
FACILITIES & EQUIPMENT

8000

Parking on Campus Procedures

8060

Policy

It is the policy of Stichting AFNORTH International School Brunssum that all those entering onto our campus are to clear through security. Those with motorized vehicles may only park in designated areas. Those with bicycles may only park in designated bicycle parking areas.

Guidelines

1. Parking on campus is a privilege.
2. All people are to follow the instructions of the guards, parking only in designated parking spaces.
3. Vehicles shall not enter/leave/move if parked in, the main parking lot during bus unloading/loading times.
4. Bus coordinators are responsible for supervising the arrival and departure of school buses, and are empowered to give directions to drivers during this time.
5. The majority of vehicle parking is located at the front of the school. A limited number of vehicle parking spaces are designated at the rear of the school.
6. Bicycles shall not be brought into the school building.
7. Vehicles left on campus overnight shall be registered with security.
8. Drivers who violate parking policies shall be disciplined by the Directorate. Discipline will range from a recorded verbal warning, a written warning, loss of campus parking privilege, written warning with a copy to military sponsor's commander.

Procedures

- A. **Parking at the Back of the School**
 - i. The back lot is used during normal (Alpha) security conditions.
 - ii. Staff wishing to park at the back of the school shall inform the Directorate Secretary of the reason for the request.
 - iii. The management team determines who will have parking privileges in the back lot.
 - iv. Approved staff is to fill out a parking registration form, returning it to the Security Office.
 - v. Upon arrival at the back gate, staff must report in with the guard via the call box. All people in the car shall be identified to security.
 - vi. Once through the gate staff must stop and wait for the gate to close or for a recognized colleague to pull up to report in to security.
 - vii. Staff then shall park in their designated area.
 - viii. Upon exiting the premises staff shall drive up to the gate, it will open automatically. Once through the gate staff shall wait until the gate is closed before driving off.

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B. Parking at the Front of the School

- i. Vehicles are to park in defined parking places only.
- ii. The curb lane is to be left free for emergency vehicles.
- iii. While vehicles may stop to load and unload along the curb, they may not be left unattended.
- iv. The front lots are closed to traffic during bus unloading and loading times.

C. Loading/Unloading Supplies

- i. When a vehicle is in operation for the loading/unloading supplies between 08:00 – 17:30, a person providing external guidance and supervision must be present.
- ii. Outside of normal school hours, after communicating with security, school staff may enter the back of the school for a short time to load/unload supplies.

Review

This procedure will be reviewed in accordance with Policy 1020 Policy Development and Review.

Cross Reference

International Staff Handbook
8060 Parking on Campus Policy
SOP for Staff Parking at the Back
of the School

Date Approved

8 November 2011

Legal Reference

Former Policy 2.19