

1. PURPOSE

To outline the Institutes requirements for the parking of Institute and/or private vehicles on campus grounds.

2. SCOPE

This policy affects all staff, students and visitors who park Institute and/or private vehicles on the campus grounds.

3. GENERAL

- 1.1 The Institute provides designated vehicle parking bays for staff, students and visitors.
- 1.2 The Institute also provides parking bays restricted to Queensland government vehicles.

4. POLICY

- 4.1 Vehicles must be parked in designated parking areas only.
- 4.2 Vehicles must be parked in accordance with Institute signage.
- 4.3 Drivers with a disability must have a Queensland Transport Disability Parking Permit displayed on their vehicle when parking in the Institute disabled parking bays.

Queensland transport disability parking permit application form
<http://www.transport.qld.gov.au/qt/formsdat.nsf/qtforms>

- 4.4 Employees and students who require special parking needs due to a medical condition must submit appropriate medical evidence from a medical practitioner to the Campus Site Coordinator or Site Operations Officer **and** complete a Mobility Impairment Application **IF305** which must be signed by a Health Professional. (A Doctors certificate is not sufficient)

Private vehicles parked outside of the allocated parking areas and within the general grounds of a campus will receive a notice for immediate removal. Non-compliance may result in the car being towed away at owner's expense.

DOCUMENT AUTHORISATION

Owned by	Manager Facilities & Infrastructure
Authorised by	Institute Director