VEHICLES ON-SITE AND PARKING POLICY
2024/25

Overall responsibility:	Mark Poole
Implementation:	Resources
Date issued:	March 2024
Date for review:	March 2025

Endorsed and approved by Policy & Strategy Group   Date: July 2024

Pat Brennan-Barrett   Principal

Contents

1. INTRODUCTION

It is the policy of Northampton College to effect non-discriminatory vehicle parking controls for its students, employees, contractors, and visitors to ensure not only that vital access routes are kept clear for emergencies but also that pedestrian access around the college premises is safe at all times.

2. RESPONSIBILITY

Head of estates.

3. SCOPE

The college expects each student, employee, contractor, and visitor on its premises to have a good understanding of the Highway Code (through attainment of their driving licence) and to abide by its code of practice, and thus aim to ensure the safety of themselves and others that may be affected by their acts or omissions. Each student, employee, and visitor is expected to co-operate fully with the college in the implementation of this policy.

4. POLICY STATEMENT

The college will, as required, appoint competent persons to assist the Principal to implement this policy. Accordingly the Principal accepts overall responsibility for policy formulation and implementation. The Principal and senior managers will, using effective management practices, ensure an overall commitment to providing a non-discriminatory provision of parking.

The college will ensure that no uncontrolled vehicles are parked next to any buildings in compliance with current National Counter Terrorism Security Office guidelines.

5. DEFINITIONS

The college recognises and accepts the legal implications of planning permission and the rules associated when providing parking provision.

6. KEY PRINCIPLES

To achieve these aims, the vehicle parking areas are clearly defined, signed, and include provision for bicycles, motor bikes, disabled parking, loading bays, and access provision for emergency services' vehicles. Electric scooters of any kind (either a personally owned one, or a Government trial one) are not allowed on any college premises.

There are electric vehicle charging points at the Booth Lane and Lower Mounts sites (see procedure EST 117).

It is likely that 'Starship' delivery robots will be increasingly seen on site. Drivers and pedestrians need to be aware of this, particularly pedestrians with impaired visibility.

7. THE PROCEDURE

Procedures to effect good vehicle parking management:-

1. All vehicle drivers will abide by the college rules and not exceed the speed limit (5mph).
2. Vehicles will be ticketed if parked in contravention of the signage and road markings on the college site and their registration numbers will be noted.

3. Repeat offenders, or those who have parked dangerously or who inappropriately occupy a disabled space or electric vehicle charging space, will be ticketed with a requirement that the offender reports to the estates department. Failure to do so will result in disciplinary action.
4. Repeat offenders will be subject to further disciplinary action and persistent offenders may incur other sanctions as deemed reasonable given the circumstances, including being prevented from bringing a vehicle onto college premises.
5. CCTV will be used if there is reasonable evidence that a driver has contravened the college rules, speed limit (5mph) and parking rules.
6. In compliance with the college Evacuation, Invacuation and Lockdown Policy, no unauthorised vehicle will park next to a college building.

8. Reporting

Head of estates.
Annual estates report to Governors.

9. Associated Policies / Procedures.

- Security policy.
- Health and Safety policy.
- Lettings policy.
- Evacuation, Invacuation and Lockdown policy.
- Electric vehicle charging procedure.

10. Approval Process

- Periodic review.
- Policy and strategy group.

11. Appendices:

Appendix 1: Equality & Diversity impact assessment.

Appendix 2: Data protection impact assessment.

Appendix 3: Communications plan.

Appendix 1: EQUALITY & DIVERSITY IMPACT ASSESSMENT

This template has been designed to help you take action to improve services and practices which affect staff, students and other service users at Northampton College. By completing this template, you would have considered the impact that your policy, practice or service might have on particular social groups within the college community. The exercise will also provide you with the opportunity to demonstrate, where possible, that the College promotes equality, diversity and inclusion.

Once this Equality Impact Assessment has been created, please include on the last page of your policy document.

Policy Details	
What is the policy?	Vehicles on-site and parking policy.
Is it new or existing?	Existing.
Department	Estates.
Policy Author (postholder title, name)	Mark Poole.
Author of Equality Analysis	Mark Poole.
Date of completion	01.03.2024

Aim and Objectives
Briefly describe the aims and objectives of the policy
To effect non-discriminatory vehicle parking controls for students, employees, contractors, and visitors to ensure not only that vital access routes are kept clear for emergencies but also that pedestrian access around the college premises is safe at all times.

Policy Assessment				
Consider whether your policy might have an impact on various groups identified within the categories listed below and explain why you have reached this conclusion. Please tick (√) the identified level of impact (positive, negative, or no impact) and provide details of your findings.				
	Positive Impact	Negative Impact	No Impact	Findings
Race			√	
Religion and/or belief			√	
Sex (Gender)			√	
Gender Identity			√	
Disability			√	
Age			√	
Sexual orientation			√	
Marriage and/or civil partnership			√	
Pregnancy and/or maternity (including surrogacy and adoption)			√	
Other identified group (e.g. carers)			√	

Action Planning		
How do you intend to mitigate or eliminate any negative impact identified?	If a positive impact is identified, how do you intend to promote or develop this opportunity?	Where negative impact has been identified, can it be justified? If so, explain how.

Monitor and Review	
How will you monitor the impact of your policy once it has been put into effect? The policy will be monitored through feedback from services users gathered via: Periodic review.	

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):	
Name	
Mark Poole.	Head of estates.
Ashok Dave.	ICT Operations Manager.
Paul Valentine.	Health and safety officer.

Equality Analysis Sign-Off Signature and Date:	
Review Date:	

Appendix 2: DATA PROTECTION IMPACT ASSESSMENT

Data Protection Impact Assessment

Does this Policy
- require the collection and use of data in addition that normally collected by the College?

Yes / ~~No~~ (if Yes complete Assessment point number 1)
- require the sharing of data with partners?

Yes / ~~No~~ (if Yes complete Assessment point number 2)

1. Is additional data being collected? If so please detail:

Vehicle registration numbers

Is data collected personal and/or sensitive?

No

How will you collect, use, store and delete data?

Included in incident report where further action being taken

2. Will you be sharing data with anyone? Please detail what data, with who and confirm a **Data Sharing Agreement** is in place

No, unless Police are involved, data agreement arrangements in place

Describe the purposes of the processing / sharing: What are the benefits of the processing/ sharing – for you, and more broadly?

Crime prevention / investigation

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so.

Disciplinary process / Policy published on College intranet

Describe compliance and proportionality measures, in particular:
What is your lawful basis for processing?

Legal requirement to report a crime

How will you ensure data quality and data minimisation?

Only recorded if part of an investigation

What information will you give individuals?

Appropriate information disclosed to individuals involved in disciplinary action / police enquiry only

Please attach a Risk Assessment if there are significant risks to data protection, N/A

Signed by Data Protection Officer

Name:

Date:

Appendix 3: COMMUNICATIONS PLAN

TITLE OF COLLEGE POLICY: Vehicles on-site and parking policy.	DATE APPROVED BY Date:

AUDIENCE (select appropriate with √)					
Managers		Curriculum teams		Business Support teams	
All staff	√	Suppliers		Partners	
Other - Students					

CHANNEL (select appropriate with √)					
Policy & Strategy Team (PST)	√	Quality Improvement Network (QIN)		Marketing team	
Meeting		Meeting		NC Update Intranet Website	
Individual team	√	Suppliers		Partners	
Document Library Noticeboards Team meeting Email		e.g. Letter or email Meeting		e.g. Letter or email Meeting	
College Management Team (CMT)	√	JCNC		CORPORATION	
Meeting		e.g. Meeting Email		e.g. Meeting Email	

COMMUNICATIONS PLAN ACTIVATED BY:		
Name: Mark Poole. Department: Estates.	Job title: Head of estates.	Date: March 2024