



Policy

Traffic Management and Parking on Edinburgh Campus

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Approving authority:	University Executive
Consultation via:	Secretary's Board, Estates Operations
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Responsible Executive:	Secretary of the University
Responsible Office:	Estates Operations

**HERIOT-WATT UNIVERSITY
TRAFFIC MANAGEMENT and PARKING
on EDINBURGH CAMPUS
POLICY**

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1. INTRODUCTION

The University's development plan at the Edinburgh campus incorporates the concept of a traffic-free area within the centrally placed academic, social and residential developments. Provision is made for essential servicing of buildings without the intrusion of vehicles into the central zones of the campus. The road system therefore consists of a peripheral road with spur roads from it to service yards, meeting the needs of individual buildings or group of buildings. The parking of a motorised vehicle is restricted to the approved and authorised car parks or parking areas. The need to preserve traffic-free zones within the central areas of campus implies that staff, students and visitors may be required to park some distance from their actual destination. The successful operation of this policy depends on good road sense and co-operation from the whole of the University community and visitors. Personnel intending to drive and / or park a motorised vehicle on campus are to read this policy and **(Traffic Management and Parking Procedure):**

www.hw.ac.uk/documents/traffic-management-procedures-edinburgh.pdf

All vehicles parked on campus must be insured for at least third party fire & theft and be registered with the DVLA as having a valid road fund licence.

2. PURPOSE

This policy and supporting procedure aim to ensure that all personnel parking a privately owned motorised vehicle on Edinburgh Campus, do so legally and without causing obstruction to other road users and emergency services.

3. OBJECTIVES

This policy and supporting procedure aim to ensure that personnel parking a motorised vehicle on campus are fully aware of the parking requirements.

4. SCOPE

4.1 Who is affected by this policy?

All staff, students, visitors and contractors who intend to park a privately owned motorised vehicle on Edinburgh campus.

4.2 Private companies on the Research Parks, come under the remit of the Research Park Manager.

5. LINES OF RESPONSIBILITY

5.1 The Secretary of the University is overall responsible for Traffic Management and Parking at Edinburgh campus.

5.2 The Security and Operations Manager is responsible on behalf of the Secretary of the University for implementing the Traffic Management and Parking Procedures on Edinburgh Campus.

6. MONITORING AND EVALUATION

6.1 The Security and Operations Manager will monitor this policy and supporting procedures in line with traffic management and parking legislation.

6.2 The Security and Operations Manager will review this policy every five years, or as required in compliance with new legislation, or as directed by the Secretary of the University.

7. IMPLEMENTATION

7.1 This revised parking policy and procedures are to be effective as from the 1st August 2015.

7.2 All staff and students will be made aware of this revised policy and procedures and amendments, by means of the University website, newsletters and Estates Operations website.

8. RELATED POLICIES, PROCEDURES AND FURTHER REFERENCE

8.1 Policy.

This policy relates to the **Traffic Management and Parking on Edinburgh Campus** and must be read in conjunction with the procedure indicated below.

8.2 Traffic Management and Procedures;

www.hw.ac.uk/documents/traffic-management-procedures-edinburgh.pdf

These procedures must be adhered to by all personnel who intend parking a motorised vehicle on Edinburgh campus.

9. FURTHER HELP AND ADVICE

For further help and advice relating to **Traffic Management and Parking on Edinburgh Campus**, contact:

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10. POLICY VERSION AND HISTORY

Version No	Date of Approval	Approving Authority	Brief Description of Amendment
V. 03 December 2014		Secretary's Board	This policy and supporting procedures supersedes the current Regulation 26 - Traffic Control and Parking

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