

## **POLICY for Allocation of Car Parking Spaces and Procedure**

1. Onsite parking is extremely limited so to ensure distribution of available parking is fair the college has developed qualifying criteria to determine the allocation of spaces for students.
  - a. Disabled Driver/Restricted Mobility -  
An Employee with a disability **and** mobility problem will be assessed on an individual basis. Applicants under this criterion must attach photocopies of both sides of their Disabled Persons Badge (DPB) or where a trainee does not have a DPB they should obtain medical evidence to support their application.
  - b. Journey time by public transport is greater than 75 minutes
  - c. No access to public transport
  - d. Distance to college is greater than 50 miles
2. In the instance where the number of individuals that meet the qualifying criteria exceeds the number of allocated spaces a review panel will assess each application and will allocate spaces based on greatest need.
3. Individuals may be required to provide supporting evidence on request.
4. All individuals that are allocated spaces must be willing to engage with the car sharing scheme.
5. Allocation of parking spaces will be reviewed annually.
6. Trainees allocated a space must meet specific requirements or a review will be conducted and the space may be re allocated.
  - a. Trainees must maintain an attendance record of 95% or better.
  - b. Trainees must drive safely and appropriately whilst on site at all times.
  - c. Trainees must have paid their termly parking charge in advance of the start of term.
  - d. Trainees must provide photocopies of their car tax and car insurance.
7. There will be a small daily charge of £2.50 per day. This will need to be paid in advance via wise pay account.

## **Application Procedure**

1. You will need to complete and submit the online travel form that is on the Stansted Airport College Website.
2. Applications must be received by Monday 27<sup>th</sup> August 2018.
3. Individuals will be notified if successful on Friday 31<sup>st</sup> August 2018.

4. Once those allocated a space have paid their car park fee for the term they will be allocated with a car park pass.