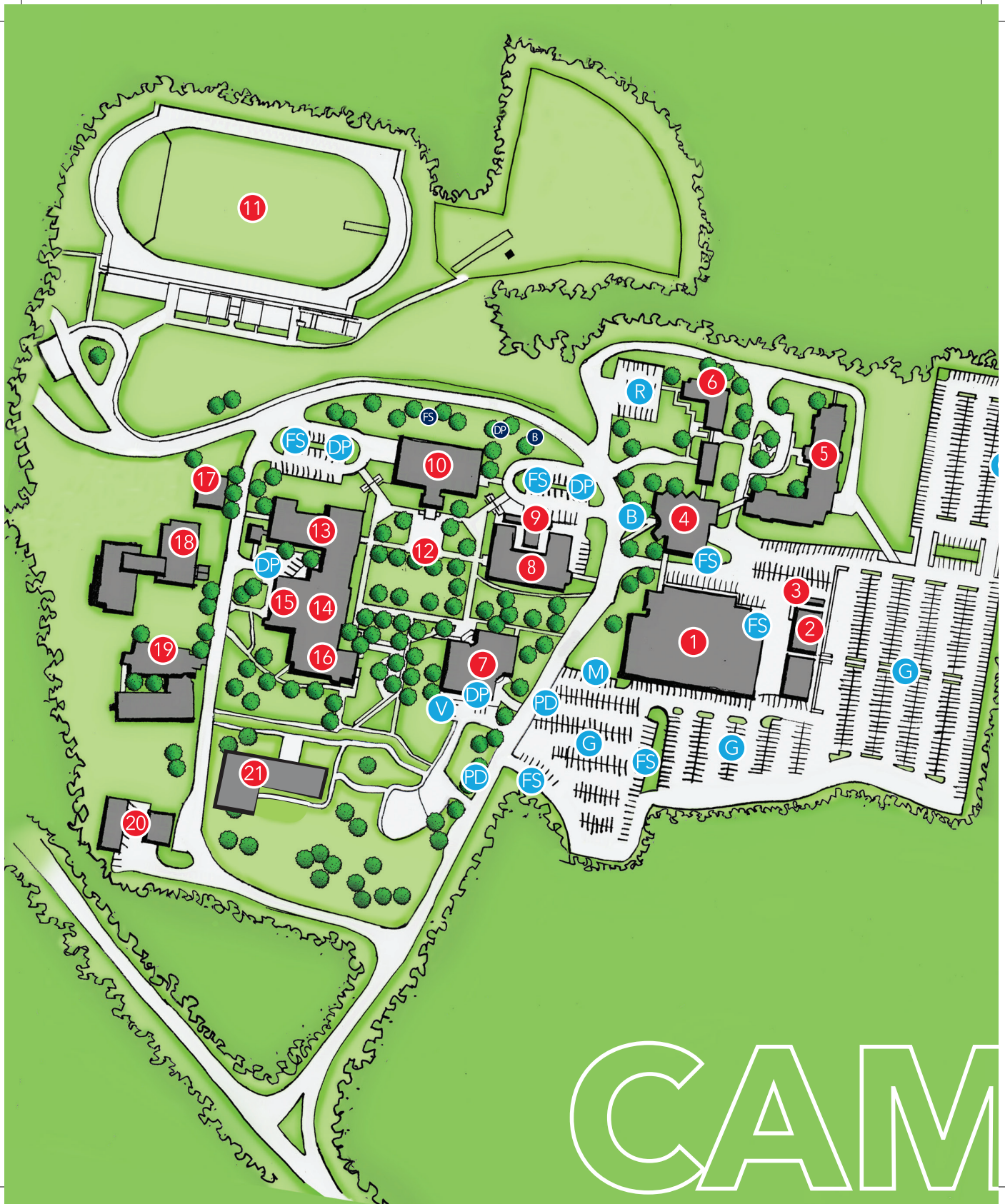


# PARKING REGULATIONS











**Environmental  
Health, Safety  
& Security**



CAM

- 
- 1 G. Forbes Elliot Athletics Centre
  - 2 Annex A & B
  - 3 Student Health Centre
  - 4 Thomas J. Condon Student Centre
  - 5 Colin B. Mackay Residence
  - 6 Sir James Dunn Residence
  - 7 Philip W. Oland Hall
  - 8 Sir Douglas Hazen Hall
  - 9 Hazen Hall Annex
  - 10 Ward Chipman Building
  - 11 Jeux Canada Games Stadium
  - 12 Quad
  - 13 William F. Ganong Hall
  - 14 Ganong Hall Lecture Theatre
  - 15 Canadian Rivers Institute
  - 16 K.C. Irving Hall
  - 17 Engineering Machine Shop and Lab
  - 18 NBCC Saint John Allied Health Centre
  - 19 Dalhousie Medicine New Brunswick
  - 20 Facilities Management
  - 21 Hans W. Klohn Commons

## PARKING

-  GENERAL
-  VISITOR
-  BUS STOP
-  RESIDENCE
-  METERED
-  FACULTY/STAFF
-  PAY 'n' DISPLAY DISPENSER
-  DISABLED PARKING

# CAMPUS MAP

## GENERAL POLICY

The purpose of these 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.

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.

The enforcement of these regulations is the responsibility of the University's Environmental Health, Safety & Security (EHS&S) Department of the Saint John campus. The EHS&S Dept 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.

The University has no legal or contractual obligation to provide parking and assumes no responsibility for any losses and/or damages in regard to a vehicle and/or its contents, nor for injuries to persons. Losses and/or damages to vehicles or injuries to person(s) should be reported to the Environmental Health, Safety & Security Department.

**These regulations are applicable 24 hours per day, seven days a week, for all 12 months of the year at the Saint John campus of the University of New Brunswick (UNB).**

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.

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.

All vehicles to be parked on the Saint John campus of the University of New Brunswick shall be registered with the Environmental Health, Safety & Security Department. 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.

Vehicle registrants and those persons found to be operating the vehicles of others shall be responsible for all violations involving their vehicles.

All Faculty, Staff, Students, and visitors are responsible for making themselves aware of the parking and traffic regulations and for observing all parking and traffic control signs posted and markings as indicated.

Pedestrian crosswalks are established at major intersections and are in keeping with the main pedestrian flows. Pedestrians using these crosswalks have the "right-of-way" over vehicles for the purpose of crossing the roadway within the crosswalk.

All vehicles parked on campus parking lots during a snow storm must be relocated within 12 hours after the end of the storm to allow for proper snow clearance. Failure to comply could result in the vehicle being towed away at the owner's risk and expense. Any motor vehicle parked on University of New Brunswick roadways which interferes with the snow removal operation may be towed at the owner's risk and expense.

University policy does not permit the plug-in of private car block heaters into any University electrical service connection. This includes residences owned by the University.

Any vehicle left on University property for a period of 14 days after the termination of a vehicle registrant's course, conference, employment, etc, will be considered as abandoned, and will be treated as such by the University.

Vehicles parked at UNB Saint John MUST display a Parking Permit, Pay and Display Receipt or park at a meter. Failure to do so will result in a Parking Violation Ticket. Vehicles may also be towed or immobilized at owner's risk and expense.

## DEFINITIONS

**Student** - Any person proceeding towards any degree or attending any class, seminar, or course - either credit or non-credit. For the purposes of parking allocations, a resident student is a student residing on the University Campus.

**Faculty** - All those persons holding a full or part-time academic rank at the campuses of the University of New Brunswick.

**Staff** - All other regular employees of the University or the Student Representative Council or other agencies with regular business on the campus. This definition excludes students who are part-time employees of the University.

**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 material or passengers.

**Person** - An individual, unincorporated association or any incorporated entity.

**Vehicle** - Any mechanical mode of transportation including bicycles.

**Abandoned Vehicle** - Any vehicle which has been left stationary in one location on campus for a period of 14 days or more without prior approval of the Environmental Health, Safety & Security Department.

**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.

**Vehicle Registrant** - Any person to whom a parking permit has been issued.

**Towed** - The physical removal and impounding of a vehicle by a recognized towing service at owner's risk and expense.

**Meter Parking** - Parking spaces designated on parking site map are equipped with coin operated meters. These spaces are intended for short-term parking only, to conduct business (1 1/2 hour maximum). Persons parking vehicles in the metered spaces MUST pay amount indicated on meters. Permit holders are not exempt.

**Daily Parking Permit (Pay & Display Machines)** - Permit purchased by driver of vehicle enabling purchaser to park vehicle for one day only (8 a.m. to Midnight) on University property.

## PARKING PERMIT REGULATIONS

Any vehicle parked on the campus at any time must be registered with Security. Annual parking permits shall be issued at the time of vehicle registration with Security upon completion of an application. Registrations must be made in person at the Business Office, Oland Hall. Registration renewals for regular employees may be made through e-services. Annual parking permits shall normally be issued during the months of August and September; however, they will also be available at any time during the year. The fee for registration of each vehicle is as shown online at [unbsj.ca/security](http://unbsj.ca/security).

Permits will not be issued to any person having outstanding unpaid fines. The Decal type parking permit MUST be firmly affixed (no tape) on the inside of the front windshield in the lower left hand corner (driver's side) of the vehicle. The Transferable Permit MUST be attached to the rear view mirror. Permit must bear the validation/expiry date sticker issued at the time of purchase.

It is the responsibility of persons organizing conferences or seminars, or inviting guests of any kind to the campus, to inform any delegates or guests that there is a fee for parking on the UNB Saint John campus.

Parking permits issued on the Fredericton Campus or on the Saint John Campus are effective on the other campus.

Three Pay & Display Machines are located throughout campus to provide a parking permit to those who choose to pay for parking privileges on a daily basis.

Security shall issue temporary parking permits 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 7 daily 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 does not exceed original permit.

If vehicle registrant using a vehicle other than the one registered does not contact Security to arrange for a temporary permit, or if the registration has been issued the seven day maximum in temporary permits, they MUST purchase a daily permit from the Permit Dispensing Machine (Pay & Display) or park at a meter. This applies 24 hours a day week.



Permits are not required for bicycles. Bicycles riders are excluded from registration fees, but must comply with all other parking and traffic regulations. When a vehicle is sold or traded, the onus is on the vehicle registrant to inform the EHS&S Dept. 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.

### **PARKING LOCATIONS**

Parking is permitted only in designated parking areas. Parking at curbs or in Service Parking Areas is not permitted, except as specifically referred to in these regulations or on regulatory signs. Vehicles parked in tow away zones will be removed without warning at the owner's risk and expense.

The UNB Saint John Parking Site Plan provides details of the designated parking locations.

Parking on streets and roadways is strictly prohibited unless otherwise designated.

Bicycle riders are required to use the bicycle racks provided.

Bicycles are not to be parked against trees, shrubs, light posts, wheelchair ramps, fire hydrants, railings, etc. nor in stairwells, hallways, corridors or any place where they may impede emergency exits, entrances or impede access by disabled persons. Bicycles parked in violation of parking regulations may be impounded, and any locking devices will be removed.

### **DESIGNATION OF PARKING LOTS AND AREAS**

Upon registration all vehicles shall be issued with a vehicle parking permit indicating the lot(s) where the vehicle is allowed to be parked from 8 a.m. to midnight. Monday to Friday, unless otherwise specified in these regulations. Vehicles may park only in the specified lot(s) unless they fit some special provision of these regulations.

**Student/General Parking** - Lots and areas designated on the parking site map for the use of students. Vehicles parked in these lots and areas must display a student parking permit or daily permit.

**Resident Student Parking** - Lots designated on the parking site map for the exclusive use of resident students at any time (24 hours per day). Vehicles parked in these lots must display a Resident Student Parking Permit.

**Faculty Staff Parking** - Lots and areas designated on the parking site map for the exclusive use of faculty and staff. Vehicles parked in these lots and areas must display a Faculty/Staff Parking Permit. Student parking is permitted Monday–Friday after 4 p.m. and on weekends.

**Daily Permit** - Authorizes parking in lots designated Student/General Parking.

**Meter Parking** - Parking spaces designated on parking site map are equipped with coin operated meters and are intended for short term parking to conduct business. Persons parking at a metered parking space MUST pay the amount indicated on the meter. This applies to ALL vehicles parked in metered spaces, even those with UNB parking stickers. A vehicle is considered "parked at a meter" regardless of whether or not the vehicle is occupied and the engine and/or lights are turned on or off.

**Disabled 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 Disabled Parking Symbol and UNB Saint John parking permit.

### **TOWING & IMMOBILIZING**

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, as shown on the online at [unbsj.ca/security](http://unbsj.ca/security). 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.

### **PAYMENT OF FINES**

Fines for parking and traffic violations are to be paid to the Financial Services Office. Failure to pay fines within seven days will result in cancellation of parking privileges afforded to vehicles registered with the Environmental Health, Safety & Security Department. Vehicles subject to unpaid fines may also be towed without notice at the owner's risk and expense.

### **APPEALS**

A valid appeal can only be based: on the contention that a violation ticket was issued contrary to these regulations, or on the contention that a violation ticket was issued in error, or on proof of extenuating circumstances.

Acceptance of the University of New Brunswick in Saint John 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.

### **LEVEL 1 APPEALS**

(Appeals heard before the Manager of Environmental Health, Safety & Security)

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 Manager of Environmental Health, Safety & Security or before an alternate designated by the Manager.

### **A request for hearing must be:**

In writing and signed by the appellant; and Received at the office of the Manager of Environmental Health, Safety & Security no later than two days after the date of the alleged violation; and accompanied by proof of payment of the fine.

The Manager of Environmental Health, Safety & Security shall; set a date for the hearing; and notify the appellant of the time, date and location of the hearing.

At a hearing before the Manager of Environmental Health, Safety & Security or before an alternate designated by the Manager, evidence may be presented by the appellant and the Security Officer involved in the matter or by their respective agents.

At the conclusion of a hearing and after considering the evidence presented, the Manager of Environmental Health, Safety & Security or the alternate designated by the Manager shall either: Confirm the action taken; or

Dismiss the action taken and declare that the fine(s) paid by the appellant be reimbursed and, if a vehicle was towed, recommend the University reimburse the appellant for towing charges on presentation of the receipt(s).

Notwithstanding the foregoing, the Manager of Environmental Health, Safety & Security may establish an appropriate procedure and is not bound by any rules of evidence.

### **DON'T FORGET**

Any vehicle parked on the UNB Saint John campus must have a valid parking permit UNB Saint John or must pay for parking in a metered parking spot. Vehicles whose owners have not complied with this regulation will be ticketed and may be towed at the owner's risk and expense.

24 hours 648-5675

[unbsj.ca/security](https://unbsj.ca/security)

Campus Patrol | Class Cancellations | Emergency  
Response Environmental Health, Safety & Security  
Information

Investigations | Key/Card Access Control  
Lost & Found | Parking Permits | Safe Walk  
Security Consulting | Traffic Control

## **CLASS CANCELLATION 672-SNOW**

[unbsj.ca/cancellations](https://unbsj.ca/cancellations)

Call for a Safe Walk **648-5675**



## **Environmental Health, Safety & Security**

UNBSJ Athletics Centre, Room 121  
100 Tucker Park Road  
Saint John, NB

Phone 506-648-5675  
Email [securerj@unb.ca](mailto:securerj@unb.ca)

[unbsj.ca/security](https://unbsj.ca/security)