

 Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i>		Ref No.	6 - 09
		Version No.	6
		Date Issued	1 March 08
Title	STUDENTS' MOTOR VEHICLE		
Responsibility	Director, Finance and Administration		

1. PURPOSE

To outline the requirements and responsibilities for Telford students who wish to bring a motor vehicle to Telford, and to limit the dangerous movement of vehicles through Telford so that a safe campus environment is maintained.

2. APPLICATION

Nil.

3. DEFINITIONS

Nil.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Land Transport Act 1998.

5. POLICY

Parking on Campus

- 5.1 Only designated parking may be used.
- 5.2 Ring Road in front of Stone House – no parking.
- 5.3 Car park behind dining hall – staff car parking only.
- 5.4 Grass areas – no parking.

Traffic on Campus

- 5.5 Parking and speed restrictions (25 km/hr) must be strictly observed and enforced where necessary.
- 5.6 Observe normal statutory traffic rules and behave in a responsible, considerate manner.
- 5.7 Appropriate safety helmets must be worn when using motorcycles and ATVs.

Student Traffic

- 5.8 All Halls of Residence students at Telford (including students not living in the Telford Halls of Residence) require a written agreement from the Director Finance and Administration allowing a vehicle to be brought to Telford.
- 5.9 All vehicles that are granted permission to be brought to Telford by Halls of Residence students, must hold a current warrant of fitness and registration.
- 5.10 All HoR students who wish to bring a car on campus must hold a minimum of a restricted licence.
- 5.11 Telford students must have a minimum of third party insurance.

- 5.12 Telford students must not use vehicles to travel between the TRP Halls of Residence, classrooms and workshops.

Off Road and Motocross Motorbikes

- 5.13 All Telford students wishing to bring Off-Road and Motocross Motorcycles/ATV onto campus must apply with all applicable requirements as for any motor vehicle.
- 5.14 In addition students must complete the disclaimer at Form 6 – 09B.

6. PROCEDURE

Parking on Campus

- 6.1 All drivers are to park in the designated parking areas. Students will be allocated a parking space to ensure that only authorised vehicles are kept on campus at the Telford Halls of Residence. No parking is to occur on the no parking “yellow lines”.
- 6.2 Parking will be policed on a daily, casual basis.

Traffic on Campus

- 6.3 All parking, directional requirements and speed restrictions are to be fully and clearly sign-posted.
- 6.4 Staff and students should report any concerns to the Director Finance and Administration.
- 6.5 Telford disciplinary policies should be followed where necessary.
- 6.6 The relevant Vehicle Application Form must be completed and signed by the Telford student. The Telford student’s parent/guardian is also required to sign if the Telford student is under 18 years of age.
- 6.7 Telford students are required to pay a “Campus Bond”. One of the purposes of this Bond is to cover the cost of removing a vehicle from the campus in the event of it becoming immobile/inoperative. It may also be used to cover any damage caused to Telford property by the student as the result of using a vehicle.

Breaches of Procedure

- 6.8 Students who breach this procedure will be dealt with under the TRP Student Discipline Procedure. Any Telford student aggrieved by any decisions made under the provisions of this procedure may appeal to the Chief Executive Officer.
- 6.9 Telford staff members and visitors who are reported for breaches of this procedures will be dealt with by the Chief Executive Officer depending upon the circumstances and seriousness of the breach. For Telford staff members this will be as per the provisions of the Telford Staff Discipline Procedure.

7. RECORDS

Record	Responsibility	Filed	Retention Time
Application for Motor Vehicle Use	DFA	Hostel File	Term of enrolment
Rules for Off-Road and Motor-Cross Bikes			

8. ASSOCIATED DOCUMENTS

Reference	Document Title
F6 – 09A	Motor Vehicle Use Application Form
F6 – 09B	Rules for Off Road and Motor Cross, Motorbikes

REVISION HISTORY			
Ver.	Description of Change	Author	Effective Date
0	Initial Release	M. Bowen	16-8-97
1	Conversion To New Format	M. Bowen	26-11-99
2	Triennial review: Re-formatted	L Johnston	March 2001
3	Triennial review	L Johnston	November 2003
4	Re-Number and Re-Formatted	CEO	April 2004
5	Insert Motorcross item	QMS Review Team	August 05
6	Alignment of the QMS with actual practices at Telford in response to the ITP Quality Audit Report, April 2007. Minor editing and reformatting. Deleted clauses 5.6 and 5.7, Clause 5.12 replaced. Clause 8 added.	QMS Policy Review Committee	1 March 2008