TUS Midlands Midwest

Parking Regulations
Athlone
Version 2

Estates Dept. (Athlone) Procedure/Plan Document

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1. Introduction

1.2. Parking facilities are provided on the Athlone campus of TUS for students, staff and visitor vehicles.

2. Purpose of Regulations

The following are the primary purposes of this policy:

2.2. The likelihood of accident involving pedestrians, cyclists, vehicles and other modes of transport is high without parking regulations. Adherence to these regulations by campus users will reduce the risks created by uncontrolled parking.

2.2. Parking spaces are a limited resource; these regulations aim to maximise the effectiveness/use of the parking facilities available on campus

2.2. To provide clarity to campus users on the regulations that apply when parking a vehicle on the campus

2.2. To provide supplementary information to parking regulations that campus users may require

3. Scope

The regulations set out in this policy apply to the parking of vehicles on the Athlone campus of TUS as defined by the TUS Athlone Parking Map at Appendix A. These regulations do not apply to the Midwest campuses of TUS.

4. Parking Regulations

4.2. Permit Entitlement

4.1.1. Parking Permits in TUS Athlone Campuses are ‘virtual’ permits. There is no physical permit (except for car-pooling permits), the vehicle registration number is recorded and maintained electronically by the Parking Management Services

provider. References to “Parking Permits” or “Permits” in this document is a reference to the virtual parking permit with the exception of Car Pooling where a visual permit must be displayed.

4.1.2. Parking Permits may only be issued to current TUS registered students and staff.

4.1.3. A permit holder is entitled to park in a standard marked parking space appropriate to their parking permit, should a space be available.

4.1.4. The permit does not entitle the bearer to park in reserved, wheelchair accessible or paid parking spaces, unless they are entitled to do so and display the relevant identity specific to those spaces.

4.1.5. The permit does not guarantee a parking space for the permit holder.

4.2. Accessible Parking Spaces and Loading Bays

4.2.1. Accessible parking bays are available on both the campuses of TUS Athlone – main campus and east campus. Drivers who use accessible parking spaces must display a valid and registered Disabled Person's Parking Permits or Card (also known as European Parking Cards or Disabled Parking Badge or “blue badge”). Blue badge holders may park in these bays free of charge and do not require a permit. Blue badge permits are issued by Local Authorities, the Irish Wheelchair Association and the Disabled Drivers Association, and are covered under SI 239/2011 Road Traffic (Traffic and Parking) (Amendment) Regulations 2011. Permits are issued to all eligible disabled persons, irrespective of whether they are drivers or not, and they have National application. For blue badge holders, there is no charge for parking in Accessible parking bays, but you must obtain a valid permit if you are parked in a standard marked parking space, irrespective of the presence of a blue badge. Blue badge holders do not require a TUS parking permit to park in Accessible parking spaces.

4.2.2. The TUS Disability Support Service will issue local TUS Accessible Parking Permits in conjunction with the Estates Dept. Holders of these permits are required to procure a standard Parking Permit (virtual) before being entitled to the TUS Accessible Parking Permit. Holders of these permits are permitted to park in Accessible parking spaces, however blue badge holders take precedence in the event of space capacity being exceeded. The TUS Accessible Parking Permit is a

physical permit that must be displayed and clearly visible when parking in an Accessible space. Failure to display will result in a penalty.

4.2.3. Loading bays are available to facilitate deliveries and collections for University operations. For vehicles parked in a loading bay, it must be clearly visible that the driver is actively loading and un-loading (e.g., doors open, hazard lights on, etc., without creating risk).

4.2. Valid Permit Use

4.3.1. Persons are entitled to submit two registration numbers to be allocated to the permit (except for car-pooling) . One of the vehicles can be setup as the 'Protected' vehicle. The protected vehicle will not be penalised, insofar as the vehicle is parked in accordance with all parking rules and regulations.

4.3.2. There is no physical permit, the vehicle registration number is recorded and maintained electronically by the Parking Management Services provider engaged by TUS.

4.3.3. It is the responsibility of the person procuring the permit, to ensure the vehicle(s) registration number and other details are inputted correctly. Failure to input the exact registration number will result in the real registration number not being recognised when being checked.

4.3.4. Only one vehicle is entitled to be parked on campus at one time. If any vehicle not selected as 'Protected' is parked on campus it may be penalised for any parking infringement

4.3.5. It is necessary for the Permit holder to change the assigned 'Protected' vehicle as necessary via the online parking system.

4.3.6. Vehicles must not be left on campus after campus closing at midnight, except under exceptional circumstances, which must be agreed in advance with the TUS Estates Dept. The Estates Dept. may revoke parking rights for any permit holder, and or vehicle that is left on campus out of hours without prior approval.

4.3.7. A permit is required on campus 09.00 – 17.00 Monday to Friday. Outside of these hours, vehicles do not require a permit to park on campus, however, vehicles are still required to park in marked parking spaces. Clamping will be in operation outside of the permit 'hours' for all parking infringements other than permit ownership i.e. Non-Permit Parking Patrols (see section 3.8)

4.3.8. The Parking Management Services provider may undertake, at the Estates Dept. request, a 'Non-Permit Patrol'. The Non-Permit Patrol involves campus patrols of car parks to ensure vehicles are parked in marked spaces and designated areas, and will assess whether the vehicle has a valid permit. The Non-Permit Patrol may be arranged for special events where a large number of vehicles that are not permit holders are expected on campus or can be done by the Parking Management Services provider anytime they require.

4.3.9. At the TUS Athlone campuses, paid parking spaces are available only at the International Arena car park and at the designated car parking outside the John McCormack Hall (20 spaces) (. A flat rate of €3 per day applies. Permit holders are not exempt from paid parking charge in these designated area.

4.3.10. Abuse of the system, reproduction, forgery, improper/unauthorised transferral, tampering, misrepresentation or providing false information in obtaining a permit or permit re-issue will result in withdrawal of parking rights and will be subject to the relevant TUS Staff/Student disciplinary procedure if appropriate.

4.3.11. TUS reserves the right to revoke parking rights at any time.

4.2. Parking Your Vehicle

4.4.1. Park only in officially marked spaces i.e. between two white lines.

4.4.2. Permit holders must park in the designated car park for the permit category e.g. student permits entitle parking in student car parks, staff permits entitle parking in staff car parks. Either permit will entitle the vehicle owner to park in the 'Shared Student & Staff' designated car parks.

4.4.3. Park entirely within the car parking space as marked. Please note that poorly parked vehicles may be penalised if they prevent the efficient use of spaces for other vehicles.

4.4.4. Do not park elsewhere. If no clearly marked space exists, no parking is permitted.

4.4.5. Vehicle owners park at their own risk on campus. No liability for damage or injury will be accepted by TUS or its agents.

4.4.6. Some spaces on campus differ in size. Should your vehicle size exceed that of the space, you should seek alternate car parking space elsewhere. The instance of an adjacent infringement cannot be used as a defence.

4.4.7. Trailers or large vehicles which occupy more than one car parking space are not permitted to be parked on campus without the consent of the Estates Dept.

4.4.8. Standard rules of the road and proper parking practices also apply on the Universities grounds and will be enforced by clamping

4.4.9. The campus speed limit is 15km/h.

4.2. Penalty - Inclusion of non-permitted vehicles by TUS staff and students.

4.5.1 Any TUS staff or student vehicles not registered with the campus parking management company are not permitted to park on TUS – Athlone campus.

4.5.2 It is the responsibility of all staff and students to ensure their vehicle details are correctly registered and permitted to avoid fines.

4.5.3 Staff permits allow parking **only** in designated TUS staff car parks, and student permits allow parking **only** in designated TUS student car parks.

- If a staff member parks in a student car park, a fine will be issued by the parking management company, as their permit is valid for staff car parks only.
- Similarly, if a student parks in a staff car park, a fine will be issued, as their permit is valid for student car parks only.

4.5.4 If a car is found to be parked in either car parks without a permit, it will receive a fine for not being permitted on the system.

4.5.5 No permit is required for TUS cars (Staff or student) parking in TUS car park no 17 (Garrycastle Gaa car Park) or TUS car Park no 18 (Willow park car park) during the designated hours from 7am to 6 pm (Monday to Friday).

4.2. Infringements, Penalties and Appeals

4.6.1. Infringements of any parking rules, regulations or conditions displayed on-site may result in the application of a fixed charge ticket, the affixing of a demobilisation vehicle wheel clamp and/or permit revocation. In certain circumstances TUS reserves the right to have a vehicle removed from the campus by lift and tow service.

4.6.2. An escalating penalty system will be applied for breaking the parking rules and regulations.

4.6.3. If a fixed charge ticket is applied to a vehicle, the permit holder (or owner/driver) must pay the fixed charge (€20) within 15 days or face being subject to an escalating charge (€40) to be paid within 28 days or the penalty being applied. Failure to pay these charges will result in a demobilisation wheel clamp being applied to the vehicle if located on campus thereafter, subject to a release fee of €50.These rates may change from time to time due to inflation.

4.6.4. If the clamp release fee is not paid by the closing of the campus, additional charges may apply.

4.6.5. Penalties for parking infringements:

Infringement	Penalty
Parking infringements to include non-registered /permitted cars	Fixed charge ticket of €20 to the vehicle to be paid to the parking management service operator
Failure to pay fixed charge ticket within 15 days	Charge increased to €40 to be paid within 28 days of ticket
Failure to pay fixed charge tickets	Application of clamp to vehicle – Release Fee €50
Failure to pay clam release fee	Revocation of parking rights at TUS for 12 months from date of offense.
Tampering/damaging/ removal of clamp	Revocation of parking rights at TUS for 12 months from date of offense. Permit holder/vehicle owner to be referred for appropriate disciplinary procedure.

	The issue may be referred to An Garda Síochána for prosecution for criminal damage to property.

4.6.6. If a penalty is incurred, it remains valid until the end of the current academic year (i.e. 20 June) from date of offense. Should no further offence occur in that period, the permit holder will revert to previous point on scale.

4.6.7. Additional information:

4.6.7.1. For non-payment of clamp release fee on the date of clamping, a surcharge of €100 will apply for each date/day until payment is complete.

4.6.7.2. Tampering, damage to and removal of clamp by a person other than the Parking Services Management operator will incur an immediate revocation of the permit holders parking rights at TUS for a period of 12 months. TUS and the parking management operator reserves the right to issue all relevant information to An Garda Síochána. Students and Staff will face the standard Disciplinary Procedures for such actions.

4.6.7.3. TUS reserves the right to have any vehicle remove from the campus by a lift and tow service. All costs will be borne by the permit holder/vehicle owner.

4.6.8. Fixed charge ticket costs and clamp release fees may be paid by cash, or credit/debit/charge card. The clamp release official will carry a dial-up handheld device for the purpose of processing card payments.

4.6.9. On receipt of payment for an infringement, the Parking Management Services provider will aim to de-clamp the vehicle within one hour, however, due to other factors e.g. weather, traffic, workload and other issues it may take longer. If you pay by credit card you will be notified when your car has been de-clamped, you do not need to wait by your car.

4.6.10. The clamping attendant will record the infringement & clamping process using dated digital photographs

4.6.11. Should you wish to do so, you may appeal the issuing of a warning notice on your vehicle, or the clamping of your vehicle.

4.6.12. Appellants must complete and submit the clamping appeal form and must include a copy of the warning notice, or the receipt issued by the clamping agent and the registration number of their vehicle

4.6.13. Appeals must be received at the TUS Midlands Estates Office within 28 days of the infringement notice or clamp application.

4.6.14. The University and the parking management operator may use an electronic device to scan and authenticate authorised vehicles. By accepting a parking permit, you are deemed to have acknowledged that the car registration number, make, model and permit period will be held on such a device for the traffic enforcement officer to examine. Your name and staff/student details will not be available in this process and this does not affect your statutory rights.

4.6.15. TUS and its agents reserve the right to immediately apply a de-mobilisation clamp to any vehicle that parks in a manner that creates a specific hazard, causes disruption or nuisance.

4.2. Other Regulations

4.7.1. Follow the instructions of parking management operator, TUS personnel and other personnel authorised by the University.

4.7.2. TUS reserves the right to alter the Parking Regulations as necessary

4.2. Visitors to TUS

4.8.1. During the hours of 9am – 5pm Monday to Friday, visitors can park in the paid parking spaces at the International Arena and in the designated pay for parking spaces outside the John McCormack Hall.

4.8.2. Visitors can be accommodated within the Reserved Car Park on the Main Campus should space be available. To arrange a space for visitors in the Reserved Car Park, contact the reception on ext.8001.

4.8.3. Faculties, Departments and Functional Areas in TUS Athlone can access the online Visitor Parking System to register scheduled visitors. The visitors registration number will be automatically logged with the Parking Management Services provider. Visitors being facilitated via this process are entitled to park in any available parking space on campus, and must adhere to all other parking rules and regulations (excluding permit requirements).

4.8.4. For large groups of visitors (30 or more vehicles) contact the TUS Athlone Estates Dept. one week in advance of the date of arrival to make appropriate arrangements.

4.2. Verification and Information

4.9.1. Please note that verification of copies may be required and that The Data Protection and Freedom of Information Acts, governs all information held on computer and/or on hardcopy respectively.

4.9.2. Other rules and regulations may be interpreted and implemented by the University as deemed necessary.

4.9.3. The (above) rules and regulations apply to all permit holders and all details declared on each permit

4.9.4. Users are required to download an App; for further information please refer to the guidance document at Appendix C

5. Electric Vehicles Charging

5.1.1 A maximum charging duration of 10 hours is permitted for any singular vehicle charging on all TUS charging network only. Thereafter the overstay rate below apply.

5.1.2 A connection fee of 0.24c applies in all cases.

5.1.3 All rates are subject to change and will be published and updated on the EV charging app accordingly.

5.1.4 Shorter durations are permitted as normal.

5.1.5 The following rates apply:

- Rate per Kwh 0.60c per kWh Pay as you go; no monthly fee
- Overstay rate 0.50c per minute onwards or part of a minute thereafter to a max overstay fee of €22.50.

5.1.6 Users are required to download an App; for further information please refer to the guidance document at Appendix C.

5.1.7 Non EV vehicles must not use the EV charging spaces as parking spaces. Non EV Vehicles who park in these designated spaces will be subject to immediate application of a de-mobilisation clamp.

6 Car Pooling

6.1.1 A key goal of TUS Midlands Campus Travel and Traffic Management is to seek a reduction in demand for on-campus parking by obtaining a reduction in the level of single occupant car journeys. In addition, this reduces TUS Midlands carbon footprint and helps to meet the Government Climate action plan and TUS climate action roadmap. TUS Car-pooling has an important role to play in this regard. It is recognized that while many car users may not be in a position to avail of car-pooling, this option can be attractive to many staff and students under certain circumstances. There are 25 carpooling parking spaces on the Main Campus for use by car sharers every day during term time. These are located in the car park located to the rear of the John McCormack hall. These spaces are clearly marked are clearly identifiable with carpooling logos and may only be used by cars bearing 3 valid students/staff permits which must be clearly on display. All car parking facilities will be patrolled by TUS parking service providers. Any infringement will result in the offending vehicles being clamped.

Benefits include;

- Free Guaranteed all day car parking space- once used and conditions are meet.
- Hundreds of €uros in savings a year.
- Greater resale value on your vehicle.
- Lower co2 emissions.

6.2 TUS Midlands Car-pooling scheme

TUS Midlands Estates is launching its car-pooling scheme in October 2023. You will be required to find suitable partners to share the daily car journey with and avail of privileged parking on TUS Midlands Campus in the MPH car park designated car-pooling spaces.

The TUS Midlands Car Pooling scheme is operated by TUS estates department in co-operation with our car parking service providers.

6.3 Carpool group eligibility criteria.

To be eligible for a Carpool space, carpool members must be registered as TUS Midlands Estates Department and our parking service providers.

For a carpool group to be formally recognized, it has to meet the following eligibility criteria:

6.3.1 A carpool groups must **always** have a minimum of **three** active members but can register 5 members.

6.3.2 Members must be registered students or staff of the University of the Shannon Midlands Midwest

6.3.3 Carpool groups may include students from other TUS campuses providing they are completing a TUS course of study in TUS Midlands and are travelling on a 5 day a week basis.

6.3.4 Members must come from at least two separate households.

6.3.5 Members must commute together at least **four** days per week, excluding weekends.

6.3.6 Members must commit to carpooling for a minimum of **three** consecutive months.

6.3.7 All members of a carpool group must live off-campus, beyond a **five**-kilometre radius from the University of Shannon Midlands.

6.3.8 No member can be registered in more than one carpool group at a time.

6.3.9 The carpool group must choose a carpool leader.

6.3.10 The carpool leader is the **only** group member that may have the car-pooling parking permits in his/her name for the group. All other members who have a TUS /service provider regular parking permit must return it for cancellation.

6.3.11 Priority will be given to the maximum numbers in a car-pooling group.

6.3.12 The number plate of the leader's vehicle must be submitted on the application as well as the vehicles details of the other carpooling group members.

6.3.13 Clamping of the leader's vehicle will be enforced if the leader's car pool vehicle is parked in the carpooling allotted space and does not have the **minimum number of 3 members travelling within the vehicle with the 3 permits displayed of the 3 traveling members in that vehicle** i.e. cannot use the car-pooling space if you do not have the minimum number of people within the vehicle and 3 permits displayed on the windscreen.

6.3.14 The carpool leader will act as the primary administrative point of contact between the carpool group and TUS Midlands Estates department / Service provider.

6.3.15 Once a carpool group registration form has been completed, the TUS Midlands Estates Department will determine eligibility and contact the group leader within **10 to 15 days** of receiving the application.

6.3.16 Only carpool groups registered with TUS Midlands Estates are eligible for carpooling spaces. Individual carpool group members must be registered with TUS Estates for at least one month before becoming eligible for carpool spaces.

6.4 Registering a carpool group

Once car-poolers have found their carpool partners, they may register as a carpool group with the TUS estates department.

6.4.1 Each carpool group must choose a carpool leader. The leader is the administrative contact for the carpool group, and the carpool parking permit will be registered under his/her name.

6.4.2 To register a carpool group, the carpool leader must print and complete the carpool group and permit application- see registration form (Appendix D) and deliver the hardcopy to TUS Midlands Estates Department in person. TUS Midlands Estates Department will assess the group's eligibility according to the criteria above. This process may take up to a minimum of **ten working days**. Carpool leaders will be informed of the application decision via e-mail.

6.4.3 At any time, members may be added, removed or replaced in a carpool group, provided the group and its new members continue to meet eligibility requirements set out in the eligibility criteria. It is the leader's responsibility to inform TUS Midlands Estates of any change in membership within one week of the change.

6.4.4 New members will only become eligible for Carpool Perks after being registered for one month or as deemed appropriate by the Estates department.

6.4.5 The carpool leader is responsible for informing TUS Midlands Estates Department of any changes made to the carpool group. Failure to inform TUS Midlands Estates Department of a change in a carpool group's eligibility status (e.g. reduced to less than 3 qualifying members) may result in the carpool leader being permanently barred from the carpool program.

6.5 Carpool permits

All carpool permits are issued by TUS Midlands Estates Department / parking service provider and remain the property of the TUS MMW University or their parking service providers.

6.5.1 A carpool permit is issued to the carpool leader and other group members; there is no carpool permit fees or parking fee once you are parked in a designated carpooling space.

6.5.2 Each group may have more than one vehicle registered with TUS Midlands Estates Department/ TUS parking service provider for the carpool group. Only vehicles that have been registered may use the group's carpool permit and carpooling space. Permit will be issue to the group members as group may be changing cars. Only one car from the group may use the carpooling space- i.e. you cannot use a carpooling space each on any one day - The group can only use 1 space even though they could have more than one permit. If this happens – clamping of the vehicle will take place.

6.5.3 It is the responsibility of the carpool group to ensure that the carpool permits are displayed in plain view in the vehicle when it is parked on campus in the designated carpooling space. Failure to clearly display the carpool permits may result in a parking infraction notice.

6.5.4 If current regular permit holders would like to try carpooling for a few months without losing the option of returning to their previous parking arrangement, they can inform TUS Midlands Estates department of their wish to do so. If they meet the eligibility criteria set out, they may suspend their regular parking permit for up to 3 months without loss of their current permit privileges.

6.5.5 If a carpool permit is lost or stolen, the carpool leader must immediately inform TUS Midlands Estates department and complete the appropriate forms. The carpool leader must then apply for a new carpool permit and there may have to pay an applicable fee.

6.5.6 If on occasion a carpool member must use his/her own vehicle and will not be carpooling with the carpool group, he/she cannot use the carpooling space unless there is a minimum number of people in the car.

6.5.7 If a carpooling group only works part time (2 to 3 days a week), they may use the carpooling scheme but must identify the days they require the carpooling space on Appendix D – they must inform TUS Midlands estates office accordingly so that carpooling space can be allocated to other part time staff/students.

6.5.8 Car pooling parking will be reserved exclusively for the carpool group between 07:00 and 18:00 every weekday. After 18:00, if the space is vacant, regular permit holder can use it.

6.5.9 A carpool group using a car pooling parking space must clearly display all valid Carpool Permits. Unauthorized use of carpooling parking spaces will result in a parking infraction notice.

6.5.10 Car pooling permits only valid for an academic year.

6.6 Termination or modification of a carpool group

TUS Midlands estates department must be notified immediately when a carpool group is terminated or modified (i.e. members added, removed or changed).

6.6.1 Any member of a carpool group can request to leave the group at any time and cancel his/her registration.

6.6.2 If the loss of a member reduces the carpool group to fewer than three (3) qualifying members, the departing member must be either replaced by a new qualifying member or the Group leader must inform TUS Midlands estates department that the group is no longer eligible as a registered carpool group.

6.6.3 Group member substitutions are permitted at any time without penalty. TUS Midlands estates department must be informed of new members.

6.6.4 A dissolved carpool group must return its carpool permit to TUS Midlands Estates department or else a penalty may be enforced.

6.7 Enforcement

TUS Midlands Estates department (and their parking service providers) are responsible for enforcing this carpool regulations.

6.7.1 Anyone who alters or fraudulently uses a TUS Midlands carpooling parking permit, or makes fraudulent use of the carpool program, is subject to a parking infraction notice and may permanently lose his/her carpooling space and parking privileges.

6.7.2 Any individual who knowingly makes a false claim under the carpooling scheme will face a penalty and will not be reimbursed if fined and will lose carpooling privileges.

6.7.3 Warnings and parking infraction notices are the responsibility of the owner of the vehicle displaying the carpool permit.

6.7.4 Any vehicle parked without a carpool permit in a car-pooling parking space will receive a parking infraction notice.

6.7.5 Any suspected misuse of the carpool scheme can be reported to TUS Midlands estates department. All reports of misuse will be investigated thoroughly.

6 Regulations Review

These regulations are reviewed periodically, and may be updated as required to ensure the effective operation and use of parking facilities on the TUS Athlone campuses.

Appendices

Appendix A – TUS Athlone Car Park Map

Appendix B – Parking Infringement Appeal Form

Appendix C – EV Charging App Registration and User Guide

Appendix D - Car pooling group registration form