

**CODE:** DCDA.AR

**EFFECTIVE DATE:** (29-01-2020)

**TOPIC:** Vehicle Parking on School Property

**ISSUE DATE:** (29-01-2020)

**REVIEW YEAR:** (2017)

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## REGULATION

1. Parking rental is the responsibility of the principal/Site Administrator at each site. All parking fees will be remitted to Financial Operations, who will then transfer all funds to Facilities Maintenance to help offset the operational costs of snow clearing, electrical use and maintenance of Division parking lots. The fee will be charged in order to minimize the use of maintenance funds on parking lots.
2. Fees:
  - a. The annual rate for rental of a parking stall shall be established annually by the Superintendent of Schools.
  - b. Fees will be standard for all school sites and other buildings, with the exception of the Centre for Education, Centre High, and other sites where other circumstances exist and that are approved by the Managing Director of Facilities Services.
  - c. It is the principal/Site Administrator's responsibility to collect the fees at each school site for each stall in active use and remit to Financial Operations for processing. In order to help cover the administration costs at the school level, 15 per cent of the fee will returned to the site once all stall fees have been remitted for each site. If a stall is not being used then the Principal/Site Administrator must verify this and notify Facilities Services of the number of stalls in active use and the reason why there are stalls not in active use.
  - d. Schools will be required to issue placards to users which will be provided by Facilities Services. Replacement placards will be provided at a cost of \$15 each time a replacement one is issued to staff. Students will receive annual placards that will be different colours for different years.
  - e. Students using Division parking will be expected to pay the same fee for use of a Division stall.
  - f. Volunteers and visitors will not be charged parking fees.
  - g. Sufficient parking will be assigned to Facilities Maintenance personnel. The location will be discussed with the principal/Site Administrator.
  - h. Refunds of the annual fee will not be provided should staff leave the Division or transfer to another site. Transfers of fees of staff who paid at one location will be permitted and will be managed by the local principal/Site Administrator.
  - i. Administration of these charges is the responsibility of each school. The Board is not responsible for any damage that may be incurred while parked on Edmonton Public Schools' property at any time.