



Canada's Capital University

<b>Policy Name:</b>	Campus Parking and Traffic Policy
<b>Originating/Responsible Department:</b>	Campus Safety Services
<b>Approval Authority:</b>	Senior Management Committee
<b>Date of Original Policy:</b>	March 25, 2015
<b>Last Updated:</b>	October 2019
<b>Mandatory Revision Date:</b>	October 2024
<b>Contact:</b>	Director, Campus Safety Services

**Policy:**

The University provides a parking system that is aimed at serving the needs of students, staff, and visitors attending the campus/grounds of Carleton University. Parking policies and regulations are intended to be fair and reasonable for all users of the University parking system. Carleton University is private property and as such, the university is responsible to govern the safe movement of vehicles on campus. Compliance is sought through the consistent enforcement of the Carleton University Parking and Traffic Regulations.

**Purpose:**

This policy is intended to regulate the use of parking spaces and roadways on Carleton University property.

**Scope:**

This policy is applicable to all members of the Carleton University community on campus, including students, faculty and staff, as well as visitors and guests.

**Regulations:**

The university shall establish regulations governing the parking and operation of vehicles on its main campus (1125 Colonel By Drive, Ottawa, ON). The regulations will govern the fair and reasonable use of parking spaces and the safe movement of vehicles on campus roadways. It will set parking fees and set fines for violation of the regulations. The regulations will establish an appeal process to resolve parking and traffic matters. The Carleton University Parking and Traffic Regulations are posted on the Parking Services website (<http://www.carleton.ca/parking>). These Regulations shall be reviewed annually and may be amended by the Vice-President (Finance and Administration) as required.

**Roles, Responsibilities and Procedure:**

The Director, Campus Safety Services (CSS) is responsible for monitoring the effectiveness of this policy and ensuring compliance. CSS Parking Services/Patrol Services may issue violation notices, immobilize (boot) vehicles, or tow and impound vehicles as set out in the Carleton University Parking and Traffic Regulations. Repeated violations of these regulations may further result in charges being issued under the Trespass to Property Act by means of a provincial offences notice.

In the administration of fines/payments, Parking Services employs several methods of collection in the settlement of outstanding/overdue violations.

- Current Students: Balances may be applied against student accounts in the Business Office and transcripts withheld until payment is satisfied.
- Staff/Faculty: Balances may be arrogated from an employee's scheduled pay upon application to HR Payroll Services.
- Former Affiliates/Public Users: Balances may be forwarded to collections agencies for action on behalf of the University.

Further, under the direction of the Director, Campus Safety Services, Parking Services may impose additional sanctions on users with repeated violations such as, but not limited to, revocation of parking and or driving privileges on campus and/or removal of vehicles from campus grounds with impoundment at the University's contracted towing agency facility.

**Contacts:** Director, Campus Safety Services

**Links to related Policies:**

N/A