



Sault College of Applied Arts & Technology Vehicle Parking Regulations

Procedure

1. As the College grounds are private property, the College maintains full jurisdiction over traffic flow and parking in conjunction with the Highway Traffic Act.
2. Sault College is not responsible for any loss, personal injury or damage to any motor vehicles and contents however caused.
3. Vehicles must park in designated areas. Parking is prohibited in any service, emergency or loading zone, bus stops, roadway, walkway, patron or grassed/landscaped areas.
4. All vehicle operators are required to comply with all College parking and traffic regulations. Failure will result in vehicles being ticketed and/or towed away at the expense of the owner.
5. All vehicles must be removed from College parking lots, excluding Student Residence lot, by 11:00 p.m. unless authorized by Physical Resources.
6. Any vehicle left on the College property for any period of time after the termination of the registrant's course, conference or employment will be considered abandoned and will be towed away at the expense of the owner.
7. Lot designation passes must be displayed at all times corresponding with appropriate lots.
8. The parking year has been designated as follows: Sept 1st to Aug. 31st.
9. All parking lots on campus are provided within the limits of available space. Parking privileges do not guarantee availability of a parking space but allows you to park in a designated area. Unavailability of a parking space or lot does not relieve the driver of responsibility with respect to the parking rules and regulations.
10. Any unauthorized vehicle or vehicles parked in any other area that was not agreed upon by the user and the College will be ticketed and/or towed at the expense of the owner.
11. All parking areas designated "visitor parking" and metered areas are prohibited from any student or staff member unless authorized by Physical Resources. Any violation will result in a ticket and/or towed at the expense of the owner.
12. Bicycles are exempt from payment of the parking fee.
13. Motorcycles are subject to the same regulations as other motorized vehicles.
14. Service vehicles will be assigned specific parking locations. Any unauthorized vehicles in these areas or service vehicles parking in any other areas other than designated locations are subject to a ticket and/or towing at the expense of the owner.
15. Areas designated as "Patron Parking Only" or "Visitor Parking" is restricted to College patrons. All patrons must sign in the vehicle at the registry of the appropriate College area (i.e. Hairstyling, A Wing Entrance). Improper use of these areas may result in a ticket and/or towing at the expense of the owner.

Designated/Coin Parking Lots – Payments

1. All students and full and part time College employees must purchase a pass, or pay on entry at the coin lot for the use of parking areas. A completed "Application for Parking" form along with cash, cheque, money order or authorization for payroll deduction is to be presented to the Accounting Office for issuance of the appropriate pass.
2. Annual parking rates are listed on parking application forms.
3. F and J-North lots are for annual pass holders only (Sept. 1st – Aug 31st). Users of these areas have the right of first refusal. The deadline for claiming your previous year's lot will be the last Friday in August of each year. If no pass is purchased by this date, rights to park in that area will be forfeited and the pass will be for sale on a first-come first-serve basis. Those who require less than an annual pass are limited to the A North and J-South lots.

4. The parking year has been designated as follows: Sept. 1st to Aug. 31st. It is the responsibility of the user to choose the option which is best for his/her schedule, and they are as follows:
 - Annual (September 1st – August 31st)
 - Semesters (Semester 1: Sept 1st – Dec 31st, Semester 2: Jan 1st – Apr 30th, Semester 3: May 1st - Aug 31st).
 - Coin lot pay per entry**Note: Passes will not be sold in any other fashion than indicated above. Due to the demand and the variation of user schedules, such permits would not guarantee a parking space.**
5. Parking passes are non-refundable, unless terminated from school or involuntarily leave the employ of the college. At this point, refunds will be issued (for annual and semester passes only) upon presentation of the valid undamaged pass and/or swipe card and a letter stating the departure by Human Resource Service or a signed Withdrawal Form from the Dean's office. In cases where there is no withdrawal form, a refund will only be issued within the first 30 days the parking pass becomes valid. Refunds will consist of any unused full month portion of the parking fee paid, less an administration fee as determined by Sault College Financial Services.
6. All lost or stolen parking passes or swipe cards must be reported to the Physical Resources Department. Replacement swipe cards will cost an additional \$15.00 each. Replacement parking passes will cost an additional \$10.00 each.
7. Passes and cards are non-transferable unless approved by the Physical Resources Department.
Anyone using a card or pass that has been reported lost/stolen, or a borrowed pass, will be subject to the College's policies on discipline.
8. All applications and payments will be processed daily by the Financial Services Department. Cheques returned N.S.F will result in the cards being de-activated immediately and will be subject to an administration fee as determined by Sault College Financial Services.
9. Card/pass holders are responsible to ensure the currency of their card/pass.
10. Applicants who will be using different vehicles are to register all vehicles when applying for a parking pass. Only one parking pass will be issued and is required to be displayed regardless of the vehicle being used.

Accessible Parking

Parking spaces for people with disabilities are designated in accordance with the City of Sault Ste. Marie By-Laws. They are provided and identified for those vehicles bearing the appropriate permits or licence plates. A Sault College parking pass must still be purchased and displayed for that designated parking lot.

Guest/Visitor Parking

The metered section in front of the A-wing, the metered section outside of L wing, and the visitor section in the Hairstyling lot are areas identified for visitors to the College. Visitors in the A Wing lot must register their vehicles in the lobby of A Wing upon arrival.

Appeals

1. Appeals pertaining to the violations of fire routes and handicapped areas ticketed by the City of Sault Ste. Marie Police Department must be made with the City of Sault Ste. Marie.
2. Employees, students and visitors who feel their vehicles have been unfairly ticketed in a College lot may appeal to the Director of Physical Resources **within 48 hours.**
3. Anyone taking a ticket back for a parking violation assumes full responsibility of the ticket.