

The College of The Bahamas



Established 1974

PARKING POLICY

POLICY NUMBER	2008-06-POL
TITLE OF THE POLICY:	PARKING POLICY
DATE OF ADOPTION:	AUGUST 29, 2008
COUNCIL DECISION NUMBER:	2008-06-POL
SUPERSEDES:	Section on Campus Parking in On-line 2008 Student Handbook (http://www.cob.edu.bs/DOCS/Handbook2008.pdf); previous practices
DATE OF IMPLEMENTATION:	SEPTEMBER 1, 2008
PROJECTED DATE OF REVISION:	JULY 2009
PURPOSE OF THE POLICY	The purpose of this policy is to set forth the rules for the parking of motor vehicles by students, faculty, staff and visitors at The College of The Bahamas Main Campus at Oakes Field.
ACCOUNTABILITY	This policy is under the responsibility of the Estates Administrator, who is accountable for its implementation.
ASSOCIATED PROCEDURES	Not applicable
HISTORY	New

1. Authority

- 1.1.** The College of The Bahamas Act assigns the power to the Council to “to provide for the welfare of the students of the College; to control and superintend the property and policies of the College and to fix fees and charges for courses of study, facilities and other services provided by the College and to reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case”.¹

¹ (Article 8. of The College of The Bahamas Act, 1995)

2. Background

The College of The Bahamas has a responsibility to protect its interest in terms of regulating parking on campus. It is understood that currently there is not sufficient available parking for all who desire to park on campus. Parking is therefore currently based upon availability and on a "first come, first served" basis, with the exception of reserved parking places which are in effect from 7 a.m. to 7 p.m. on week days.

3. Designated Parking Areas

A. Faculty and Staff: Parking for Faculty and Staff is permitted in any unrestricted/unreserved parking space on the campus, including in the designated student parking lot. A COB parking hang tag, valid for one year, may be obtained from the Business Office cashier during normal business hours without charge, and is required to be displayed on any parked vehicle. A valid COB identification is required to obtain a parking hang tag. One hang tag will be issued for each vehicle owned by the COB Faculty and Staff, not to exceed two vehicles. New hang tags are to be issued annually of a different color.

Students who are the dependent children of COB faculty and staff and who drive a car with a COB Faculty and Staff hang tag will be required to park in the student parking lot.

Faculty and Staff hang tags will be issued to members of the College Council.

Lost hang tags can be replaced upon demand at a cost of \$10.

B. Students: Parking for students will be restricted to the parking lot south of the B and T Block buildings accessible from Tucker Road. A second parking area is available on the south side of the CHMI lot off Thompson Blvd. There is a portion of the parking lot south of the T Block which is reserved for Faculty and Staff and will be so designated.

There is no student parking at the MHE Complex.

Students with valid COB ID who wish to park on campus are required to purchase a COB Student parking hang tag for the nominal charge of \$20 annually. Only one hang tag per enrolled student will be issued annually. The purchase of a parking hang tag does not guarantee a parking space will be available on campus.

Hang tags are issued to enrolled students. Hang tags may be used on any vehicle at any time. Hang tags are numbered and will be associated with the student to whom the hang tag was issued and is therefore not transferrable to another student.

Lost hang tags can be replaced at a cost of \$10.

C. Special Need Students: Students with special needs (sickness, temporary disability, etc.) may apply to the Office of Campus Security in the Munnings Building for the issue of a temporary parking permit to use the Faculty and Staff parking areas. Issuance will be at the sole discretion of the Director of Security. Permanently disabled students may use designated handicapped parking in any lot on campus at any time.

D. Reserved Parking Spaces: The following will have designated parking spaces on campus:

- COB-owned vehicles (Physical Plant, Messenger, Media, President, Executive VP and Executive Director, CHMI etc.).
- Members of the Senior Management Team
- Academic Deans and Directors of Institutes

- Directors and Academic Unit Chairs
- President of the UTEB
- The Campus Nurse
- Customers of Starbucks (8 spaces at MHE Complex)

E. Visitor parking: A visitor is defined as someone who is not employed by The College and not a registered student. Visitor parking will be permitted in designated spaces. A visitor's vehicle is considered any vehicle without a COB parking hang tag. Vehicles displaying a COB hang tag are not permitted to park in a designated visitor space. Visitor spaces will be marked in the student parking lot to accommodate legitimate campus visitors.

F. Restricted Areas

The following areas are restricted for parking by all:

- Fire lanes and ambulance zones
- Where signs and road markings prohibit parking
- Sidewalks, walkways, lawns or other cultivated areas

4. Enforcement

The College of the Bahamas Security Department is responsible for enforcing this policy and reporting violators to the Director of Security and the Estates Administrator.

A vehicle parked in an unauthorized space may be booted or towed at the sole discretion of the Director of Security or his designated representative. Booting and towing expense will be the responsibility of the vehicle owner.

A. Booting

Booting charges are payable to The College at the cashier in the Business Office as follows:

- First offence: \$15.00
- Second offence: \$25.00
- Third offence: \$50.00 and loss of parking privileges for the remainder of the year

Security will immediately remove the Boot when the vehicle owner contacts the security office. The owner will sign a bill acknowledging their fine which may be paid to the cashier the next business day. Payment is expected within 30 days. The Business Office working with Security will develop procedures for tracking payments and repeat offenders.

B. Towing

A vehicle may be towed at the owner's expense under the following circumstances:

- Vehicle causing obstruction on campus
- Vehicle owner having lost parking privileges for the year

The College of the Bahamas Security Department will ensure that a reputable towing company service is engaged to tow violators' vehicles and towing fees will be paid to the company by the owner before the vehicle is released.

5. Liability

The College of the Bahamas assumes no liability for damages to any vehicle parked or driven on campus.