

## **Campus Traffic and Parking Regulations (SHEK MUN CAMPUS)**

### **General**

1. The regulations shall apply to all users driving and/or parking on campus.
2. There are car parking spaces available on the Shek Mun Campus including limited parking spaces designated for motorcycles and bicycles.
3. The car park is opened from 7:00 a.m. to 11:00 p.m. daily. Overnight parking is not permitted except with prior consent from the General Administration Section.
4. The Road Traffic (Parking on Private Roads) Regulations, Cap. 374O under the Road Traffic Ordinance, Cap. 374 are applicable and enforceable to the campus roads and car parks.

### **Driving/Parking on Campus**

5. Vehicle owners/drivers shall observe and comply with the Campus Traffic and Parking Regulations of the campus currently in use. He/She may be required to present the identity to campus security when entering the car park.
6. Vehicle owners/drivers shall observe and comply with the traffic signs, road markings and speed limits provided on campus roads and car parks as well as instructions given by campus security in relation to traffic control and parking.
7. Vehicle owners/drivers shall observe the height and the length limits for the vehicles, if any, at the entrance to the covered car park.
8. Motorcycle owners/drivers and passengers shall wear appropriate helmets while driving on campus.
9. Vehicle owners/drivers shall park the vehicles within the marking of each parking space.
10. Vehicle owners/drivers are advised to lock up the vehicles properly and not to leave any valuable items inside the vehicles.
11. Washing of vehicles (except University vehicles) is not allowed in the car park.
12. The owner/driver should inform the General Administration Section in advance if his/her vehicle is required to be towed away from the car park.

13. Commercial vehicles such as taxi, van and lorry are not allowed to wait or park on the driveway/in front of the car park entrance unless prior approval is obtained from the General Administration Section.
14. Vehicles carrying dangerous goods or articles, chemicals or materials of an inflammable nature are not allowed to park in the car park unless prior approval is obtained from the General Administration Section.
15. Parking spaces should be used for vehicle parking only and not for any other purposes such as storage or vehicle repairs.
16. Nobody shall move, damage or interfere in any way with any signs erected or placed on the roads within the campus, or obscure, deface, alter or obliterate any road markings placed on the campus roads.
17. Vehicle drivers on campus shall hold valid driving licences. No learner drivers are permitted to drive on campus.
18. Parking space for persons with disabilities is provided in the car park.
19. The University reserves the right to prohibit vehicles from entering the car park during specified timeslots when the car park is full or reserved for designated purposes.

#### **Prevention of Noise, Air Pollution and Nuisance**

20. Except for safety reasons, horns or other audio warning devices are prohibited.
21. Vehicle drivers are required to turn off the vehicle engines when waiting on campus.
22. Nobody shall, without lawful authority, interfere with any vehicles in the car parks.
23. No vehicle owner/driver shall allow his/her vehicle to cause any obstructions on campus roads or to other vehicles in the car park.

#### **Eligibility of Parking Permits and Parking Rights**

24. To be eligible for a parking permit issued by the General Administration Section, the applicant must be a full-time staff member of the University. The University reserves the right to issue other types of parking permit as appropriate.
25. The University reserves the right to review the parking fees of the car park and the refund arrangement from time to time as deemed necessary.
26. Vehicles with type I parking permit issued by the Estates Office of the University have parking rights on campus.

## **Conditions for the Issue of Parking Permits**

27. Eligible applicants must be a valid Hong Kong driving licence holder and the applicants or his/her spouse must be the owner of the vehicle(s)/motorcycle(s) concerned.
28. Eligible applicants are required to provide the following documents to the General Administration Section to complete the application procedures except where specified otherwise:
  - (a) a duly completed application form for parking permit;
  - (b) a copy of the driving licence and the vehicle registration document at the submission of the application; and
  - (c) a cheque for the parking permit fee.
29. There is a maximum quota as determined by the University each year. If the number of applications exceed the quota after the application deadline, allocation of parking permits will be determined through a random-draw system. Late application will be considered subject to the availability of remaining quota on a first come first served basis.
30. Renewal of the parking permit is required upon expiration, if applicable.
31. The General Administration Section is delegated to approve/refuse any applications for parking permit.
32. The parking permit must be prominently displayed on the windscreen of the vehicle.
33. Parking permits are non-transferable.
34. Each staff member is permitted to register more than one vehicle owned by the same staff member or his/her spouse. However, he/she is eligible to apply for one parking permit only.
35. Staff members who have registered more than one vehicle are only permitted to park one vehicle on campus at any time.
36. Valid parking permit holders can park in the car park on campus. Parking spaces are available on a first come, first served basis and will not be specially allocated except those designated for specified use by the University. Possession of a valid parking permit does not confer a guaranteed parking space on campus.
37. The parking permit issued by the General Administration Section shall be valid for three months, commencing 1 January, 1 April, 1 July and 1 October each year.
38. The fee for issuance of the parking permit is at the quarterly rate determined by the University. The applicant has to pay in advance, at the time of application, the total fees counting from the month in which the parking permit is issued up to the expiry date of the permit.

39. In case the staff joins the University after the application period, the charges will be calculated in pro rata on a monthly basis.

### **Reservation for Guest Parking**

40. The University reserves the right to reserve parking spaces on campus for designated purposes whenever necessary.
41. Limited nos. of free parking spaces will, upon request, be reserved during office hours on a first come first served basis for official guests of each meeting / seminar / conference, subject to the availability of parking spaces.
42. Reservation can be made by full-time staff members of the University with 3 working days in advance during office hours. If the notification time is less than 3 working days, the access time to car park by the vehicle owners/drivers may be affected due to the processing time.

### **Visiting Vehicles**

43. Vehicles of the following users are allowed to use the car park subject to the availability of parking spaces.
- (a) Full-time / Part-time staff of the University;
  - (b) Affiliated member of the University;
  - (c) Users of other identities with prior arrangement with the General Administration Section.
44. Parking for visiting vehicles on campus is charged at the hourly rate determined by the University. Concessionary parking rate may be provided as determined by the University.
45. Visiting vehicles shall park on campus as directed by the campus security.
46. No parking spaces shall be provided for visiting vehicles without prior registration except where specified otherwise.

### **Picking up/Dropping off and Loading/Unloading**

47. Vehicles for the purpose of picking up/dropping off staff members or visitors, or delivery trucks of the University suppliers for the purpose of loading and unloading are permitted to enter the car park.
48. A grace period of 15 minutes is allowed for vehicles/delivery trucks for picking up/dropping off staff members/visitors or loading/unloading which no parking fee is charged. Staying beyond the grace period is charged at the hourly rate determined by the University, counting from the time when the vehicles/delivery trucks enter the car park.
49. For the purpose of security check for loading/unloading, documentary proof such as purchase order or delivery note is required to be produced upon request.

50. User Sections/Offices may reserve picking up/dropping off or loading/unloading parking spaces free of charge in case long picking up/dropping off or delivery time is required.

### **Loss of Parking Permit**

51. Parking permit holders should report immediately any loss of parking permit to the General Administration Section. A fee of HK\$100 is charged for the replacement of a parking permit.

### **Return of Parking Permit and Refund Arrangement**

52. If a vehicle registration mark registered under a parking permit is changed, the parking permit holder is required to return the existing parking permit and replace it with a new one with updated information to the General Administration Section.
53. A parking permit holder who has left the service or disposed of the vehicle without replacement is required to return the parking permit to the General Administration Section.
54. A refund on the paid parking permit fee can be made after the return of the parking permit.
55. The fees for issuance of the parking permit will be refunded without interest for any unused month(s) counting from the date the staff member returns the parking permit to the General Administration Section.

### **Infringement and Penalty for Offence**

56. Trespassing or loitering in the car park is strictly prohibited. For security reason, security guards may require the production of proper identity proof from any persons staying in the car park.
57. A vehicle may be towed away without prior notice at the owner's/driver's own risk and expense, or clamped and released only upon payment of a charge of HK\$320 per day to the University if it is parked:
- (a) on campus and does not bear a valid parking permit (except guest vehicles with reserved parking spaces) or a valid vehicle licence;
  - (b) in the area with "No Parking" sign and road marking;
  - (c) inside the car park that causes obstruction to other vehicles/road users;
  - (d) in a designated parking space without prior permission;
  - (e) in a reserved parking space without prior permission;
  - (f) beyond 11:00 p.m. on campus without prior permission from the General Administration Section.
58. The University shall not be liable for any damages caused to the vehicles as a result of the impounding/towing action.

59. Under no circumstances shall a person, without the consent of the University, remove, damage, or interfere in any way with any impounding unit fitted to a vehicle under the Campus Traffic and Parking Regulations.
60. The University reserves the right to cancel or withdraw the issued parking permits of those permit holders with record(s) of infringement or non-compliance with the Campus Traffic and Parking Regulations.

### **Liability**

61. Vehicle owners/drivers shall be liable for the expenses in remedying any damages/oily dirt caused to the property of the University and/or death or any injury to any person arising from or incidental to the use of the campus roads and car park.
62. Any vehicle operating on the campus roads/parked in the car park is entirely at the vehicle owner's/driver's own risk. The University shall not be liable for any loss or damage to any vehicles, persons and/or contents therein while they are on the campus.

### **Enforcement**

63. The General Administration Section is responsible for the enforcement of the Campus Traffic and Parking Regulations and manages the parking facilities on campus.
64. The General Administration Section is empowered to refuse any vehicle entry to the campus and control the movement of vehicles within the campus.

### **Revision**

65. The University reserves the right to review and amend the Campus Traffic and Parking Regulations from time to time as deemed necessary.