

Green Travel and Parking Policy

2022/2023

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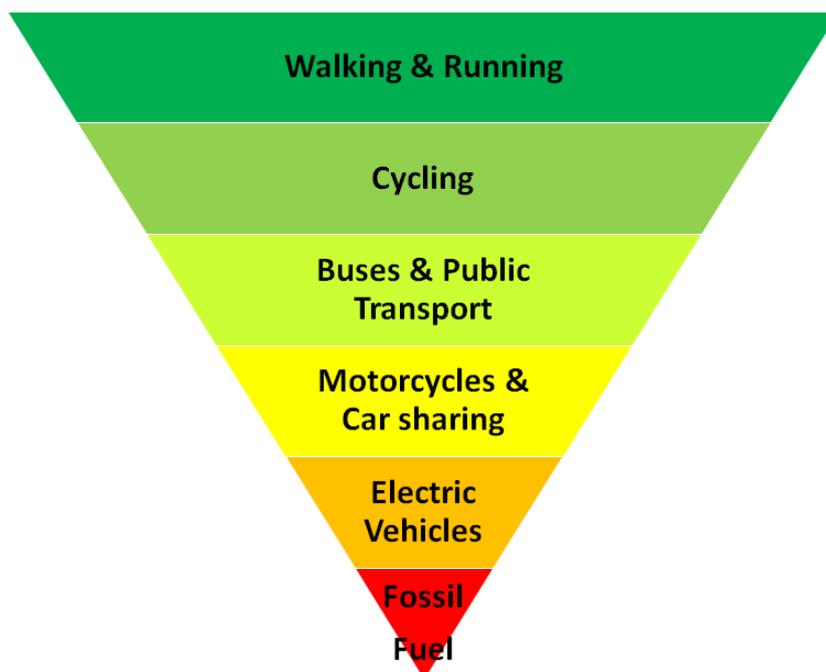
This policy is reviewed annually, and its terms and conditions are subject to change.

Introduction

In November 2019, the University declared a climate emergency and the aim of this policy is to reduce carbon emissions and promote greener modes of travel.

This policy is created to reflect the hierarchy of sustainable transport to encourage and support low-carbon commuting for our community. As the University is looking to grow and develop, necessary changes will need to be implemented to improve green travel and sustainability.

Hierarchy of sustainable transport



Disclaimers

- Users of the University car park do so at their own risk. The University will not accept liability for any accidents, damage or loss incurred
- There is a speed limit of 10mph (though during construction works, this may vary)
- By parking on campus or applying for a permit, the driver is agreeing to the conditions of this policy. Any breach will result in a Parking Charge Notice (PCN)
- Vehicles parked in restricted areas will be issued with a PCN, regardless of permit or payment
- The University reserve the right to revoke a permit or issue a PCN for reckless driving
- Permits are not valid in Marjon Sport & Health Centre car park
- Permits are non-refundable

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1. Walking and Cycling

The University encourages those that can, to walk or cycle to campus. We have storage provision for over 100 bicycles available on campus, with lockers and showering facilities around campus and in the green travel room at the Sports Centre. Access to lockers and showering facilities is free and can be arranged via the Sports Centre.

You can find cycling and walking routes here:

<https://www.plymouth.gov.uk/sites/default/files/walkcyclemap.pdf>)

i. Staff

Marjon University offers a salary sacrifice scheme through *Cycle to Work* to offer cycle equipment and bicycles tax free. More information can be found on the staff sharepoint, Antler or you can contact the People Team: peopleteam@marjon.ac.uk

2. Public Transport

If it is not possible to walk or cycle to our campus, staff, students, and visitors are encouraged to use public transport.

i. Stagecoach

Stagecoach offer discounted bus tickets to Marjon students and staff via the app. They offer a 20% discount on a range of tickets with the subsidy being covered by cost of Marjon. You will be able to purchase 7-day and 28-day tickets. Follow these 6 steps to get started:



<https://www.stagecoachbus.com/corporate-travel-partner/08b8997c88d14593b0a0a642befe71fa>

ii. Plymouth Citybus

A 15% discount is available on ticket prices bought on the day of travel, when purchased with a valid UniDays student card. When purchasing via the app, you can claim the discount using the code STUDENT21. Further info can be found here:

<https://www.plymouthbus.co.uk/schools-colleges-and-nhs-discounts>

iii. The Park and Ride

The George Park and Ride car park offers free parking (subject to availability) and is located a short distance from the University (12-15 min walk). There is also a **free** shuttle service available from Plymouth CityBus 42 and 42C. You can collect your free tickets for a return journey from The Welcome Desk. More information can be found here:

<https://www.plymouth.gov.uk/parkingandtravel/publictransport/parkandride/georgeparkandride>

3. Enforcement and Parking Charge Notices (PCNs)

First Parking is contracted by the University to manage the terms and conditions for car parking that are stipulated on the information boards positioned around the campus.

Enforcement is via Automatic Number Plate Recognition (ANPR). The vehicle entrance and exit are monitored by cameras that record vehicles at the exact moment they enter and exit campus. Parking is enforced and charges apply *Monday - Friday* between 07.30– 17.30. Parking outside of these hours, does not require a permit or payment.

- Parking Charge Notices (PCNs) will be issued to any vehicle owner found in breach of the terms and conditions set out in this policy.
- All appeals should be made directly to First Parking via the instructions on the reverse of the PCN. The Welcome Desk cannot assist with appeals
- The penalty is £40.00, or £25.00 if paid within 14 days.
- Despite common misconception, these PCNs are enforced and pursued, so please do not ignore.

4. Car Sharing

Liftshare offers a free service to organise carsharing in your community. Suitable for both for finding and offering a lift. You can find more information on their website:

<https://liftshare.com/uk/community/devon>

Drivers are permitted to register up to 2 vehicles on 1 parking permit at no extra cost, to allow for car sharing. Only 1 vehicle is permitted on campus at a time, or the lead vehicle will be liable for a Parking Charge Notice (PCN).

5. Motorbikes

Motorbikes are permitted to park on campus in one of the designated motorcycle bays free of charge and without displaying a permit. Should the motorcycle occupy a car parking bay or cause an obstruction when they park, they will be liable to receive a PCN

6. Electric Vehicles

Electric cars are required to pay for parking through permits or the JustPark app as set out in the relevant policy for other vehicles.

The University has 10 x 22kW electric vehicle charging bays within the visitors parking at the front of campus. Information on how to use them can be found at the charging points themselves, or on student portal/ staff sharepoint.

They utilise <https://evcharge.online> and you'll need to set up an account prior to using the charging points. Users are charged to cover the cost of electricity (they're not run for profit).

The price is subject to change, depending on the price of electricity.

7. 90 Minutes Complimentary Parking

The campus offers a 90-minute grace period (ANPR triggered entry) without the need to possess a parking permit or pay for parking. To claim this free parking, you must register via the JustPark app. You can extend this at any time by making payment on the app.

If the vehicle overstays grace period without payment, the registered keeper will be liable to receive a PCN. The app will issue a reminder the driver when the 90 minutes is coming to an end.

8. Parking Permits

- Where possible, drivers should park off-site (e.g the George Park and Ride) Parking on campus should be a last resort.
- Full or part-time staff contracted by the University can apply for a staff permit. This includes Non-Medical Helpers.
- Students will be required to provide proof of address when applying for a permit.
- Staff will have their address verified against information provided on their iTrent account.
- Applying for a permit does not automatically authorise your vehicle to park on campus. Your permit is not valid until the permit has been issued by the University and you receive email confirmation of this.
- Drivers are permitted to register up to 2 vehicles on 1 parking permit at no extra cost, to allow for car sharing. Only 1 vehicle is permitted on campus at a time, or the lead vehicle will be liable for a Parking Charge Notice (PCN).
- The number of permits granted exceeds the number of parking spaces available on campus. A valid permit allows the permit holder the right to park on campus, but it does not guarantee that a space will be available.
- Staff and students who hold a blue badge must still apply for a permit but will not be charged. See section on blue badge holders.
- Permit holders are responsible for ensuring they possess a valid permit while parking on campus. The University takes no responsibility for reminding permit holders when a permit is due to

expire.

Permits are not valid in the Sports Centre car park.

i. Eligibility Criteria

Staff, students and external partners whose term-time address is a minimum of 2-miles from main campus (by road) are eligible for a parking permit.

- Staff and students living within 2 miles, may still be eligible for a permit (see Extenuating Circumstances)
- Hourly paid staff are not eligible for a permit but can still pay for parking via the JustPark app or claim reduced parking rates at the Welcome Desk, immediately on arrival
- Permits can be applied for via the parking portal:
<https://marjon.firstparking.co.uk/>

ii. Staff permits

	Cost	Valid between
Staff earning up to pay point F15 (inclusive)	£130	1 st September - 31 st August
Staff earning pay point F16 and over	£255	1 st September - 31 st August

Permits are charged pro rata, according to contracted hours and time remaining in the academic year at time of application. Staff pay for their permits via monthly net deduction.

Staff on part-time contracts will be eligible to pay a reduced permit cost based on their pay point and FTE. Due to the confidential nature of this information, all staff permits are reviewed and calculated by the People Team. Staff should direct all queries relating to parking permits to The People Team in the first instance.

iii. Outdoor Adventure Education staff (OAE)

OAE staff needing access to equipment via the Sports Centre car park entrance, must notify the Welcome Team in advance and provide their vehicle registration via email. This is surplus to any permit application because permits are not valid in the Sports Centre car park.

Please also provide the Welcome Team with all OAE students vehicle registrations so that their vehicles can also be added to the Sports Centre ANPR. The Welcome Team are unable to assist where a driver has been issued a PCN at the Sports Centre and the Welcome Team were not notified of the vehicle in advance.

iv. Staff extenuating circumstances

If you are not eligible for a permit based on the criteria above, you may still be eligible under extenuating circumstances. Supporting evidence may be required

- **Blue badge holder**

- **Out of hours** - Staff contracted by the University to arrive at work 7:00am and/or leave after 7:00pm.
- **Contractual duties** - Staff who require use of their own transport to travel daily from the University to alternative venues to carry out their primary contractual responsibilities.
- **Health** – A medical or occupational health professional has advised that not being able to park on the campus would cause insurmountable difficulties in carrying out primary contractual responsibilities for the current academic year.
- **Registered carer** - Staff who are a registered carer and would be unable to fulfil care commitments if a permit were refused.

v. Student permits

Permit type	Cost	Valid between
Annual	£90	1 st September- 31 st August
Term 1	£35.00	1 st September - 31 st Dec
Term 2	£35.00	1 st January - 30 th April
Term 3	£35.00	1 st May - 31 st August

vi. Student extenuating circumstances

If you are not eligible for a permit based on the standard criteria, you may still be eligible under extenuating circumstances, which will be verified against student records and/or supporting evidence will be required.

- **Blue badge holder**
- **Residential Student Assistant (RSA)**
- **Sports scholarship programme**
- **Outdoor Adventure Education student**
- **Placement**, subject to following conditions:
 - Eligibility will vary according to course, year group and term. This will be verified with your module or course lead.
 - Only applicable to courses that contain placements of 3+ days a week for a minimum of 4 weeks
 - The commute to placement must exceed 30 miles or 30 minutes from Marjon (or home address)
- **Health** - A medical or occupational health professional has advised that not being able to park on the campus would cause insurmountable difficulties in attending studies for the current academic year. ****You should contact Student Wellbeing and Support before applying for a permit****
- **Registered carer** – Students who are a registered carer and would be unable to fulfil care commitments if a permit were refused. ****You should contact Student Wellbeing and Support before applying for a permit****

vii. New and temporary vehicles

If you bring a courtesy car to campus or any vehicle different from the vehicle registered on your permit, the ANPR will not recognise the vehicle as a permit holder. Please visit the Welcome Desk immediately **on arrival**. The Welcome Team will verify your permit and allow you to register the vehicle for the day. This is only valid for 1 day, so you must register the temporary vehicle **every day** that you bring it to campus.

You should **not** park the new vehicle on campus until you have received email confirmation that your permit has been updated. Parking before receiving confirmation (or without paying for parking) will likely result in being issued a PCN as the ANPR will not recognise the vehicle as a permit holder. In this instance, you will be liable to pay for this PCN.

Staff

If you have a new vehicle (either in addition to, or instead of) the existing vehicle on your permit, please email peopleteam@marjon.ac.uk, informing them of your new vehicle. The People Team will then amend your permit so that the ANPR recognises the new vehicle as authorised.

Students

If you have a new vehicle (either in addition to, or instead of) the existing vehicle on your permit, please email hello@marjon.ac.uk, informing the Welcome Team of your new vehicle. The Welcome Team will then amend your permit so that the ANPR recognises the new vehicle as authorised.

9. Blue Badge Holders

Staff, student & external partners who possess valid blue badges are eligible for free parking permits.

Visitor blue badge holders can register their vehicle at the Welcome Desk immediately on arrival by presenting a valid blue badge (or a photo of the front and back of the blue badge). When the Welcome Desk is closed, parking charges still apply to Blue Badge Holders.

There are several accessible bays situated near entrances around campus. These can be found, outside main entrance, HDC/North entrance, West entrance and South block.

Any vehicle parked in an accessible bay must display a valid blue badge on the dashboard or the vehicle will be issued a Parking Charge Notice (PCN).

10. Paid Parking

You can pay for parking by phone or the JustPark app. Payment must be made immediately on arrival (it cannot be backdated). Vehicles that have not paid for the full duration of their visit will be liable for a Parking Charge Notice (PCN). The Welcome Desk cannot assist if you have forgotten to pay for parking on arrival as there is no way of backdating payment.

Prices **include** the complimentary 90 minutes of parking:

£1.50 up to 4.5 hours

£3.00 up to 6.5 hours

£5.00 all day

If you have any difficulty with the app, please pay by phone in the first instance by calling 01453 488020.

Please report all JustPark app errors via email with a screenshot and full details to hello@justpark.com.

If you receive a parking fine and can provide proof that you were unable to pay via the app or the phone number provided, you can appeal the parking fine via hello@justpark.com.

i. Staff Daily Parking

As a courtesy, the Welcome Team offers staff a reduced daily parking rate of £3.00 for parking. This is only available during Welcome Desk opening hours.

To claim the reduced parking rate, you should visit the Welcome Desk immediately on arrival and presenting your Marjon staff ID. This will also be extended to external partners. The reduced rate will not be applied without staff ID.

If you need to pay for parking outside of these hours, or you do not have ID you must pay via the JustPark app.

11. External Partners

- University partners have a fixed entitlement of permits as per their contract and will need to apply for permits via the permit portal <https://marjon.firstparking.co.uk/>.
- For payment, please liaise with The Welcome Team.
- For eligibility criteria, see section on staff permits. For those not eligible for a permit, see section on paid parking or public transport.
- Partners must update the Welcome Team of any changes to vehicles or permits hello@marjon.ac.uk
- If you are expecting visitors on campus, please see Visitor Parking

12. Sports Centre Car Park

Parking permits are not valid in the Sports Centre car park.

The Sports Centre car park has a 30-minute grace period.

The Welcome Team have no jurisdiction over PCNs that have been issued at the Sports Centre.

13. Visitor Parking

All visitors should be advised to use the George Park and Ride car park as spaces are limited.

Spaces cannot be reserved for visitors and are subject to availability.

Marjon staff are responsible for arranging authorised/free parking for their visitors. Please check if they are eligible for free parking using the criteria checklist below.

If your visitor is eligible, please ask them to register their vehicle at the Welcome Desk **immediately on arrival**. Please advise The Welcome Team of your visitor prior to their visit so we know to expect them. The Welcome Team are unable to authorise vehicles in retrospect so visitors that have not registered their vehicle will be liable to receive a Parking Charge Notice (PCN).

Who is eligible for free parking?

- ✓ Examiners (actively assessing a student during an exam)

- ✓ Blue badge holders (staff and students should apply for a free blue badge permit)
- ✓ Attendees of meetings or events under 10 vehicles
- ✓ Contractors
- ✓ Job interview candidates
- ✓ Prospective students visiting for open day, campus tour or applicant day
- ✓ Patients attending pain management or speech and language clinic on main campus
- ✓ Attendees of the Memory Café
- ✓ Sports Coaches travelling away on a Wednesday needing to leave their car on campus for over 10 hours
- ✓ VIP visitors (e.g Lord Mayor or MP) at the request of the Senior Management Team only

Who is not eligible for free parking?

- ✗ Marjon staff, students or external partners
- ✗ Personal guests of Marjon staff, students or external partners
- ✗ Temporary employees
- ✗ Patients attending Osteopathy or Sports Rehabilitation clinic
- ✗ Prospective students attending a course interview
- ✗ Guest/visiting lecturers paid by Marjon
- ✗ Agency staff or companies providing independent student support (E.g Sign language interpreters etc)
- ✗ Exam invigilators (present during an exam, but not the assessor)
- ✗ Attendees of meetings or events over 10 vehicles
- ✗ Patients attending other clinics held on main campus or at Sports Centre (not mentioned above)
- ✗ Referees or umpires of sports fixtures
- ✗ Sports team Coaches (see above list for exception)

Meetings, conferences, training sessions or events with over 10 vehicles attending should encourage the attendees to use the park and ride. Those attendees that wish to park on campus should be advised to pay via the JustPark app as a last resort.

If parking becomes problematic this may extend to any meeting over 3 vehicles.

14. Administration

The administration of most parking permits and parking queries will be completed by the Welcome Team. Permits are non-refundable.

All general parking queries can be made in writing to The Welcome Team: hello@marjon.ac.uk

The Welcome Team are responsible for ensuring that that the following areas reflect the most recent and up-to-date version of this policy:

- Antler (staff sharepoint)
- My Marjon (student portal)
- Marjon website <https://www.marjon.ac.uk/student-life/on-campus/parking/>
- Parking portal
- Shared L: Drive
- With University partners/ external users