

## EPPING FOREST DISTRICT COUNCIL

### CIVIC OFFICES – STAFF CAR PARKING POLICY

#### 1. BACKGROUND AND REASON FOR POLICY

Without being under any obligation to do so the Council provides car parking space for staff at the Civic Offices site.

The number of staff based at the Civic Offices who come to work by car exceeds the parking spaces available.

Therefore, it is necessary to have a Car Park Management Policy with the following objectives:

1. Specify and operate a priority allocation system giving precedence to staff who have to use a vehicle as part of their job.
2. Identify areas where double parking is permitted and regulate how this operates.
3. Manage enforcement procedure when infringements occur.

#### 2. CIVIC OFFICES SITE – DESCRIPTION

This Policy covers the following three staff car parks.

**Car park 1** - behind and under the main civic office building;

**Car park 2** - those spaces around the rear extension; and

**Car park 3** - the Paddock and the area behind the Black Lion public house.

#### 3. ALLOCATION AND MANAGEMENT POLICY

This allocation and management policy is managed by the Director of Business Support. The Policy will apply to permanent staff both full time and part time, if capacity exists then temporary staff may be allowed access.

#### 4. THE ALLOCATION CRITERIA:

##### First priority

- Essential users
- Staff Members with a disability or who require special assistance (a valid Disabled Badge must be displayed or dispensation agreed by Office Superintendent)
- Staff with special responsibilities requiring the use of a vehicle

##### Second priority

- High mileage casual users doing more than 1000 business miles per annum.

Staff based at offices other than the Civic Offices in Epping will not be given access to the car parks unless: there is an operational need for service delivery, require special assistance, have special responsibilities involving the use of a vehicle, have a proven medical case supported by a doctor's letter.

The previously issued circular yellow stickers are being withdrawn, any staff members who have these stickers on their vehicle windscreen are asked to remove them. There is no priority parking for cars with circular yellow stickers.

## **5. DEFINITION OF INFRINGEMENT**

The onus is on the driver to comply with this Policy and any infringement will result in enforcement action.

Failure to comply with the following will result in car park access being taken away.

### **i. PROHIBITED AREAS**

Staff parking is prohibited anywhere other than a marked bay coloured white or blue. The vehicle must be parked within a marked bay only. The outside of each tyre must be within the inside edge of the white lines depicting that parking bay.

### **ii DOUBLE PARKING**

Staff who have to double park shall do so only in a designated bay, marked in blue colour, parking wholly within the bay and must display on the dashboard a card bearing their extension number, mobile number if they are likely to be away from their desk, and promptly move their vehicle when requested to do so.

Where blue coloured bays are numbered staff must park in the lowest numbered bay first. This is to allow all the bays to be utilised.

### **iii. FAILURE TO DISPLAY NAME AND PHONE NUMBER ON DASHBOARD OF VEHICLE**

The driver must clearly display the correct card containing their name and phone number on the dashboard in full view so as to be seen from outside of the vehicle, before leaving the vehicle in the car park.

### **iv. FAILURE TO MOVE A VEHICLE IN A TIMELY MANNER WHEN ASKED TO DO SO**

The driver must be contactable on the phone number displayed on the dashboard and when requested to move their vehicle must do so in haste and without undue delay.

### **v. PARKED IN A BLUE COLOURED BAY WHEN THE WHITE COLOURED BAY IS EMPTY**

The driver must ensure that all white coloured bays are used for parking the vehicle prior to using the blue coloured bays, thus not blocking in an empty bay. Where the bays are numbered, the lower number bays are to be used first.

### **vi. PARKED IN A DISABLED BAY**

The driver must ensure that, when parking the vehicle in a marked disabled bay, a valid Blue Badge is clearly displayed on the dashboard, the only exception will be if a prior dispensation is obtained from Office Superintendents.

**vii. FAILURE TO OBSERVE THAT MOTORCYCLE BAYS ARE DESIGNATED FOR MOTORCYCLES ONLY**

Only motorcycles are permitted to park in the designated motorcycle bays.

**viii. FAILURE TO COMPLY WITH THE INSTRUCTION(S) OF THE OFFICE SUPERINTENDENT**

The driver is required to follow instructions, with regard to the infringements and policies contained within this document, of the Office Superintendent.

**ix. PARKING A VEHICLE IN A RESTRICTED AREA IN EITHER CAR PARKS 1, 2 OR 3**

The onus is on the driver to ensure a vehicle is not parked within a restricted area in either of the 3 car parks. An example of a restricted area is at the entrance/exit to the car parks, a hatched area, etc.

**x. FAILURE TO OBSERVE THE CORRECT USE OF AN ACCESS CONTROL BADGE**

A member of staff must not allow unauthorised access to any of the staff car parks by allowing a third party to use their access control badge. This is misuse of the badge. Only the Office Superintendent is allowed to let anyone in.

**xi. TO ABIDE BY THE CAR PARK RULES**

The onus is on the driver to ensure they abide by the car park rules when parking their vehicle

**6. INFORMATION**

Staff given access to the staff car parks must provide on request details of their car(s) make, colour and registration number. This will normally be obtained at the commencement of employment by the line manager. However, all subsequent changes of vehicle/additional vehicle used must be reported to the Office Superintendent.

**7. DUE CARE AND COOPERATION**

The intention of this policy is to enable as many of the Civic Office based staff to park on site as is possible. All staff are asked to be considerate to the varying requirements of other colleagues and avoid the need for enforcement action.

Those staff members who are likely to not leave office all day are encouraged to park in bays where they can be blocked in.

If all staff adhere to the policy then enforcement action will be avoided.

## 8. ENFORCEMENT PROCEDURE

Common sense approach to parking will enable maximum utilisation of car parking spaces. However, failure to comply with the Staff Car Parking Policy will result in enforcement action being taken.

**Step 1** – in the first instance an email Warning Notice will be issued to the member of staff by the Business Support Team on behalf of the Office Superintendent

**Step 2** – in the second instance a final email Warning Notice will be issued to the member of staff by the Business Support Team on behalf of the Office Superintendent.

**Step 2** – any subsequent infringement will result in access to Civic Offices Car Parks being removed

Any one who disputes an enforcement action can appeal to the Business Support and ICT Manager who will review the appeal in consultation with the Director of Business Support

## 9. REGULATION OF POLICY

Regular checks will be carried out by the Office Superintendents.

Staff wishing to report infringements of the policy can do so in confidence by contacting the Office Superintendents, or their line manager to pass on to one of the above.

## 10. WARNING NOTICE

The Business Support Team will issue Warning Notices on behalf of Office Superintendent and will keep a record of all infringements. The Warning Notices will be in the following written format and will be emailed to the member of staff.

Example:-

DATE	TIME	LOCATION	VRN	INFRINGEMENT
08.03.2019	10:30	Car Park 1	AB12CDE	i