

## Student Parking



Parking at Ridge Road Campus is by **permit** only. The number of students requesting parking each semester far exceeds the availability. A random draw for the academic year will be held at the beginning of the fall semester for the limited number of spaces. The cost of each permit will be determined and communicated prior to the start of the fall

Semester. Please keep this in mind when arranging accommodations and travel for the upcoming school year. Students may wish to consider alternative methods of transportation to alleviate their parking concerns.

### Parking Lot Permit Regulations

- The permit must be hanging from the rear-view mirror and it must be identifiable from the outside by campus security and the parking guard. **If the sticker is not in the vehicle and visible in this area a ticket will be issued. Warnings will not be issued.**
- If you have two vehicles you will need to move the permit to the vehicle you are taking to school that day. If your sticker is not visible in the correct area, a ticket will be issued.
- Any lost or stolen permits must be reported immediately. We will keep a running log of all cancelled permits and if security finds a cancelled permit number parked in the lot, the vehicle owner will be ticketed. Students found to be in possession of a cancelled permit number in the student parking lot will be subject to the Student Code of Conduct; including student discipline up to and including loss of parking rights as a restricted privilege.
- Students with permits must park in the **Student Parking Lots Only**. If you park in other areas you will receive a parking violation ticket. If you block another vehicle or impede traffic, your vehicle will be towed at your expense. Students in receipt of multiple parking tickets for violating the parking regulations will be subject to the Student Code of Conduct; including student discipline up to and including loss of parking rights as a restricted privilege.
- Parking in fire lines, crosswalks or next to door entrances is not permitted. This is for fire and safety reasons, and if parked illegally, your vehicle may be towed at your expense.
- Parking fines are \$50 for vehicles parked in fire lane and \$400 for parking in a disability parking space. These amounts have been authorized by the Department of Transportation and Works and will be enforced under the authority of the Works Services and Transportation Act.
- Temporary Permits that are not registered with Security will be ticketed.

**Lost or stolen permits must be immediately reported to Room ET111 for Ridge Road students. There will be a replacement fee for each lost permit.**

- If you have classes later in the morning or afternoon we encourage you to use Metrobus or get dropped off at the campus as there are likely to be no parking spots available at those times.

After 3:30 pm only illegal and unsafe parking areas will be ticketed (not the regular parking lot spaces). If you are using the building after 3:30 p.m. you will not require a parking permit.

### Application Process:

Students must submit an application form (online) for a chance to obtain a permit. Those successful will be notified via **Ridge Road CNA website** along with the details of when and where they can pick up the permit. Students must present their CNA student ID, valid driver's license and proof of vehicle insurance and registration to purchase their permit.

Students are to park in **Designated Student Parking Areas Only** and the permit must be

clearly displayed. Parking enforcement monitor all parking areas daily and those parking without a permit or in other than designated student parking areas will be ticketed. Likewise, if you fail to display your permit you will be ticketed.

Students will be notified of the application deadline, draw dates and the commencement of parking enforcement via campus website. Enforcement of student parking will not begin until the permit selection process has been completed. However, ticketing in non-student parking areas will be enforced at the beginning of each semester.

These areas include but are not limited to;

- Designated staff parking areas
- Fire lanes
- Loading zones
- Areas which impede the flow of traffic

Please see the parking regulations for a complete listing.

After hours parking is available on a first come first serve basis. After hours consist of:

Monday – Friday 3:30 pm – 7:00 am daily

All day Saturday and Sunday and

Statutory Holidays



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