



**UNIVERSITY
ACADEMY 92**
MANCHESTER

UA92 Car Parking Policy	
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1. Purpose

1.1 The purpose of this policy is to provide to outline the approach University Academy 92 (UA92) has to car parking on campus at Brian Statham Way, Old Trafford.

2. Scope

2.1 This policy applies to all employees, students, UA92 appointed operators who wish to park in the UA92 car park on Brian Statham Way.

3. UA92 Parking Policy

3.1 The car parking policy requires permits to be held for all motor vehicles for colleagues, students, operators and tenants who park in the UA92 car park.

3.2 The People and Operations Team are responsible for -

- Overseeing the administration and issuing of permits to colleagues, students etc. within the principles outlined in this policy
- Manage access in and out of car parks via access cards
- Investigate and respond to any complaints from users regarding the car park and the permit system.
- Limit number of visitors and contractors provided with parking on any one day based on balancing operational need with permitted spaces available.

4. Car parking allocation

4.1 There are a limited number of spaces at the University Academy 92 campus. Colleagues and students can apply for a space, however in the event that we have more requests for parking than parking spaces, we will allocate them based on the following priority –

1. Disabled parking
2. Accessible parking (Permanent and Temporary)
3. UA92 colleagues who need to use their car for work
4. Distance from home to University Academy 92
5. Lack of public transport provision to campus
6. Caring responsibilities

4.2 Disabled Parking

Disabled colleagues and students who are blue badge holders and require the use of a vehicle to get to and from UA92 do not have to pay for parking and should display their Blue Badge in the vehicle when parking at UA92.

Colleagues should contact People and Operations (People@UA92.ac.uk) and students should contact Inclusive Support (InclusiveSupport@UA92.ac.uk) at the earliest opportunity to request an access card.

4.3 Accessible Parking

Accessible parking can be provided to colleagues and students with temporary mobility problems or those without a blue badge but with long-term health conditions. For colleagues this may require a letter from your GP or consultant and then approval by the People Team. In the case of students this will require medical evidence and a recommendation from the Inclusive Support Service. The accessible parking permit is also available to pregnant colleagues/student – for colleagues this will be approved by the People Team. For pregnant students this will be approved by the Inclusive Support Service. In all cases there must be a review/end date set at the time of approval.

4.4 Visitor/Contractor Parking

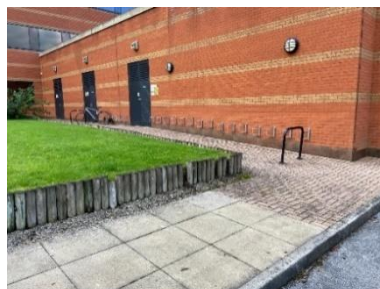
To organise visitors and contractor parking and email should be sent to facilities@ua92ac.uk a minimum of 2 working days prior. On arrival guests will be asked on the intercom for their name and who they are visiting. Anyone without prior approval will not be granted access.

4.5 Motorcycle Parking

There are no dedicated spaces for motorcycles, a standard space in the car park is to be used and the costs are the same as for a car.

4.6 Bicycle Parking –

There is a bicycle shed towards the rear of the car park and racks attached to the wall (see pictures below), for access to the car park gate please request via the Parking Permit form on TEAMS for students (please see the student helpdesk if you are unsure where to find it. Colleagues should email facilities@ua92.ac.uk to request access.



Please ensure your bicycle is securely locked up in the racks available. All bicycles parked in the UA92 bicycle racks are at the owner's risk and UA92 accepts no liability for their safety and security.

5. Car Park Usage

5.1 Car Park users should:

- Follow any signage, speed limits and parking restrictions
- Report any misuse of facilities, illegal parking (including obstruction of disabled or accessible parking bays) or similar breach of policy to facilities@ua92.ac.uk or if urgent to the UA92 Helpdesk
- Report to the UA92 Helpdesk at the earliest opportunity, any damage to vehicles (their own or other users) so that a timely investigation may be carried out and any relevant evidence collected
- Respect other people's vehicles and property

6. Crime Prevention

6.1 All vehicles parked on the UA92 car park are at the owner's risk and UA92 accepts no liability for the safety and security of such vehicles. Most car crime is opportunist and you can put thieves off with vigilance and by taking the following simple precautions:

- Never leave a car door unlocked or a window/sunroof open
- Do not leave any belongings on display in your car including any UA92 equipment
- Security-mark your stereo and if it's removable, always take it with you
- If you have a mobile phone or Satellite Navigation device, ensure you not only remove the device but also remove any tell-tale ring mark on your windscreen
- Do not leave credit cards or cheque books in a glove compartment
- Never leave your vehicle documents in your car
- Double check that all doors and windows are locked before leaving the car

If you notice anything suspicious in the car park, please let a Helpdesk team member know.

7. Car Park Costs

7.1 Salaried colleagues

Salaried colleagues can request a parking space (subject to availability) through people@ua92.ac.uk – access to the car park will be provided on your colleague ID/access card. The cost is to be paid one month in advance and will be

deducted monthly from your salary. When employment ends with UA92 permits must be cancelled by emailing people@ua92.ac.uk giving a minimum of one calendar months' notice.

7.2 Non-salaried colleagues

Non salaried colleagues can request parking space through people@ua92.ac.uk and will be issued once the appropriate fee has been paid. Permits must be cancelled, giving a minimum of one calendar months' notice.

7.3 Students -

Students can request parking permits via the Parking Permit form on TEAMS. Student permits will be billed for and are to be paid for 1 month in advance for 24/7 access or 1 block in advance. Access to the car park will be added to your student ID card.

Car parking permit fees shall cover operational costs and the cost of any planned improvements to the car parks that may be necessary from time to time;

7.4 Costs

Applicant	Type of Pass	Cost
UA92 Colleague	24/7 Pass	*£750/year or £75/month
UA92 Colleague – Blue Badge Holder	24/7 Pass	Free of charge
UA92 Colleague - Temporary Accessible Pass	24/7 Pass	Free of charge
UA92 Student 24/7 pass	24/7 Pass	£750/year or £75/month
UA92 Student - Morning	08.30 – 13.30	£X.00/6 week block
UA92 Student - Afternoon	13.30 – 18.30	£X.00/6 week block
UA92 Student – Blue Badge Holder	24/7 Pass	Free of charge
UA92 Student - Temporary Accessible Pass	24/7 Pass	Free of charge
UA92 Tenant	24/7 Pass	£750/year or £75/month
UA92 Operator	24/7 Pass	£750/year or £75/month
UA92 Contractor	Access via intercom	Free of charge

* Proposing 1% of salary, up to a maximum of £54/month or if colleague commits to a yearly pass at £540/year.

The above charges are valid from 01 September 2021 until 31 August 2022