

# Car Parking Policy



## Leytonstone School

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Signed by Chair of Governors: .....S. Walsh.....

Date Ratified by Governors: .....1/3/16.....

Date to be Reviewed by Governors: .....1/3/17.....

# CAR PARKING POLICY

## 1. INTRODUCTION

There is no requirement in law for employers to provide car parking facilities for staff. Employees are not entitled to parking at work unless it is directly stipulated in their contract of employment.

In fact in recent years many employers have not only introduced car park permit systems, they have also introduced paid parking as well. For example at both the largest local employers (Whipps Cross Hospital and Waltham Forest Council) members of staff are subject to parking fees if they wish to park at their place of work.

A permit parking system has been put in place by the school which is the fairest and most equitable way of allocating parking.

## 2. OBJECTIVES OF THE PERMIT PARKING POLICY

It is proposed to manage this situation with a permit parking policy which will aim:

- to ensure the available car parking space is used effectively, efficiently & equitably
- to ensure that car parking is available on as fair a basis as possible, including designated disabled and motor cycle spaces
- to take into consideration essential user requirements
- to provide unimpeded access to school buildings for delivery vehicles and emergency services

All staff wishing to use the on-site parking will need to apply for a permit. Permits will be allocated according to the following criteria.

## 3. CRITERIA FOR PERMIT PARKING POLICY

Employees wishing to use the school car park will need to apply by completing a simple form. The information on each form will be verified. Permits will then be allocated according to the criteria below which are ranked in order of importance. The number of permits will be limited to the number of available spaces.

### **Criterion 1: Blue Badge Holders**

Members of staff who are blue disability badge holders are entitled to a car parking permit. Staff who hold a 'Blue Badge' should park in appropriately marked 'disabled' bays, or if none are available, a general marked space. A valid permit together with their 'Blue Badge' must be displayed. (*Verification required*)

### **Criterion 2: Other Mobility Impairment**

Staff who are not blue badge holders but who have either short term or long term mobility problems are able to apply for a permit subject to medical assessment i.e. written confirmation from a GP and/or an Occupational Health assessment. This will be subject to review. (*Verification required*)

### **Criterion 3: Operational Requirements**

The staff member has, as part of their agreed job role, to travel regularly on school business and where the use of a car for that travel is deemed essential. Any member of staff seeking a permit on the basis of this criterion will be required to show evidence of appropriate business use insurance cover prior to any permit being issued.

### **Criterion 4: Caring responsibilities**

- i) Applications from staff members who require a car to regularly convey children aged up to 11 years to and from school or childcare *where public transport options are **not** available* will be considered. (*Verification required*)
- ii) Applications from staff members who require a car to regularly convey a family member who is disabled or with a serious medical condition *where public transport options are **not** available* will be considered. (*Verification required*)

### **Criterion 5: Car Sharing**

Applications from staff car sharing with a minimum of two occupants for the majority of their journeys to work will be considered. For the purposes of this policy, car sharing is where two or more separate individual car users agree to share a single car for their journey to work. A car driver picking up someone who normally uses public transport does not constitute car sharing. Where there are several applications for car sharing order of preference is based on the total number of people travelling in each car.

### **Criterion 6: Distance travelled from home:**

Applications will be considered from staff members with long or difficult journeys by public transport. Journey difficulty will be measured by journey time and/or number of changes required (information to be verified by Travelline or TFL)

## **4. NEXT STEPS**

Attached is a form for colleagues who wish to apply for a car permit. You will not be able to use school car park until you have displayed the issued parking permit on your windscreen.

- All requests for permits will then be considered using the criteria described above.
- Permits will be allocated according to the rank order of each criterion i.e. Blue badge holders first etc.
- The total number of permits will not exceed the number of designated parking spaces.
- Staff will be informed of the outcome of their application as soon as possible.
- Staff will be required to apply for a permit annually. The process will begin in the June prior to the school year.
- Any change in personal circumstances should be reported to Wendy Woodroof, Business Manager.

## ON SITE PARKING PERMIT REQUEST

Priority will be given to staff and third party providers using the following criteria;

- people with disabilities
- people that car share
- distance travelled from home
- people with dependent care

Completed forms should be returned to Wendy Woodroof

Name:	
Address:	
Distance travelled from home:	Person car sharing with:
Car Registration Number:	
Make:	Model:
Do you have a disability?:	Do you hold a blue badge?:
Reason for requesting an On Site Parking Space:	

For office use

Application approved:	Yes		No		Bay number	
If no reason:						
Approved by:				Date:		