for the traffic enforcement officer to examine. Your name and staff/student details will not be available in this process and this does not affect your statutory rights.

## **6. Other Regulations**

- 6.1. Follow the instructions of parking management operator, AIT personnel and other personnel authorised by the Institute.
- 6.2. AIT reserves the right to alter the Parking Regulations as necessary

## **7. Visitors to the Institute**

- 7.1. Visitors can park in the paid parking spaces at the AIT International Arena
- 7.2. Visitors can be accommodated within the Reserved Car Park on the Main Campus should space be available. To arrange a space for visitors in the Reserved Car Park, contact the reception on ext.8001.
- 7.3. Faculties, Departments and Functional Areas in AIT can access the online Visitor Parking System to register scheduled visitors. The visitors registration number will be automatically logged with the Parking Management Services provider. Visitors being facilitated via this process are entitled to park in any available parking space on campus, and must adhere to all other parking rules and regulations (excluding of permit requirements).
- 7.4. For large groups of visitors (30 or more vehicles) contact the AIT Estates Office one week in advance of the date of arrival to make appropriate arrangements.

## **8. Verification and Information**

- 9.1 Please note that verification of copies may be required and that The Data Protection and Freedom of Information Acts, governs all information held on computer and/or on hardcopy respectively.
- 9.2 Other rules and regulations may be interpreted and implemented by the Institute as deemed necessary.
- 9.3 The (above) rules and regulations apply to all permit holders and all details declared on each permit