



European University of Lefke

Transportation and Parking Policy

1.General

This policy includes procedures and safety requirements for the operation of the vehicles of European University of Lefke (EUL). Additionally, this policy describes all the issues regarding parking vehicles on EUL's campus.

2.Transportation Department

The Transportation Department of European University of Lefke is the coordinating office for all issues regarding transportation of the university's staff, students, prospective students or guests. The Transportation Department Director is responsible for scheduling the University vehicle fleet and ensuring that all the transportation policies are enforced.

2.1 Shuttle Service for Students

In order to allow students to travel to campus without using personal vehicles, a free shuttle service exists for students living off campus within the whole region. There are 4 different shuttle service routes, which are passing through almost all of the residential areas in all of the towns and villages around, including the highly populated off-campus state and private dormitories. All the students having university identification cards will be able to use the free shuttle service from 8:00 AM to 11:59 PM.

2.2 Authorised Drivers' Requirements

The authorised drivers in the university activities are only full-time drivers working in the European University of Lefke Transportation Office. All drivers working in Transportation Department should hold a valid professional driver's license and be at least 21 years of age. University activities include, but are not limited to field trips, student events, staff trips to airport, shuttle service for students. The Transportation Department is responsible for maintaining a Driving Record Information File of all the Drivers in Transportation Unit.

2.3 Authorized Drivers Duties and Responsibilities

Authorized Drivers of EUL Transportation Unit should:

- i) Obey all traffic regulations
- ii) Ensure that all passengers including themselves use seat belts at all times
- iii) Ensure that the number of passengers must not exceed the capacity of vehicles
- iv) Ensure that no drinking of alcoholic beverages or smoking in the vehicles
- v) Ensure that mobile phones are not used by drivers while driving
- vi) Know that they have personal responsibility for any fines or penalties associated with traffic violations incurred
- vii) Immediately report all accidents to the proper authorities including local police and Transportation Office of EUL.

2.4 Accidents

In the event of an accident, the driver must immediately alert the local police, inform Transportation Office and later complete the Accident Report Form, regardless of the extent or nature of the damage caused or incurred.

3. Campus Entrance and Parking On-Campus

The European University of Lefke's parking areas are for use by students, faculty, staff, registered visitors and other individuals conducting business within the university campus and all should be authorized by the University. The campus entrance with personal vehicle is restricted. Only the authorized vehicles will be allowed to enter the university campus. Parking tags will be distributed to staff, faculty and students to authorize their vehicles for campus entrance. EUL assumes no liability for loss or damage to any vehicle or its contents while parked on the campus. It is assumed that individuals parking on campus agree to adhere to all the parking regulations of EUL. The EUL General Services Department has been charged with the duty of enforcing the on-campus parking regulations.

3.1 Authorising Vehicle and Parking Registration

All vehicles operated and parked on EUL campus are required to be registered and authorized. The authorized vehicles should display a current parking tag. Parking tags are required to be displayed on all vehicles operated and parked on campus by all members of EUL community. This includes all faculty, staff, students or visitors using the facilities on campus.

Parking tags are sold in the Transportation Department. Parking tags are sold for your personal use. Your tags may not be resold and used by other people. Your parking tag must be facing towards the front of the vehicle. It is your responsibility to insure the complete tag

is visible. Parking tags may not be returned for a refund and EUL does not replace lost parking tags. The purpose of a parking tag is to identify vehicles that have been authorized to park on University property and does not guarantee the availability of a parking space.

A daily parking tag may also be purchased if you wish to park on campus and you do not have a parking tag. If you have visitors on campus to see you, your guests should register at the Security Office in the entrance to the main campus. Visitors will be issued a guest pass for their vehicles.

3.2 On Campus Parking Areas

The parking of a vehicle is prohibited in the parts of parking area that does not have a “lined” parking space. Improperly parked vehicles will be subject to ticketing and towing. Vehicles can be parked in the parking areas according to the categories of parking tags which are differentiated by varying colours. Parking areas on campus are divided into certain categories and are assigned colours to easily differentiate among them. Each vehicle is allowed to park in the parking areas defined in the colour of its parking tag.

3.3 On-Campus Parking Violations

Unregistered vehicles are subject to ticketing and towing . Fines will be assessed for violating the parking regulations. All assessed fines of students will be applied to their account. Individuals not having a student account should pay outstanding fines within 10 working days from the date the ticket is issued. Individuals not paying the fines within this period will lose their privilege to park on campus. All fines should be paid at the Accounting Office, between 8:30 a.m. and 5:30 p.m., Monday through Friday.

Individuals violating our parking regulations are subject to having their vehicles immobilized by the use of a wheel lock. However, vehicles are subject to immediate towing if they are parked in a location that impedes traffic or creates a safety hazard. Additionally, vehicles that appear to have been abandoned are subject to towing. EUL is not responsible for damage to towed vehicles or to vehicles that have been immobilized using a wheel lock. Contact the Department of General Services for information regarding the towed vehicles.