

CAR PARKING POLICY

INTRODUCTION

Tayside Contracts recognises that many individuals working in the organisation require a vehicle for business purposes, for example you may have a Tayside Contracts' van, a leased car or use your own vehicle to travel to meetings and/or sites on a daily or weekly basis as part of your job. Tayside Contracts endeavours, as far as reasonably practicable, to provide parking facilities for all employees who wish to park at work, however, car parking provision is limited.

This policy aims to ensure that parking spaces are allocated on a fair and equitable basis with priority being given to employees who undertake and claim 500 business miles or more per year.

SCOPE OF POLICY

This policy applies to all Tayside Contracts employees working at all levels and grades. It also applies to employees employed by Tayside Contracts' partner organisations who are based at a Tayside Contracts' depot/location.

ALTERNATIVE METHODS OF TRAVEL

Tayside Contracts actively encourages you to reduce your carbon footprint by travelling to work using alternative methods. There are a range of options which would allow you to help reduce pollution, for example you could car share, travel on public transport or you could walk or cycle.

Not only can car sharing reduce pollution, it reduces congestion and it can allow you to save money by sharing travel costs. If you would like to find out more about car sharing throughout Angus, Dundee or Perth & Kinross or find someone to share your journey to work please visit www.tactranliftshare.com

CAR PARKING PROVISION

EMPLOYEE PARKING

LOCATION	NO OF AVAILABLE EMPLOYEE PARKING SPACES
Arbroath Depot (Cairnie)	30
Blair Atholl Depot	15
Blairgowrie Depot	25
Cleaves	15
Collace Quarry	23
Contracts House	77
Fairmuir Depot	32
Forfar Depot	31
Peasiehill Depot	16
Ruthvenfield Depot	136
Tay Cuisine	20

VISITOR PARKING AND PARKING FOR BLUE BADGE HOLDERS

At most Tayside Contracts' depots/locations there are designated parking spaces for visitors to the organisation and for individuals with disabilities who display a valid Blue Badge. These parking spaces are clearly marked with appropriate signage. Tayside Contracts' employees should only use designated visitor spaces when they are visiting other Tayside Contracts depots/locations away from their contractual base. Any employees based at the above locations who require a designated car parking space as a result of their disability will be allocated a parking space.

TAYSIDE CONTRACTS' VEHICLES PARKING

At some Tayside Contracts' depots/locations there is a requirement for designated parking areas for Tayside Contracts' vehicles which require to be parked securely overnight. These parking spaces are clearly marked and are restricted during certain times however employees can park in these areas outwith the restricted times.

CAR PARKING FOR EMPLOYEES NOT BASED AT A TAYSIDE CONTRACTS PREMISE

Tayside Contracts is unable to provide car parking spaces for employees who are based at a location which does not belong to or is leased by Tayside Contracts e.g. a school.

ALLOCATION OF PARKING SPACES

Car parking spaces at individual Tayside Contracts' depots/locations will be allocated each year using, primarily, the past financial year business mileage claimed data. Individuals who have used their lease car or own vehicle for business purposes and have claimed 500 miles or more business mileage during the financial year will be allocated a parking space at their contractual base. Individuals who use a Tayside Contracts' vehicle for business purposes/site visits will also be allocated a car parking space for the Tayside Contracts vehicle.

Heads of Units will be consulted on who within their teams is and is not allocated with a permit and will be expected to flag up any individual who they believe there is reasonable justification not to allocate a permit to or any employee who has not been issued with a permit but who meets the policy criteria. This would include employees who, whilst they meet the policy criteria, due to the nature of their role are in and out of the office on a frequent basis and it would be illogical to allocate a space to e.g. Roads Inspectors. Other arrangements for these employees may be agreed with the HR Manager e.g. allowing 3 Roads Inspectors to share 2 spaces to reduce the likelihood of these spaces lying empty. Should the HR Manager and Head of Unit reach an impasse; the relevant Executive Officers Team (EOT) member's decision will be sought and will be final.

Individuals who are allocated a parking space will be issued with a parking permit and car parking space number which will correspond to a car parking space at their contractual base.

If there are non-allocated car parking spaces at any location i.e. if the number of available spaces is more than the number of allocated spaces, these spaces can be utilised by other employees based at the location on a first come first serve basis. However, only employees who are based at that specific location can utilise these spaces e.g. employees based at Fairmuir Depot, Ruthvenfield Depot, Forfar Depot etc cannot park in spaces designated to Contracts House based employees, and vice versa.

Parking permits will be reviewed annually at the end of each financial year and new parking permits will be allocated and issued based on mileage incurred and business need.

CAR PARKING SPACE BUDDY

At any depot/location where there are not sufficient parking spaces to accommodate all employees, a car parking space buddy system may be operated. Each individual issued with a parking permit at that depot/location will also be allocated a car parking space buddy. Should an employee who holds an allocated parking permit, not require their parking space for a day/week e.g. if they are attending an all day event away from their base of work, they should contact their car parking buddy and offer the space to them for the agreed period. The purpose of this system is to prevent high numbers of parking spaces remaining empty for long periods of time.

In addition to this, at any Tayside Contracts' depot/location where there is a significant shortage of non-allocated spaces given the number of employees based there, a rota system may be operated to allow employees who wish to participate in a rota system, the chance of a space on a pre-determined basis e.g. 4 weekly. Any such rota system must be discussed and agreed in advance with the HR Manager to ensure there are no equality issues with the proposed rota system.

LEAVERS/NEW STARTS

If any individual leaves the organisation prior to the expiry of a parking permit the parking permit must be surrendered to the Property Officer. The Property Officer will then issue a permit to the individual who replaces the previous post holder, assuming there is still the same requirement for this person to drive their own vehicle/lease car/Tayside Contracts' van for business purposes.

MATERNITY/LONG-TERM SICK LEAVE

If any individual who has been issued with a parking permit takes maternity leave or is signed off work for a lengthy period, their parking permit will be re-allocated to the individual appointed temporarily to cover their position, assuming there is still the same requirement for this person to drive their own vehicle/lease car/Tayside Contracts' van for business purposes.

NEW POSTS

If a new post is created on the Establishment during the financial year the relevant EOT member will decide whether or not it is necessary for the post holder to use a vehicle for business purposes. If the post holder is expected to incur 500 business miles or more per year the Property Officer should be contacted to discuss the possibility of designating a further parking space as a permit parking space.

CHANGE TO ROLE

If an employee's job role changes during the course of a financial year to the extent that they no longer need to use a vehicle for business purposes or vice versa, their manager should notify the Property Officer. The Property Officer will remove/add the employee's name from the car parking permit list and arrange for the permit to be taken off/given to the employee.

CAR PARKING ENFORCEMENT

A list of all individuals allocated a parking space and issued with a parking permit will be maintained by the Property Officer in the Financial Services Unit. The Property Officer will update this list every year and will issue new parking permits as appropriate. The Property Officer will also be responsible for reporting any non-adherence of the car parking rules below to the relevant manager to address.

CAR PARKING RULES

If you park your vehicle within a Tayside Contracts' car park, you do so at your own risk. Tayside Contracts is not responsible or liable for the safety and security of your vehicle.

You should therefore ensure that:

1. You only park your vehicle where entitled to in accordance with this policy.
2. You do not exceed the speed limit applicable to the car park.
3. You clearly display a valid parking permit when parking in your designated parking space.
4. Your vehicle is parked within the white lines and is not causing an obstruction.
5. If you are parking in a disabled parking space you display your blue badge on your dashboard.
6. If you are a permit holder and an informal or formal buddy system is in operation at your base, you should ensure that your car parking buddy is notified when you are out the office for any length of time to ensure that your space does not lie empty.
7. If you have an accident in the car park, e.g., you hit a building or another vehicle, you report it immediately to the Property Officer on 01382 834180.
8. If you witness any non-adherence to the car parking rules by any individual you should report it to the Property Officer on 01382 834180.

POLICY VIOLATIONS

Any vehicles found to be in breach of the above are liable to have an Unauthorised Parking Notice applied and persistent offences may result in a ban from the use of the relevant car park for a period of 3 months.

Failure to comply with this policy may result in individuals being investigated and disciplinary action taken against them in accordance with Tayside Contracts' Disciplinary Policy.

COMPLAINTS

If you wish to make a complaint regarding car parking at any Tayside Contracts' depot/location please forward your complaint to the HR Manager.

RELATED POLICIES

The Car Parking Policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- Disciplinary Policy
- Grievance Policy

The above list is not exhaustive.

POLICY REVIEW

The Car Parking Policy will be reviewed at three yearly intervals, or as required by legislative changes.

GENERAL DATA PROTECTION REGULATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk