

CANTERBURY CHRIST CHURCH UNIVERSITY

STAFF PARKING PERMIT CRITERIA

Staff Parking Permit Criteria

Note: all staff issued with a personal permit will be required to pay the appropriate parking fee.

Criterion 1: Blue Badge Holders

Members of staff who are blue disability badge holders are entitled to a free car parking permit. Normal charges apply. 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.

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. [Note for staff with a very short term mobility problem this could be managed through the use of a SMT member's discretionary permit.]

Criterion 3: Caring Responsibility for a Disabled Person

Staff who have a caring responsibility for a family member who is disabled are eligible for a permit at the discretion of their SMT member.

Criterion 4: Operational Requirements

Approval to apply for a permit will be given if there is a regular requirement, as part of the agreed job role, to travel on University business and where the use of a car for that travel is deemed essential. A regular requirement to travel on University business as part of an agreed job role might, for example, be measured as the need to undertake at least 50 journeys per annum.

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 5: Unsocial Hours of Work

A permit will be considered if there is a requirement to work unsocial hours on a regular basis i.e. starting and/or finishing work at a time when public transport is less adequate than during the standard working day or outside any available Park & Ride services e.g. 7am to 7.30pm.

March 2011

Criterion 6: Car Sharing

Applications from staff car sharing with a minimum of 2 occupants for the majority of their journeys to work will be considered. [Note only one permit will be issued to the group who have agreed to car share]

Criterion 7: Childcare Responsibility

Members of staff with childcare responsibilities for children up to and including the age of 11 are eligible to apply for a parking permit. Issue is at the discretion of their SMT member.

Notes

- a) Permits will **NOT** be issued to staff residing within 3 miles of their designated campus base, in Canterbury this will include CT1 and CT2 postcodes, unless they meet criteria 1, 2 or 3 or can demonstrate that to meet criterion 4 requires their vehicle to be on University premises.
- b) Permits will NOT be issued to Associate Staff or self employed staff.
- c) SMT members will determine, using the above criteria, which members of staff within their areas of responsibility can apply for a permit.
- d) To cover the fact that staff may have sporadic need of a permit to undertake necessary University work, Senior Management Team members will be issued with 20 permits which they can allocate on a temporary basis.