

Draft

ROAD SYSTEM MANAGEMENT AND PARKING POLICY

LA TRINIDAD
CAMPUS

I. RATIONALE

A well-crafted parking policy will afford great advantages to the Benguet State University.

First, it will identify the appropriate areas for parking that make a good land-use. Well-designated parking areas will provide order and a smooth flow movement for people and things.

Second, it will allow the university to cope up with the growth in the number of employees and students with motor vehicles. The noise, pollution and the commotion associated with such growth will be controlled with the appropriate behavioral guidelines for traffic management allowing the university to fulfill its functions with minimum disturbance.

Third, the policy guidelines will enable the university to handle community relations without sacrificing security measures.

Community stakeholders who also benefit from the use of the university land for parking purposes and will learn to abide with the rules and regulations that will be beneficial to all. Finally, a good road system management and parking policy will be a showcase to visitors that characterizes BSU as an excellent and top-rated university.

II. THE UNIVERSITY ROAD SYSTEM MANAGEMENT AND PARKING COMMITTEE

To ensure effective implementation of BSU Policy on University Road System and Parking, a committee has been formed to formulate viable policies and guidelines with the end view of optimizing the use of university parking spaces, promote discipline and orderly road system use, and reduce vehicle related crimes or accidents within the University as a result of regulation of entry and exit of motor vehicles, the income being merely incidental.

A. Functions of the Committee

1. To formulate the policy guidelines on parking as well as to review and/or propose amendments to these guidelines to suit to the existing conditions and recommend the same to University President for final approval;
2. To identify problems relative to parking and determine solutions for recommendation to the University President;
3. To determine and recommend to the BSU President for final approval appropriate parking fees, road user's fee and other related matters;
4. To identify and designate PAY PARKING areas for all university constituents; and
5. To undertake other functions concerning parking and road system use as may hereafter be assigned by the administration.

B. Composition

The parking committee shall be composed of the following:

1. The Vice President for Administration as the Chairman
- * 2. University Business Affairs Vice President (Director) as Co-Chairman
3. Chief Administrative Officer for Administration as member
4. Land Reservation Office Director as a member
5. Planning and Development Office Director as a member
6. General Services Office Director as a member
7. Chief of the University Security and Safety Services as a member
- * 8. University Business Affairs Director as a member
9. Director of the Office for Student Services as a member
10. Representative from the Administrative Division as Secretary

11. Chief of the Office for Legal Affairs as Consultant

III. GENERAL ROAD SYSTEM USE AND PARKING PROVISIONS

A. Guidelines on vehicle parking/entering the campus/road system use

1. It is hereby made a policy of the University that all vehicles entering its premises shall make use of the main gate as its only point of entry. No vehicle shall be allowed access to its campus unless the required gate pass/cash ticket / sticker shall have been obtained;

W/o stickers shall use main gate

** various entry points
a) main gate
b) police station
c) Bali (PAB)
d) Betrag
e) Back
f) ...*

2. Maximum allowable speed inside the campus should not exceed 15 kph.

3. The campus or any of its areas shall not be utilized as loading and/or unloading area of goods or items of goods not intended for the use of BSU or any of its employees or students.

4. IN NO CASE SHALL THE CAMPUS BE USED AS A VENUE FOR PRACTICE DRIVING;

5. As a general policy, pedestrians (guests, students and employees alike) shall make use of the ramps/sidewalks.

6. BSU employees and students, and employees of government agencies whose offices are located within the school campus regularly entering/using road systems in the main campus shall not be charged of parking fees but shall be required to *secure* a GATE PASS STICKER valid for one year use, upon payment of appropriate fees;

7. Private vehicles, including those owned by lessees or tenants of the University regularly entering/using road systems in the main campus shall be required to pay the required parking fee and to *secure* a CAR PARKING STICKER valid for one year use, upon payment of appropriate fees. These stickers shall be issued yearly which represent parking and/road users fee. Any person required to obtain a sticker for his/her vehicle but devoid thereof shall be denied entry after effectivity of this policy UNLESS a valid parking ticket shall be validly obtained;

8. Owners of private vehicles coming purposely to park in the campus must pay the corresponding parking fee, depending on the size of vehicle and on the length of parking period and on a per hour basis. They shall be issued a PARKING TICKET which is sequentially numbered and a gate pass only after a valid driver's license card had been presented and left at the main gate guard house for identification purposes. To secure return of the gate pass, a validated/ paid PARKING TICKET corresponding to the time consumed shall be presented at the main gate guard house;

9. Private individuals with vehicles who regularly park in the campus and on a long term basis shall execute a Memorandum of Agreement with the University and pay the corresponding fees and must secure a PARKING STICKER valid for one year. The renewal of MOA's shall be exclusively determined by the university depending to the availability of parking spaces.

Log in
out

B. Parking Guidelines

1. Strictly NO REPAIRING of vehicles shall be made within the University campus including any of the parking areas except for
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minor emergency cases of repair such as changing of tires, tightening of loose parts and accessories or attachment;

2. Park ONLY at designated parking areas, facing one direction following the signage posted for consistency and easy monitoring;
 3. Parking areas shall be color coded for easy monitoring and guidelines to individuals such as;
 - a. The general color for parking area is YELLOW.
 - b. A WHITE stripe in between the yellow lines for clients transacting official business with the different offices *[two (2) hours maximum which could be extended depending on the nature of transaction]*.
 - c. A GREEN stripe in between the yellow lines for employees and students on a First Come, First Served bases. These parking spaces shall be available from 6:00AM-7:00PM and shall be vacated after 7:00PM under normal circumstances. Identified areas with green stripes shall be offered for overnight pay parking. Employees on official travel may be allowed to park their vehicles in the designated parking areas for employees for a period not exceeding the duration of the official travel subject to PRIOR notification to the Security Services Office AND the presentation of an approved travel order.
 - d. A BLUE stripe shall be reserved for Persons with Disabilities (PWD) transacting official business with the university. *[Two (2) hours maximum extendible depending on the nature of transaction]*.
 4. Buses of excursionists or official University guests should be parked in front of the University Business Affairs Office. No truck
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exceeding five (5) tons gross vehicle weight shall be allowed entrance or to park within the school campus or make use of its road system. However, the same may be allowed at the backfilled area or other areas as may be identified by the parking committee.

C. Policies on Motorcycles and Bicycles in the Main Campus

1. There shall be a designated parking area for motorcycles to which will be identified the Committee;
 2. Bicycles shall utilize stands that are provided for such purpose. Owners/Users of such shall be responsible in securing their bicycles in the stand.
 3. Motorcycles of non-BSU employees or non-students shall not be allowed to enter the campus especially during office hours unless a gate pass and/or parking shall have been firstly obtained ;
 4. Motorcycles of employees, students or visitors without silencer shall not be allowed to use the road system of the University and shall be allowed until and confined only to the limits of the marketing center compound. This shall be subject however to the acquisition of the required PASS, STICKER and/or TICKET;
 5. Motorcycles of employees and students equipped with silencers may enter in any campus road during office hours but with limited speed of 5KPH; and
 6. Motorcycles and bicycles of employees and students must be registered at the security office for a corresponding number to be
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issued and attached to the motorcycle and/or bicycles for monitoring.

D. Parking Restrictions

1. No parking on curves, near fire hydrants, intersections, pedestrian lanes, gates, PWD ramps and pathways.
2. Parking is not allowed on designated LOADING and UNLOADING ZONES of delivery vehicles.
3. No overnight parking in front of any college buildings except when requested and authorized.
4. No parking on university lawns and other areas not identified for such purpose.
5. No parking on employees' designated parking spaces from 7:00 AM to 7:00PM

E. Parking Fee Exceptions

The following are exempted from paying parking fees:

1. Official university guests/ excursionists.
 2. Government vehicles entering the campus on official business.
 3. Coordinated field trips.
 4. Clients transacting business with the university to a maximum of two (2) hours.
 5. Current employees of the University to a maximum of two vehicles and one motorcycle subject to the acquisition of stickers for each vehicle upon payment of the prescribed fees;
 6. Persons with disabilities transacting business with the university;
 7. Parents or guardians ferrying in and out of BSU students. For school services, they shall be required to obtain a gate pass and
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shall be allowed to park for a maximum of fifteen (15) minutes in the designated waiting areas.

8. The acquisition of a sticker for students of the University shall be entitled and limited to only one (1) service vehicle and/or one motorcycle subject upon payment of the reasonable fees as may be recommended by the Committee and duly approved by the University President. This privilege shall be subject further to the condition that the vehicle is registered in the name of the student or in the name of his/her parent/s;
9. The privilege of being exempted from paying the parking fee as provided under item numbers 1 to 4 above shall be further subject to the deposit of a valid government identification card at the main gate guard house to secure return of the gate pass and for identification purposes.

IV. GENERAL POLICY—

1. Benguet State University management assumes no responsibility for any damage/s to vehicles or any loss of property while parked within the designated parking areas in the university campus;
2. The University Cashier's Office shall be the sole issuing authority of car stickers upon full payment of the required fees and shall be the sole office having the authority to collect and issue official receipts for all fees required herein and shall adopt such applicable rules in pursuance of its mandate. All personnel that may be required to collect the fees shall be permanent employees of the University under the University Cashier's Office, and shall be bonded in accordance with law; and
3. The University Security Office shall be responsible in overseeing the implementation of parking policies and procedures for all employees, students, visitors and guests in coordination with the office of the University Cashiers Office and University Business Affairs. As such, the Security Office is allowed flexibility in the implementation of parking policy as the need arises. However, any change should

always be communicated fully to the committee and the university community.

IV. PENALTY

Any violation hereof shall subject the concerned individual to the issuance of a notice of violation and a warning for the first offense, confiscation or cancellation of the parking sticker for the second offense without prejudice to the filing anew of an application.

V. SCOPE

This policy shall be effective for all areas covered by the BSU school reservation whenever applicable save the external campuses. The appropriate officials of the external campuses may opt to adopt this set of policies for implementation in their respective campuses.

VI. EFFECTIVITY

This policy supersedes previous formulated policies on parking inconsistent herewith and shall take effect upon approval of the Board of Regents.

Proposed Parking Areas and Rates

A. Parking areas:

1. Riverside Flood Control Site;
2. Back of the Open University to be improved for the purpose;
3. Tabangaoen Stalls Road Side;
4. Strawberry Backfilled Area;
5. Balili area –To be identified
6. Bureau of Fisheries and Aquatic Resources (BFAR) pond turning point
7. Other areas as may hereafter be identified by the Parking Committee

B. Rates of Stickers/Parking Fees

1. Car Sticker
 - a. P100.00/year for employees and students
 - b. P8,000.00 per year or P 4,000.00 per 6 months for non-employees and non-students not otherwise exempted.

2. Rate per hour (applicable only to Identified areas Inside and outside the school campus)

a. Cars/ jeepneys/SUV's and other light vehicles

1. P30.00 for the first two hours and an additional P 10.00/hour for the succeeding hour/s;
2. P 100.00 Overnight parking from 7 PM to 6 AM ;
3. P 100.00 Daytime parking from 8 AM to 5 PM

b. buses (applicable to areas outside the campus)

1. P 50.00 for the first two hours and an additional of P15.00 per hour for the succeeding hours
2. P 250.00 Overnight parking from 6 PM to 8 AM ;
3. P 200.00 Daytime parking from 8 AM to 5 PM;

c. Elf/Forward and other trucks

1. P 50.00 for the first two hours and an additional of P15.00 per hour for the succeeding hours
2. P 150.00 Overnight parking from 6 PM to 8 AM ;
3. P 100.00 Daytime parking from 8 AM to 5 PM;

d. Motorcycles---P 5.00 for the first three hours and P3.00 per hour for the succeeding hours

- The authority to issue car stickers and parking tickets shall be granted solely to the University Cashier's Office. It shall have the authority to formulate or adopt its own set of rules and methods in the implementation of the specific provisions of this policy in coordination with the Security and Safety Services Office.
 - No person not duly bonded and who is not a permanent employee of the University shall be allowed to participate in the release of parking stickers and tickets or in the collection of the required fees. Any sticker or sticker issued by a person not duly authorized shall not be recognized.
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EXCERPT FROM THE MINUTES OF THE ADMINISTRATIVE COUNCIL
MEETING HELD ON SEPTEMBER 24, 2015, at 9:30 AM, ADMINISTRATION
CONFERENCE HALL, BSU, LA TRINIDAD, BENGUET, PHILIPPINES

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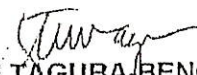
B. Administration and Finance

1. Proposed Road System Management and Parking Policy.

ADCO Action No. 2309, s. 2015

RESOLVED, AS IT IS HEREBY RESOLVED,
that after careful deliberation, the
Administrative Council APPROVED
Proposed Road System Management and
Parking Policy and endorsed the same to
the Board of Regents for final action.

CERTIFIED TRUE AND CORRECT:


GRACE TAGUBA BENGWAYAN
University/Board Secretary V