



SAINT MARY'S
UNIVERSITY SINCE 1802

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Name:	Parking and Alternate Transportation
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Responsibility:	Manager, Custodial and Administration
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Policy:

Parking is available to Saint Mary's University Faculty, Staff, Students and facility users.

The number of General Student parking passes sold shall be limited to ensure the availability of parking on campus at any time. The number of temporary parking passes available to Conference Services, Continuing Education and Special Events shall be limited to ensure parking is available to parking permit holders.

Parking rates and types will be established each year by the parking task force and budget committee.

Parking shall be managed by Facilities Management and enforced by Security in accordance with this policy. Tower parking is managed by the Tower and enforced by Security.

The University strongly encourages the university community to consider more sustainable forms of transportation such as public transit, walking, biking, or carpooling. Visit <http://www.HRMSmartTrip.ca> to arrange a carpool. This policy outlines the alternative transportation options on our campus.

The University has a carpool program, where a limited number of spaces are specifically designated for the carpool program. All carpool participants must be Saint Mary's University staff, faculty and/or students who currently work or study at Saint Mary's University. There must be at least three (3) participants in the carpool group. To be eligible, each participant must register a vehicle by bringing in the registration document for a vehicle that is available to them. Motorcycles, motor scooters, and mopeds are excluded from the carpool program. Only one parking

permit is issued per carpool group and only one of the registered vehicles can be parked in the designated carpool spaces at any time. The carpool spaces may only be used when three or more individuals within the carpool are traveling together.

Liability

Saint Mary's University is not liable for damage due to any cause whatsoever to a vehicle or its contents while it is parked on the Saint Mary's University premise.

Authority

The University has the authority to regulate parking on campus. The University grounds are private property. The University therefore has the right to take action for violations of parking and traffic regulations. The rules and regulations of parking on campus are prepared by Facilities Management under the authority of the Vice-President of Administration.

Procedures:

Parking Permit Application Process

Students, staff and faculty shall apply for parking permits and pay the appropriate fee at Facilities Management. Applications may be submitted by fax, mail, in-person or on-line (www.smu.ca/administration/facman).

1. Student applicants should supply proof of student status before issuance of a parking permit. Acceptable documents include an updated ID card or a current registration receipt. Administrative staff may check student registration status on the Banner system with student ID number if the student cannot present an adequate document as proof. Staff and faculty applicants may be required to supply proof of status before issuance of a parking permit.
2. Student parking permit applications shall be accepted beginning the first full week of August each year. Student parking permits shall be sold on a first come, first serve basis. Once the designated number are sold out, all subsequent general parking applicants will be placed on a waiting list and will be contacted if a parking permit becomes available, while overnight passes will continue to be sold to Residence students. Applications shall be completed in their entirety and shall include a method of payment. If an application is received without a method of payment, the application and permit will be held only until September 15th. At that time, if the permit is not paid for and picked up, it will be sold to the next student on the wait list. If an application is received with payment after the designate number are sold out, the applicant will be placed on the wait list and the payment will not be processed. If the payment is in the form of a cheque, the applicant will be notified and the cheque will be returned.
3. Staff and faculty parking permit applications shall be accepted on August 15th of each year. If August 15th falls on a weekend, then applications shall be accepted beginning on the first business day after August 15th.
4. Full time staff members and faculty may purchase a 12 month parking permit by requesting payroll deduction. Payment through payroll deduction will be taken up to a designated date each year. The date coincides with the first payroll cut off

date in September, this date is determined on an annual basis by Payroll Services. The fee for the parking permit will be deducted from the employee's pay for 10 consecutive pays according to the schedule put forth by Payroll Services.

Parking Permits Regulations

1. Motorcycle parking permits must be clearly displayed on the front of the motorcycle and parking is limited to designated motorcycle parking areas.
2. Parking permits must be clearly visible. They are to hang on the vehicle's rear view mirror
3. Parking permits may not be transferred from one individual to another individual.
4. Permits will not be valid once the purchaser withdraws from all scheduled classes or leaves the University's employ.
5. Permits must be displayed between the hours of 9:00 am and 5:00 pm in general and contractor designated areas and between the hours of 9:00 am and 8:00 pm in Faculty designated areas.
6. Lost or stolen permits may be replaced for a fee of \$10.00. Please report all lost and stolen parking permits to Facilities Management.
7. Purchasing a parking permit does not guarantee the holder a parking space.
8. Parking for part-time faculty is available in general parking lots prior to 4:00 pm and faculty designated areas after 4:00 pm.
9. Students issued general parking permits are for student use only. Students who are employed by the University in a part-time role or by an associated body (SMUSA or Aramark) are not eligible for staff parking permits.
10. Staff members issued general parking permits are for staff use only. Staff members employed as part-time faculty members or who are students are not eligible for part-time faculty parking permits or student parking permits.
11. Part time faculty members are issued part-time parking permits. Part-time faculty members, as identified by the VP Academic and Research, are designated as those faculty members with a semester course load of two or fewer courses, and who are not students or employed by the University in any other manner.
12. Full time faculty permits are issued only to full time faculty members and Senior Administration.
13. Tower parking permits are available to Tower members who are not Saint Mary's University staff, students or faculty. These permits are valid only in the Tower parking lot.
14. Carpool parking permits are available to carpool participants only. These permits are valid in all General lots and the designated carpool spaces.

15. Parking on campus overnight is available in the Rice lot to Residence students with an overnight student pass. Parking overnight for visitors must be pre-arranged with Campus Security at 420-5577, who will direct those visitors to park in the Rice lot.

16. The campus speed limit is 15 km/hr.

17. Pro-rated fees for motorcycle permits are not available.

Parking Meters

Meters are located throughout the university campus. The meter parking is charged at an hourly rate posted at the meter. Meters are enforced Monday to Friday, 9:00 am to 5:00 pm.

Parking Ticket Appeals

A parking ticket may be appealed by completing the appropriate appeal document and submitting the document to the Manager, University Security (McNally Basement) within 24 hours of receiving the ticket. In the case of a weekend or a public holiday, the ticket may be appealed on the next normal working day. Appeal forms may be picked up at University Security.

Parking Violations

Violators will be subject to a Saint Mary's University parking ticket, Halifax Municipal Police Department traffic tickets or towing at the discretion of the Manager, Security Services, Saint Mary's University, for:

1. Violations for meters with elapsed time or malfunctioning meters. Report all 'out of order' meters to University Security, McNally Main Basement. Parking permits are not valid at parking meters.
2. Parking on campus without a permit.
3. Parking in an area not designated as a parking area or using the incorrect type of permit.
4. Parking in an area that obstructs a fire hydrant, a loading/service door, a fire exit or parking in a fire lane.
5. Parking on grass, lawn or walkways.
6. Parking in an area that blocks a roadway, driveway or entranceway.
7. Parking in a "No Parking" area that is designated by a sign, yellow curb or pavement markings.
8. Parking in a mobility disabled parking space without a university permit and a Registry of Motor Vehicle's Mobility Disabled Identification Permit Plate or Tag.
9. Parking in a designated carpool or underground parking space without a valid carpool/underground permit

The University enforces regulations for parking violations using an electronic ticketing system which will track tickets issued on campus.

If any vehicle has three (3) unpaid Saint Mary's University parking tickets, Security will issue Halifax Regional Municipality (HRM) parking tickets for any future violations of University parking regulations. The University will not cancel any HRM parking tickets issued by Security.

If Security has issued two (2) HRM parking tickets for a vehicle, Security may have the vehicle towed off campus at the owner's expense for any future violations of University parking regulations.

Security may issue an HRM ticket on the first offence for the following violations: parking in a fire lane or obstructing a fire hydrant, parking in a marked no parking zone where it potentially obstructs traffic or emergency service vehicles, unauthorized parking in a reserved carpool or underground space, or parking in a handicap space with no valid handicap hang tag or plate. The Manager, Security Services may also have a vehicle in violation towed off-campus at his/her discretion.

To avoid possible problems, please pay parking tickets promptly. Appeals of Saint Mary's University parking tickets must be filed within 24 hours of issuance.

All parking tickets must be paid prior to issuance of a parking permit.

Available Parking Permits

1. **General** – designated for university staff and students. Parking available in general parking lots only.
2. **Full-time Faculty** – permits designated for full-time faculty and senior administration. Parking available in faculty designated areas and general parking lots.
3. **Part-time Faculty** – permits designated for part-time faculty only. Valid in general parking lots until 4:00 pm, Monday thru Friday; valid in faculty designated areas only after 4:00 pm, Monday thru Friday.
4. **Residence Parking** – permits designated for Saint Mary's University students living in residence. These permits are for the general above ground lots if overnight parking is required and the student does not wish to purchase underground parking
5. **Loyola Underground** – permits designated for Saint Mary's University students, faculty, or staff who wish to have a reserved spot in the underground lot.
6. **Tower** – permits designated for Tower members who are not students, staff or faculty of Saint Mary's University. Contact the Tower at 420-5555 for further information.
7. **Temporary** – permits designated for guests, visitors, students, staff and faculty. These permits are available daily and weekly. A ceiling is placed on the number

of temporary permits sold daily during the academic year. Temporary permits are **non-refundable**.

*Departments expecting guests to visit the campus should request a parking permit prior to the guest's arrival.

8. **Contractor** – permits designated for contractors working on campus at the request of Saint Mary's University and who require the use of a company vehicle while on campus.
9. **Summer** – permits designated for students, staff, and faculty during the months of May, June, July and August.
10. **Motorcycle** – permits designated for faculty, staff and students. Parking available in motorcycle lot only and permit decal must be visible. Motorcycles parked in car/truck parking spaces will be ticketed.
11. **Carpool** – permits designated for carpool participants only. Five (5) carpool spaces are reserved for carpool participants. Eligibility for carpool program is discussed in the "Policy" section of this document.

Parking Areas On Campus

1. General Parking

- Science Parking Lot – located on the corner of Inglis St. and Robie St.
- Arena Parking Lot – located on the corner of Inglis St. and Tower Rd.
- Tennis Court Parking Lot – located on Tower Rd, directly to the south of the Tower. This lot is also used for overnight parking for residence students.
- Rice Parking Lot – located on the corner of Tower Rd. and Gorsebrook Ave. This lot is also used for overnight parking for residence students.
- Sobey Parking Lot – located to the south of the Sobey Building, entrance off Robie St.
- McNally Rear Parking Lot – located behind McNally Bldg, Robie St.
- Motorcycle Parking – between the McNally Bldg. and Science Bldg.

2. **Faculty Parking** - Designated faculty parking areas exist in the Science, Sobey and McNally Front Parking Areas, as per signage.

3. **Handicapped Parking** - Designated handicapped parking areas exist in front of the Sobey Bldg.; McNally East entrance in the McNally Rear Parking Lot; near the north entrance of the Loyola Bldg., in the McNally Rear Parking lot; east side of the Arena Parking Lot; and the southeast end of the Science Parking Lot.

4. **Parking Meters** - Located at the south end of the Science Parking Lot, west end of the Arena Parking Lot, in front of The Tower at the east side of the Arena Parking Lot and behind the McNally Bldg in the McNally Parking Lot.

5. **Contractor Parking** - located behind the McNally Bldg in the McNally Rear Parking Lot and at the east side of Science Parking Lot. Contractors can also park in any of the general lots.

6. **Carpool Parking** – located in the Science Parking Lot. Carpool participants can also park in any of the general lots.

Parking Map

An interactive campus map is available at www.smu.ca or at Facilities Management, McNally South, Rm 001.

Please Note: Saint Mary's University grounds are private property and as such, the University has the right to take action for violations of parking and traffic regulations. Saint Mary's University reserves the right to restrict access to any portion of the campus parking facilities, regardless of the time of the year, for maintenance, safety, special events and snow removal.

Temporary Permit Issuance

1. Facilities Management shall issue all temporary permits for General, Faculty and Contractor parking on campus.
2. All full-year, semester and temporary permits shall be logged and recorded upon sale.
3. Any department on campus requesting permits for distribution or sale shall request permits from Facilities Management. If a department is requesting more than 25 permits, the request shall be in writing at least one week prior to the date required. An assessment shall be done to determine if the required number of parking permits can be issued based on availability of parking spots.
4. Continuing Education will be provided with special permits for which they will forward a budget transfer at the end of each month for payment. Continuing Education has the authority to issue a maximum of 20 permits a day, on any given day. Conference Services has the authority to issue a maximum of 5 permits a day, on any given day. If either of these two departments wishes to issue more than their daily allotment, they shall contact Facilities Management.
5. During the Spring/Summer semester all departments, including Continuing Education and Conference Services, are approved to issue a maximum of 100 permits a day.
6. Any conference group over 10 people, where participants purchase their permits, may be issued to a maximum of 2 permits at no charge for administrators or lecturers.
7. If a department is requesting a parking permit(s) at no charge for guest speakers or visitors, the request shall be made to the Facilities Management office one day in advance. If the department is requesting more than 25 permits, the request must be made at least three days in advance and will be considered depending on the day of the week, the function and the parking availability.
8. Departments requiring permits for availability to invited guests shall request the permits through Facilities Management. The department shall receive a maximum of 10 permits accompanied by a log sheet which the requesting department will return to Facilities Management when all issued permits are utilized.

Refund

1. Facilities Management shall approve refunds per the following:
 - shall not be awarded after August 1st for full year permits ;
 - shall not be awarded after April 1st for 8 month permits;
 - shall not be awarded for temporary permits;
 - shall not be awarded for summer permits;
 - shall be awarded on a prorated monthly basis, less a \$15.00 administrative charge,
 - shall be returned in the form of cheque for purchases made by cash, debit, cheque, money order or bank draft.
2. Cheque refunds take approximately 2 weeks to process and will be sent directly to the address of the permit holder.
3. A full refund will be given to any student who requests the refund prior to the parking permit leaving the Facilities Management Department.
4. An administrative fee of \$15.00 shall only be charged when a refund is requested after the parking permit has been picked up from the Facilities Management Department and prior to September 15th. After September 15th, the regular refund policy applies.
5. Parking permits are **non-refundable** except for students who withdraw from all scheduled classes. They shall be eligible for a pro-rated refund by providing an official registration receipt showing proof of withdrawal and original receipt of purchase.
6. Parking permits are **non-refundable** except for staff and faculty who leave employment, temporarily or permanently. They shall be eligible for a pro-rated refund.
7. Permits that are sold during the intersession, for the period of May 1st – August 1st are non-refundable under any circumstances.
8. Daily and weekly permits are non-refundable.

Alternate Transportation

Bus

Through the Saint Mary's University Students' Association, the students are enrolled in the U-Pass Program, which provides each student with a HRM Metro Transit bus pass.

Bike

The University has bike racks conveniently located on campus in various locations. Bikers are permitted to use the showers in "The Tower" facility. Staff and Faculty must have a University id (which can be acquired at the Library) and Students must activate their Tower membership (which is free).

Walk

The University has a "Safe Walk Home" program, run by the University Security department.

Carpool

The University provides carpool spaces for participants in the carpool program described in detail in this policy.

Husky Patrol

The Saint Mary's University Students' Association runs a "Safe Drive Home" service for students who live in the Metro Halifax area.