



Oriel College

UNIVERSITY OF OXFORD

ORIEL COLLEGE PARKING POLICY

Version	Owner	Agreed by House Committee	Agreed by Governing Body	Reason for amendment	Amended by	Next review	Further notes
v.1	Treasurer	28 October 2022	2 November 2022	This is the original version.	Lodge Manager	August 2026	

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A. Introduction

This policy outlines our parking provision for College Members and Guests. We will explain our criteria for allocating parking space and establish rules for using our parking premises.

B. Information Security Classification

This policy affects both internal and external stakeholders. The policy will not be published on the College website, but will be freely available to view on the College's policy SharePoint resource.

Copies of the policy will be available to visitors and guests on request to ensure that compliance with the policy is maintained.

C. Delegated Authority

The Treasurer will be responsible for the circulation of this policy to College Members and Guests. The Treasurer will ensure that the consequences of non-observance (**section J**) are enforced as necessary.

The Lodge Manager is responsible for authorising offsite parking in advance.

The Site Manager will oversee the use of parking in the Pad (Rectory Road), only on check-in / check-out days (**see Appendix 1**).

All parking is booked through the lodge. For parking on the main site, no exceptions are allowed.

D. Policy Statement

This parking policy contains:

- Our criteria and procedure for allocating parking spaces
- Preserving a safe and clean parking area.
- Rules for managing parking spaces.
- Oxford City Council (OCC) drive to reducing traffic in the Zero Emission Zone and City Centre.

College policies respect the College's obligations under relevant employment legislation.

E. Procedure

Criteria and Procedure for allocating parking spaces

A number of parking spaces are reserved for Fellows and for employees who drive company vehicles. All parking is booked through the lodge. Offsite parking at Rectory Road or the sports ground must be authorised in advance by the Lodge Manager.

Our remaining parking spaces will be allocated according to the following priority:

1. Live in Fellows and Provost
2. Fellows (including Emeritus, Honorary and Visiting)

3. Fellows' and Provost's Guests
4. Contractors
5. Spaces needed for Operational Purposes

This standard prioritisation may need to be adjusted where the College makes reasonable adjustments for the College community on the grounds of disability.

The Boat Club will be reserved two spaces at the sports ground.

Parking Spaces will be assigned according to these priorities until they are exhausted. We may reserve a few spaces for visitors that will be clearly marked with signs.

Managing parking spaces

Parking spaces are only granted on a temporary basis and the College reserves the right to withdraw its permission to park at any time without notice as a result of College requirements or the needs of people with higher priority. This benefit is valid only as long as an employee is employed by the College.

Parking in Oriel parking spaces for any reason not set out in the policy is a benefit in kind attracting a taxation charge. The College policy is not to provide unpaid parking without a formal change to contract as it represents an increase in remuneration.

Each employee can only apply for one parking space, and they cannot transfer their space to another person (employee or non-employee).

F. Scope

This policy applies to all employees who operate company or personal vehicles in the course of business, including permanent, temporary, or contract employees and Students.

G. Responsibilities of drivers and employees

Employees using College parking spaces are not allowed to:

- Block front or back entrances
- Park at spaces reserved for the disabled
- Obstruct loading/unloading of College vehicles
- Occupy spaces reserved for visitors during operating hours
- Park company cars illegally or at high-risk spaces

If a vehicle is left unattended without College permission for more than one week, it may be towed, and the vehicle's owner will be required to pay storage and removal fees.

College does not accept any liability for theft, vandalism, fire or damage regarding and employees' vehicle.

Preserving our parking

We expect drivers to ensure that their parking space is kept clean and safe.

The following rules apply at all times:

- No littering is allowed

- Drivers must respect others' property
- Drivers should not speed, turn carelessly or drive irresponsibly
- Employees should not conduct maintenance or repair jobs to their cars while parked in our car parking, except if said cars cannot start.

H. Consequences of Non-Observance

Any College member who is found parking in unauthorised or prohibited areas (or in other ways disregards this policy) will receive a warning. Repeat offence will result in retraction of parking benefit. If the employee continues to disrespect this policy, or commits a serious offence, they will face disciplinary consequences.

I. Further Help

Enquiries regarding the provisions and procedures of this policy should be directed to the Lodge Manager in the first instance.

Complex enquiries may then be referred to the Treasurer.

J. Appendices

1. List of College parking spaces

College has forty-two parking spaces as follows;

Provost's Garage (2 spaces)

These are reserved for the Provost (one space) and the College Chaplain (one space; if he/she lives on site).

The Pad (3 spaces)

The Pad is reserved for Fellows and Provost (and Fellows' and Provost's Guests) only. These will be allocated on a first-come-first-served basis, and should be booked with the Lodge in advance.

If these spaces are not booked on the day, they can be used by Fellows or their guests.

Oriel Street (12 spaces)

Oriel Street (The Lane) is for use predominantly as a working parking area for short term use by contractors. One space is taken by the works van on a permanent basis. During term time, one space is also allocated to the Oriel Boat Club minibus.

The remaining spaces are prioritised for contractors and must be booked through the Lodge team. This includes other proximate Colleges' requests for their short-term or temporary contracted parking.

All persons parking in Oriel Street must follow the guidelines for parking on the Lane (see Appendix 2).

Fellows and Provost (and Fellows' and Provost's Guests) can be parked here if there is space, but only if the Pad is full; the Lane is for temporary parking and may not be block booked by Fellow and Provost (and Fellows' and Provost's Guests) for general parking purposes.

Staff may need parking here due to operational needs, but this must be agreed in advance and authorised by the Lodge Manager (or the Domestic Bursar, in the Lodge Manager's absence).

On-call staff can park without prior notice in the case of an emergency, but must inform the Lodge manager by email detailing their reason for parking.

The Pad, Rectory Road (3 Spaces)

These three spaces are only to be used for the College works van and contractors. The exception to this is on check-in / check-out days where the site manager will oversee the use of the space by students to move their belongings.

No overnight parking is permitted in these spaces.

Larmenier (2 spaces)

Allocated to Maintenance/contractors.

Front of 54 (1 space)

Allocated through the agreement of the Lodge Manager. Use of this space is charged at £10.00/day.

Rear of 54 (2 spaces)

1 space allocated to the live-in site manager on the Rectory Road site.

1 space allocated through the agreement of the Lodge Manager. Use of this space is charged at £10.00/day or £240/month.

Sports Ground Flat (2 Spaces)

Allocated to the resident of the flat at the Sports Ground only.

Sports Ground (15 spaces)

One space allocated to the groundsman free of charge.

Two of these spaces can be allocated to Boat Club members to enable the transport of a 3rd crew to attend Wallingford training sessions (if these crew members cannot be accommodated in the Oriel Boat Club minibus).

The remaining twelve spaces are reserved for visiting teams or event staff working at the sports ground.

Parking charges

Under exceptional circumstances, parking may be available but will be charged at £240.00/month or £10/day. These charges are to be paid in advance at the Lodge. The Lodge must be provided by the driver with a full description and registration number of the vehicle. The driver will then be issued with a dated permit from the Lodge.

The vehicle must be parked in its assigned space only.

Parking privileges are not transferrable and no part refunds will be issued.

An additional lock up parking space within the Jeune Street garage site is available for rent at £400/month or £15/day.

2. Guidelines for parking on Oriel Street (The Lane)

1. All persons parking on Oriel Street must first check in at the Lodge
2. The driver will be given a parking permit which must be displayed at all times in the front window of the vehicle
3. Lodge porters will issue a key for the gate padlock
4. All vehicles must reverse up the street and fill from the top down towards the gate. No blocking of any gates is allowed.
5. The access gate must be locked once the vehicle is parked and users must not allow any other vehicles to come into the lane unless they have first been and registered at the Lodge.
6. The gate key must be returned immediately after parking and not passed on to anyone else apart from the duty porters.
7. Upon leaving, collect the gate key from the Lodge. Lock the gate after leaving and return the pass and key to the Lodge immediately.