

Policy: 7.4 - Staff Car Parking



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Introduction

Bridge Training Limited has a restricted number of staff car parking spaces at the Archdeacon Training Centre, for most of the time Bridge Training has more than adequate to cope with the parking demand if vehicles are parked properly and safely.

Staff are encouraged to use public transport or other means such as motorbikes, bicycles, or car sharing, wherever possible, to get to work and reduce the number of cars on the road in line with the Governments environmental policies. Facilities are provided for the parking of motorbikes and bicycles.

We do not provide secure storage for any type of vehicle including bicycles and scooters, motorbikes etc.

Scope

The policy applies to all road users including motorists, motorcyclists and cyclists and all road users must comply with the current Road Traffic Act whilst on Bridge Training premises. All staff, students and visitors are required to comply with the regulations of which the car parking policy form's part.

Policy Statement

Bridge Training does not guarantee parking facilities to any members of staff and visitors unless they are driving a Bridge Training owned vehicle.

Users of the car park do so at their own risk and Bridge Training cannot and will not accept liability for accident, loss or damage to the vehicle (or to the contents of the vehicle) howsoever caused. Any incident occurring in the Bridge Training car park should be reported immediately to a member of senior management and dealt with in a professional manner.

Students should find alternative parking and will be reimbursed for the timetabled hours that they are due on site for lessons.

Due to safety, Bridge Training car park is a 15 minute limited waiting zone and parents/carers should ensure that they consider this when planning to drop off/pick up students.

General Rules

All spaces are on a first come first served basis and vehicles must park within defined spaces and double park (when necessary) to allow the maximum amount of vehicles access to the allotted spaces. A consistent breach of the rules will result in the vehicle being banned from site.

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No member of Bridge Training staff is permitted to park on double yellow lines, on verges, in spaces marked reserved, spaces for motor-cycles or bicycles, or any other area that may prove to be a hazard or is considered to be a hazard.

Temporary permission may be given at the discretion of the Senior Management Team to allow members staff and/or learners to use disabled only parking spaces for short term medical conditions.

Visitors

Several spaces may be reserved for official visitors when required. Staff inviting/receiving visitors are responsible for reserving parking spaces through appropriate arrangements. There will be limited provision for such visitors and some requests may have to be declined.

Leaving a Vehicle on site

The Bridge Training car parks are for current staff and official visitors only unless a prior arrangement has been agreed with a member of the Senior Management Team.

No vehicles are permitted to remain parked on site overnight unless special permission has been granted by a member of the Senior Management Team.

Charges

Bridge Training reserves the right to make charges for car parking and to increase these charges or implement charges in areas that are currently free of charge at any time with one (1) months' notice.

Disciplinary Consequences

Parking spaces aren't permanent benefits. Bridge Training can withdraw them anytime as a result of disciplinary action or needs of people with higher priority. This benefit is valid only as long as employees are employed by Bridge Training. If you are the last employee to leave the Bridge Training site it is your responsibility to ensure that the premises and car park is secure.

Any employee who disregards this policy will receive a warning and a written reprimand. Repeat offence will result in retraction of parking benefits. If the employee continues to disrespect this policy or in cases of serious offences, they will face disciplinary consequences up to and including termination.