



Traffic, Safety and Parking Policy

Purpose

The purpose of this policy is to ensure safe and appropriate driving and parking of vehicles on Unitec grounds.

Scope

Subject to any provision of this policy to the contrary, this policy applies to all persons driving, using or parking a motor car, truck, motorcycle or other vehicle of any description on Unitec grounds.

Policy Statement(s)

1. Vehicle Use and Safety

- 1.1. All vehicles must be driven and parked in a safe and considerate way, and in accordance with this policy.
- 1.2. No person may drive or park on Unitec grounds in a manner that contravenes any provision of the New Zealand Road Code (the "Code"). More specifically, but without limiting any aspect of the Code, no person may;
 - 1.2.1. drive a vehicle dangerously, carelessly or inconsiderately on Unitec grounds, or
 - 1.2.2. park on Unitec grounds in a manner that impedes access to or exit from an area by other vehicles, or otherwise park in a manner that is not safe.
- 1.3. All persons must at all times comply with traffic markings and signs displayed within Unitec grounds. Any traffic markings or signs that are the same as those used in the New Zealand Road Code have the same meaning on Unitec grounds as they do in any other public place.
- 1.4. Drivers of vehicles must comply at all times with directions given or notified by Unitec's Security Team, including directions regarding driving, slowing down, stopping, parking, moving on, or removing vehicles.
- 1.5. The maximum speed limit on Unitec grounds shall be 30 kilometres per hour. Speed limits of less than 30 kilometres an hour may be indicated for a particular area on Unitec grounds. No person may drive at a speed in excess of that indicated for the area. At no time may any person drive on Unitec grounds at a speed, or in a manner, that might prejudice the safety of other drivers or pedestrians.
- 1.6. When requested by a member of Unitec's Security Team, drivers or vehicle owners on Unitec grounds must provide full and accurate details of their name and/or address.
- 1.7. The New Zealand Road Code prohibits the use of hand-held mobile phones while driving. All drivers of Unitec vehicles must comply with these road rules. This also applies to all drivers using roads within the Mt Albert campus.

- 1.8. The New Zealand Road Code does allow for the use of hands-free mobile phones when used with an approved hands-free car kit or hands-free earpiece.
- 1.9. It is legal to use a mobile phone to make, receive or end a call when driving if:
 - 1.9.1. the driver does not have to hold or manipulate the phone to do so (i.e. phone is completely voice activated), or
 - 1.9.2. the mobile phone is securely mounted to the vehicle and the driver manipulates the phone infrequently and briefly.
- 1.10. The New Zealand Road Code does not allow drivers to create, send, or read text messages under any circumstances. Although the New Zealand Road Code allows the use of hands-free mobile phones, the NZTA recommends that drivers minimise the potential for distraction by switching phones off while driving, or pulling over to make or receive calls.

2. Licence Requirements

- 2.1. Staff who specifically require a driver's licence for their job must notify their manager if their licence is suspended or removed.

3. Parking

- 3.1. Council or the Commissioner may, from time to time, determine parking fees.
- 3.2. The Executive Director - People and Infrastructure or their delegate
 - 3.2.1. may issue a parking permit to authorise a staff member or other person to park in car parks or parking spaces designated "staff", and
 - 3.2.2. will ensure that suitable parking arrangements are made for Unitec-owned vehicles that are required to be available for use as pool cars and for the vehicles of disabled persons.
- 3.3. Students, staff and visitors to Unitec may park in any designated parking area subject to the restrictions below:
 - 3.3.1. Only vehicles displaying a valid parking permit may be parked in a parking space designated staff.
 - 3.3.2. Only vehicles displaying a staff parking permit may park in a parking space designated as staff parking.
 - 3.3.3. At all times when parking in areas designated as a staff parking facility, staff must display, in the vicinity of the front window on the left hand side above the registration label of the vehicle, a relevant and valid staff parking permit issued under the authority of the Executive Director - People and Infrastructure or their delegate.
 - 3.3.4. Except where a visitor has registered his or her vehicle with the appropriate staff member, a visitor may not park his or her vehicle in a car park designated for visitor parking.
- 3.4. All vehicles parking in Paid parking areas must;
 - 3.4.1. display a valid student or staff sticker, and
 - 3.4.2. have either a parking voucher obtained from the pay and display meters located within the parking areas or;
 - 3.4.3. have paid electronically via the mobile app designed for this.
 - 3.4.4. The only exception within Paid car parks are authorised vehicles parked in designated parking spaces. Staff parking permits are not valid parking vouchers within Pay and Display parking areas and staff parking in these areas without a valid parking voucher will be deemed to contravene the provisions of this policy.

- 3.5. No person shall park a vehicle in a parking space designated as parking for disabled persons without displaying in the vehicle an official "Operation Mobility" label issued by the NZCCS or a temporary disabled parking permit issued by the Manager Disability Liaison.
- 3.6. No person may park, stand or stop a vehicle:
 - 3.6.1. in any area designated "No Parking", "No Standing", "Keep Clear", or "No Stopping" respectively
 - 3.6.2. in any area designated for sub-contractors/service people who are working on buildings and grounds
 - 3.6.3. on any footpath, road kerb, garden or verge
 - 3.6.4. on any grass area unless parking is specifically authorised in that area
 - 3.6.5. in any area where restrictions are indicated by cross-hatching, continuous or broken yellow painted lines
 - 3.6.6. in such a way as to impede access to emergency exits or any other access way
 - 3.6.7. in such a way as to impede access to walkways and ramps
 - 3.6.8. in such a way as to obstruct pedestrian crossings, footpaths and disabled persons access ways
 - 3.6.9. in such a way as to damage grassed areas
 - 3.6.10. in such a way as to impede access by a lawn mowing contractor to grassed areas
 - 3.6.11. in such a way as to restrict visibility at road intersections and junctions
 - 3.6.12. in such a way as to restrict traffic flow (e.g. by double parking)
 - 3.6.13. in any other way that contravenes the New Zealand Road Code
- 3.7. No person may leave a vehicle parked in the same parking area or parking space for more than 48 hours continuously without prior permission from the Executive Director – People and Infrastructure or their delegate.
- 3.8. No person may sleep overnight in a vehicle on Unitec grounds.
- 3.9. All persons park their vehicles on Unitec grounds at their own risk. Unitec will not be responsible or liable for any damage or loss that may be caused to any vehicle on Unitec grounds.

4. Contractors' Vehicles

- 4.1. Contractor/Service Vehicles must be parked in accordance with the provisions outlined above and must display a contact name and number while on campus.
- 4.2. Service Vehicle parking and access ways are to be used as the primary places for deliveries while performing their service.
- 4.3. Contractor/Service Vehicles that need temporary access to land-locked buildings may drive on designated sidewalks and park in area provided that no emergency exits are blocked, that there is a pedestrian walkway/access and that a contact name and number are clearly displayed.
- 4.4. Any Contractor/Service Vehicles within a project boundary fence are not subject to the provisions outlined in this section.

5. Failure to Comply with this Policy

- 5.1. Subject to the provisions of this policy, any vehicle that is parked or driven in a manner that contravenes the provisions of this policy may be towed, wheel clamped or otherwise removed from the place in which it is parked at the direction of the Security Manager or a Security staff member authorised by the Security Manager.
- 5.2. Vehicles towed or removed under this section will be held at such place on such conditions as prescribed in Schedule 1. A vehicle towed from or within Unitec grounds may be recovered on provision of satisfactory proof of entitlement to possession and upon payment of the charges prescribed in Schedule 1. The Security Team will release wheel clamped vehicles upon receipt of the fee prescribed in Schedule 1.
- 5.3. Any person who attempts to remove a wheel clamp from any vehicle without the authorisation of the Security Team shall be liable to pay to Unitec a fine equal to:
 - 5.3.1. the release fee prescribed in Schedule 1; and
 - 5.3.2. any costs resulting from damage to the wheel clamp
 - 5.3.3. Further, if Unitec is unable to recover these amounts from that person, the driver and registered owner will become jointly and severally liable for these payments.
- 5.4. In circumstances involving abusive or threatening behaviour by the owner or driver of the towed vehicle, the Security Manager or a Security staff member authorised by the Security Manager, may direct that the vehicle shall be towed to a compound operated by an authorised towing company.
- 5.5. Where any person contravenes any provision of this policy or fails to make any payment imposed by this policy, the Security Manager or his or her delegate may:
 - 5.5.1. issue a warning, and/or
 - 5.5.2. direct that person not to drive a vehicle within Unitec grounds for a period not exceeding 12 months; and/or
 - 5.5.3. ban the vehicle driven by that person from all or any Unitec grounds for a period not exceeding 12 months; and/or
 - 5.5.4. direct any vehicle that has been so banned to be wheel clamped, towed or otherwise removed from Unitec grounds.
- 5.6. Any person may appeal any decision made by the Security Manager or their delegate. Any such appeal must be made in writing to the Executive Director – People and Infrastructure within seven days from the date on which the person is notified of the decision of the Security Manager or his or her delegate. The decision of the Executive Director – People and Infrastructure in relation to the appeal shall be final.

6. Miscellaneous Provisions

- 6.1. The Executive Director – People and Infrastructure is hereby authorised to update Schedule 1 of this policy as required.

Associated Procedures

Towing and Wheel Clamping Procedures and Costs (Schedule 1 attached)

Reference Documents

New Zealand Road Code

Appendices

Schedule 1: Towing and Wheel Clamping Procedures and Costs

Approval Details

Version number (this version):	4	Issue Date (this version):	August 2019
Version History (Amendments made to this version)	Amendments made in response to organisational change, retemplating of the policy, and to update costs Updated to include 3.4 Paid Parking and increase towing fees		
Approval authority:	Executive Leadership Team	Date of Approval	2 September 2019
Policy Sponsor (May have authority to approve minor amendments)	Executive Director – People and Infrastructure	Policy Owner:	Infrastructure Operations Manager
Contact Person	Nick Harvey	Date of Next Review	September 2021

SCHEDULE 1. TOWING AND WHEEL CLAMPING PROCEDURES AND COSTS

- 1) Except as otherwise provided in this policy, vehicles will be towed to the Unitec compound located behind Building 16 by the authorised towing company.
- 1) The charge for towing within Unitec grounds is \$80.00 and shall be paid through the Security office, Building 16.
- 2) Where the vehicle is towed to the grounds of an authorised towing company, the recovery fee to be paid shall be any towing fee charged by the towing company plus the Unitec \$80.00 towing fee.
- 3) Where the vehicle is towed to the authorised towing company compound the vehicle may be recovered from that company's grounds.
- 4) Any complaints regarding the towing company may be directed to the Infrastructure Operations Manager.
- 5) The fee for release of wheel clamped vehicles is \$30.00 and shall be paid through the Security office, Building 16
- 6) To contact the Security centre, call 815 4321 x 7777, or 7114.