

PROCEDURE FOR POLICY 1.37 – Parking & Traffic Regulations

1.00 General

- 1.01 All vehicle operators are required to comply with all Parking and Traffic Regulations of the University, and are subject to the applicable charges for violations. The registered owner is responsible for all violations involving that vehicle including those incurred when a vehicle is being operated without his or her consent.
- 1.02 Western University reserves the right to control parking and traffic on the campus, to prohibit access to any vehicle and to restrict parking privileges at any time, in any parking lot, for emergencies, construction or other purposes. In such instances, every attempt will be made to provide alternate parking and, where possible, advance notice will be given.
- 1.03 Any vehicle left on University property for a period of two weeks after the termination of a registrant's course, conference, employment, or occupancy of a University Residence, will be considered 'abandoned' and will be treated as such by the University.
- 1.04 It is the responsibility of the registered owner of any vehicle parked on University property to ensure that the vehicle is maintained so that fluids including gasoline, diesel fuel, motor oil, hydraulic fluid and coolant are not allowed to escape into the environment. All costs incurred by the University in cleaning up leaked fluid and removing the vehicle shall become the responsibility of the registered owner.
- 1.05 In the absence of a sign at the entrance to a lot, refer to the parking website (<https://www.uwo.ca/parking>) to determine parking regulations for that lot. Any modification made to a lot will be posted on the parking website. The change will be effective immediately.
- 1.06 When a parking sign conflicts with the parking map or information on the Parking website, the website will always supersede.
- 1.07 Any areas not specifically designated for parking are considered no parking zones and vehicles will be cited appropriately
- 1.08 Residing or camping in vehicles on campus is not permitted.

2.00 Rates

- 2.01 Rates for all forms of available parking permits at the University are approved annually by Western's Board of Governors.

3.00 Vehicle Permits and Access Devices

- 3.01 It should be noted that any person operating a vehicle on University property without a permit is legally a trespasser and may be prosecuted as such. Parking permits will not be issued to those persons who have not paid outstanding traffic and parking charges. A parking permit will not be issued for a vehicle against which there are outstanding parking and traffic charges.

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- 3.02 Persons are responsible for providing correct information to obtain parking and driving privileges. This includes any changes in address, ownership or vehicle license plate.
- 3.03 Permit holders are responsible for keeping license plate information up to date and linked electronically to their customer account and their current permit using the available, online customer portal.
- 3.04 All access devices, windshield decals, hanging permits, and passes remain the property of Western and are issued for the use of authorized permit holders only. Parking permits are non-transferrable.
- 3.05 All vehicle permits shall be issued by Parking & Visitor Services. Permits are valid for the period selected when the permit is purchased.
- 3.06 While vehicles are parked on university property, hanging permits must be clearly visible from outside the vehicle when parked in an ungated parking lot.
- 3.07 Permit holders can have multiple vehicles registered to a single permit however only one vehicle may park on campus at a time using that permit. Additional vehicles wishing to park on campus at the same time will be required to utilize and pay for visitor parking.
- 3.08 A damaged or malfunctioning access device that will not operate the applicable parking gates will be exchanged free of charge.
- 3.09 Parking & Visitor Services will replace one lost or stolen hang tag free of charge. Charges may apply for subsequent lost or stolen hang tags.
- 3.10 Any person found in the possession of a permit recorded as lost or stolen will have their parking privileges revoked indefinitely. Criminal charges may be laid.

4.00 Permit Purchase and Refunds

- 4.01 Parking permits can be purchased online at www.uwo.ca/parking.
- 4.02 Regular Full and Part Time Faculty and Staff may remit payment by payroll deduction. Students must remit by either cash, cheque, debit card, or credit card when paying in-person. Online purchases or payments can only be made using a credit card.
- 4.03 **Refunds**
 - (a) On the return of all permit material, cancellation of faculty or staff permits paid via payroll deduction will be accepted. A service charge of \$25.00 will be applied.
 - (b) Permit refunds can be issued to students up until February 15th of each academic year. The parking hang tag must be returned in order for the refund to be accepted on a prorated basis for the remaining full months of the parking year. A service charge of \$25.00 will be applied.
 - (c) In the cases of approved refunds, any amount of outstanding violation charges will be applied against the value of the applicable refund.

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5.00 Withdrawal of Privileges

- 5.01 Repeated violations of the Parking and Traffic Regulations, or failure to pay fines, will result in withdrawal of parking and driving privileges and could include the sealing of student records. Unauthorized or improperly parked vehicles will be ticketed and towed at owner's risk, expense and liability.

6.00 Special Events

- 6.01 For Special Event parking it is necessary for any sponsoring group or individual to make arrangements in advance with Parking & Visitor Services. A minimum of one week's notice is required for these arrangements. The appropriate fee shall be paid for every vehicle parked on campus. The Sponsor(s) may be charged for any additional cost incurred, such as the use of traffic personnel, directional signs, etc.
- 6.02 It is the responsibility of persons organizing conferences or seminars, or inviting guests of any kind to the campus, to inform delegates or guests that there is a fee for parking on campus.

7.00 Visitor Parking

- 7.01 There are a variety of locations and options visitors have for parking on campus. Visitors can park in designated visitor lots, Pay & Display areas or metered spaces.
- 7.02 Visitor parking spaces are limited to those individuals who are not affiliated with the University but wish to visit the campus to gather enrollment and/or employment information or to conduct other University business. Visitor parking lots are to be utilized on a first come, first served basis.
- 7.03 Visitors encountering Pay & Display machines or meters that are out of order are still required to make payments when choosing to park at the out of order location. Visitors can choose to move to another available visitor area or make payment electronically using the recommended parking app.
<https://www.uwo.ca/parking/find/visitor/metered.html>
- 7.04 Visitor parking passes must be clearly displayed on the dashboard of the vehicle when parking in ungated areas on campus. This includes metered spaces and Pay & Display areas.
- 7.05 Visitor parking information is available on the Western Parking & Visitor Services website at <https://www.uwo.ca/parking/find/visitor/index.html>

8.00 Accessible Parking Permits

- 8.01 Students requiring an accessible permit for up to 8 weeks are asked to visit Student Accessibility Services to discuss obtaining authorization for an Accessible Parking Permit. Once approved, authorization will be sent to Parking & Visitor Services.
- 8.02 Employees requiring an accessible permit for up to 8 weeks are asked to visit Rehabilitation Services to discuss obtaining authorization for an accessible permit. Once approved, authorization will be sent to Parking & Visitor Services.

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- 8.03 Employees or students requiring an accessible parking permit for more than 8 weeks are asked to bring a copy (front and back) of their accessibility permit from the Ministry of Transportation Ontario to the Parking & Visitor Services office.
- 8.04 A Western University Accessible Parking hang tag will be issued by Parking & Visitor Services upon completion of the applicable processes noted above.

9.00 Administration & Appeals

- 9.01 (a) All fines assessed for violations of parking regulations shall be paid or an appeal submitted to the Appeals Committee with 14 calendar days of the date of issue.
- (b) Failure to comply may result in one or more of the following:
- (i) Suspension of parking and driving privileges
 - (ii) Referral to a collection agency
 - (iii) Legal action
 - (iv) Sealing of student records
- (c) Persons will be assessed an administration charge for returned Non-Sufficient Funds (NSF) cheques.
- (d) Any notice or invoice which may be required under these regulations may be given by sending the required notice to the email address on file of the person concerned and the act of emailing shall be considered the same as personal service and the person shall be deemed to have received this within seven days after the date of emailing.
- (e) Any person charged with a violation of these regulations may appeal the charge and (i) such appeal shall be submitted online and (ii) received by Parking & Visitor Services.
- (f) All appeals submitted shall (i) refer to the traffic violation number and (ii) include all relevant facts pertaining to the incident.
- (g) Any person requesting an appeal may have the appeal dealt with at an open hearing.
- (h) All decisions of the Appeals Committee made in accordance with these regulations shall, in each case, be final.
- (i) The Appeals Committee, when deciding on an appeal, may reduce, cancel, or uphold the set fine for the violation.

9.02 Collection Agency

Parking & Visitor Services uses a third party collection agency to assist in collecting unpaid parking citation balances. Citations issued and left unpaid for longer than 30 days will be turned over to the collection agency. Additional administrative fees and vehicle search fees from the collection agency may be incurred.

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10.00 Parking Appeals Committee

- 10.01 There shall be a Parking Appeals Committee with the following purpose:
- (a) To make decisions on all appeals against tickets issued on University property;
 - (b) To make non-binding recommendations to Parking & Visitor Services, as may be appropriate, for changes to the Parking Regulations.
- 10.02 The composition of the Parking Appeals Committee will be six (6) members appointed annually as follows:
- 1 member of the Faculty of the University named by the Faculty Association;
 - 1 member of staff named by the Professional & Managerial Association;
 - 1 member of staff named on a rotating basis by the Staff Association,
 - CUPE Local 2361 (Facilities Management) or CUPE Local 2692 (Food Services);
 - 1 graduate student of the constituent University, named by the Society of Graduate Students; and
 - 1 undergraduate student of the constituent University, named by the University Students' Council
- 10.03 The membership year shall be from July 1 - June 30.
- 10.04 Members of the Committee may hold office for two-year terms and will not be eligible for reappointment for more than two consecutive terms (four years), but will be eligible for reappointment following a lapse of two years after the expiration of the second of two consecutive terms.
- 10.05 Meetings will be chaired by a member of the Parking Appeals Committee.
- 10.06 Hearing dates are scheduled by the Parking Appeals Committee.

11.00 Traffic

- 11.01 Vehicles must yield the right-of-way to pedestrians.
- 11.02 The operation of motor vehicles on University roadways is regulated in accordance with the University of Western Ontario Act, subsection 19 (k).
- 11.03 Where a University Special Constable considers it reasonably necessary to:
- (a) Ensure orderly movement of traffic,
 - (b) Prevent injury or damage to persons or property, or
 - (c) Permit proper action in an emergency:
 - i) the officer may direct traffic and every person shall obey the officer's direction;

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ii) the officer may close, or cause to be closed, any/all campus roadways with or without notice.

11.04 A University Special Constable in the lawful execution of assigned duties may require the operator of a vehicle to stop. An operator so directed shall bring the vehicle to a safe and complete stop.

11.05 (a) The University may erect official signs on roadways within its jurisdiction so as to ensure the safe and orderly movement of traffic and the appropriate use of University facilities.

(b) Every person shall obey the directions of any sign erected under the provisions of section 11.05(a).

12.00 Assistance and Referrals

12.01 Any concerns regarding parking policies, enforcement and operational aspects of parking should be directed to the Manager, Parking & Visitor Services.

12.02 Queries regarding traffic enforcement should be directed to Western Special Constable Service.

12.03 Western Special Constable Service should be contacted regarding traffic accidents, thefts or other offences.

13.00 Bicycle Parking

13.01 No person shall park a bicycle whether secured or not, so as to obstruct any emergency or fire exits to any building or any place that impedes or is likely to impede pedestrian traffic.

13.02 No person shall park a bicycle whether secured or not, on any ramp, railing or entrance to any building.

13.03 No person shall bring a bicycle into any campus building for the purposes of parking, securing or storing it therein or for any other reason without the expressed, written permission of the building manager or person responsible for the building.

13.04 Any University Special Constable finding a bicycle in violation of article 13.01 may remove or cause to be removed the offending bicycle and store any bicycle so removed in a secure location.

13.05 The owner of any bicycle removed pursuant to article 13.02 can claim the offending bicycle after providing reasonable proof of ownership.

13.06 Failure on the part of any owner of a bicycle removed pursuant to article 13.02 to retrieve the offending bicycle, motorcycle or e-bicycle within 3 months may result in the sale of said bicycle by Western Special Constable Service at public auction and the owner shall forfeit any claim to any portion of the proceeds so gained.

13.07 Bicycle racks and motorcycle parking areas are provided at numerous points throughout the campus and riders are requested to make full use of these facilities. Motorcycles and bicycles not in designated areas may be immobilized by over chaining.

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14.00 Fines

- 14.01 Fines for parking violations are approved by the President and the schedule will be consistent with City of London rates for similar offences. Current violations and fine schedules are available at:
https://www.uwo.ca/parking/infractions/regulations/parking_infractions.html.
- 14.02 Fines for traffic violations will be consistent with the schedules in the Ontario Provincial Offences Act, RSO 19990, Chapter P.33. The schedule summary of fines will be published on the Western Special Constable Service website:
<http://www.uwo.ca/campussafety/>.