



## **CAR PARKING POLICY- May 2018**

**(SECURITY DEPARTMENT - IoBM)**

### **INTRODUCTION**

The IoBM car parking policy seeks to clarify the regulations and restrictions for the benefit of our staff, students and visitors. The car parking policy requires permits to be displayed on the motor vehicles of all staff, students and visitors who park in IoBM car parks. The policy applies to all staff, students, contractors and visitors and covers the parking of all motor vehicles in IoBM parking spaces. All students and employees of IoBM are eligible to apply for a vehicle permit. Vehicle parking or standing is prohibited on campus in areas not specifically designated for parking. Like other universities our premises have insufficient space to provide parking for all staff, students and visitors who wish to drive to and from IoBM.

### **PURPOSE**

The purpose of this policy is to give clear guidance for accessing and parking vehicles and to ensure fair and orderly access to all IoBM car parks.

### **SCOPE**

This policy applies to all staff, students, visitors and contractors and covers all parking arrangements of motor vehicles in IoBM areas.

### **POLICY STATEMENTS**

#### **1. General Conditions**

The car park pass / sticker is for the sole use of the holder. Persons lending or borrowing, aiding and abetting or operating such misuse of their car park pass are liable to have their car park access suspended. All vehicles are parked on IoBM premises at the owners' risk and the IoBM accepts no responsibility or liability for any loss or damage that occurs to any vehicle or its

contents left on its car parks, whether permission has been granted or not. This sticker is free of cost for all; however, students have to deposit Rs. 10 with the finance department as the cost of the sticker. No charges or fee, whatsoever will be paid to any guard or staff for parking vehicles in any of the IoBM parking areas. This card is valid till the holder ceases to work or study at IoBM. In case of loss or damage, a duplicate card can be obtained by submitting an application and police report (if lost) to the security department of IoBM. The same procedure will be followed for obtaining duplicate car stickers. IoBM reserves the right to prohibit or restrict access to any area at any time or change the use of any individual car park without prior notice.

## **2. Parking Zones.**

IoBM presently has two permanent and two temporary parking zones. The total capacity inside and outside IoBM is for around 1000 vehicles.

- a. Permanent Parking Zones. These zones can accommodate more than 500 cars plus 300 motorcycles.

- 1) **Student parking zone:** Located outside the IoBM premises, near the nullah area. This zone is dedicated for students parking only. Only students' cars with car sticker and students' motorcycles with IoBM Id card are permitted to park in this zone. In case of any large gathering event at IoBM, visitors may also be allowed to park their vehicles in student parking zones, but in this case this parking zone will be allowed for parking after the convocation ground is filled. This zone can accommodate more than 450 cars plus 200 motorcycles in three columns. This zone is normally managed by two permanent guards at the entrance. In case of any large gathering additional, 1 x supervisor with 3 x security guards will be deployed for parking management.

- 2) **IoBM Parking Zone:** Located inside IoBM, this parking is to be used for IoBM employees having car stickers and authorized visitors. Students are not permitted to

park their vehicles in this parking zone. This parking zone can accommodate 100 cars and 100 motorcycles.

**b. Temporary Parking Zones** These zones can accommodate around 400 cars plus 300 motorcycles.

- 1) Convocation Ground:** Located inside IoBM near Creek High School (CHS) and gate-4. This ground can be used for car parking on requirement basis, for any IOBM event. This ground can accommodate around 200 vehicles plus 100 motorcycles. This will be ensured by the security department to fill the convocation ground first and then allow vehicles to park in the Nullah area. 1 x security supervisor with 2 x security guards will be deployed to manage this parking ground.
- 2) Vacant Plot Ground:** This is located outside IoBM premises in front of Creek High School (CHS) gate. This is a vacant un-used plot, which can be used as parking for visitors, in case of any large gathering event at IoBM. This parking zone can accommodate around 200 cars and 100 motorcycles. 1 x Asst Security Supervisor with 2 x Security guards will be deployed to manage this parking plot.
- 3) CHS Road Parking:** The road in front of Creek High School can also be used for parking. This road is 200 feet wide and vehicles can be parked on both sides of road from Creek High School up to the main road. Two sides of the road can accommodate around 100 cars plus 100 motorcycles. 2 x security guards will be deployed to manage this parking plot.
- 4) Main Road Parking:** The area in front of main gate across the main road can be utilized for visitors parking. This area can accommodate around 50 cars and 50 motorcycles. 1 x guard may be deployed across the main road to manage this parking.

### **3. Staff Parking**

- a. This includes staff employed by IoBM. Contractors working for the IoBM are to be treated as visitors.
- b. Staff parking is available inside IoBM premises.
- c. IoBM staff will initiate a request for staff car sticker through a requisition form for the parking sticker.
- d. Staff parking is allocated on a first come first served basis.

### **4. Student Parking**

- a. Parking for students enrolled at IoBM is provided outside IoBM near the Nullah area through car stickers. Students are not allowed to park their vehicles inside IoBM.
- b. Students will initiate a request for a student car sticker through a requisition form for the parking sticker.
- c. Disabled students are required to obtain special permission for a day or days from the HOD Security to drop them inside IoBM by their drivers. In case of no driver with the student, he will be provided with a wheel chair at the entrance with a guard to drop him in.

### **5. Visitor Parking**

All visitors will park their vehicles outside IoBM. Visitors will need to find a place to park without inconvenience to others.

All guest visitors who are permitted by IoBM authorities to park their vehicles inside IoBM, will be allocated a temporary car space by the security department.

## **6. Parking for Organised Events**

The convocation ground will be used as a parking ground for organised events. If the event is occurring on the convocation ground, then the Nullah area and a vacant plot in front of Creek High School (CHS) will be utilized for parking. Each parking area will be managed by a security supervisor along with 3 x security guards. In order to control and regulate the large number of guests and vehicles, traffic police, police and Rangers support will be sought in writing as well as via verbal contact if required. Additional guards from a reputed security company can also be hired. Guards from the night shift can also be called to perform over time duties. All IoBM guards, LEAs and Security company guards on duty may be provided refreshment on requirement.

## **7. Contractor Parking and Deliveries**

All contractors' vehicles used for deliveries and offloading or collecting can be granted access inside IoBM and short term parking with the permission of the concerned IoBM department official dealing with that particular contractor. These vehicles will be required to vacate the site once they have completed their task. These vehicles should not obstruct or cause inconvenience to others. IoBM cannot guarantee parking of such vehicles in any of its car parks and will not be held liable for any loss. The contractors will be fully responsible for their vehicles.

## **8. Motorcycles**

No sticker is required for motorcycle parking. Motorcyclists will need to show their IoBM ID card at their respective parking entrance.

Staff motorcycles are allowed to park inside IoBM at designated places only.

Students' motorcycles are only permitted to park in the Nullah area. Students are not permitted to park their motorcycles inside IoBM.

Motorcycles are not permitted to park in car parking bays or in areas that will restrict access or on footpaths.

## **9. Overnight Parking Arrangements**

Overnight parking of any vehicle by anybody is not permitted in IoBM parking areas.

## **10. User Requirements**

- a. All IoBM car park users shall be deemed to have accepted this car parking policy by applying for a vehicle sticker.
- b. All desirous will make a request for the issuance of the vehicle parking sticker to the security department on a prescribed IoBM car sticker requisition form. This form can be downloaded from the IoBM website. The student will fill it and attach required documents and will deposit at security office near main gate. Car sticker requisition form should be countersigned by the respective HOD of the program or department.
- c. All information provided on applications for a parking car sticker must be true and accurate. Where false information is found to have been provided will result in withdrawal of the car sticker and possible disciplinary action being taken.
- d. Drivers must have a valid driving license.
- e. Drivers must stop at barriers / entrance, identify and get car entry slip while entering and return it while exiting. No one can leave the parking without returning the slip. In case it is lost, a duplicate slip can be obtained from security by showing the IoBM ID card.
- f. All vehicles are parked on IoBM parking sites at the owner's risk and IoBM accepts no liability for the safety and security of such vehicles.
- g. The following documents, photo copy duly attested to be attached with requisition form:

- 1) Valid CNIC copy.
- 2) IoBM ID Card copy.
- 3) Father / Guardian CNIC copy and token of Rs.10/- from Finance Department.
- 4) Car Registration copies (each car).
- 5) Valid Driving license copy.
- 6) 1x photograph (Passport Size).

## **11. Instructions & Restrictions**

All vehicle permit / sticker holders shall be liable to follow the following rules, regulations and restrictions:

- a. Student or staff seeking sticker will comply with all Govt Traffic and IoBM rules. All drivers should observe the car parking requirements and observe traffic and parking signs.
- b. It is prohibited to transfer a car sticker to another vehicle. It is also prohibited to alter, tamper, duplicate or forge a parking car sticker.
- c. The user will paste the sticker on the right top corner of their car wind screen. No vehicle should be parked in IoBM car parks without clearly displaying a valid car sticker on the windscreen.
- d. In case a sticker is lost, a duplicate sticker can be obtained by giving an application to the security department with a Police report.
- e. Cars without a car sticker should not be parked at un-authorized places around IoBM.
- f. Users of cars shall not cause any inconvenience to others. Car should be fit and should be in good working condition.

- g. All students will park their vehicle in the “IoBM Students Parking Area” at the Nullah, at their own risk. Students are not allowed to park their vehicles inside IOBM.
- h. Playing any music in the car, inside IoBM parking is prohibited.
- i. Drivers or students are not allowed to sit in a parked vehicle.
- j. Special area near gate 2, at the Nullah parking has been dedicated for disabled / sick students who cannot walk. These students will be provided wheel chair for their conveyance to their respective department.
- k. Any change of vehicle must be notified immediately to the security department.
- l. Car stickers must be returned to Security if holders cease to work or study or if the car stickers are no longer required for clearance purposes.
- m. IoBM reserves the right to refuse car sticker holders access to parking or some parking areas, from time to time, in order to accommodate bona fide visitors for an organised event.
- n. Users are not allowed to park on the following:
  - 1) Spaces marked 'Reserved' or Spaces reserved for some vehicles.
  - 2) Areas cordoned off by the security.
  - 3) Parking other than in a designated parking space.
  - 4) An area where this may cause an obstruction.
- o. All car park users must ensure that they:
  - 1) Park within marked bays only
  - 2) Do not double park

- 3) Do not block entrances or exits
- 4) Do not tailgate the vehicle in front upon entry or exit.
- 5) Never leave a car door unlocked or a window/sun roof open.
- 6) Do not leave any belongings inside on display in the car.
- 7) Security mark the stereo and if its removable, always take it along
- 8) Do not leave credit cards, cheque books or other valuable documents inside.
- 9) Never leave vehicle documents in the car.
- 10) Double check that all doors and windows are locked before leaving the car.
- 11) Immediately report any suspicious persons or incidents to Security.

Any contravention of these regulations by a student may lead to withdrawal of car sticker and disciplinary action by IoBM. All card seekers have to sign copy of this policy and will deposit it along with the car sticker requisition form to the security department.

**Head of Security-IoBM**

I accept and agree with the above mentioned policy (Student/Employee):

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