

Carleton University Parking and Traffic Regulations

1. Introduction

This 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. Compliance is vital since the ultimate success of the parking system depends upon mutual consideration, courtesy and co-operation.

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, several 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. 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, roadways, and streets, are private property. The university reserves the right to control parking and traffic on the campus, to prohibit (ban) access to any vehicle, and to restrict parking privileges at any time and 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.

Payment/Validation is required for all campus parking areas (permit-only parking areas and hourly-rated parking areas i), Reserved or Accessibility Permit spaces, service vehicle, and premium parking zones), from 7 a.m. to 10:30 p.m., 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](#) will provide information or any other assistance that may facilitate use of the university's parking facilities. Please contact either of these departments if assistance or other information is required. ***The Parking Services Office is located in Room 204 of Pigiardvik, University Drive - (613) 520-3623. Office hours are 8:30 a.m. to 4:30 p.m., 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 online registration system - ***ParkAdmin.*** ***The Campus Safety Services Office is located in Room 203 of Pigiardvik, University Drive - (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 email to report a broken-down 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.

Note: The parking fine structure is listed on the Parking Services website at Carleton.ca/parking

- (a) Campus Safety Services 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 regulations.
- (b) The Executive Director of Campus Safety Services and/or their 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 Ontario Highway Traffic Act and any amendments made thereto.

- (a) **Abandoned Vehicle** is a vehicle that remains parked on campus for a period of two 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 employed 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 licensed **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 bylaws 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 1 to the following April 30. The parking terms begin and end as follows:

- Summer - May 1 to Aug. 31
- Fall – Sept. 1 to Dec. 31
- Winter – Jan. 1 to April 30.

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. 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. Campus Safety Services employs licence plate recognition (LRP) cameras to assist with parking/traffic enforcement activities and investigations. The owner/operator of a motor vehicle as defined in the Ontario 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 Ontario Highway Traffic Act 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.

Further, with respect to licence plates, any vehicle being operated on campus must be plated and the view of the number plate must be clear and not covered (i.e.: no film or plastic coverings over licence plates). The Highway Traffic Act states, *“every number plate shall be kept free from dirt and obstruction and shall be affixed so that the entire number plate, including the numbers, is plainly visible at all times, and the view of the number plate shall not be obscured or obstructed by spare tires, bumper bars, any part of the vehicle, any attachments to the vehicle or the load carried.”*

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 licence.

- (a) Every person operating a vehicle on campus must obey any direction given by sign, device, Parking Enforcement Official or Campus Safety Officers. Campus Safety Services is charged with the responsibility for traffic and parking control for the university.
- *Verbal abuse or harassment directed towards any Campus Safety Services personnel will not be tolerated and any reported violation will be investigated and followed-up under all relevant university policies and provincial legislation (i.e.: the Students Rights and Responsibilities Policy, the Workplace Violence and Harassment Prevention Policy, the Trespass to Property Act, etc.).*
- (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.
- (c) A person operating a vehicle on campus must not sound any bell, horn, or other signaling 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 40km/h (with some exceptions) – which are posted along the roadways across campus. No person shall operate a vehicle on university property at a speed in excess of posted speed limits on a campus 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.
- (f) 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.
- (g) Every person who operates, or rides a motorcycle, 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.
- (h) 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](#).)
- *Bicycles shall be parked only in bicycle racks or designated bicycle compounds.*
- (i) All-terrain vehicles (ATVs), mini-bikes, snowmobiles, or other similar-type implements shall not be operated on the property of the university, except as authorized by Campus Safety Services. Exceptions to this policy will only be considered when/where the implement is designated to be a service vehicle.

- (j) 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.
- (k) *Prior authorization for exceptions must be obtained from Campus Safety Services in consultation with Facilities Management and Planning.*
- (l) 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 provide the officer with such information or written statement concerning the accident as may be required.

Where a person is physically incapable of making a report and there is another occupant of the motor vehicle, the 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.*** Ads for permits to park on campus through public notice boards or online marketplaces such as **eBay** or **kijiji** – are not legitimate. Permits are issued virtually (your permit is your registered licence plate) by Carleton University and 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.
- (a) Only registered vehicles are permitted to park in permit-only parking areas from 7 a.m. to 10:30 p.m., 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-by-Plate machines, through approved Parking Apps, or in advance from Parking Services or online via ***ParkAdmin***. Only registered vehicles with 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.
- (b) Vehicles not registered to profiles in ***ParkAdmin*** or 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.
- (c) To facilitate snow removal, the following parking restrictions will apply between Nov. 15 and April 15, from 1 a.m. to 7 a.m.
- Overnight parking is not 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 1 a.m. will be subject to violation and removal. Vehicles parked overnight in any garage must be removed and returned to designated permit parking areas by 7 a.m., Monday to Friday.
 - All resident students requiring a residence parking permit must purchase a North Garage Permit (P18) to allow for overnight parking.
- (d) 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.
- (e) 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.
- (f) 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*.
- (g) 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.
- (h) Sleeping, tailgate 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.
- (i) The use of parking spaces to conduct any type of business transaction or to operate any commercial service not registered with or directly owned/operated by the university is prohibited. These activities may include, but are not limited to: farmers (food) markets, food trucks, yard sales, mobile personal care services, mobile vehicle detailing, car rentals, etc. Please refer to the Commercial and Supplemental Revenue-Generating Activities Policy (Office of Risk Management) for further restrictions.
- (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 cancel their permit with 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 or the Paul Menton Centre. Parking accommodation requests that are based on human rights grounds (e.g., family status, pregnancy) would also be considered. Documentation may be required to assess the request. The permit fees posted on the Campus Safety Services website will apply to any such allocation. Denied requests for Parking Accommodation may be appealed to the Office of Equity and Inclusive Communities.

Permits and Rates: Certain parking spaces are designated as Accessible Parking and are restricted for those with physical disabilities 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 have a physical disability and whose vehicle displays the appropriate Special Permit issued by the Parking Services Office.
- 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 Parking and Traffic 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 Violations

General Penalty – every person who contravenes any of the provisions of the Traffic and Parking Regulations is liable to a fine.

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

Parking Violations

- a) Defaces/Alters/Obstructs number licence plate as to prevent automated or visual validation
- b) Displays licence number plate not registered to the attached vehicle
- c) Park on turf or sidewalk, plus cost of repairs
- d) Parked/stopped in a Bus Zone
- e) Parked in No Parking/No Stopping Area
- f) Parked in Loading Zone - not loading/unloading or exceeding time limit
- g) Parked outside designated space (lines) or improperly so as to impede traffic
- h) Parked – vehicle abandoned on campus (no permit or authorization), plus towing charge
- i) Parked - obstruct snow removal operations (November - April, from 1 a.m. – 7 a. a.m.) or service vehicle, plus towing charge
- j) Parked in unauthorized area
- k) Parked - no record of payment/no registered permit; weekend
- l) Misuse of Parking pass
- m) Possess/Use altered/forged permit/pass/pay stub: Base fine amount, plus towing charge and seizure of permit/pass/pay stub
- n) Repeated/subsequent violation, plus vehicle banned from parking on campus
- o) Parked blocking fire hydrant or in designated fire route
- p) Parked in Space Reserved for Accessibility Permit - No Registered Permit
- q) Parked in an Accessible Reserved Area - No APP permit and Accessibility Permit or Payment
- r) Vehicle Charging Station - Parked over Time Limit (4 hrs.)
- s) Wheel Clamp (Boot) removal fee

- t) Unlawful Removal/Damage to Wheel Clamp (Boot) Device
- u) Towing fee: This amount may vary and is the fee levied by tow truck operators. ***This service is contracted by Parking Services and the fee is passed on to the owner/operator of the offending vehicle on a straight cost-recovery basis.*** Account Administration Fee (Collections).

An early payment option is applicable to most violation penalties on Carleton University parking and traffic tickets if/when paid within seven 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 operator'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](#) webpage.

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 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 backdated 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, Campus Card, or credit/debit card or online via **ParkAdmin** using Campus Card 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 online with CampusCard or credit card through secure web payment to **ParkAdmin** – access the link from carleton.ca/parking. All other payments such as cash, cheque, money order, or debit card 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 online through **ParkAdmin** – the link can be found at [Parking Services website](#). Correspondence from the Appeals Officer will be sent via return email. All parking and traffic infractions are subject to review. Upon application, requests will be assessed by the Assistant Director and/or Director of Campus Safety Services. All decisions rendered by the Director of Campus Safety Services 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 online application system, **ParkAdmin**.

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-by-Plate parking areas without paying the appropriate fees.

A virtual 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 online through Parking Services' web-based application system - **ParkAdmin**. Permits are virtual. The student must purchase a permit for the required lot and register their licence plate(s) to their user profile. Whenever their plate is scanned it will confirm/refute their **authority to park in the given lot**.

Registered permits remain the property of the university and may be cancelled and the privileges revoked at any time by the university. All parked vehicle licence plates 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 and traffic congestion. 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.

Cancelled parking permits will be refunded on a pro-rated basis calculated from the first day of the month following surrender.

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.