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PARKING AT RED DEER COLLEGE

Description: Parking Regulations	Date of Issue: July 20, 2010
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ADMINISTRATIVE

1. PARKING PRINCIPLES

As the College grows there will be a simultaneous increase in demand to accommodate more vehicles. Principles need to be established to ensure parking strategies address this need in a sustainable manner. The following principles identify key aspects related to parking at Red Deer College:

- a. Quantity: Endorse the 2003 RDC Land Use Master Plan which identifies the current parking ratio to be approximately .7 stalls per student and staff and recommends this ratio should be closer to .5 per student and staff.
- b. Growth: As the college increases numbers in students, staff and visitors seek a balance between accommodating the single passenger vehicle and other modes of transportation as advocated by Green Campus.
- c. Access: The internal road way and parking system should be planned and operated such to optimize the three vehicular access points at RDC (i.e. the current College Boulevard and College Circle accesses from 32nd Street and the future link to 28th Street).
- d. Distribution: Student, Staff and Public parking lots should be distributed such to achieve a fair and equitable parking program which impact on the college's open, landscape environment.
- e. Wayfinding: Public Parking should be strategically located to support access to key building entrances and provided with good wayfinding.
- f. Variety: A range of parking options should be provided to the college community in response to various economic and accessibility needs. As the college increases sufficiently in population and density pursue the parkade solution to be less land consuming.
- g. Fees: The cost for parking at RDC should reflect a balance between recruitment, retention and welcoming on one side and the need for funds to build and maintain road and parking infrastructure and support for alternative transportation on the other side. Fees are reviewed on a yearly basis.
- h. RDC Green Campus Initiative / Alternative Transportation: Support the creation of infrastructure and planning to encourage positive arrival / departure areas for transit users, network of walking/ bicycle paths, good storage options for bikes and optimal parking stalls for carpoolers.

PARKING AT RED DEER COLLEGE

2. POLICY

- a. These parking regulations provide for the orderly movement and parking of vehicles on campus. Copies of the Parking Regulations are available online at www.rdc.ab.ca/parking. These regulations apply to all parking lots, roadways, and grounds at Red Deer College.
- b. The College reserves the right to add, delete, or make any changes to these Regulations as it deems necessary.
- c. Parking information will be published on the web page rdc.ab.ca and questions on parking should be directed to parking@rdc.ab.ca.
- d. Parking assignment and systems are administered by Financial Services, Fees Office.
- e. Subletting or selling of reserved parking spaces is not permitted, only Fees Office can assign parking.
- f. Security reserves the right to request proof of registration.
- g. Employees who go on leave or who terminate their Red Deer College parking will not necessarily be eligible to park in the same stall/lot upon their return. Hangers must be removed from motor vehicles when vehicles are sold, traded or no longer in use and returned to the Fees Office
- h. All vehicle operators are required to comply with all Parking Regulations of the Red Deer College, and are subject to the applicable charges for violations involving any vehicle registered under their permit.
- i. Vehicles parked in campus parking lots should be removed daily, and cannot be left for extended periods (based on a 24 hour maximum period) unless authorized by Campus Security in advance. (Except assigned Residence parking)
- j. Questions on enforcement/violations should be directed to SecurityCentre@rdc.ab.ca

3. LICENSE PLATE VISIBILITY

The operator of the vehicle is responsible to ensure that their license plate is visible from the traffic lane and/or front wheels to curb for monitoring purposes. Backing into stalls in Red Deer College lots is prohibited.

4. LIABILITY OF RED DEER COLLEGE/PARKERS

- a. Charges for parking are for the use of parking spaces only. The College shall not be held responsible for any loss, injury or damage to persons and/or motor vehicles, including contents, through fire, theft, vandalism, natural disasters (i.e. tornadoes, weather conditions, etc.), collision or otherwise.
- b. All motor vehicles must display valid license plates, have current registration and insurance when parking at Red Deer College, at all times, unless authorized by the Manager of Security and Emergency Response. Persons found to be in violation of this Policy may be subject to penalty under law or Red Deer College policy, and may be held financially liable for any damage caused to College property. Motor vehicle operators must hold a valid driver's license.

PARKING AT RED DEER COLLEGE

5. HOW ARE PARKING REVENUES USED?

Parking services and facilities are recognized as a department which must be self-sustaining. Parking revenues at Red Deer College are used to fund/support:

- a. Creation/development of parking lots and facilities
- b. Maintenance and repair of parking lots and roadways
Including snow removal, street sweeping, pavement/gravel repair, line painting, etc.
- c. Utility costs - *Street and parking lot lighting, electricity for parking lot outlets, etc.*
- d. Security and parking management
- e. Insurance and administrative costs
- f. Purchase and maintenance of parking equipment such as PayStations, technology and signage

6. REGISTRATION FOR PARKING

- a. All motor vehicles parked on campus between September and June, must purchase parking through one of the following options:
 - a. ePermit (Student self-service)
 - b. PayStations (Public, Visitor short term, and Visitor Complimentary)
 - c. Fees Office (Employee, Contractor, Short term and Special Requests)
- b. Students who purchase parking through the ePermit system may have two license plates registered on their accounts, but only one is permitted on campus at a time and is valid only in the assigned lot(s). It is the student's responsibility to update their license plate numbers on their ePermit accounts. Permits are not transferable or for resale.
- c. Permits are only valid for the account holder, if you would like to participate in carpooling, you will be required to register with your participants. Provided a carpool stall is available.
- d. Employee parking is managed through our automated parking system which uses license plate numbers to register and monitor parking. The employee parking application can be found on the Red Deer College forms index and can either be emailed to parking@rdc.ab.ca or dropped off in person at the Fees office. A maximum of four license plates can be registered in the system but only one is permitted on campus at a time and is valid only in the assigned lot/stall. Upon termination of employment or any leave from the College, you must notify the Fees office to cancel the parking contract. Employees taking classes are not eligible to receive student priced parking.

7. ACCESSIBLE PARKING/ SPECIAL PARKING FOR MEDICAL REASONS



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PARKING AT RED DEER COLLEGE

- a. Accessible parking stalls are located throughout the campus to allow for ease of access to all College facilities. Please check the campus parking map for specific locations. Parking in these stalls requires a valid parking placard displayed where it is clearly visible.
- b. A person with a medical disability requiring special accommodation/reserved parking will be given priority.
- c. Faculty, staff and students with 'temporary' medical conditions that require accessible/special parking are eligible for reserved stall lots if currently attending, studying or working at the College.
- d. Persons applying to purchase disability parking must complete and pay for Accessible Parking at the Fees Office.

8. TEMPORARY PARKING

- a. Persons who have purchased parking but bring a courtesy car while their own vehicle is being serviced or repaired, may park in their designated lot/stall but must report the license plate information to Security Centre 403-342-3445 or SecurityCentre@rdc.ab.ca prior to or upon arrival on campus.
- b. In instances where someone else is illegally parked in your reserved stall, you should park in the public lot that day and report the incident to Security Centre 403-342-3445 or SecurityCentre@rdc.ab.ca including the details for your lot/stall number and your license plate number.

9. COMPLIMENTARY PARKING

Complimentary parking may be available for eligible guests at the request of a Red Deer College employee by completing the application form available on the Red Deer College forms index and email to parking@rdc.ab.ca.

10. LOST, STOLEN, OR DAMAGED HANGERS

Hangers will be issued only for the following locations: Bethany Collegeseide, DSB employees, Accessible parking. Any lost, stolen or damaged hangers must be reported to the Campus Security Department and subsequently may be replaced on payment of the appropriate fee. The damaged permit must be returned to the Fees office. It is an offence to duplicate, deface, alter, sell, rent, exchange, or falsely declare a permit stolen or lost.

11. PAYMENT

- a. All students shall apply for campus parking online through the ePermit system and payment for ePermit must be made online within 24 hours of registration. Registration will be cancelled if no payment was made.
- b. All staff parking applications and payment/payroll deduction should be submitted to Fees office. Parking stalls will be assigned based on availability.

PARKING AT RED DEER COLLEGE

- c. Parking rate information is available at rdc.ab.ca/parking

12. REFUNDS

Where a person has paid the appropriate fee for a parking permit, and consequently cancels their parking on-line, a refund may be approved based on the amount of time remaining on the permit. Students must email parking@rdc.ab.ca to request a refund.

13. RESIDENCE PARKING

Residence parking is under the control and direction of the Residence Administration Office located on the south side of College Circle. Any inquiries regarding this parking area should be directed to the Residence Office.

14. PUBLIC PARKING

- a. There are a number of Public parking areas on the campus.
 - Public Parking West North of the Arts Centre
 - Public Parking East North of Four Centres building
 - Short Term Visitor In front of main entrance
- b. Parking can be purchased at the Pay Stations located in the Main Entrance lobby, Arts Centre and Four Centres (The Patch). You will need your lot name and license plate number to purchase public parking and the **receipt does not need to be displayed** on your dashboard.
- c. Donald School of Business (DSB) students, faculty and staff may park in public lots on main campus by displaying their downtown monthly parking pass without additional charge.

15. PARKING BICYCLES

- a. Red Deer College has a number of bicycle racks located about main and DSB campus including an inventory of bicycle lockers situated near the main entrance to the College. Contact Fees Office to purchase bicycle lockers

PARKING AT RED DEER COLLEGE

- b. The locking of bicycles to handrails or any structure that impedes pedestrian traffic is not permitted. Securing of bicycles to handrails, stairs or any means of exit from buildings is a violation of the Alberta Fire Services Act and/or Occupational Health and Safety Regulations, and it is prohibited. Riding of bicycles in an area not designated to be used as a roadway is strictly prohibited. Bicycles are subject to ticketing and/or impoundment for being parked in any area other than an authorized bicycle rack. Parking of bicycles within buildings must be authorized by the Manager, Security and Emergency Response, and bicycles must not be placed in a manner that blocks an entrance and egress routes or public ways or that constitutes a fire hazard.

PARKING ENFORCEMENT

16. PARKING WITHIN PARKING LOTS

Vehicles should be parked correctly in all parking lot spaces either within delimitation markings or in vicinity of concrete barricades and not parked in any way that restricts the free flow of traffic or the movement of other vehicles or pedestrians. No vehicle should be parked in an area which is not designated for parking.

17. TRAFFIC CONTROL

All federal, provincial and municipal laws and regulations regarding motor vehicles apply to all roads, parking areas or lots on the Red Deer College campus. These will be enforced by Campus Security.

18. CONTRAVENTION OF SIGNAGE/NON-COMPLIANCE TO INSTRUCTION

No motor vehicle shall be parked or operated on the campus in such a manner as to contravene instructions on signage. Parking regulations are to be followed as directed by parking and traffic control.

Every person shall obey all instructions or directions concerning movement of pedestrian and vehicular traffic given by the Manager, Security and Emergency Response or by anyone acting under his/her authority.

19. EXEMPTION OF EMERGENCY VEHICLES

PARKING AT RED DEER COLLEGE

Emergency vehicles such as police, fire truck, ambulance, campus security and traffic are exempt from the provisions of the above-noted regulations.

20. LOADING ZONES

No motor vehicle shall be parked in the loading zones unless it is in the process of loading or unloading up to a maximum of 20 minutes.

Individuals requiring more than the 20 minute time period to load or unload should contact Campus Security in person or by telephone to obtain a temporary permit to allow parking in excess of the 20 minute time limit.

21. SERVICE AREAS

No motor vehicle shall be parked in an area marked for service vehicles unless it is a Red Deer College vehicle. Non-College vehicles engaged in the service, repair or maintenance of College facilities, equipment or grounds must display a temporary parking permit, obtained from Campus Security. Parking fees may apply.

22. PASSENGER LOADING ZONES

Passenger loading zones are for the purpose of loading and off-loading passenger/s. No motor vehicle shall be stopped in a passenger loading zone for a period exceeding 5 minutes. No motor vehicle shall be left unattended in a passenger loading zone.

23. RESTRICTED VEHICULAR ACCESS

Vehicle access to the campus pedestrian area is not permitted unless authorized in advance by the Campus Security Department. Emergency vehicles are exempt from this provision.

24. NON-MOTORIZED VEHICLES

Use of Non-Motorized vehicles as defined in Glossary of Terms is prohibited in the following campus pedestrian locations:

- a. Inside Red Deer College buildings
- b. On loading docks, stair banisters, railings, landings, ramps, walls, sculptures, benches, interior and exterior parking areas and other seating areas.
- c. On athletic or recreational playing venues; and
- d. Anywhere such activities are posted as prohibited. "Prohibited use" includes but is not limited to:



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PARKING AT RED DEER COLLEGE

- Performing acrobatic maneuvers, stunts, trick riding or similar movements;
- Using excessive speed;
- Jumping on or over steps, benches, rails, walls, or other permanent or temporary fixtures;
- Skating or riding on any non-motorized vehicle on handicap access ramps;
- Participating in any activity which reasonably presents a risk of injury to persons or damage to property.

25. TRAILERS/CAMPERS/STORAGE

No person shall park overnight a trailer, camper or store a vehicle on campus. No person shall use a trailer, camper or any other vehicle for sleeping or living accommodations on the campus, unless authorized by the Campus Security Department. This also includes the use of a tent on campus property.

26. UNAUTHORIZED DISTRIBUTION OF PRINTED MATERIAL

Under the RDC Sales, Canvassing and Advertising on Campus Policy distribution of printed advertising (sales brochures, flyers, handbills, etc.) is not permitted on campus and cannot be placed on cars in College parking lots, or distributed in any other way in parking lots.

27. UNDER CITY BY-LAW (#3186/97, PART FIVE)

Under current regulations in place by the City of Red Deer, Red Deer College is considered private property. Specifically, City bylaw identifies:

PRIVATE PROPERTY

35 (1) No person shall park a vehicle, or trailer on private land which has been clearly marked as such by a sign containing the words meaning "No Parking on Private Property. Unauthorized vehicles will be towed at owners expense", or words to the like effect, erected by the owner, tenant, or their agent unless such person has obtained the permission of the owner, tenant, occupant or person in charge of the said private land.

35 (2) No person shall park a vehicle or trailer on a parking lot on private land to which the public has access contrary to the terms, conditions, or prohibitions contained in a clearly marked sign erected at the entrance to or within the boundaries of such private land by the owner, tenant, occupant or person in charge of such private land.

PARKING AT RED DEER COLLEGE

PARKING IN LEASED STALLS

36 (1) No person other than the lessee shall park a vehicle in any leased parking stall without the express permission of the lessee thereof.

36 (1.2) A property owner, lessee, or the agent of the property owner or lessee, may report the license number and location of a vehicle parked in contravention of Section 35 (1), 35 (2), or 36 (1) To any bylaw enforcement officer or peace officer and shall give his or her name, address and telephone number to the bylaw enforcement officer or peace officer upon request.

28. COMMON PARKING VIOLATIONS AND FINES

The following is a list of the most commonly issued parking citations at Red Deer College. A full list of parking offences is available through the City of Red Deer.

NOTE: The amount of City of Red Deer fines ranges from \$70.00 to \$225.00 and are subject to change.

Number	Violation
24(f)	Park in an area signed No Parking
24 (g)	Park in Fire Lane
24.1 (a)	Park in a Commercial loading zone without a commercial license or commercial signage
24.1 (b)	Park in a Commercial loading zone without loading or unloading
24.1 (c)	Park in a Commercial loading zone for more than 30 minutes
24.2 (a)	Park in a Public loading zone without loading or unloading
24.2 (b)	Park in a Public loading zone for more than 10 minutes
32.1 (a)	Park on sidewalk
32.1 (b)	Park on crosswalk
34 (1)	Park in marked handicapped stall
35 (1)	Park on private property
34 (2)	Park on Private lot on Private land – Public access
35	Park in leased stall
39 (2)	Park contrary to sign – City parking lots
40	Meter violation
41	Meter violation – second offence
45 (a)	Not parked between the lines metered space

29. ISSUE OF TRAFFIC OFFENCE NOTICES

If any of these regulations are contravened, a Traffic Offence Notice (fine) may be issued by enforcement personnel in any of the following ways:

- a. by attaching the Traffic Offence Notice to the vehicle concerned;

PARKING AT RED DEER COLLEGE

- b. by handing the Traffic Offence Notice to the operator of the vehicle concerned;
- c. by handing the Traffic Offence Notice to the person who is in violation of the provisions of these regulations.
- d. By sending the Traffic Offence Notice by mail to the address of the registered owner of the vehicle concerned; or
- e. By sending the Traffic Offence Notice details by mail to the primary parking permit holder.

30. CANCELLATION OF A TRAFFIC OFFENCE NOTICE

A Traffic Offence Notice may not be cancelled or withdrawn unless it is approved by the Manager of Security and Emergency Response. The cancellation of a Traffic Offence Notice will only be authorized by Security and Emergency Response of City of Red Deer Bylaw.

31. APPEALS

If you feel the parking ticket was issued in error you may submit a request with details to security@rdc.ab.ca for review. Alternately, appeals may be made through the City of Red Deer by the following means:

- a. In Person at: Parking Administration; 3rd Floor – City Hall; 4914-38 Ave; Red Deer
- b. By mail: Parking Administration; Box 5008; Red Deer, AB; T4N 3T4
- c. By fax: 403-342-8200
- d. Online through the City of Red Deer Parking Ticket Information website
- e. In many cases, the City may contact Red Deer College to confirm the details as outlined in the appeal and request.

32. SPEED LIMITS

The speed limit in the parking lots is 15km/hr. The speed limit elsewhere on the campus is 30km/hr. unless otherwise posted. From time to time, speed checks will be performed by Campus Security and appropriate letters sent to individuals exceeding posted limits. No fine will be levied by Campus Security. Provincial motor vehicle violations may be enforced if speed checks are performed by a local police agency. Campus Security reserves the right to remove parking privileges, and privileges of operating a vehicle on campus from those individuals who continue to abuse and/or disregard campus speed limits.

33. RIGHT TO EXCLUDE

The Red Deer College reserves the right to discipline offenders of these Parking Regulations by revoking for a specific period that person's privileges of:

- a. Purchasing of parking for campus parking lots;



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PARKING AT RED DEER COLLEGE

- b. Parking a vehicle on campus parking lots; and
- c. Operating a vehicle on campus parking lots and roadways

34. TAMPERING WITH SIGNS

No person shall tamper with, destroy, damage, deface, or move any traffic or parking sign installed on Red Deer College campus. Any person doing so shall be liable for all costs incurred to restore and repair damages. Criminal charges may be laid.

35. TAMPERING WITH RECEIPTS AND NOTICES

No unauthorized person shall tamper with or remove pay station receipts, traffic offence notices, warning notices, or Impoundment notices.

PARKING AT RED DEER COLLEGE

36. GLOSSARY OF TERMS

For the purpose of these regulations:

“abandoned” means a vehicle that has not been claimed from an impoundment 30 days after being impounded;

“accessible parking space” means the reserved parking spaces designated for persons with disabilities and/or those requiring wheelchair access;

“annual permit” holder means a parking permit that is purchased by Faculty/Staff for a one year period usually from July 1st to June 30th. Parking Payroll deduction participants are “annual” permit holders.

“appeal” means a written appeal against any penalty imposed under these regulations;

“bicycle” included all vehicles propelled by muscular power such as bicycle, cycle, tricycle;

“bicycle rack” means any structure installed by the Red Deer College for the purpose of parking bicycles;

“College” means Red Deer College.

“date of violation” means the date that the violation occurred as designated on the Traffic Offence Notice;

“holiday” means any statutory holiday recognized by Red Deer College;

“impoundment” means to seize and keep in custody by towing and/or wheel locking for an alleged violation of these regulations;

“motor vehicle” included all vehicles propelled other than by muscular power such as an automobile, motorcycle, truck, motor scooter, van, or bus;

“non motorized vehicle” includes, but is not limited to all recreational devices propelled by muscular power such as skateboards, rollerblades, roller skates, scooters and bicycles;

“operator” means the driver of a vehicle;

“owner” means the person whose name is on the registration as a registered owner of a motor vehicle or trailer;

“parking” means the halting of a vehicle, whether occupied or not;

PARKING AT RED DEER COLLEGE

“parking area or lot” means the entire driving and parking area of any area designated as a parking area;

“parking permit” means a valid hanger or on-line permit to indicate that the person is registered with the College for the purpose of parking on campus;

“patrol person” means a member of the Campus Security Department, Red Deer College, and included any person having the authority of a patrol person;

“peak hours” means the time period between 8:30am and 5:00pm Monday to Friday;

“pedestrian area” means an area in which vehicular traffic is not permitted and is so designated by signs or obstructions as pedestrians walkways or access areas;

“person” means an individual, partnership, unincorporated or incorporated entity;

“printed material or literature” means printed advertisements, announcements, letters, etc, but does not include the Traffic Offence Notices, Warning Notices, and Impoundment Notices, utilized by the Campus Security Department;

“regulations” means the Parking Regulations;

“roadway” includes a highway as defined in the Motor Vehicle Act, 1979, Chapter. 288 as well as every travelled way of open space which is open to the public, as a matter of right of way or by invitation for the purpose of vehicular traffic;

“roam” or “roaming privileges” mean the ability to park within specific lots during non peak hours without obtaining a special permit;

“semester” permit holder means a parking permit that is purchased for a one semester period only;

“stopping” means the halting of a vehicle even momentarily whether occupied or not;

“Ticket Receipt” means a receipt obtained from a pay station machine for the purpose of parking a motor vehicle on campus;

“Traffic Offence Notice” means a form indicating an alleged violation of these regulations