



# CAR PARKING PROTOCOL

(Doc No: GT/CP/10.1)

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<b>Default Review Period</b>	5 Years
<b>Next Review Due</b>	01/04/2021
<b>Specialist Review Requirements</b>	As Required
<b>Document Number</b>	CIMS/GT/CP/10.1
<b>Document Version</b>	Version 1.4
<b>Retention Period</b>	3 Years
<b>Security Status</b>	COMPANY CONFIDENTIAL

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## Document Approvals

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<b>Process Owner</b>	<b>HR Manager</b>	<b>01/07/2013</b>

**AMENDMENTS**

Issue	Date	Description	Prepared & Checked By	Checked by	Approved By (As applicable)	
					MSM	Programme Director
1.1	01/04/11	Clarification in section 1.0 regarding where staff can park. Change of page numbers in table of contents	J Dennis	J Cousins		
1.2	17/05/12	Section 3 changed to instruct current staff to obtain an ANPR Access Form from the Finance page of the intranet and not the HR page, as previously stated.	J Dennis	J Cousins		
1.3	01/07/13	0.4 Responsibilities section added to document. Amendments to section 1.0 regarding staff parking in car parks 4 and 5 and section 1.4 regarding location of motorbike parking area.	J Dennis	J Cousins		
1.4	03/10/2016	Review of policy – no amendments	J Dennis	S Horne		

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## **0.2 - SCOPE AND OBJECTIVES**

Exeter and Devon Airport Limited (EDAL) is committed to putting people first and developing a great place to work. One of the benefits of working for Exeter and Devon Airport Limited is free on-site parking.

## **0.3 – DOCUMENT CHANGE AND CONTROL**

Exeter Airport Limited undertakes all document changes and controls in line with the Document Management Governance Document CIMS/GT/01 which describes how all users prepare, reviews and issues procedural documentation that forms part of Exeter Airports CIMS.

## **0.4 – RESPONSIBILITIES**

The Human Resources Manager is responsible for:

- The development and upkeep of this policy.
- Ensuring this policy and subsequent updates are communicated to relevant departments and personnel.

All managers, and in particular the Human Resources Manager, are responsible for the proper application of this policy.

## **CAR PARKING PROCEDURES**

### **1.0 Where to Park**

In the winter months (November to March) staff are given access to car park 3 although access to car parks 4 and 5 remain available at this time should staff prefer. In the summer months (April to October) staff should use car parks 4 or 5 only.

The use of the airport car parks is primarily for paying customers and is an important revenue stream for the airport. It is therefore vital that customers are reserved the spaces of convenience

In car park 3 staff should park in zone G or beyond, past the yellow line. In car parks 4 and 5, staff can park in any area.

### **1.1 Staff with Mobility Issues**

Exceptionally, staff with mobility issues may park in car park 1 in the far corner, as close as possible to the Nationwide Crash Repair Centre. The HR department is responsible for allocating these spaces. Staff with reduced mobility that wish to apply for a car parking space here should provide a written request to the HR department, endorsed by a medical professional. The HR department will liaise with the finance team and assign access accordingly. Assessments of this type will be conducted annually.

Staff who are registered disabled may use the disabled parking bays at the front of Car Park 1. This is subject to allocation of a maximum number of bays.

### **1.2 Meetings during the Day**

When a member of staff has an off-site meeting in the middle of the working day, they may park in car park 1 to save time prior to the meeting. They may park in car park 1 in the far corner, as close as possible to the Nationwide Crash Repair Centre.

### **1.3 Forecourt**

Due to the restriction on access to the forecourt area, staff vehicles will not be authorised in this area. The exception to this is the crisis management team for emergency responses. Therefore all tenants have been asked to withdraw personal arrangements with EDAL staff.

### **1.4 Motorcycles**

Staff wishing to park motorcycles may do so in the allocated area. Eight motorcycle parking spaces are available behind the conference room, adjacent to Car Park 1. Should this area have inadequate capacity a further location will be sourced.

## **1.5 Exceptional Circumstances**

In exceptional circumstances a department manager may authorise an individual to park in Car Park 1, for example when in response to a 'call-out' or safety critical incident. The manager must monitor this situation closely to prevent any abuse of the system.

## **2.0 Access to Car Parks**

Access to car parks for new staff is coordinated through the HR department.

Automated Number Plate Recognition (ANPR) will allow staff to register up to 3 vehicle registrations however only one vehicle will be accepted into the car parks at any one time. Staff are only permitted to register their personal vehicles not those of friends and family.

Current staff members may use the car parks whilst taking a holiday from Exeter Airport. The appropriate car park for the time of year (as detailed in section 1.0) should be used.

On leaving EDAL employment vehicle details will be removed from the ANPR system.

## **3.0 Records of Staff**

The Finance Department maintains a database of vehicle registrations of cars owned by staff members.

Keeping ANPR data up to date is the responsibility of the staff member. Any changes to this data must be notified to the finance department using an 'ANPR Access Form' which is available on the Finance page of the intranet in the 'General Finance Documents' section.

## **4.0 Abuse of the protocol**

In the event that this policy is abused, EDAL will operate a '3 strike system'. Any employee parking their vehicle incorrectly will be informed in writing on each of the three occasions.

After the second occasion a meeting will be arranged for the employee to meet with their manager to discuss the issue and the resultant deduction from wages of car parking charges in the event that the offence persists. The daily charge applicable and the duration of the charging period will be outlined in relevant letters.

Failure to park in the correct areas may also result in disciplinary action.