

University of Prince Edward Island Policy	Policy No. admfm_gnl0002	Revision No. 2
Policy Title Traffic and Parking Policy for UPEI		Page 1 of 9
Creation Date December 7, 1997	Version Date September 8, 2009	
Authority Board of Governors	Review Date September 8, 2014	
Responsibility Facilities Management		Access W

1 Purpose

1.1 To regulate traffic and parking on the UPEI campus.

2 Scope

2.1 All students, staff, faculty and visitors to the University.

3 Definitions

- 3.1 In these Regulations:
 - 3.1.1 “Appeal” means to submit a plea to the Parking Appeals Committee for Cancellation of a traffic violation ticket;
 - 3.1.2 “Board of Governors” means the Board of Governors of the University of Prince Edward Island as defined by the University Act, R.S.P.E.I. 1988, Cap. U-4, and amendments thereto;
 - 3.1.3 “Campus” means all real property that is now, or at any time, vested in the University of Prince Edward Island;
 - 3.1.4 “Cancel” means to eliminate a traffic violation ticket so that the recipient is not liable for any fines or suspensions that would otherwise result from the issuance of the traffic violation ticket;
 - 3.1.5 “Director of Facilities Management” means the Director of Facilities Management for the University of Prince Edward Island;
 - 3.1.6 “Emergency vehicle” means:
 - 3.1.6.1 An ambulance;
 - 3.1.6.2 A motor vehicle carrying fire-fighting equipment;
 - 3.1.6.3 A motor vehicle carrying rescue or first aid equipment;
 - 3.1.6.4 A motor vehicle driven by a peace officer or constable or by a member of the police branch of any of Her Majesty’s Armed Forces;
 - 3.1.6.5 A motor vehicle driven by any person with authority from the University in security matters; or
 - 3.1.6.6 A vehicle that is being driven or is parked in circumstances involving great urgency.
 - 3.1.7 “Excessive overtime parking” means parking or leaving a vehicle in any parking space for a period in excess of the time permitted for parking in the space;
 - 3.1.8 “Metered parking space” means the parking area or lot designated by the Director of Facilities Management for metered parking and such parking area or lot as shall from time to time be designated by the Director of

- Facilities Management under the authority hereof;
- 3.1.9 “Motor vehicle” means a vehicle that is powered, drawn, propelled or driven by any means other than muscular power;
 - 3.1.10 “Motorcycle” means a motor vehicle, other than a tractor, having a saddle for the use of the rider and designed to travel with not more than three wheels in contact with the ground and includes a bicycle with a motor attached and a motor scooter;
 - 3.1.11 “Off-highway vehicle” means any motorized vehicle designed for cross-country travel on land, water, snow, ice, or swamp land or on other natural terrain and includes any such vehicle as defined in the Off-Highway Vehicle Act, R.S.P.E.I. 1988, Cap. 0-3, and amendments thereto;
 - 3.1.12 “Owner” includes a person who is in possession of a motor vehicle or a person who is under a contract by which he or she may become the owner of the motor vehicle upon compliance with the contract;
 - 3.1.13 “Park” or “Parking” means the standing of a vehicle, whether occupied or not, upon or partly upon a roadway or any other area of the campus;
 - 3.1.14 “Parking area or lot” means those areas of the campus designated for parking purposes;
 - 3.1.15 “Permit” means an identification badge, sticker, hanger, or other insignia as may be issued by the University of Prince Edward Island;
 - 3.1.16 “Roadway” “motorcycle” means a motor vehicle, other than a tractor, having a saddle for the use of the rider and designed to travel with not more than three wheels in contact with the ground and includes a bicycle with a motor attached and a motor scooter
 - 3.1.17 “Security Patrol Person” includes any person having the authority of the University of Prince Edward Island to enforce these Regulations;
 - 3.1.18 “Parking Appeals Committee” is the committee that decides on appeals of parking violations. The constitution of this committee is determined by the Vice President of Finance and Facilities;
 - 3.1.19 “Vehicle” means every device in, upon, or by which a person or property is or may be transported or drawn upon a highway, excepting devices used exclusively upon stationary rails or tracks; and
 - 3.1.20 “University” means the University of Prince Edward Island.

4 Responsibilities

- 4.1 The Director of Facilities Management has the authority to establish any procedures required to carry out the intent of the University Traffic & Parking Regulations, including the designation of parking areas to meet emerging needs provided such changes and adjustments are reported annually to the Board of Governors.
- 4.2 The enforcement of this policy, inclusive of Appendix A (Rules & Regulations), shall be at the discretion of the Director of Facilities Management or an authorized representative during the period from the last day of final examinations for the academic year, to the commencement of the summer sessions, and during the period from the termination of summer sessions to the commencement of the fall

term and during University holidays.

4.2.1 The Director of Facilities Management may, from time to time, make decisions as necessary to facilitate and regulate parking and safety by the designation, restriction, or otherwise limiting the usage of parking areas within the campus and the permits applicable thereto.

4.2.2 An ad hoc parking committee may be formed as needed by the VP Finance and Facilities or their designate to deal with specific parking issues.

5 Policy

5.1 The University reserves the right to exclude any person or motor vehicle from the campus.

5.2 All motor vehicles parked on campus by members of the faculty, staff or students or any other person whose normal place of employment is on campus, shall be registered with the University through the purchase of a valid parking permit and must follow the University Traffic & Parking Regulations as found in Appendix A.

5.3 Every person who wilfully does any act forbidden by these Regulations or omits to do any act required by these Regulations shall be guilty of an infraction of the Regulations and subject to the penalties as herein prescribed.

5.3.1 Any motor vehicle parked in contravention of the University Traffic & Parking Regulations may, at the discretion of the Security Patrol Person, be towed away at the risk and expense of the owner;

5.3.2 A traffic violation ticket may be issued by any Security Patrol Person for any contravention of the University Traffic & Parking Regulations.

5.4 Parking permit fees shall be approved annually by the Board of Governors.

Appendix A

1 Rules & Regulations

- 1.1 The University reserves the right to exclude any person or motor vehicle from the campus.
- 1.2 All motor vehicles parked on campus by members of the faculty, staff or students or any other person whose normal place of employment is on campus shall be registered with the University through purchase of a parking permit:
 - 1.2.1 upon registration of a motor vehicle, the owner of the motor vehicle may be issued a permit;
 - 1.2.2 all permit holders shall be subject to all provisions as set out on the permit application form;
 - 1.2.3 When permit application information has changed, it is the responsibility of the permit holder to ensure the information is updated through the Accounting Office.
 - 1.2.4 notwithstanding the generality of the foregoing, the Director of Facilities Management may prescribe designated areas for certain purposes, times, or persons. The permit issued to any such person may require the permit holder to park the motor vehicle for which the permit is issued in conformity with any such designation.
 - 1.2.5 The usage of parking areas within the campus and the permits applicable thereto are prescribed in the Security Services Website <http://www.upei.ca/facilities/security/parking/>.
- 1.3 A motor vehicle shall be deemed not to be registered unless a valid permit is issued by the Accounting Office and displayed properly:
 - 1.3.1 In the case of an automobile, the permit hanger must be displayed as follows: firmly affixed to the lower right corner of the windshield thereof and being immediately visible to any Security Patrol Person, or hung from the rear view mirror (hanger);
 - 1.3.2 In the case of a motorcycle or a scooter, the permit must be displayed as follows: firmly affixed to the windshield thereof, or in the absences of a windshield, to such a portion of the motorcycle or scooter where it can be readily inspected;
 - 1.3.3 If a permit is displayed on a motor vehicle other than the motor vehicle for which it was issued, the permit may be taken by any Security Patrol Person who shall return it to the Security Services Division;
 - 1.3.4 A permit shall be removed from the motor vehicle when it is sold or traded;
 - 1.3.5 A permit shall not be transferable;
 - 1.3.6 No person shall duplicate, deface or alter a permit;
 - 1.3.7 A lost or damaged permit may be replaced for a nominal fee when the loss or damage has been reported to the Accounting Office;
 - 1.3.8 Temporary permits will be sold or otherwise provided by the Accounting

Office to departments on written applications by a Chair, Director or Manager;

- 1.3.9 Parking permit fees shall be approved annually by the Board of Governors.
- 1.4 No person shall park a motor vehicle on the campus except as follows:
 - 1.4.1 The motor vehicle is parked in a parking area or for which it has a valid permit or has appropriately paid at a metered space in accordance with these regulations;
 - 1.4.2 The motor vehicle is parked in a loading zone and the operator of the motor vehicle is engaged in the act of loading or unloading the vehicle;
 - 1.4.3 The motor vehicle is owned by the University;
 - 1.4.4 The motor vehicle is an emergency vehicle.
- 1.5 No person shall distribute or cause to be distributed printed material or literature by placing such printed material or literature on motor vehicles parked on campus without first having obtained the written permission from the Director of Facilities Management or an authorized representative.
- 1.6 No person shall operate a motor vehicle on the campus in excess of 40 kilometers per hour except where authorized signs are erected indicating that an increased speed is permissible.
- 1.7 No person shall operate a motor vehicle on any area which is not designated as a roadway or parking lot without having obtained authority in writing to do so from the Director of Facilities Management or an authorized representative.
 - 1.7.1 A person receiving such authority shall comply with the terms and conditions as contained and set forth in the authorization.
- 1.8 In any situation of great urgency, the driver of an emergency vehicle is exempt from the provisions of subsections 1.7 herein, providing that he or she shall drive with due respect for safety having regard to all circumstances of the case, including:
 - 1.8.1 The nature and condition and use of the area;
 - 1.8.2 The amount of pedestrian traffic that is in or might reasonably be expected to be in the area; and
 - 1.8.3 The nature of the use of the emergency vehicle at the time.
- 1.9 Every person shall obey all directions concerning movements of pedestrians and vehicular traffic given by any Security Patrol Person or any other person acting under the authority or direction of the Director of Facilities Management or an authorized representative.
- 1.10 No person shall operate any off-highway vehicle on the campus without having obtained permission in writing to do so from the Director of Facilities Management or an authorized representative.

- 1.11 No person shall tamper with, destroy, damage or deface any traffic or parking sign or equipment erected by the University and no unauthorized person shall move any such sign or equipment. Any person doing so shall be liable for all costs incurred to restore and repair any or all signs or equipment tampered with or damaged or defaced or moved and shall be subject to a fine under these Regulations.
- 1.12 No person shall alter or remove a traffic violation ticket or traffic violation warning issued under the provisions of these Regulations from any motor vehicle other than that vehicle of which he or she is the owner or driver.
- 1.13 Except as herein provided, no motor vehicle shall be parked adjacent to yellow curbs or on a roadway, grassed area, building entrance, sidewalk or any area or surface which is not designated by the University as a parking area.
- 1.14 Except by special permission, no person who is a student registered in any course given by or at the University or who is employed by the University or whose normal location or employment is at the University shall park a motor vehicle in any area designated as a visitor's parking area.
- 1.15 No person shall park a motor vehicle in a designated loading area except when the vehicle is being loaded or unloaded and, in such case, it may be so parked for the minimum time which is required to load or unload the motor vehicle.
- 1.16 No motor vehicle shall be parked or operated on the campus in such a manner as to contravene parking instructions contained in a parking or traffic sign or given by a Security Patrol Person.
- 1.17 No person shall park any motorcycle or motor scooter in any area except in an area designated for the parking of such vehicles.
- 1.18 By order of the Director of Facilities Management or an authorized representative, the operation of metered parking in any metered parking zone, or any part thereof may be temporarily suspended.
- 1.19 Every person who wilfully does any act forbidden by these Regulations or omits to do any act required by these Regulations shall be guilty of an infraction of the Regulations and subject to the penalties as herein prescribed.
 - 1.19.1 Any motor vehicle parked in contravention of these Regulations may, at the discretion of the Security Patrol Person, be towed away at the risk and expense of the owner;
 - 1.19.2 A traffic violation ticket may be issued by any Security Patrol Person for any contravention of these Regulations;
 - 1.19.2.1 The traffic violation ticket may be given to the driver of a motor vehicle contravening these Regulations or may be

- placed upon a motor vehicle which is parked in contravention of these Regulations;
- 1.19.2.2 A Security Patrol Person may issue a warning ticket in lieu of a traffic violation ticket if, in the opinion of the issuer, it is reasonable to believe that a person may have committed a violation of these Regulations through an error in judgement or through ignorance of the Regulations;
- 1.19.2.3 A traffic violation ticket shall not normally be cancelled or withdrawn except by the authority of the Parking Appeals Committee; in special circumstances, the Director of Facilities Management or an authorized representative may authorize a cancellation providing all cancellations are reported to the Parking Appeals Committee;
- 1.19.2.4 Where a traffic violation ticket is issued personally to the driver of a motor vehicle, the fines imposed by this section shall be levied against the driver;
- 1.19.2.5 Where a traffic violation ticket is issued against a motor vehicle, the fine imposed by this section shall be levied against the person who is the registered holder of the permit thereof;
- 1.19.2.6 If the motor vehicle is not registered with the University, and a violation arises, the individual is liable for the payment of a fine which will be charged to his or her account at the Accounting Office.
- 1.19.3 Unless otherwise provided in these Regulations, a fine of \$20.00 shall be imposed for each contravention of these Regulations;
- 1.19.3.1 All fines are payable to the University of Prince Edward Island;
- 1.19.3.2 When a faculty or staff member of the University is liable for the payment of a fine and has failed to pay the fine, the fine shall be charged to the account of that individual maintained by the Accounting Office;
- 1.19.3.3 Where a student of the University is liable for the payment of a fine and has failed to pay the fine, a transcript shall not be issued to that student until the fine is paid and that the student may not register for courses at the University until the fine is paid;
- 1.19.3.4 Any person who fails to pay any fine levied by these Regulations may have the privilege of operating or parking a motor vehicle on the campus withdrawn by the Director of Facilities Management or an authorized representative until such time as the fine is paid.
- 1.20 Any person wishing to dispute the issue of a traffic violation ticket may do so by submitting an Appeal in writing to the Chairman of the Parking Appeals

Committee within fourteen (14) days of issuance;

- 1.20.1.1 An appellant may appear in person before the Parking Appeals Committee for the purpose of making an oral appeal on the issuance of a traffic violation ticket;
 - 1.20.1.2 Notice of intention to do so shall be submitted in writing to the Chairman of the Parking Appeals Committee within fourteen (14) calendar days of issue of the ticket;
 - 1.20.1.3 for purposes of Subsections 1.20.1.1 and 1.20.1.2, an appeal shall be submitted to the Security Services Division in the Central Utility Building.
 - 1.20.2 All fines are payable in accordance with these Regulations, regardless of whether or not an appeal has been entered;
 - 1.20.3 A written appeal presented to the Parking Appeals Committee shall contain any and all related facts that the appellant wishes to draw to the attention of the Committee;
 - 1.20.4 After deliberation, the Parking Appeals Committee shall:
 - 1.20.4.1 Direct that the ticket be reduced to a warning
 - 1.20.4.2 Direct that the ticket be cancelled; or
 - 1.20.4.3 Direct that the ticket be enforced as a valid violation
 - 1.20.5 Where the Parking Appeals Committee allows the appeal under these Regulations and cancels the ticket or reduces it to a warning, the amount allowed in reduction of the fine or cancellation of the traffic violation ticket shall be refunded to the appellant.
- 1.21 A person's privilege of parking on campus may be suspended by the Director of Facilities Management or an authorized representative, for a period of not less than one month or more than one year when:
- 1.21.1 That person repeatedly ignores traffic violation tickets; and
 - 1.21.2 Normal enforcement action has proven ineffective.
- 1.22 Any motor vehicle registered with the University or with Superintendent of Motor Vehicles by a person whose parking privileges have been suspended shall be removed from the campus at the owner's risk and expense.
- 1.22.1 Any person wishing to dispute the suspension of privileges shall appeal such suspension to the Parking Appeals Committee.
 - 1.22.2 The procedures for appeal in Section 1.21 of these Regulations apply mutatis mutandis.
 - 1.22.3 The Parking Appeals Committee shall, after deliberation, direct that the suspension be upheld or withdrawn.
 - 1.22.4 Until such time as the Parking Appeals Committee may consider an appeal, the suspension shall remain in effect.
 - 1.22.5 The suspension of parking privileges shall be withdrawn:
 - 1.22.5.1 If that period of time for which the suspension was made has lapsed;
 - 1.22.5.2 On the thirty-first day of August on the term in which the

suspension was made;

- 1.22.5.3 The suspension was made as a result of non-payment of fines and the person has settled outstanding fines; or
- 1.22.5.4 Upon direction of the Parking Appeals Committee after hearing an appeal.