

STAFF PARKING PERMITS

There are about 1,500 generally available staff car parking spaces on the University Campus. Please help us to get the best use of them by observing a few rules.

The following rules apply when issuing a parking permit to a staff member.

1. Permanent Staff:

- **All staff parking permits are issued by the UniSafe staff.**

New staff, at the time of commencing their employment at the University, will be provided by HR with a red cardboard temporary parking permit issued for a two week period.

Once the new employee has their e-mail account set up that person must apply for their permanent parking permit at any time before the expiry date of the temporary permit.

If an employee uses more than one car then further permits will be issued for all vehicle details supplied.

The link below is the new site for parking permit applications:

http://www.waikato.ac.nz/fmd/security_parking.shtml

New staff should apply for a new permit, not replacement permit.

- Current staff, when purchasing a new vehicle, should also apply for a **new permit**, but if a current staff member needs a replacement permit due to a broken windscreen then they should apply under the **replacement** category.
- All parking permits being issued should be applied for via the link above.

The parking permit label is self-adhesive, and should be fastened on the left hand side of your windscreen – on the inside, immediately above the registration label (please do not stick it to the top of the windscreen). You will need to clean your windscreen before fixing the new sticker.

Permit Parking is strictly reserved for those who qualify for a University Staff Permit, and display it. Parking permits **are NOT provided for Sessional Assistants, Casual staff or Student Assistants**. Parking accessed from Gates 4, 5, 7, 8, and 9 is exclusively reserved for holders of staff permits. Gates 1 & 3A also have a section of the parking area closed for staff use.

2. New Fixed Term Appointments

- Permits are issued for fixed term contracts, regardless of duration. An expiry date must be indicated on the notification sheet to parking. At the completion of the contract the permit be removed and returned to the parking office.

3. Sessional Assistants, Casual Staff or Student Assistants

- As mentioned above this group does NOT qualify for a parking permit. However, there may be a case to issue a “temporary” permit. These people need to visit the Security office. An actual parking permit will NOT be issued.

4. Changes and Terminations

- Any changes including “end of appointment” forms need to be notified to the parking staff, either by internal mail or the email address, parking@waikato.ac.nz.

5. General

- FMD parking operation will supply the permits to HRM.
- Any parking queries are to be directed to the Security/Parking Manager, FMD, or c/-parking@waikato.ac.nz.

Unisafe Staff Contact:

- Ray Hayward, Security Manager, has overall responsibility for all security matters. Phone ext 4180, email rhayward@waikato.ac.nz.
- Roger Crawford, Parking Attendant. Phone ext 6006, email parking@waikato.ac.nz.
- Tony Thompson, Security Services Assistant. Phone ext 8972, email security@waikato.ac.nz.
- Sarah George, Security Services Administrator. Phone extension 6398.

Other information:

Disabled Parking: These are strictly reserved for those persons who qualify for an "Operation Mobility" card and display it on their vehicle. CCS Waikato, Claudlands Road, Hamilton issues these cards. However if you have a serious temporary disability (e.g. on crutches) you might be eligible for a temporary card. Contact the Disabilities Coordinator, in Student and Academic Services, phone 4719.

General Parking: Available to all, without restriction. The largest parking areas are: Gate 1, 1071 parks and Gate 10, 797 parks. There is also General Parking available from Gates 2b plus Gates 3a and b. Gate 2b could be temporarily closed if a function is to be held in the WEL Energy Trust Academy of Performing Arts.

Time Limited Parking: Five minute parking is available behind the Shops area (8 parks), outside B Annex (1 park) and outside B Block (3 parks).

Up to 2.5 hours metered parking is also available through Gate 1 near the Medical Centre, 14 spaces.

Visitor Parking: All short term visitors must report to the adjacent reception area where they have parked, and obtain a visitors permit, to be displayed in your vehicle. Never park in a "reserved" parking space.

Staff should not park in the visitor parking areas.

RideLink: This a car pooling facility that is available to students and staff with dedicated parking spaces available in gates 1 and 10 if you meet the criteria.

For further information please check the website <http://ridelink.waikato.ac.nz> or call the Security Services centre on ext 8972.

Signage at the University car-park entrances gives warning of the University's immobilization (wheel clamping) and tow away policies. Please ensure you only park in marked parking spaces.

The University does not permit parking on grassed areas, yellow no parking lines, blocking access to fire hydrants or across access ways required for emergency egress from, or access to, campus buildings.

Vehicles left contrary to these signs and the regulations published in the University Calendar may be clamped or towed away. To free your vehicle from immobilization, pay a \$50.00 fee (including GST) either at the Financial Services Counter in the Gateway building (Gate 5 Hillcrest Road), Security Services Office, B Annex (also via Gate 5) Performing Arts centre (Gate 1), or to the Facilities Management Office (Gate 3a, Silverdale Road). Eftpos facilities are available from the first three locations mentioned above.

After hours phone (07 838) 4444 or utilize one of the emergency phones and arrange to have one of our UniSafe officers meet you to receipt your payment and to release the clamp.

If a vehicle is towed from campus this will only occur if the Security Manager has authorized it. He will have informed the current security staff working if this is the case. The security staff can be contacted on 07 (838) 4444.

Towed vehicles can be claimed from Active Towing, 116 Norton Rd, phone 846 7196, after payment of the towing fee.