

UNB parking permits for the various designated campus areas are not limited to the actual number of available spaces; however, with the rotating class schedules, under our acceptable ratio patterns there are generally sufficient spaces for all permit holders to park their vehicles on the broader UNB campus.

Therefore, in order to be on time for their activities, permit holders are reminded to arrive early for their respective class/work and/or be prepared to walk from alternate parking areas. Of note is, by simply having a permit, it is not a guarantee that a person will get a parking space where and when they want it on the UNB campus.

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## **PART I General Policy**

The purpose of these Traffic and Parking Regulations is to promote the safety and well-being of persons using the University roadways and parking facilities. They are designed to permit the orderly and efficient flow of vehicular and pedestrian traffic and use of parking facilities.

1. University lands are private property and the University has full jurisdiction to regulate vehicular and pedestrian traffic and vehicle parking thereon as approved by the Board of Governors.
2. The enforcement of these regulations is the responsibility of the University's Security and Traffic Department. The Security and Traffic Department has full authority to regulate the flow of traffic on University property, to stop motor vehicles for suspected violations of these regulations, to require the production of a driver's license, vehicle permit or proof of insurance in the course of enforcing these regulations, and to take all other reasonable and necessary measures to enforce these regulations.
3. The University has no legal or contractual obligation to provide parking accommodation and assumes no responsibility for any losses and/or damages in regard to a vehicle and/or its contents, nor for injuries to persons. Any such losses and/or damages or injuries to persons shall be reported to the Security and Traffic Department.
4. These regulations apply to all vehicles while on the Fredericton campus of the University of New Brunswick and are applicable 24 hours per day for all twelve months of the year.
5. These regulations apply to the use, operation and parking of all types of vehicles and are in addition to any legislation of the Province of New Brunswick regulating the operation or use of such vehicles and/or regulating the crossing of or walking upon roadways by pedestrians.
6. Failure to comply with Provincial Motor Vehicle Legislation or these regulations while within the boundaries of the campus shall constitute a violation of these regulations.
7. The University reserves the right to prohibit access to or passage through University property to any person while operating a vehicle or to any vehicle and to deny parking privileges to any person or for any vehicle.
8. Vehicle registrants, and others found to be operating the vehicles of others, shall be responsible for all violations involving the operation of their vehicles.
9. All faculty, staff, students, and also any visitors to whom a parking permit may be issued, who operate vehicles on University property are responsible for making themselves aware of the parking and traffic regulations and for observing all parking and traffic control signs as posted and markings as indicated. All other visitors are responsible for observing all parking and traffic control signs as posted and markings as indicated.
10. UNB is a pedestrian-friendly campus. Crosswalks are established at various locations throughout campus. Pedestrians using these crosswalks have the "right-of-way" over vehicles for the purpose of crossing the roadway within the crosswalk.
11. University policy does not permit the plug-in of private car block heaters into any University electrical service connection. This includes off-campus residences owned by UNB.
12. Any vehicle which has been left stationary in one location on University property for a period of 14 days or more without prior approval of the Security and Traffic Department will be considered abandoned, and will be treated as such by the University.

## PART II Definitions

1. **Abandoned Vehicle** - Any vehicle which has been left stationary in one location on University property for a period of 14 days or more without prior approval of the Security and Traffic Department.
2. **Faculty** - All those persons holding a full or part-time academic rank at the Fredericton campus of the University of New Brunswick.
3. **Parking** - Standing or halting of a vehicle, whether occupied or not, except when standing or halting temporarily for the purpose of and while actually engaged in loading or unloading of material or passengers.
4. **Person** - An individual, partnership, unincorporated association or any incorporated entity.
5. **Staff** - All other regular employees of the University or Student Union or other agencies with regular business on campus. This definition excludes students who are part-time employees of the University.
6. **Student** - Any person proceeding towards any degree or attending any class, seminar, or course - either credit or non-credit. For the purposes of parking allocation, a resident student is a student residing on the University campus
7. **Tow Away** - The physical removal and impounding of a vehicle by a recognized towing service.
8. **Traffic Control Device** - "Traffic Control Device" includes "official traffic control device", "traffic control signal", "sign", and "official sign" and means a sign or device for the regulation, warning or guidance of traffic.
9. **Vehicle** - Any mechanical mode of transportation including bicycles.
10. **Vehicle Immobilizer** – Physical restraint device installed to restrict vehicle movement, installed/removed by UNB Security & Traffic.
11. **Vehicle Parking Permit** - Any identification discs, stickers, or other indicia issued by the University in accordance with these regulations to permit parking in designated areas on campus.
12. **Vehicle Registrant** - Any person to whom a vehicle parking permit has been issued.
13. **Visitors** - a visitor is an invited or uninvited guest to the UNB campus. This would include visiting dignitaries, local citizens, academic representatives, prospective students/staff/faculty applicants and, entrepreneurs wishing to do business with the university on an infrequent basis. Existing UNB students, staff and faculty members are not guests and must display a valid permit to park on the UNB campus. On occasion an actual guest may inadvertently receive a parking violation which can be rescinded once proof of their activities on campus demonstrates they are, in fact, a guest.

## PART III Parking Permits

- (a) All vehicles parking on the campus (including visitors) between the hours of 8:00a.m. and 4:00p.m on Monday to Friday inclusive must be registered with the Security and Traffic Department. Parking permits shall be issued at the time of vehicle registration with the Security and Traffic Department upon completion of an application for vehicle registration form and payment of the prescribed fee and subject to all other provisions of these regulations. Annual parking permits shall normally be issued during the months of August and September; however, they are also available at any time during the year.
- (b) Annual permits will be valid until August 31st of the following year. The fee for registration of each vehicle is as shown in Schedule "A". Any outstanding fines must be paid before issuance of a parking permit. With the sole exception of vehicles used for service purposes, vehicles may not display more than one valid parking permit.
- (c) The decal type parking permit shall be firmly affixed on the inside of the front windshield in the **lower corner on the red hand side (passenger's side)** of the vehicle. The transferable permit must be attached to the rear view mirror. Transferable permit is not replaceable if lost or stolen. Permit must bear validation.
- (d) It is the responsibility of visitors and persons organizing conferences, seminars, or inviting guest lecturers to contact the Security and Traffic Department and provide details so that the necessary temporary parking permits can be arranged.
- (e) Parking permits issued on the Fredericton campus or on the Saint John campus are effective on the other campus.
- (f) The Security and Traffic Department shall issue a temporary parking permit in the event of a vehicle registrant having temporary use of a vehicle other than the one for which a parking permit has been issued. No more than seven (7) daily (one-day) permits can be issued relative to any one registered vehicle. Permits can be issued for one day at a time, or for any number of days up to 7, provided that the total number of days of parking permitted by such permits relative to any one registered vehicle does not exceed seven (7). For eight (8) or more days, the fee shown in Schedule "A" shall be charged.
- (g) Service parking permits are provided by Security and Traffic department. To qualify for a service parking permit, an employee must purchase a 12 month Staff/Faculty permit.
- (h) For individuals other than visitors who do not have an annual or term permit and who would rather pay on a monthly or daily basis than purchase an annual or term permit, the fee as listed in Schedule "A" shall be charged.
- (i) Permits are not required for bicycles, motorcycles, or scooters, however; the operators must comply with all other parking and traffic regulations
- (j) When a vehicle is sold or traded, the vehicle registrant may obtain a replacement permit for another vehicle upon completion of an application for vehicle registration form and payment of the fee as prescribed in Schedule "A", provided that:
- (i) proof of removal of the old permit is presented to the security office, and;
  - (ii) there are no unpaid traffic or parking fines against the vehicle registrant.
- k) When a vehicle is sold or traded the onus is on the vehicle registrant to inform Security and Traffic that the sold/traded vehicle is no longer associated with the current permit holder. Failure to do so may result in violations being applied to the original vehicle registrant.

## PART IV Parking Locations and Designations

Parking is permitted only in designated parking locations. Upon issuance of a vehicle parking permit, the operator will be given a parking regulation booklet that contains a Parking Site Map indicating the locations where the vehicle is permitted to be parked during the hours 8:00a.m. to 4:00p.m. Monday to Friday, unless otherwise specified in these regulations. Vehicles may park only in the designated parking locations during this time period in accordance with these regulations. The restriction to designated parking areas does not apply to evenings and weekends, unless specifically indicated in these regulations.

As indicated in the parking regulation booklet and the UNB Parking Site Map the designated parking locations are as follows:

- a) **General Parking** - Lots and areas designated on the parking site map for the use of staff/faculty, students, resident students and any others who wish to utilize these specific lots. Vehicles parked in these lots and areas must display a valid UNB parking permit and be registered with the Security and Traffic Department.
- b) **Resident Student Parking** - Lots designated on the parking lot site map for the exclusive use of resident students at any time (24 hours per day). Vehicles parked in these lots must display a valid resident student parking permit.
- c) **Student Parking** - Lots and areas designated on the parking site map for the exclusive use of students. Vehicles parked in these lots and areas must display a valid student parking permit.
- d) **Staff/Faculty Parking** - Lots and areas designated on the parking lot site map for the exclusive use of faculty and staff. Vehicles parked in these lots and areas must display a valid staff/faculty parking permit.
- e) **Visitor Parking** - Lots and areas designated on the parking site map for the vehicles of visitors requiring convenient short-time parking to conduct their business; regulatory signs are posted on-site.
- f) **Service Parking** - Spaces reserved for the exclusive use of the vehicle registrant whose vehicle displays a valid service parking permit and is so parked while performing a maintenance service.
- g) **Accessible Parking Locations** designated on the parking site map for the exclusive use of those in need of such parking and who display on their vehicle the appropriate accessible parking symbol. This is enforced 24/7.
- h) **STORK Parking** will be provided upon request, and with a medical report from a doctor indicating need for STORK parking. The request is to be made to the Campus Security & Traffic Department, who will provide the appropriate STORK parking symbol to display on the vehicle.
- i) **Assigned Parking Privileges** - The Director of Security and Traffic, upon request from an individual who qualifies for Accessible or STORK parking accompanied by a report from a doctor or the UNB Accessibility Centre indicating the need for special parking, at his or her sole discretion may assign a specific parking spot for the exclusive use of that individual for a designated period of time, and authorize appropriate signs to be displayed.
- j) **Reserved Parking** - The Director of Security and Traffic, at his or her sole discretion, may reserve any parking spot for a specific purpose, but not a specific individual other than in i) above, for a limited period of time and may authorize appropriate signs to be displayed indicating that the parking spot is so reserved.

## PART V General Parking Regulations

1. Parking at curbs or in Service Parking areas is not permitted at any time, except as specifically referred to in these regulations or as posted on regulatory signs. Vehicles parked in tow away zones will be removed by towing without warning at the owner's expense and risk. Parking on streets and roadways is strictly prohibited unless otherwise designated.
2. The absence of a "no parking" sign does not necessarily indicate that parking is permitted in a particular area.
3. As per designated signage, winter parking regulations are in effect for certain streets, drives and laneways prohibiting parking between 12:00 a.m. and 7:00 a.m. through December 1<sup>st</sup> and March 31<sup>st</sup>. Failure to comply with these regulations could result in the vehicle being towed away at the owners risk and expense. Also, within 8 hours of a snowstorm warning, any motor vehicle not moved to a designated winter parking lot that interferes with the snow removal operation may be towed away at the owners risk and expense.
4. Motorcycles and motor scooters shall be parked in marked locations within specifically assigned parking lots as shown on the UNB parking site map.
5. Bicycles, skateboards, rollerblades and non-motorized scooters are permitted on campus as a form of transportation only.
6. Individuals using bicycles, skateboards, rollerblades and scooters must do so in a safe and courteous manner having respect for all pedestrians and vehicular traffic and following all applicable university regulations, city bylaws and provincial statutes.
7. Operators of bicycles, skateboards, rollerblades and non-motorized scooters must yield to pedestrians. While the university permits bicycles, skateboards, rollerblades and non-motorized scooters to be used as a form of transportation and to share pathways with pedestrians on campus, pedestrians always have the right of way.
8. In keeping with the Fredericton City Bylaws, bicycles are to use the campus roadway system and restricted from using the main roadside pedestrian sidewalks. They are permitted to use the interior connecting pathways where no roadway exists. For complete bicycle rules please refer to <http://www.unb.ca/fredericton/security>
9. Skateboards, rollerblades and non-motorized scooters are for use on campus sidewalks and pathways only whereby their users are wearing a helmet. These modes of commuting are restricted from being used on motor vehicle traffic roadways. Their recreational use for such activities as: the participation in any games; competitions; racing; and, the performance of any stunts or tricks, unless approved by UNB, are also strictly prohibited.
10. The University of New Brunswick shall not be responsible for any injuries, loss, or damage to any property of individuals referred to in this policy, however caused. Any injuries, damage, or loss of property on campus should be reported to the Security and Traffic Department on the Fredericton campus and the Environmental Health, Safety and Security Department on the Saint John campus.
11. Bicycles, skateboards, rollerblades, and scooters are not permitted in campus buildings or in the tunnel system, except in approved storage areas.
12. Bicycle racks shall be provided as needed at various locations on campus. Refer to the campus map for both UNB Fredericton and Saint John for exact location.
13. Bicycles and scooters are prohibited from blocking access to exits, corridors, and hallways used by the public, including outside areas. Such areas must be kept clear of obstructions.
14. Any tricks, stunts, or maneuvers that could cause damage to property or injury to persons are strictly prohibited on university property.

***Note: For a complete copy of the Bicycle, Skateboard, Rollerblade, and Non-Motorized Scooter Policy which includes these Guidelines along with Enforcement sanctions, please refer to: [www.unb.ca/fredericton/security](http://www.unb.ca/fredericton/security)***

## **PART VI Service of Traffic Tickets**

A traffic ticket shall be sufficiently served if served in any of the following ways:

- (a) By being handed to the operator of the motor vehicle; or
- (b) By being mailed to the address of the person registered as the owner of the motor vehicle concerned; or
- (c) By attaching such traffic ticket to, or leaving such traffic ticket under the windshield wiper or attached to the windshield of the motor vehicle in respect to which the violation has been committed.
- (d) Parking tickets that are removed from under the windshield wiper by person(s) unknown, or by any other means, does not negate the service of the ticket.

## **PART VII Towing and Immobilizing of Vehicles**

The University of New Brunswick reserves the right to have any vehicle towed or immobilized/booted at the owner's expense and risk, which, in the opinion of the Security and Traffic Department, creates a traffic hazard, or seriously impedes, or could impede deliveries, services, or emergency vehicles.

In addition to any other penalty, a vehicle may be towed or immobilized/booted without notice if it is parked in violation of these regulations, or if it has been involved in repeated offences, or if outstanding fines are owed relative to it.

Vehicles on UNB property which are immobilized/booted will receive an additional fine to their already existing offence(s) as identified in our Motor Vehicle Traffic & Parking Regulations, under Schedule "B". Before the immobilizer/boot can be removed from the vehicle, the owner/operator must provide the UNB Security and Traffic Department with proof of identification by way of driver's license or a valid identification card, and must pay all outstanding parking fines accumulated on the booted vehicle. Unauthorized removal of, or damage to, an immobilization device is a criminal offence.

Before a towed vehicle can be released by the tow company, the owner/operator must provide the Security and Traffic Department with proof of identification by way of driver's license or student identification card, and must pay all outstanding parking fines accumulated on the towed vehicle. Upon meeting these obligations, a release form signed by an official from the Security and Traffic Department will be given to the owner/operator, that when presented to the tow company, will allow the release of the vehicle by the tow company to the owner/operator, upon payment to the tow company of any tow charges incurred.

The University is not responsible for damages in the tow-away and impoundment of vehicles nor for any damages related to immobilizing a vehicle.

## **PART VIII Payment of Fines**

Fines for parking and traffic violations are to be paid to the Financial Services, Student Account and Receivable Services, Integrated University Complex, or at the Campus Security Office. Failure to pay fines within 7 days may result in cancellation of parking privileges afforded to the vehicles registered with the Security and Traffic Department and relative to which the fines have not been paid. In the case of a student, and after the 7 day grace period has passed, outstanding fines shall be entered as a charge on their student account. Vehicles subject to unpaid fines may also be towed or immobilized without notice and at the owner's expense and risk.

## **PART IX Basis of Appeal**

A valid appeal can only be based:

- (a) on the contention that a violation ticket was issued contrary to these regulations, or
- (b) on the contention that a violation ticket was issued in error, or
- (c) on proof of extenuating circumstances.

Acceptance of the University of New Brunswick Traffic and Parking Regulations is acknowledged at the time when application for a parking permit is made, and therefore claimed ignorance of the regulations does not constitute grounds for an appeal.

## **Part X Level I Appeals: Appeals Heard Before the Director of Security**

1. A person (hereinafter referred to as the appellant), who has been issued a violation ticket or who has had a vehicle impounded may request a hearing before the Director of Security or before an alternate designated by the Director.

2. A request for hearing must be:

- (a) In writing and signed by the appellant; and
- (b) Received at the office of the Director of Security no later than two (2) days after the date of the alleged violation; and
- (c) Accompanied by proof of payment of the fine.

3. The Director of Security shall:

- (a) Set a date for the hearing; and
- (b) Notify the appellant of the time, date and location of the hearing.

4. At a hearing before the Director of Security or before an alternate designated by the Director, evidence may be presented by the appellant and the Security Officer involved in the matter or by their respective agents.

5. At the conclusion of a hearing and after considering the evidence presented, the Director of Security or the alternate designated by the Director of Security shall either:

- (a) Confirm the action taken; or
- (b) Dismiss the action taken and declare that the fine(s) paid by the appellant be reimbursed and, if a tow-away was involved, recommend the University reimburse the appellant for tow-away charges on presentation of the receipt(s).

**6. Notwithstanding the foregoing, the Director of Security may establish an appropriate procedure and is not bound by any rules of evidence.**

## **Part XI Level II Appeals: Appeals Heard By the Appeal Board**

1. Where an appellant is not satisfied with the decision made by the Director of Security, the appellant may appeal that decision by paying the hearing fee in Schedule "C" and requesting a hearing before an standing Appeal Board composed of:

- (a) two persons appointed annually by the President of the University; and
- (b) one person appointed annually by the President of the Student Union.

The standing Appeal Board shall be chaired by an individual chosen by and from those appointed.

2. A request for hearing must be:

- (a) in writing and signed by the appellant; and
- (b) forwarded by mail or hand delivered to Financial Services, Student Accounts & Receivable Services; and
- (c) received at the office of Financial Services, Student Accounts & Receivable Services no later than 5 days after the rendering of the decision by the Director of Security.

3. A date for hearing of the appeal shall be established by the Appeal Board and written notice of the time, date and location of the hearing of the appeal shall be forwarded to the appellant and Director of Security either by certified mail or by hand.

4. At a hearing before the Appeal Board, evidence may be presented by the appellant and the Director of Security or by their respective agents.

5. At the conclusion of a hearing and after considering the evidence presented, the Appeal Board shall either:

- (a) confirm the action taken; or
- (b) dismiss the action taken, and direct that both the hearing fee and the fine(s) be reimbursed, and if a tow-away was involved, recommend the University reimburse the appellant for tow-away charges on presentation of the receipt(s).

**6. Notwithstanding the foregoing, the Appeal Board may establish its own procedure and is not bound by any rules of evidence.**

7. Two members of the Appeal Board shall constitute a quorum.

**SCHEDULE "A" Permit Fees ( Includes HST)****FACULTY/STAFF**

Three (3) term permit (September 1 <sup>st</sup> to August 31 <sup>st</sup> )	\$243.00
10 month permit	\$202.00
Two (2) term permit	\$165.00
One (1) term permit	\$114.00
One (1) term permit (part time employees only)	\$77.00
Month Pass (5 weeks)	\$36.00
UNBREA Members	\$61.00

**STUDENT**

Three (3) term permit (September 1 <sup>st</sup> to August 31 <sup>st</sup> )	\$159.00
10 month permit	\$132.00
Two (2) term permit	\$110.00
One (1) term permit	\$74.00
Month Pass (5 weeks)	\$36.00

**Daily permit:**

(i) up to 7 days per year (for each registered vehicle)	N/C
(ii) for additional days (8 or more), daily charge will be	\$5.00
Staff/Faculty and students without an annual or term permit, daily charge	\$5.00
Visitor (permits required)	\$5.00
Replacement of decal type permit	\$10.00
Replacement of lost or stolen permit (either type) same price as original permit	

**SCHEDULE "B" Fines**

Failure to properly display authorized vehicle parking permit as required	\$16.00
Failure to notify the Security & Traffic Department of a change of address, vehicle ownership or registration as originally shown on permit application form	\$16.00
Obstruction of University Security & Traffic personnel or any employee of the University acting in the discharge of duties related to traffic & parking	\$31.00
Operating a vehicle on campus at any speed greater than the posted speed limit	\$31.00
Operating a vehicle in such a manner as to contravene <a href="#">Provincial Motor Vehicle Legislation</a> and/or University Traffic and Parking Regulations	\$31.00
Failure to obey University traffic control devices	\$31.00
Operating a vehicle on other than campus roadways and parking lots	\$31.00
Operating a bicycle, skateboard, rollerblade, or scooter contrary to these regulations	\$31.00

**Unauthorized Parking:**

(i) Parking in visitor parking or service parking	\$31.00
(ii) Parking in an area without a valid permit for that area	\$16.00
(iii) Parking in such a way as to impede, block or obstruct maintenance, construction, or free flow of traffic	\$31.00
(iv) Parking within a crosswalk; in front of a fire hydrant; on a path; sidewalks; lawn or landscaped area; in a driveway or driving lane; or in an emergency lane	\$31.00
(v) Parking on a street, roadway or any other area not designated as a parking area	\$31.00
(vi) Parking a vehicle incorrectly so as to extend into an adjacent or opposite parking stall or space, or extend beyond a dividing line or in any manner that interferes with the maximum usage of the parking location	\$16.00
(vii) Parking in a tow-away zone	\$31.00
(viii) Parking so as to obstruct snow removal	\$31.00
(ix) Parking or storing a bicycle inside a University building or in such a manner as to create a pedestrian, safety or maintenance problem	\$16.00
(x) Vehicle Immobilizer (Installation/Removal)	\$51.00
(xi) Parking in a Disabled Parking Spot without a valid permit	\$128.00

**SCHEDULE "C" Appeal Fees**

Level I Appeal	N/C
Level II Appeal: Appeal Board	\$25.00