

## PARKING & TRAFFIC REGULATIONS

### PURPOSE & SCOPE

The lands and grounds of Sheridan College (Sheridan) are private property and the College reserves the right to control motor vehicle use on its campuses.

All persons using Sheridan's parking lots, parking areas and roadways are subject to Sheridan's Parking and Traffic Regulations.

### DEFINITIONS

**"Park"** and **"Parking"** shall be taken to mean the halting of a vehicle even momentarily, whether or not the vehicle is occupied.

**"Parking spot"** and **"spot"** means a designated space/area that has been clearly marked, posted, signed, and/or designated by official signs from time to time as space for vehicle parking.

**"Parking Office"** and **"Parking Services"** means the designated administrative body by which all parking services are controlled.

**"Parking Operatives"** or **"Parking Enforcers"** means uniformed personnel working at Sheridan as contracted security guards provided to the College under the terms of a security provision contract.

**"Parking ticket"** or **"citation"** means a notification and applicable fine(s) informing that that a person has parked or operated a motorized vehicle contrary to Sheridan's Parking and Traffic and Regulations and may be subject to a fine.

**"Payment machine"** or **"pay stations"** refer to the equipment or terminals on campus with the purpose of collecting payment from persons purchasing permits or short-term parking.

**"Sheridan's parking lots and areas"** means the parking lots and areas owned and enforced by Sheridan.

**"Signs"** or **"signage"** shall include road markings, signs, and other devices either temporarily or permanently erected by the College to regulate movement of traffic, to designate or prohibit parking, and to direct vehicular, transit or pedestrian traffic on campus.

**"Business days"** means all days except Saturday, Sunday and statutory or civic holidays.

**"Academic Year"** means the start of the fall semester through the end of the spring/summer semester (i.e. September through August).

## REGULATIONS

### 1. Parking Operations & Enforcement

- 1.1. Sheridan's Parking Services exist to provide a service to the Sheridan community. It is a service available only to those persons having a reason to be at Sheridan; it is not a service available to the general public.
- 1.2. Sheridan's Parking and Traffic Regulations are enforced 24 hours a day, 7 days a week on Sheridan-owned grounds. Refer to APPENDIX A for Sheridan College Parking Lots (and exceptions).
- 1.3. Provincial laws and municipal by-laws applicable to campus grounds (including City of Brampton Private Parking By-law # 93-93 and Town of Oakville Private Parking By-Law # 1981-65) may be invoked by Sheridan at any time for the purpose of preventing unauthorized parking and ensuring access to fire routes. Designated Sheridan Security Operatives are licensed to issue municipal citations.
- 1.4. Designated Sheridan Security Operatives are authorized to issue Sheridan citations. Refer to APPENDIX B for Sheridan Citations and Fees.
- 1.5. Every person operating a motorized vehicle on Sheridan property must obey parking and traffic signs and the directions or signals of Sheridan Security Operatives. The speed limit on all campus grounds is 40 km/hr. The speed limit is 25 km/hr. in all campus parking lots. Pedestrians have right-of-way at crosswalks.
- 1.6. Vehicles may park only in designated parking spaces. Parking is prohibited in any fire route, loading zone, bus stop, roadway, driveway, walkway, hash-marked area, grassed or landscaped area, or any other area not specifically designated for parking.
- 1.7. Signed parking spaces are reserved for vehicles with an associated, valid parking permit, or as authorized by Parking Office administrators. Spaces include, but are not limited, to Preferred Parking, Reserved, Medical, Contractor Parking, Visitor Parking.
- 1.8. Sheridan's parking lots and areas are open from 6:00 a.m. to 12:00 a.m. All vehicles must be removed from the parking lots outside these operating hours unless otherwise authorized by Parking Services.
- 1.9. A vehicle left on Sheridan property for a continuous period of 72 hours will be considered "abandoned" unless Parking Services have been notified or unless it is validly parked at a designed student residence parking area. An abandoned vehicle may be immobilized or ticketed and towed at the owner's expense and absolutely no liability shall be attached to Sheridan for any damage caused during the towing process.
- 1.10. All vehicles parked in Sheridan's property must possess a valid license plate. Vehicles without a valid license plate will be towed.
- 1.11. Camping or sleeping overnight in vehicles parked in Sheridan's property is strictly prohibited.
- 1.12. All vehicles, including motorcycles, must be properly aligned between stall lines. Following other vehicles that are improperly parked is not grounds for appeals.
- 1.13. Sheridan is not responsible for any loss, personal injuries, or damages to motor vehicles, including vehicle contents, however caused. Any such loss and/or damage and/or injury to persons must be reported to Campus Security.

- 1.14. Employees failing to abide by Sheridan College Parking and Traffic Regulations, including non-payment of fines, may be subject to discipline up to and including termination depending on the nature and frequency of any violations.
- 1.15. Paid parking is in effect weekdays from 5 a.m. through 12 a.m. Parking is complimentary on weekends, statutory holidays, and the August civic holiday.
- 1.16. All persons, including students, employees, visitors, alumni, consultants, and contractors, who park a motorized vehicle at Sheridan's parking lots or areas, must pay for parking unless otherwise authorized by Parking Office administrators.
- 1.17. Paid parking is in effect for Sheridan students and employees parking at the leased Theatre Lot at Hazel McCallion Campus. A valid Sheridan HMC hangtag permit (one semester, two semesters, or annual) or carpooling permit must always be displayed.
- 1.18. Paid parking is in effect for motorcycles using any parking space on Sheridan property. Enforcement is by registered license plate. Paid parking is in effect during the day, evening, and overnight at areas designated to student residents and guests; vehicles must display a residence parking decal or valid residence guest pass and display a valid Sheridan permit or pay for parking at a pay-by-plate kiosk or pay-by-phone.

## 2. Accessible Parking

- 2.1. Paid parking is in effect at Accessible parking spaces on Sheridan property; vehicles must display a valid provincial Ministry-issued (Ontario or other) Accessible parking permit and display a valid Sheridan permit or pay for parking at a pay-by-plate kiosk or pay-by-phone.
- 2.2. Paid parking is in effect at "Temporary Medical" parking spaces on Sheridan property. Temporary Medical parking spaces are reserved for Sheridan students and employees who temporarily (for 8 weeks or less) require parking closer to a main entrance for medical reasons. Temporary medical parking spaces must be initiated through Accessible Learning Services (students) or Workplace Abilities Office (employees).

### Note:

- The Parking Office will authorize a temporary medical parking permit or warning code upon completion of forms and applicable approval process from Accessible Learning or Workplace Abilities Office.
- Students and employees who are authorized to park in Temporary Medical Parking Spaces must only park in Sheridan's designated 'Temporary Accessible' or 'Reserved 24/7' parking spots. They must not park in the Accessible Parking spots marked with the international sign for accessibility. Accessible Parking spots are reserved for people with a valid, ministry issued Accessible Permit.

### **3. Special Parking Arrangements**

- 3.1.** Parking Services, under the direction of the Associate Vice President of Business Services, reserves the right to direct vehicles, when necessary, to general, short-term, or preferred parking areas, subject to parking availability.
- 3.2.** Sheridan's Parking Services reserves the right to reduce or suspend parking arrangements temporarily in any area for special events, maintenance, during labor disruption, emergency disruption, or any unforeseen disruption, or to accommodate special circumstances or emergencies. Under such circumstances, permit holders may be required to park in an alternative parking lot or area. Every effort will be made to provide reasonable notice.
- 3.3.** Departments within the College wishing to arrange guest parking through a departmental charge can do so by notifying the Parking Office or by sending out a department permit invite batch. Only the authorized department administrator can send out a permit invite.
- 3.4.** Sales and service representatives shall be considered visitors and are required to purchase hourly/daily parking upon each visit.
- 3.5.** Contractors must purchase daily or other parking permit and are authorized to park in the general lots or assigned contractor spots located around the campus.
- 3.6.** College service vehicles will be assigned specific parking locations and will be required to obtain a parking permit.
- 3.7.** Bicycles are exempt from parking fees but must be parked in the designated areas. Where applicable, chains and locks will be cut any bicycles will be removed if left in other than the designated bike racks.
- 3.8.** All visitors, faculty, staff, and/or students who do not possess a valid parking permit, must have a daily parking permit while parked on campus. Persons requiring one-day parking must purchase a daily permit through Sheridan's valid parking payment methods.

### **4. Parking Permits**

- 4.1.** Sheridan parking permits are issued only by Parking Services or its authorized agents. The issuance of a permit does not guarantee the availability of a parking space but constitutes a license to park in a designated area, with no liability or responsibility implied upon Sheridan.
- 4.2.** A Sheridan-issued permit remains the property of Sheridan and is issued to be used only by the associated, registered, authorized permit holder.
- 4.3.** Permit fees are set for each academic year and are subject to increase as authorized by Sheridan's Executive Council or the Board of Governors. Refer to [parking.sheridancollege.ca](http://parking.sheridancollege.ca) or Sheridan Central for the in-year permit types and fees.
- 4.4.** To obtain a parking permit, all outstanding fines and/or fees must be paid in full or settled by way of an online appeal with Parking Services. Parking tickets must be within its grace period in order for an appeal to be made.
- 4.5.** The parking year ends on August 31 every year. Payments for parking permits are accepted by credit or selected debit card and must be done online.

- 4.6. Payroll deductions is available online for employees on annual and semester-based permits only.
- 4.7. Parking permits must be paid in full at the time of issuance.
- 4.8. License plate numbers of vehicles associated with a parking permit must be provided at the time of purchase and kept current with Parking Services. It is the permit holder's responsibility to provide up-to-date vehicle and license plate information to the parking office.
- 4.9. Parking permits are valid for a single parking space only. Parking Services must be consulted in advance to authorize vehicles to park in more than one parking space. Additional fees and lot restrictions may apply.
- 4.10. Permit holders who drive more than one vehicle will be issued only one permit for all the vehicles registered with Parking Services. Only one vehicle may be parked on campus at any given time unless the second or third vehicle(s) pays the appropriate parking fee for the day.
- 4.11. When a virtual permit is used, its validity will be prescribed by the data in the parking management database (license plate, date and time/duration of parking). Refer to [parking.sheridancollege.ca](http://parking.sheridancollege.ca) for Sheridan's in-year permit types and fees.

## **5. Refunds**

- 5.1. Semester and annual permits are pro-rated and refundable according to a set schedule. All other permits are non-refundable in whole or in part.
- 5.2. It is the responsibility of the permit holder to notify Parking Services if they want to suspend the payroll deductions for their parking permit.
- 5.3. Payroll deductions will cease upon an employee leaving the College and a prorated amount will be returned, if applicable.
- 5.4. In the case of a mass automatic refund, online payments will be refunded to the same card used to pay for the permit. Permits paid in-person will be refunded by cheque.
- 5.5. Current preferred permit holders who wish to discontinue their permit will not maintain priority in that zone and the space may be issue to the person on the waiting list or a new registrant.

## **6. Fines & Enforcement**

- 6.1. All fines shall either be paid to the Parking Office within 14 days or an appeal filed within the same time frame. Failure to do so, will result in additional fees.
- 6.2. All outstanding parking fines, fees and interest incurred, will remain a debt to Sheridan until paid in full. A citation is considered overdue if it has not been paid within 30 days of issuance.
- 6.3. A \$15.00 surcharge will be levied to all Sheridan citation fees not paid or contested within 14 calendar days.

- 6.4. Failure to pay for Sheridan parking fines may result in a hold placed on student account and/or action to recover the debt through collections and/or suspension of parking privileges and/or action taken under the Trespass to Property Act. For employees, the outstanding account balance will be forwarded to the Payroll Office for collections against earned wages.
- 6.5. Failure to comply with the Parking Regulations may result in fines, the withholding of a degree, diploma, certification, designation or grades and/or blocking access to course registration, cancellation of parking privileges, and/or tow away and storage of the vehicle at the owner's expense.
- 6.6. A vehicle may be towed and impounded if:
  - It has 2 or more outstanding, unpaid parking tickets;
  - Displaying a lost, stolen, or tampered permit;
  - Deemed abandoned (left on property for 48 hours or more);
  - Parked in a fire lane;
  - Parking in a manner that creates nuisance, hazard, and/or obstructs traffic.
- 6.7. A vehicle will be towed after the accumulation of \$90 of unpaid and/or uncontested citation and all fees associated with the towing of a vehicle on campus or to an off-campus impound will be the responsibility of the registered owner or operator of the vehicle and absolutely no liability shall be attached to Sheridan for any damage caused during the towing operation.
- 6.8. Vehicles towed by Sheridan's contracted towing company will be released upon payment of towing and storage charges to the towing company. These rates are set by the towing company and are liable to change without notice.
- 6.9. Parking permits may be cancelled if the permit holder refuses to pay for outstanding parking violations or if parking permit is misused.
- 6.10. A parking permit may not be issued to individuals who have outstanding parking violations under these regulations.
- 6.11. The owner of the vehicle license plate is ultimately responsible for the payment of all violations issued against the plate. In addition, the fee to cover the cost of obtaining the license plate owner information from the appropriate governmental body will be applied to the account.

## **7. Contesting Citations**

- 7.1. Persons wishing to contest a Sheridan-issued citation must submit an appeal online at [epark.sheridancollege.ca](http://epark.sheridancollege.ca) (citation number and related license plate are required) within 14 calendar days of issuance of the citation.
- 7.2. Ignorance of Sheridan College's Parking and Traffic Regulations is not grounds for appeal.
- 7.3. Municipal citations must be contested through the municipal process.
- 7.4. Sheridan College has no authority to revoke a City of Mississauga, Town of Oakville, or a City of Brampton parking ticket infraction. Ticket issues must proceed through its appropriate appeal system.

## **8. Restrictions and Conditions**

- 8.1.** The Parking Office requires all applicants for parking to present their Onecard upon purchase and/or pick-up of a permit.
- 8.2.** The responsibility of finding a parking space rests with the vehicle operator.
- 8.3.** The College assumes no responsibilities for personal injury or loss in the parking lots.
- 8.4.** Parking permits will not be issued to account holders with outstanding parking fines owed to the College.
- 8.5.** Possession of a parking permit does not guarantee the availability of a parking space.

## **9. Enforcement of the Regulations**

- 9.1.** Non-enforcement of a regulation, in any instance, will not be interpreted as a waiver for future instances.
- 9.2.** Failure to comply with Sheridan's Parking & Traffic Regulations may result in fines and/or tow away and/or storage of the vehicle at the owner's risk and expense, revocation of parking privileges and/or a hold on student accounts.
- 9.3.** A person who possesses or displays a forged, altered, lost or stolen permit will be subject to condition and penalties of the College's Employee and Student Code of Conduct.

## **10. Privacy**

- 10.1.** Personal information retained in Sheridan's parking management database ('epark') will not be used for any purpose other than parking enforcement or for a use consistent with that purpose except with the consent of the individual or as permitted under the Freedom of Information and Protection of Privacy Act.
- 10.2.** The College may share your license plate number with a third-party company to collect funds owing on delinquent parking tickets.

## **Amendments to the Regulations**

Sheridan's Parking and Traffic Regulations are subject to change as recommended by Parking Services and authorized through Sheridan's Executive Council.

## **Related Documentation**

- Sheridan Outstanding Obligations Policy
- Sheridan Outstanding Obligation Procedure
- City of Brampton Private Parking By-law # 93-93
- Town of Oakville Private Parking By-law # 1981-65
- Trespass to Property Act

## **APPENDIX A – Sheridan College Parking Lots**

Most parking lots at Sheridan’s Davis, Trafalgar, and Skills Centre campuses are ‘general parking’, available to students, employees, guests, visitors, alumni and contractors. Some spaces within general parking lots are reserved (and signed) and are enforced accordingly. Paid parking is in effect at all campuses.

### **The following lots are the PROPERTY OF AND ENFORCED BY SHERIDAN COLLEGE:**

#### **Trafalgar Campus, Oakville**

- Lot 1 – General Parking
- Lot 1a – Employees & Residence Parking Only
- Lot 2 – Employees Only
- Lot 3 – General Parking
- Lot 4 – General Parking
- Lot 5 – General Parking
- Lot 6 – General Parking
- Lot 7 – General Parking
- Lot 8 – Conference Centre Parking Only (gated lot)

#### **Davis Campus, Brampton**

- Lot 1 – General Parking
- Lot 2 – Employees Only
- Lot 3 – General Parking
- Lot 4 – Employees only
- Lot 5 – General Parking
- Lot 6 – General Parking
- Overflow Lot (unpaved) – General Parking

### **PARKING PROVIDED BY BUT NOT ENFORCED BY SHERIDAN COLLEGE:**

#### **Theater Lot near Hazel McCallion Campus, Mississauga**

1. The ‘Theatre Lot’, located at the north-west corner of Living Arts. Dr. and Rathburn Rd. W. is leased by Sheridan for its employees and students for parking between the hours of 6 am and 6 pm (some restrictions and exceptions may apply).
2. A valid HMC Sheridan-issued parking permit is required.
3. The lot is enforced by the proprietor’s contracted security agency, which issues City of Mississauga parking tickets. Except for Regulation #1.17, Sheridan’s Parking & Traffic Regulations do not apply.



## APPENDIX B – Sheridan College Parking & Traffic Citation Fines, Penalty Fees & Procedures

### Fines

Code	Description	Fine Amount
001	Failure to Pay for Parking	\$30.00
002	Failure to Display Valid Permit	\$30.00
003	Parking in Non-designated Area	\$30.00
004	Failure to Park in Accordance with Lot Layout	\$30.00
005	Blocking or Obstructing	\$50.00 and/or tow**
006	Parking in Fire Route	\$150.00 and/or tow**/immobilization and/or suspension of parking privileges*
007	Parking in Accessible Space without Permit	\$150.00 and/or tow**/immobilization and/or suspension of parking privileges*
008	Displaying Forged or Altered Permit	\$125.00 and/or tow**/immobilization and/or suspension of parking privileges*
009	Displaying Lost or Stolen Permit	\$125.00 and/or tow**/immobilization and/or suspension of parking privileges*
010	Overnight Parking	\$30.00 and/or tow**
011	Parking Three-deep	\$30.00 and/or tow**
012	Driving without Due Care and Attention	\$30.00
013	Failure to Obey Regulatory Signs	\$30.00
014	Failure to Yield to Pedestrians	\$30.00
015	Failure to Obey Directions	\$50.00 and/or suspension of parking privileges*
016	Supplying False Information	\$50.00 and/or tow**/immobilization and/or suspension of parking privileges*

Fine amounts include HST.

\*Parking privileges may be suspended. Suspended vehicles are not allowed to enter or park on Sheridan Campus for any reason. Suspended vehicles' suspension will only be lifted upon successful appeal.

\*\*A vehicle may be towed on campus or off-campus to an impound at the owner's expense and absolutely no liability shall be attached to Sheridan for any damage caused during the towing operation.

**Fees**

Procedure	Fees
Replacement Permit (Lost/Stolen)	\$25.00 (+tax)
Locker Cut	\$5.00 (+tax)
Illegal Locker Occupancy Fee	\$25.00 (+tax)
Parking Permit Shipping Fee (via Canada Post)	\$1.50

A \$15 surcharge will be levied to all fines not paid or contested within 14 calendar days of issuance. All outstanding parking fines and fees will remain a debt to Sheridan until paid in full.

All outstanding parking fines, fees and interest incurred, will remain a debt to Sheridan College, and may be subject to a hold on student accounts until paid in full.

Disregarding parking violations notices may result in the suspension of College parking privileges, the towing of the vehicle or the clamping of a vehicle to be removed by Parking Services upon suspension of fines.

A \$25.00 (+tax) is levied on all replacement parking permits.