

## **HONG KONG BAPTIST UNIVERSITY**

### **Campus Traffic and Parking Regulations**

#### **General**

1. The regulations shall apply to all users driving and/or parking on campus.
2. There are car parking spaces available on the Ho Sin Hang Campus, the Shaw Campus, the Baptist University Road Campus and the Kai Tak Campus including limited parking spaces designated for motorcycles.
3. The University car parks are open from 7:00 a.m. to 11:00 p.m. daily. Overnight parking is not permitted except with prior consent from the Estates Office.
4. The Road Traffic (Parking on Private Roads) Regulations, Cap 374O under the Road Traffic Ordinance, Cap 374 are applicable and enforceable to the campus roads and car parks.

#### **Driving/Parking on Campus**

5. Vehicle owners/drivers shall observe and comply with the Campus Traffic and Parking Regulations of the University currently in use.
6. Vehicle owners/drivers shall observe and comply with the traffic signs, road markings and speed limits provided on campus roads and car parks as well as instructions given by campus security in relation to traffic control and parking.
7. Vehicle owners/drivers shall observe the height and the length limits for the vehicles, if any, at the entrances to the car parks.
8. Motorcycle owners/drivers and passengers shall wear appropriate helmets while driving on campus.
9. Vehicle owners/drivers shall park the vehicles within the marking of each parking space.
10. Vehicle owners/drivers are advised to lock up the vehicles properly and not to leave any valuable items inside the vehicles.
11. Washing of vehicles (except University vehicles) is not allowed in the car parks.
12. The owner/driver should inform the Estates Office in advance if his/her vehicle is required to be towed away from the car parks.
13. Commercial vehicles such as taxi, van and lorry are not allowed to wait or park on campus roads/in car parks unless prior approval is obtained from the Estates Office.

14. Vehicles carrying dangerous goods or articles, chemicals or materials of an inflammable nature are not allowed to park in the car parks unless prior approval is obtained from the Estates Office.
15. Parking spaces should be used for vehicle parking only and not for any other purposes such as storage or vehicle repairs.
16. Nobody shall move, damage or interfere in any way with any signs erected or placed on the roads within the campus, or obscure, deface, alter or obliterate any road markings placed on the campus roads.
17. Vehicle drivers on campus shall hold valid driving licences. No learner drivers are permitted to drive on campus.
18. Parking spaces for persons with disabilities are provided in the car parks.
19. The University reserves the right to prohibit vehicles from entering the car parks during specified timeslots when the car parks are full or reserved for designated purposes.

#### **Prevention of Noise, Air Pollution and Nuisance**

20. Except for safety reasons, horns or other audio warning devices are prohibited.
21. Vehicle drivers are required to turn off the vehicle engines when waiting on campus.
22. Nobody shall, without lawful authority, interfere with any vehicles in the car parks.
23. No vehicle owner/driver shall allow his/her vehicle to cause any obstructions on campus roads or to other vehicles in the car parks.

#### **Eligibility of Parking Permits and Parking Rights**

24. Parking permits are categorised into different types with specified parking rights. The eligibility for and the parking rights of each type of parking permit are:
  - (a) Type I Parking Permit
    - i. Eligible applicants
      - Full-time academic staff of Assistant Professor rank or above;
      - Full-time teaching staff of Senior Lecturer rank or above;
      - Full-time non-teaching staff of Band F or above;
      - Full-time Lecturers/Senior Instructors/ Instructors on Terms of Service A appointed before 1 September 2005 and currently holding a Type I Parking Permit \*;

- Full-time staff on Terms of Service B appointed before 1 October 1991 and currently holding a Type I Parking Permit \*; or
- Full-time staff or student with proven physical disability that requires him/her to drive to the campus.

*\* The eligibility of the staff ceases once he/she does not renew/continue holding the Type I Parking Permit.*

- ii. Parking rights
  - To park during the opening hours of the car parks.

(b) Type II Parking Permit

- i. Eligible applicants
  - Full-time staff members.
- ii. Parking rights
  - To pick up/drop off during the opening hours of the car parks;
  - To park from 5:00 p.m. to 11:00 p.m. on weekdays and during the opening hours of the car parks on Saturdays, Sundays and public holidays.

(c) Type III Parking Permit

- i. Eligible applicants
  - Part-time evening Lecturers/Instructors;
  - Part-time evening undergraduate/ postgraduate students of the University; or
  - Part-time evening students of other courses/programmes; with a maximum quota as determined by the University each year.
- ii. Parking rights
  - To park from 5:00 p.m. to 11:00 p.m. on weekdays and during the opening hours of the car parks on Saturdays, Sundays and public holidays.

(d) Type IV Parking Permit

- i. Eligible applicants
  - Full-time staff members driving motorcycles.
- ii. Parking rights
  - To park during the opening hours of the car parks.

25. Types I to IV Parking Permits are issued by the Estates Office. The University reserves the right to issue other types of parking permit as appropriate.

26. The University reserves the right to review the annual fees of the parking permits and the refund arrangement from time to time as deemed necessary.

## **Conditions for the Issue of Parking Permits**

27. Eligible applicants must be a valid Hong Kong driving licence holder (except for Type II Parking Permit holders) and the applicants or his/her spouse must be the owner of the vehicles(s)/motorcycle(s) concerned.
28. Eligible applicants are required to provide the following documents to the Estates Office to complete the application procedures except where specified otherwise:
  - (a) a duly completed application form for parking permit;
  - (b) a copy of the driving licence and the vehicle registration document at the submission of the application; and
  - (c) a cheque for or payment receipt of the annual parking permit fee as determined by the University.
29. Renewal of the parking permit is required upon expiration, if applicable.
30. The Estates Office is delegated to approve/refuse any applications for parking permit.
31. Valid parking permit holders are permitted to access the car parks by electronic tags/cards provided by the University except where specified otherwise.
32. The parking permit must be prominently displayed on the windscreen of the vehicle.
33. Parking permits and electronic tags/cards are non-transferable.
34. Each staff member is permitted to register more than one vehicle owned by the same staff member or his/her spouse. One parking permit for each registered vehicle may be issued, while only one electronic tag/card is issued to each parking permit holder. Additional electronic tags/cards may be issued upon request and subject to a charge.
35. Staff members who have registered more than one vehicle or are holding more than one parking permit are only permitted to park one vehicle on campus at any time.
36. Valid parking permit holders can park in any one of the car parks on campus. Parking spaces are available on a first come, first served basis and will not be specially allocated except those designated for specified use by the University. Possession of a valid parking permit does not confer a guaranteed parking space on campus.
37. Vehicles without a valid parking permit are treated as visiting vehicles. Access to the car parks by visiting vehicles shall be by Octopus Card except where specified otherwise. A parking fee may be levied as determined by the University.

## **Reservation for Guest Parking**

38. The University reserves the right to reserve parking spaces on campus for designated

purposes whenever necessary.

39. An average of two parking spaces in each car park will, upon request, be reserved during office hours on a first come, first served basis for official guests of each meeting/seminar/conference. Reservation for a large number of parking spaces is provided only for meetings of the Council and the Court as well as other major functions organised by the University.
40. Requests for visitor parking for other purposes or after office hours may be accepted subject to availability of parking spaces and/or a charge as determined by the University.

### **Visiting Vehicles**

41. Vehicles of the following natures are allowed to use the parking facilities subject to availability of parking spaces and levy of a parking fee, as applicable:
  - (a) patrons of the specified catering outlets after office hours of the University;
  - (b) attendance of the Academic Community Hall after 6:00 p.m. (parking on the Ho Sin Hang Campus only); or
  - (c) visiting vehicles with prior registration at and approval from the Estates Office.
42. Parking for visiting vehicles on campus is charged at HK\$30 per hour or part thereof. Concessionary parking rate may be provided as determined by the University.
43. Visiting vehicles shall park on campus as directed by the Estates Office.
44. No parking spaces shall be provided for visiting vehicles without prior registration except where specified otherwise.

### **Picking up/Dropping off and Loading/Unloading**

45. Vehicles for the purpose of picking up/dropping off staff members or visitors, or delivery trucks of the University suppliers for the purpose of loading and unloading are permitted to enter the car parks.
46. A grace period of 30 minutes is allowed for vehicles/delivery trucks for picking up/dropping off or loading/unloading which no parking fee is charged. Staying beyond the grace period is charged at HK\$30 per hour or part thereof, counting from the time when the vehicles/delivery trucks enter the car parks.
47. For the purpose of security check for loading/unloading, documentary proof such as purchase order or delivery note is required to be produced upon request.
48. User Departments/Offices may reserve loading/unloading parking spaces free of

charge in case long delivery time is required.

### **Loss of Parking Permit/Electronic Tag/Card**

49. Parking permit holders should report immediately any loss of parking permits and/or electronic tags/cards to the Estates Office. A fee of HK\$120 and HK\$240 is charged for the replacement of a parking permit and an electronic tag/card respectively.

### **Loss or Invalidity of Octopus Card**

50. In case the user of a visiting vehicle cannot produce a valid Octopus Card or that there is insufficient value on the Octopus Card to settle the necessary payment upon departing from the car park, cash payment according to the procedure as determined by the University shall be applied to with an hourly parking charge counting from the time when the visiting vehicle enters the car park, or if the entering time cannot be determined, from the opening hour of the car park, i.e. 7:00 a.m.

### **Return of Parking Permit/Electronic Tag/Card and Refund Arrangement**

51. If a vehicle registration mark registered under a parking permit is changed, the parking permit holder is required to return the existing parking permit and replace it with a new one with updated information at the Estates Office.
52. A parking permit holder who has left the University service, disposed of the vehicle without replacement, or completed the study programme (for Type III Parking Permit holders) is required to return the parking permit(s) and/or electronic tag/card to the Estates Office. Application for a refund on the paid parking permit fee can be made.
53. When an application for a refund and the parking permit and electronic tag/card (if any) are received by the Estates Office, the fees for Parking Permits will be refunded without interest for any unused month(s) counting from the following month.

### **Infringement and Penalty for Offence**

54. Trespassing or loitering in the car parks is strictly prohibited. For security reason, security guards may require the production of proper identity proof from any persons staying in the car parks.
55. A vehicle may be towed away without prior notice at the owner's/driver's own risk and expense, or clamped and released only upon payment of a charge of HK\$320 per day to the University if it is parked:
  - (a) on campus and does not bear a University parking permit (except guest vehicles with reserved parking spaces) or a valid vehicle licence;
  - (b) in the area with "No Parking" sign and road marking;

- (c) inside the car parks that causes obstruction to other vehicles/road users;
  - (d) in a designated parking space without prior permission;
  - (e) in a reserved parking space without prior permission; or
  - (f) beyond 11:00 p.m. on campus without prior permission from the Estates Office.
56. The University shall not be liable for any damages caused to the vehicles as a result of the impounding/towing action.
57. Under no circumstances shall a person, without the consent of the Estates Office, remove, damage, or interfere in any way with any impounding unit fitted to a vehicle under the Campus Traffic and Parking Regulations.
58. The University reserves the right to cancel or withdraw the issued parking permits of those permit holders with record(s) of infringement or non-compliance with the Campus Traffic and Parking Regulations.

### **Liability**

59. Vehicle owners/drivers shall be liable for the expenses in remedying any damages/oily dirt caused to the property of the University and/or death or any injury to any person arising from or incidental to the use of the campus roads and car parks.
60. Any vehicle operating on the campus roads/parked in the car parks is entirely at the vehicle owner's/driver's own risk. The University shall not be liable for any loss or damage to any vehicles, persons and/or contents therein while they are on the University campus.

### **Enforcement**

61. The Estates Office is responsible for the enforcement of the Campus Traffic and Parking Regulations and manages the parking facilities on campus.
62. The Estates Office is empowered to refuse any vehicle entry to the campus and control the movement of vehicles within the campus.

### **Revision**

63. The University reserves the right to review and amend the Campus Traffic and Parking Regulations from time to time as deemed necessary.

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