



**5.0 Scope:**

This Policy applies to the Burnaby campus of Simon Fraser University, unless otherwise specified, for both motorized and non-motorized vehicles, and to all campuses regarding the use of non-motorized vehicles.

**6.0 Roles and Responsibilities:**

The day-to-day management of all Regulations set out in this Policy is the responsibility of:  
Parking and Sustainable Mobility Services in relation to parking, and,  
Campus Safety and Security Services in relation to traffic.

**7.0 Authority:**

This policy is administered under the authority of the Vice President, Finance and Administration.

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**APPENDIX I**

This Policy should be read in conjunction with the following University policies and with section 27 of the *University Act (RSBC 1996) Chapter 468*.

- GP 36 University Space
- AD 1.14 Control of University Vehicles
- S 10.01 Code ofA I

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“Peak hours parking” is defined as the period between 8:30am and 4:30pm Monday to Friday excluding statutory holidays. During peak hours, vehicles may only park in the area that they are designated by the parking permit paid for and/or issued, the payment made at a pay station, or the payment made via the Mobile Payments system.

During Non-Peak Hours, roaming privileges are in effect and valid permit holders may roam and park outside of the areas designated by their parking permit into other parking areas on campus. See section 16 non-peak hour parking and roaming privileges.

Hourly parking evening flat rates begin at either 4:30 pm or 7:00 pm, depending upon the location.

**11. Special Circumstances**

Under special circumstances (e.g., during significant snowfalls) and/or for special events such as Convocation, an area of parking lot or traffic route may be restricted. These restrictions may include, but are not limited to: the closure of lots restricting entrance and/or exit, the authorization of general parking in reserved spaces, and any other restriction deemed necessary for the orderly movement and parking of vehicles on campus.

**12. Parking Within Parking Lots**

Vehicles must be parked correctly in all parking lot spaces either within the concrete headers or other delimitation markings and shall not be parked in any way that restricts the free flow of traffic or the movement of other vehicles or pedestrians. No vehicle shall be parked in an area which is not designated for parking.

Roadway parking is prohibited unless otherwise designated.

**13. Hourly Parking**

Pay parking is in effect 24 hours daily (including weekends and holidays).

Visitor Parking permits for guests are available for purchase by all SFU departments at a reduced fee and are valid in any of the areas listed on the permit. These Visitor Parking permits can be purchased or requested through the Parking and Sustainable Mobility Services office.

Hourly and Daily parking rates and lot descriptions will be maintained in a schedule and listed on the Parking & Mobility Services website

**14. Permit Parking Areas**

There are two types of permit parking areas on the campus:

Reserved parking areas – where a permit entitles the permit holder to park in a specific assigned space, and Search parking areas – where a permit entitles the holder to park in any space within the lot or area that the permit applies to, so long as the space is not designated otherwise (via sign or other means).

Permit parking rates and lot descriptions will be maintained in a schedule and listed on the Parking & Mobility Services website

**15. Reciprocal Parking (other post-secondary institutions)**

SFU has reciprocal parking agreements with certain other post-secondary institutions

Faculty/Staff visiting SFU from other post-secondary institutions, who are purchasing a valid annual parking permit from their own institution, and whose institution has a reciprocal parking agreement with SFU, may park in any of the SFU hourly areas free of charge. SFU Parking and Sustainable Mobility Services maintains the reciprocal p (n)-0.8 (s)f(r)4.4 (e)4.5 (4i2.6 (f)-4.8 in)-10.0.8 (sti)6.4 (3 (t).9 (avsi)6.

reciprocal parking agreement are required to confirm with that institution the parking rules governing the agreement.

In all case, reciprocal parking is intended only for infrequent usage such as meeting or seminars between the institutions. Reciprocal parking does not apply in regards to attending classes, employment activities, matters of a personal nature, or similar activities.

**16. Non-Peak Hour Parking and Roaming Privileges**

Outside of "peak hour parking" any permit holder may park in any permit lot, hourly lot, or any reserved permit space on campus.

**17. Availability of Parking**

When demand exceeds supply for a particular parking permit or permit area a waiting list may be put in place.

At the discretion of the Director, Parking and Sustainable Mobility Services, the sale of parking permits may be discontinued at any time.

**18. Disabled Parking**

Some spaces have been designated as reserved spaces for those with physical limitations. These spaces are reserved 24 hours daily.

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**31. Lost, Stolen or Damaged Permits**

Lost, stolen or damaged permits must be reported to Parking and Sustainable Mobility Services and subsequently may be replaced on payment of the appropriate fee. The old permit or portions thereof must be returned to Parking and Sustainable Mobility Services. If for any reason it cannot be produced, evidence of purchase in the form of a receipt must be produced or the full fee for a new permit will be charged. It is a contravention of these regulations to duplicate, deface, alter, sell, rent, exchange, or falsely declare a permit stolen or lost. Permit infractions may result in the loss of parking privileges for at least two semesters, a fine being levied, impoundment of the vehicle in violation, and/or criminal charges laid.

**32. Counterfeit Permit**

It is a contravention of these regulations to display a counterfeit permit on a vehicle for the purpose

prescribed fee. Simon Fraser University offers a monthly parking payroll deduction plan to continuing full-time employees and continuing part-time employees. Monthly payroll deduction information and forms are available at the Parking and Sustainable Mobility Services office and website.

Outstanding fees and payments may result in a hold being placed on the student's University account. This may result in a student being blocked from registering for courses or receiving parchments or transcripts. It remains the student's responsibility to keep their account in good standing.

**37. Refunds**

Where a person has paid the appropriate fee for a parking permit, and through circumstances will not be bringing a vehicle to the campus or attending the University, a refund may be approved according to the number of days the permit was used:

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43. **Parking Motorcycles**

Motorcycles and motor scooters shall be parked only in areas designated for the parking of such vehicles and must display a valid parking permit for the area parked within.

44. **Parking Bicycles**

The locking of bicycles to handrails or any structure that impedes pedestrian traffic is not permitted. Securing of bicycles to handrails, stairs or any means of exit from buildings is a violation of the **BC Fire Services Act** and/or Occupational Health & Safety Regulations, and is prohibited. Riding of bicycles in an area not designated to be used as a roadway is strictly prohibited. Bicycles are subject to ticketing and/or impoundment for being parked in any area other than an authorized bicycle rack. Bicycles parked in authorized locations cannot be left for extended periods (i.e., beyond 24 hours) unless authorized by Campus Safety and Security Services.

Parking of bicycles within buildings must be authorized by the appropriate dean, director, or department head and bicycles must not be placed in a manner that blocks entrance and egress routes or public ways or that constitutes a safety hazard.

45. **Non Motorized Vehicles**

Use of Non-Motorized vehicles is prohibited in the following campus pedestrian locations:

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- a. confiscation of permits;
- b. restitution;
- c. fines (traffic offence notices);
- d. towing and impoundment;
- e. revoking parking privileges for a fixed period of time;
- f. banning the operation of a motor vehicle on campus for a fixed period of time;
- g. sanctions for student misconduct under Policy S 10.01.

**51. Issuance of Traffic Offence Notices / Citations**

If any of these regulations are contravened, a Traffic Offence Notice (fine) may be issued by any patrol person in any of the following ways:

- a. by attaching the Traffic Offence Notice to the vehicle concerned;
- b. by handing the Traffic Offence Notice to the operator of the vehicle concerned;
- c. by handing the Traffic Offence Notice to the person who is in violation of the provisions of these regulations;
- d. by sending the Traffic Offence Notice by mail to the address of the registered owner of the vehicle concerned; or
- e. by sending the Traffic Offence Notice details by mail to the primary parking permit holder.

**52. Form**

- k. parked with three or more outstanding Traffic Offence Notices issued against said license number, vehicle, or outstanding balance in the Parking and Sustainable Mobility Services parking database.
- l. causing a disturbance due to an audible device (e.g., horn, anti-theft alarm, etc.);
- m. parked on University property while under an issued parking suspension; or
- n. parked in an area other than outlined on an issued parking restriction form.

**57. Impoundment/Towing Charges**

When a vehicle is towed and/or impounded for any infraction of the regulations, the owner/operator will be responsible for paying all towing, impoundment and storage charges prior to the release of the vehicle. The vehicle operator must produce, for inspection, a valid driver's license to secure the release of an impounded vehicle. All fines are payable prior to the release of a vehicle from impoundment.

Vehicles not claimed from the campus impound lot within 30 days are deemed to be abandoned. Abandoned vehicles are subject to being towed to auo(m)-2..6nf (o)0.c

"bicycle rack" means any structure installed by the University for the purpose of parking bicycles

"date of violation" means the date that the violation occurred as designated on the Traffic Offence Notice

"disability parking space" means the reserved parking spaces designated for persons with disabilities and/or those requiring wheelchair access

"holiday" means any statutory holiday recognized by Simon Fraser University

"impoundment" means to seize and keep in custody by towing and/or wheel locking for an alleged violation of these regulations;

"Mobile Payments" see "Pay by Phone"

"motor vehicle" includes all vehicles propelled other than by muscular power such as an automobile, motorcycle, truck, motor scooter, van, bus

"non motorized vehicle" includes, but is not limited to all recreational devices propelled by muscular power such as skateboards, rollerblades, roller skates, scooters, and bicycles

"operator" means the driver of a vehicle

"owner" means the person in whose name a motor vehicle or trailer is registered"o.5 ( )07i te "os,t (v)-3.6 (e)0.5 (r)0.5

"roadway" includes a highway as defined in the Motor Vehicle Act, 1979, Chap. 288 as well as every travelled way of open space which is open to the public, as a matter of right of way or by invitation for the purpose of vehicular traffic

"roam" or "roaming privileges" mean the ability to park within specified lots during Non Peak hours without obtaining a special permit

"semester" permit holder means a parking permit that is purchased for a one semester period only

"stopping" means the halting of a vehicle even momentarily whether occupied or not

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