1. Introduction

This webpage document contains general information about the Carleton University parking and traffic system. Its purpose is to acquaint users with the system's features, rules, and regulations. Your compliance is vital since the ultimate success of the parking system depends upon mutual consideration, courtesy and cooperation.

The primary purpose of the parking and traffic system is to provide a comprehensive service that effectively meets the operational requirements of the institution. It also accommodates the parking needs of the faculty, staff, students and visitors in a fair and reasonable manner. Responsible administration and control of the parking and traffic system is a major, ongoing concern of the University. In order to effectively manage the related activities, a number of agencies and volunteer committees have been established to monitor, review and control the system.

Parking policies and regulations are intended to be fair and reasonable for all users of the University parking system. The parking rates reflect the demands placed on the system and are intended to recover the costs of maintaining and expanding the facilities. The fee structure is reviewed annually to ensure that the parking services ancillary is financially self-supporting. While most people will comply with these regulations, those found in violation of the University Parking and Traffic Regulations will be subject to penalties reflecting the severity of the infraction. Please drive safely, park courteously and enjoy your time at Carleton University. ***Ignorance of the Carleton University Parking and Traffic Regulations does not constitute grounds for an appeal.***

2. General Information

The grounds of Carleton University, including all parking lots/spaces, park land, road ways, and streets are private property. The University reserves the right to control parking and traffic on the campus, to prohibit access to (ban) any vehicle, and to restrict parking privileges at any time; in any parking lot, for emergencies, construction, maintenance or other purposes. In such instances every attempt will be made to provide alternate parking and, where possible, advance notice will be given. Carleton University has no legal or contractual obligation to provide parking accommodation and assumes no responsibility for any damage or theft to a motor vehicle or any loss of vehicle or its contents while parked on campus.

The parking regulations that relate to the use of permit-only parking areas and hourly-rated parking areas (including metered or Pay & Display/Pay-by-Plate, medical reserved/Special Permit spaces, service vehicle, and premium parking zones), are in force from 0700h to 2230h (7:00 am to 10:30 pm) Monday through Sunday - except statutory holidays as recognized by the University. Parking and traffic regulations are in force 24 hours per day, seven days a week.

It is the responsibility of the owner or operator of a vehicle to know and comply with these regulations. Failure to comply could result in fines, towing, vehicle immobilization (booting), and/or storage fees – all assumed at the owner/operator's risk and expense.

Ultimate liability for any violation/outstanding fine(s) rests with the vehicle owner, regardless of who was operating the vehicle at the time violation was issued.

The Parking Services Office and Campus Safety Services Office of the Department of University Safety will provide information or any other assistance that may facilitate your use of the University's parking facilities. Please contact either of these agencies if assistance or other information is required. ***The Parking Services Office is located in Room 204 of Robertson Hall (Administration Building), University Drive - ph. (613)520-3623. Office hours are 0830h to 1630h (8:30 am to 4:30 pm), Monday to Friday.*** This office should be contacted regarding campus maps, fee structures, parking and traffic regulations, special permits, replacement permits, and refunds. Appeals must be submitted in writing to this office using the appeal submission process through the on-line registration system - ***ParkAdmin***. ***The Campus Safety Services Office is located in Room 203 of Robertson Hall, University Drive - ph. (613) 520-3612 or Emergency (613)520-4444. The Campus Safety Services Office is open 24 hours per day, seven days a week.*** Campus Safety Services should be contacted regarding traffic accidents, thefts or other offences, for information about vehicles that may have been towed away, or for vehicles that may have broken down and are causing a problem. Please note that leaving a message or sending an e-mail to report a crippled vehicle does not prevent ticketing and/or towing of same - *authorization must be sought and approved by Parking Services or Campus Safety Services.*

3. Authority

Parking on the grounds of Carleton University is a privilege governed by the University Parking and Traffic Regulations. These Regulations and Policies have been developed ***under the authority of the Carleton University Act.*** The University reserves the right to amend these regulations from time-to-time and will publicize any changes through the Parking Services website and University Secretariat.

(a) The Department of University Safety is authorized and directed to administer these Parking and Traffic Regulations as well as other matters pertaining to the ongoing operation of the parking program on the property of Carleton University. Parking Enforcement Officers and Campus Safety Officers are authorized to enforce these Parking and Traffic Regulations.

(b) The Director of University Safety and/or his designate is authorized to provide an appeal process and to resolve outstanding disputes involving parking matters.

4. Definitions

The words and phrases contained in these Regulations shall have the same interpretation and effect as those set forth in the interpretation section of the Highway Traffic Act for the Province of Ontario and any amendments made thereto.

(a) ***Abandoned Vehicle*** is a vehicle that remains parked on campus for a period of two (2) weeks after the authorized time period (i.e.: expired permit) without any attempt made to pay or renew parking privileges.

(b) ***Faculty*** and/or ***Staff*** mean any person holding an appointment at the University.

(c) ***Student*** is a person registered in an undergraduate or graduate program proceeding towards a degree, a diploma or a certificate at Carleton University, or otherwise taking credit and/or non-credit courses offered by the University. This includes those persons that may be engaged in joint-programs, projects, or studies from the University of Ottawa and Algonquin College.

(d) ***Parking Enforcement Officer*** means an agent of Carleton University authorized to enforce parking regulations on campus/issue parking infraction notices. ***Student Safety Patrollers*** are designated as ***Parking Enforcement Officers*** and are licenced ***Security Guards*** at Carleton University.

(e) ***Campus Safety Officer*** means an agent of Carleton University authorized to enforce University regulations, federal acts, provincial legislation, and municipal by-laws as they might relate to University grounds. Some Campus Safety Officers are also designated as *Special Constables* by the Ottawa Police Services Board and provide a limited law enforcement role on campus.

(f) ***Police*** means the Ottawa Police Service and/or any member of any other authorized public policing service (i.e.: OPP, RCMP, etc.).

(g) ***Vehicle*** includes bicycle, motor vehicle, motorcycle or other motor-driven conveyance.

(h) ***University Vehicle*** means: (i) a vehicle owned by the University and identified as such or (ii) vehicles rented by the University and registered with the Parking Services Office and identified as such.

(i) ***Service Vehicle*** means: (i) a private vehicle displaying an authorized service vehicle permit engaged in University business or (ii) a commercial vehicle displaying an authorized commercial/service permit being operated by a firm engaged in University business.

(j) ***University Parking Year*** is defined as the period from May 1st to the following April 30th. For the purposes of these regulations, the parking semesters begin and end as follows:

- *<u>Summer</u> - May 1st to August 31st*
- *<u>Fall</u> - September 1st to December 31st*
- *<u>Winter</u> - January 1st to April 30th.*

5. Regulations

These Parking and Traffic Regulations posted on the University website supersede all previous copies or editions and shall be considered the current version of the parking and traffic regulations for Carleton University. It is the responsibility of the owner or operator of a vehicle to comply with these regulations.

Carleton University is private property and is therefore governed under Ontario's Trespass to Property Act. Furthermore, the owner/operator of a motor vehicle as defined in the Highway Traffic Act will be subject to a specified fine if they are engaged in a prohibited activity which breaches the following regulations:

Traffic Violations

The Highway Traffic Act in the Province of Ontario requires that all vehicles be maintained in a roadworthy condition so that they may be driven safely on any highway. The University requires these same standards to be maintained for any vehicle operated on the property.

Every person who, through operation of a vehicle on campus, causes damage to university property shall be responsible for payment of all costs to repair or replacement. The operator of the vehicle must immediately report to a Campus Safety Officer any such damage. Ultimate liability for damages rests with the vehicle owner, regardless of who was operating the vehicle at the time of damage.

Operators of a vehicle on campus, upon request of a Parking Enforcement Officer or Campus Safety Officer must produce proof of ownership of the vehicle, proof that vehicle is insured (as required by the Province of Ontario), and a valid driver's license.

(a) Every person operating a vehicle on campus must obey any direction given by sign, device, or Parking Enforcement Officer or Campus Safety Officers. The Department of University Safety is charged with the responsibility for traffic and parking control for the University.
(b) Every person operating a vehicle on the University campus shall do so with due care and attention and with reasonable consideration for other persons using the campus.

- *Driving requires the vehicle operator's full attention at all times. Using hand-held communication devices and texting while driving creates distraction and prevents the vehicle operator from exercising due care and attention. Leave the phone alone when driving.*

(c) A person operating a vehicle on campus must not sound any bell, horn, or other signalling device so as to make an unreasonable noise nor shall such person at any time cause the vehicle to make any unnecessary noise.
(d) The normal vehicular speed on campus is 40 km/h unless otherwise posted. No person shall operate a vehicle on University property at a speed in excess of this posted limit on a roadway or

in excess of 10 km/h while within a campus parking lot/structure. Violators/violating vehicles may be banned from the University property.

(e) Upon approaching a stop sign at an intersection, every person operating a vehicle must bring the vehicle to a full stop at the marked line or, in the absence of a line, immediately before entering the intersection. Having yielded the right of way, the vehicle may then proceed with caution.

- *Every person operating a vehicle, upon approaching a "Yield Right of Way' sign, must slow to a reasonable speed, or stop for existing conditions, and yield the right of way to any vehicle or pedestrian in, or approaching, the intersection. Having yielded the right- of-way, the vehicle may then proceed with caution.*

(f) Every person who operates, or rides a motor-cycle, or motor-assisted bicycle as defined by the Highway Traffic Act, on campus, must wear a helmet that complies with the regulations as set down in the Highway Traffic Act.

(g) Bicycles shall be operated on roadways and pathways only and with due care and caution, in observance of all traffic regulations. Rollerblades, scooters, skateboards and other like devices are prohibited in the tunnel system and in all campus buildings (refer to the Bicycle, Rollerblade, Scooter, and Skateboard Policy at http://www.carleton.ca/secretariat/policies/).

- *Bicycles shall be parked only in bicycle racks.*

(h) All-terrain vehicles (ATVs), mini-bikes, or snowmobiles shall not be operated on the property of the university, except as authorized by the Department of University Safety.

(i) No vehicle shall be operated on any campus sidewalk, pathway/pedestrian walkway, grassed or landscaped area, except service vehicles where other means of access are unavailable.

- *Prior authorization for exceptions must be obtained from the Department of University Safety in consultation with the Department of Facilities Management and Planning.*

(j) Every person in charge of a motor vehicle who is directly or indirectly involved in an accident on university property must stop and report the accident forthwith to a Parking Enforcement Officer, Campus Safety Officer or another police officer and must furnish the officer with such information or written statement concerning the accident as may be required.

- *Where such person is physically incapable of making a report and there is another occupant of the motor vehicle, such occupant must make the report.*

Parking Violations

Use of campus parking facilities by vehicle operators implies acceptance and compliance with all relevant parking and traffic regulations. ***Parking permits may be purchased solely through the offices and facilities operated by Parking Services.*** Beware of ads for permits to park on campus through public

notice boards or on-line marketplaces such as ***eBay*** or ***kijiji*** – these are not legitimate. Permits are issued by and remain the property of Carleton University and, therefore, are not transferable.

(a) Areas throughout the campus not posted or designated as parking areas will be considered as *"**No Parking Areas**."* Parking is permitted only in those University locations that have been clearly designated and signed as parking areas.

(b) Only vehicles displaying valid Carleton University parking permits are permitted to park in permit-only parking areas from 0700h to 2230h (7:00am to 10:30pm) Monday through Sunday. Parking in general permit parking areas and visitor lots is **not** free on weekends – visitors and (permit holders parking outside designated permit lots) must pay daily rates at Pay & Display/ Pay-by-Plate machines or purchase parking/permits in advance from Parking Services or on-line via ***ParkAdmin***. Only vehicles displaying valid Carleton University parking permits are permitted to park in specifically assigned premium parking zones or designated service vehicle areas. Residence (R7) parking zones are reserved and enforced on a 24 hour, seven days per week basis.

(c) All four-wheeled vehicle permits must be displayed above the dashboard/hung from rear-view mirror and be clearly visible for viewing from outside the vehicle through the windshield. It is the vehicle operator's responsibility to ensure that any permit is properly displayed. Parking Enforcement Officers may not always have access to the permit database in the field. Vehicles not registered to profiles in ***ParkAdmin*** and/or not displaying parking permits while parked in contravention of the Carleton University Parking and Traffic Regulations will be issued Parking Infraction Notices.

- *Motorcyclists must purchase a MOTO permit and ensure that motorcycle licence plates are registered under the user's parking profile in **ParkAdmin**. Parking Enforcement Officers will query motorcycle plates - those not returning as being attached to a permit/profile in **ParkAdmin** will be issued a parking infraction notice.*

(d) To facilitate snow removal, the following parking restrictions will apply between November 15th and April 15th, from 0100h to 0700h (1:00 am to 7:00 am).

- *No overnight parking permitted in any surface lot on campus. All permit holders must move vehicles to the Admin. Parking Garage (P9), North Garage (P18) or the Library Garage (LGAR) during parking restriction periods for snow removal.*
- *Vehicles remaining parked in any surface lot after 0100h (1:00 am) will be subject to violation and removal. Vehicles parked overnight in any garage must be removed and returned to designated permit parking areas by 0700h (7:00 am), Monday to Friday.*

(e) Loading zones shall be used only for the purpose of loading and/or unloading large or heavy material and equipment and is limited to time as posted by signs in the area, unless otherwise authorized by Parking Services.

(f) A missing/broken gate or a gate in the "up" position does not authorize entry or imply free parking in any controlled access parking lot on campus. Permit or pay parking is required in these areas as per posted signage.

(g) Parking or leaving a vehicle in such a way as to interfere with the normal business of the University on any of its property or contrary to signs or parking lot lines is a violation – *this includes abandoned vehicles.*

(h) The possession of any cancelled, lost, stolen, borrowed, forged or altered permit is an offence and is subject to immediate seizure. The vehicle owner/operator, and/or the registered owner of the permit, will be charged under these Regulations. The validity of any parking permit shall be determined based on registration records and receipts provided by the vehicle operator/owner.

(i) Sleeping, tail-gate parties, or maintaining residence in vehicles, trailers, tents or similar temporary accommodation is **STRICTLY PROHIBITED** on campus. Motor homes/trailers must seek prior authorization from the Parking Services Office before parking in any on-campus parking area. Dumping is prohibited.

(j) Permit holders leaving the University and requesting a pro-rated refund must do so by returning their permit to the Parking Services Office.

- *To suspend payroll deduction, faculty or staff members, on approved leaves of absence and paying parking fees via payroll deduction, must surrender their permit to the Parking Services Office. Permit holders who retain their parking permit during their absence from campus, and pay via payroll deduction, will be responsible for all accrued parking fee(s).*
- *Any outstanding parking fees or fines will be deducted from earned wages.* ***Permit holders who terminate from the University and retain their parking permit are hereby advised that the permit will be revoked and any individual found using the permit will be charged under the Regulations for the remaining value (full-year rate) of the permit.***

(k) Any visitor or member of the University, with a physical disability, may request designated accessible parking from Parking Services upon referral from Human Resources, the Paul Menton Centre or Equity Services Office - documentation may be required. Permit fees will apply to any such allocation as per the schedule of parking permit fees as posted on this website under the link, **Permits and Rates**. Certain parking spaces are designated as Accessible Parking and are restricted for those who are physically disabled and whose vehicle displays the appropriate Provincial Accessible Permit or Temporary Medical Permit issued by a Municipality. Various other parking spaces are designated as medical reserve (Special Permit) parking and are restricted for the use of those who are physically disabled and whose vehicle displays the appropriate Special Permit issued by the Parking Services Office.

(l) Any vehicle discovered as abandoned on campus or considered to be an environmental or safety hazard (i.e.: leaking gas/coolant, etc.) will be subject to immediate tow away at owner/operator's risk and expense.

6. Penalties

Any violation of the Carleton University Traffic and Parking Regulations, the Ontario Highway Traffic Act, the Criminal Code of Canada, or the Trespass to Property Act may result in a charge being laid by Campus Safety Services, in addition to any other penalties or costs that may be applicable.

Entry and use of campus parking facilities by any vehicle operator implies full acceptance and compliance with all relevant parking and traffic regulations at Carleton University.

Traffic Movement Penalties

General Penalty – every person who contravenes any of the provisions of the traffic and parking regulations, where a penalty for the contravention is not otherwise provided herein, is liable to a fine of $50.00.

(a) Failure to produce driver's licence, vehicle ownership, or proof of insurance: $50.00
(b) Fail to obey sign or traffic control device: $50.00
(c) Fail to obey directions of a Campus Safety Officer or Parking Enforcement Officer: $50.00
(d) Speeding: $25.00, plus $1.00 per km/hour in excess of posted limit
(e) Operating prohibited vehicle on campus: $50.00
(f) Improper access/or exit from a controlled lot: $75.00, plus towing charge incurred to remove vehicle from parking lot
(g) Failure to stop and report accident: $100.00
(h) Failure to report damage to property: $100.00
(i) Driving without due care and attention: $100.00
(j) Drive on closed road or pathway: $50.00

Parking Violation Penalties

(a) Park on turf or sidewalk: $50.00, plus cost of repairs
(b) Parked/stopped in a Bus Zone: $50.00
(c) Parked in No Parking/No Stopping Area: $50.00
(d) Parked in Loading Zone - not loading/unloading or exceeding time limit: $50.00
(e) Parked outside designated space (lines) or improperly so as to impede traffic: $50.00
(f) Parked – vehicle abandoned on campus (no permit or authorization): $50.00, plus towing charge
(g) Parked – obstruct snow removal operations (Nov. - Apr. from 0100h - 0700h): $50.00, plus towing charge
(h) Parked in unauthorized area: $50.00
(i) Parked – permit not clearly displayed/visible: $50.00
(j) Parked - no proof of payment/expired proof of payment (P&D Lots): $50.00
(k) Parked - permit not attached/registered to vehicle : $50.00

(l) Parked – abandoned vehicle: $50.00, plus towing charge
(m) Parked displaying altered/forged permit: $100.00, plus towing charge and seizure of permit.
(n) Repeated/subsequent violation: $300.00, plus vehicle banned from parking on campus
(o) Parked blocking fire hydrant or in designated fire route: $100.00.
(p) Parking in a designated Medical Reserve Parking/Special Permit space: $100.00
(q) Parked in Handicapped Reserved Area – no APP permit: $300.00
(r) Wheel Clamp (Boot) application fee: $35.00
(s) Towing fee: This amount may vary from $50 - $100 and is the fee levied by tow truck operators. *This service is contracted by Parking Services and fee is passed on to the owner/operator of the offending vehicle on a straight cost-recovery basis.*
(t) Account Administration Fee (Collections): $35.00

An early payment option is applicable to most violation penalties on Carleton University Parking and Traffic tickets if/when paid within seven (7) days. If the early payment option is not exercised by the recipient of a parking ticket/infraction notice, the full specified amount of the violation as indicated above will apply. Tickets not paid within 30 calendar days from date of issue (15 calendar days following loss of an appeal) will result in issue of a Collection Notice and the vehicle becoming subject to immobilization with a wheel clamp (boot) or tow/impound at the owner/operator's risk and expense.

Until all outstanding parking fines are paid, new parking permits will not be issued to students or staff members. Outstanding parking fines will be applied to student/staff accounts through association of vehicle licence information. ***Unknown violators with vehicles registered in Ontario will be traced and identified through search by the University with the Ontario Ministry of Transportation (MTO) or other authorized requestor for vehicle/owner information. All related administration fees/charges associated to this search will be applied to the outstanding account.*** The University may take action against persons found in default of fines through:

- *Withdrawal of parking privileges and subsequent towing of offending vehicles at the owner/operator's expense.*
- *Transferring the outstanding account balance (1) for students to Student Accounts in the Business Office, (2) for staff/faculty to the Payroll Office in Human Resources for application against earned wages, or (3) for public/unknown users to external collections agencies.*

It is the policy of Parking Services to make reasonable attempts through internal and open-source means to identify and collect fines from violators before turning any account over to any collections agency. If, however, the vehicle is not registered in ***ParkAdmin*** or the violations remain unpaid for a significant period of time the outstanding account will be forwarded to an external collections agency.

- *Continuous violation of these regulations may result in the cancellation of the operator's driving and parking privileges on the University campus and immobilization (booting) or towing of the offender's vehicle to the towing company's impound lot, off-campus. Parking Services, upon application to the President and under authority of the Trespass to Property Act, reserves the right to exclude any person or motor vehicle from attending/accessing University property.*

- *For a detailed listing of parking violations and related fines for these offences, please refer to the* ***Offences and Set Fines*** *section from the index.*

Vehicle Immobilization and Removal Fee

Any vehicle that is unknown, meaning that it is not registered to a user profile in ***ParkAdmin***, and has received two (2) or more violations *(commonly referred to as a scofflaw vehicle)* found parked on campus is subject to being immobilized with a boot device forcing the owner/operator to identify themselves and pay for any outstanding violations the vehicle has generated, as well as a boot removal fee.

The boot removal fee is payable upon demand and payment or commitment of same must be arranged/settled before the boot device is removed from the offending vehicle.

If the vehicle belongs to a University community member then the vehicle will be assigned to the user's ***ParkAdmin*** account. This action will transfer all outstanding citations for that vehicle to the staff/student user's account for payment. The operator may also be required to purchase a valid University parking permit based on status back-dated and prorated from the earliest date of the citations issued to the offending vehicle.

Non-University (public) members will be required to pay all outstanding violations plus the boot fee and the vehicle may also be banned from the campus property.

Towing Information

Any charges associated with the towing of a vehicle to the on-campus impound area or from the University to the towing operator's impound lot shall be assumed by the operator/registered owner of said vehicle and absolutely no liability will be presumed by Carleton University for any damage caused during the towing operation.

Where Campus Safety Services ***(on behalf of Parking Services)*** *has fitted a wheel clamp (boot) to a wheel of a vehicle to immobilize said vehicle, absolutely no liability shall be assigned to Carleton University for any damage caused if/when the owner/operator of said vehicle attempts to move or drive the vehicle with the immobilizing (boot) device still affixed.*

Contact Campus Safety Services at (613)520-3612 for vehicle releases or further information regarding immobilized or towed vehicles. Vehicles that have been towed as requested by Parking Services can be retrieved at the University's parking impound area or the towing agency's impound lot. Towing fees vary depending upon services required and the destination to which the vehicle is towed. Vehicles will be released to owner/operators upon verification of identification and promise for settlement of outstanding accounts (please see release requirements below). Payment can be made at the Parking Services Office using cash, cheque, CampusCard, or credit/debit card or on-line via ***ParkAdmin*** using CampusCard or

credit card. Students may also elect to have towing charges and parking fines assigned to student accounts to effect release of vehicle from the University's parking impound area.

Release to Registered Owner Requirements

1. Proof of ownership and personal identification is required to secure the release of any vehicle.
2. Uninsured or unregistered vehicles may not be driven from the parking impound area; they may be towed to private property at the owner's expense.
3. Vehicle operators must provide a valid driver's licence.
4. Vehicles will not be released to persons under the influence of alcohol or drugs;
5. Vehicles that have been seized for investigation may only be accessed or released upon receipt of written approval of the officer that seized the vehicle.

Release to Anyone other than the Registered Owner

1. Must have the keys to vehicle, identification with the same surname or address as the registered owner, or;
2. Must have a letter of authorization issued by the registered owner of the vehicle indicating the make, model, licence plate number and the Vehicle Identification Number.
    - the letter must be written, signed, and dated by the registered owner of the vehicle.
3. In addition to the letter, the designated operator will require a copy of the vehicle registration, insurance and a valid driver's licence, if the vehicle is to be driven out the parking impound area.
    - if the vehicle is being towed from the parking impound area then the designated operator will require a copy of the vehicle ownership and a valid driver's licence or other government issued photo identification.
4. Vehicles will not be released to persons under the influence of alcohol or drugs.

Payment of Fines

Final payment of parking and traffic offence notices issued pursuant to these Regulations must be made within 30 calendar days of issue date. Payment can be made on-line with CampusCard or credit card through secure web payment to ***ParkAdmin*** – access the link from http://www.carleton.ca/parking. All other payments such as cash, cheque, money order, or debit card (Interac) may be made in person at the Parking Services Office. *Please make all cheques payable to* ***Carleton University***.

Appeals

Parking and traffic offence notices cannot be withdrawn or cancelled except through the prescribed appeal procedure. Appeals must be filed within 14 days of the issue date of the Parking Infraction Notice.

Automated reminder notices will be sent from ***ParkAdmin*** to registered users at midnight on the date of the violation. If set fine is not paid or the appeal process is not initiated within this time period, a "default" judgment will be entered and it will be deemed that the user/ alleged violator does not wish to dispute the offence. Appeals will be reviewed by the Appeals Officer within five business days of submission. Appeals must be submitted in writing and on-line through ***ParkAdmin*** – the link can be found at Parking Services' website, http://www.carleton.ca/parking. Correspondence from the Appeals Officer will be sent via return e-mail. All parking and traffic infractions are subject to review. Upon application, requests will be assessed by the *Assistant Director* and/or *Director of University Safety*. All decisions rendered by the *Director of University Safety are* ***FINAL***. A valid appeal may only be based on the contention that a violation was issued contrary to the Parking and Traffic Regulations or in error. ***Ignorance of the Carleton University Parking and Traffic Regulations does not constitute grounds for an appeal.***

Permits

University parking permits may only be purchased through the Parking Services Office and on-line application system, ***ParkAdmin***. ***Permits are issued by and remain the property of Carleton University. Permits are not transferable and permits found or purchased privately are invalid.***

Any vehicle operated on University property must be registered with a licencing agency in the operator's home province or state. Vehicle operators are required by provincial statute to be in possession of a driver's licence, vehicle ownership, and proof of insurance coverage at all times while operating a vehicle and are required to identify themselves when/as requested by University authorities - *Campus Safety Officers and Parking Enforcement Officers.*

Persons are responsible for providing correct information to obtain a parking permit. This includes any changes in address, ownership or vehicle licence plate. Proof of ownership may be requested. Parking permit holders are not permitted to park in Pay and Display or metered parking areas without paying the appropriate fees.

A parking permit will be issued to an applicant when the person applying can provide or attest to possessing the following identification/information:

- a valid driver's licence
- motor vehicle registration (vehicle ownership)
- a valid student/staff card or membership with Carleton University or associated agency/entity.

Full-time and contractual faculty and staff may purchase annual permits via payroll deduction, cash, cheque, or credit/debit card. Other persons, working on campus, but not employed by the University, may purchase permits by cash, cheque, credit/debit card at the Parking Services Office.

Students must purchase permits on-line through Parking Services' web-based application system - ***ParkAdmin*** and permits will be mailed to the address recorded under user's profile or held for pick-up at the Parking Services Office.

Permits remain the property of the University and may be cancelled and the privileges revoked at any time by the University. All vehicles displaying a permit must be registered with the Parking Services Office.

The University encourages car-pooling to reduce the number of vehicles being driven to campus thereby helping to reduce pollution. Licence plate numbers for those participating must be recorded under the permit holder's profile. A single permit can be issued and shared by all vehicles recorded under this profile.

Illegible or damaged permits may be replaced free of charge at the Parking Services Office, providing identifiable parts of the old permit are produced at the time of replacement. Prepaid parking permits returned to the Parking Services Office will be refunded on a pro-rated basis calculated from the first day of the month following surrender. Lost or stolen permits should be reported immediately to the Parking Services Office. Replacement permits may be obtained upon payment of a service charge to Parking Services.

These Regulations have been established and published to inform and assist everyone who operates a vehicle on the property under the care and control of Carleton University. Further information concerning any of these regulations may be obtained by contacting any staff member in the Parking Services Office or the Campus Safety Services Office.