

Policy #	AD-201	Revision #	02
Accessibility level	A	Effective date	20 January 2021

1. Purpose

The university provides dedicated spaces for the vehicles of faculty members, employees, students and persons with special need in order to facilitate the movement of vehicles within the university, ensuring the safety of everyone and protect assets.

This policy sets the general rules for decision making concerning issuing of parking permits, managing parking spaces and traffic within the campus, and reporting of violations.

2. Definitions

- 2.1. **University Administration:** the University President and/or Chancellor.
- 2.2. **Parking Permit:** a vehicle sticker issued by the Security Department to be placed on the front glass of the vehicle.

3. Policy

- 3.1. The University allocated separate parking spaces for university vehicles and the vehicles of its employees, students, visitors with a separate entrance gate for students' vehicles.
- 3.2. Employees and students vehicles are not permitted on campus without a valid parking permit. (see Issuing Parking Permit Procedure AD 200-P1)
- 3.3. Each university employee is provided with one free of charge parking permit.
- 3.4. Several parking spaces are designated for employee and students of special needs free of charge.
- 3.5. Visitor's entry and exit of are restricted to the main gate of the university. The security guard must record the visitor's name and vehicle number in the visitor's register, after verifying his identity and documenting the time of his entry and exit. Special visitor to a student affiliated with the university, the student must bring a visitor's entry permit from the Deanship of Student Affairs.
- 3.6. Students' parking spaces are limited and permits issued to students, on a first-come first-served basis, for fees established by the University Council upon recommendations of the Dean of Student Affairs.
- 3.7. Parking permits are valid for the designated vehicle for which the permit is issued and cannot be used for other vehicles without the approval of the Director of Security.
- 3.8. Parking permit sticker shall be place to be visible on the bottom right of the windshield of the vehicle.
- 3.9. Damaged student's stickers can be replaced for fees provided that the student submit the damaged permit to the Director of Security. Lost students' parking permit, however, can only be replaced with full parking permit fees.

Campus Parking Policy

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- 3.10. All on-campus parking lots users must adhere to the specified places, if any, and they must also adhere to the specified speed and traffic signals and respect the traffic rules in force on campus.
- 3.11. In the event of a student forging the parking permit/sticker or violating the instructions, the security official must submit a report to the Dean of Student Affairs to investigate the violation and take the appropriate action.
- 3.12. In the event of an employee forging the parking permit/sticker or violating the instructions, the Security Director must submit a report to the University Administration to investigate the violation and take the appropriate action.
- 3.13. All university and visitors vehicles must be parked in the parking lots designated for employees and faculty members.
- 3.14. Parking vehicles overnight and on weekend and holidays is prohibited without the Security Director approval of a written request of the parking permit holder.
- 3.15. The University bears no financial or legal liability for any damage or theft of parked vehicles except for acts of negligence or misconduct of University employees.
- 3.16. It is forbidden to enter any vehicles on the university campus if it contains weapons, alcohol, drugs or any of the prohibited materials.
- 3.17. The security employee has the right to request the inspection of any vehicle when its contents are suspected, after obtaining a permission to search from the University Administration, provided that the inspection is done in the presence of the security supervisor.
- 3.18. The Security Department represented by the Director of Security has the right to file a complaint for any violation of this policy to the competent security authorities after obtaining the approval of the university administration.
- 3.19. On campus accidents are reported by the involved parties to the proper governmental authorities.

4) Related Document:

- 4.1. Issuing Parking Permit Procedure (AD-201-P1)
- 4.2. Employee Vehicle Parking Permit Application Form (AD-201-F2)
- 4.3. Student Vehicle Parking Permit Application Form (AD-201-F3)

د. محمد بن سلطان
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