



**TRAFFIC RULES:
STAFF**

Traffic rules for staff

T1	In these rules, unless the context indicates otherwise:	<i>definitions</i>	
T1.1	University campus means all immovable property owned by or under the control of the University.		
T1.2	A vehicle includes a motor car, motor cycle, motor scooter or motorised bicycle.		
T1.3	A <i>member of staff</i> means any member of the University's permanent full-time or part-time staff; or, any other member of staff who is not a student.		
T1.4	<i>Student</i> means any person registered at the University for any course of study who is not a permanent member of staff.		
T1.5	A <i>visitor</i> is a person other than a student or a staff member.		
T2.1	Every member of staff, wishing to bring a motor vehicle on to the University campuses or park it thereon, must apply for a valid parking registration disc issued by the University under Rule 30 below and if such application is successful must affix such disc to the front right hand side of the windscreen of a vehicle which is a motor car, or to some clearly visible part of any other vehicle which is not a motor car.	<i>permission to park: where to affix disc</i>	
T2.2	Any member of staff who, having been refused a parking registration disc, considers that valid reasons exist why such a disc should be granted may appeal to the Traffic Administration Committee. The member of staff must state in his or her notice of appeal what the grounds of his or her appeal are.	<i>appeal against refusal to issue disc</i>	
T3.1	Application for parking registration discs must be made to the University Traffic Administration. The number of such discs issued will be limited. No assurance is given that parking space will be available to the holder of a disc at any time.	<i>application for and issue of parking discs</i>	
T3.2	Parking registration discs will be issued according to the provision of Rule 4.1 below for a calendar year. The charges will be as approved by the University Council from time to time and shall be payable before or against issue of the disc.	<i>charges/ validity</i>	
T3.3	Parking registration discs remain the property of the University at all times and expired discs must be returned to the University Traffic Office on request.	<i>disc: property of University</i>	
T3.4	On receipt of the parking disc: Such a disc must be affixed to the front right hand side of the wind-screen of a vehicle which is a motor car or to some clearly visible part of any other vehicle which is not a motor car.		
T4.1	Each parking registration disc issued by the University will be a distinctive disc entitling the holder to park only in spaces marked out or otherwise indicated for holders of such discs.	<i>parking areas</i>	
T4.2	Vehicles other than motor cars will only be entitled to park in spaces specifically marked out for such vehicles.		
T5	No vehicle required under these rules to have a parking registration disc affixed thereto shall, in the absence of the affixation of such disc as under the rules provided for, be parked on any part of the University campus. Access of such vehicle to the University campus shall be refused the required registration disc is not affixed thereto.	<i>refusal of entry to campuses</i>	
T6	All the parking rules made by the University authorities in regard to the reservation of red bays and staff yellow bays apply throughout the year. Red bays are reserved at all times throughout the year. Staff yellow marked bays are reserved between 07h00 and 18h00 from Mondays to Fridays inclusive, and from 07h00 to 13h00 on Saturdays, and for such other periods as may be determined. Bays for people with disabilities are reserved for them at all times.		<i>numbered or red and staff marked bays</i>
T7.1	A member of staff must not drive a vehicle on the University campuses:		<i>dangerous driving</i>
	(a) in excess of the indicated speed limit;		
	(b) in a reckless or negligent manner or without due care and attention;		
	(c) while under the influence of intoxicating liquor or drugs to such an extent as not to be exercising proper control of such vehicle.		
T7.2	A member of staff must not park a vehicle:		<i>illegal parking</i>
	(a) so as to cause an obstruction;		
	(b) in any area which is not marked out or otherwise indicated as a parking space for staff, and without prejudice to the generality of the foregoing, shall, in particular, not park in any parking space reserved for specific staff members, or for any University department or for any purpose or where parking is prohibited by yellow/red lines or by other means.		
T7.3	A member of staff must at all times, observe all traffic rules, signs and notices.		<i>traffic signs</i>
T7.4	A member of staff shall obey a lawful order given by a University Traffic Warden or other person authorised by the Council to regulate traffic on the University campuses, shall give his or her name and address to such Warden or person when requested.		<i>lawful order by Traffic Warden</i>
T7.5	Every member of staff shall carry his or her staff card or other means of identification with him or her at all times and shall show this to any Traffic Warden or Campus Protection Officer or other authorised person when requested to do so.		<i>identification</i>
T7.6	A member of staff who gives a false name or address when requested to give his or her name and address shall be guilty of an offence.		<i>false name and address</i>
T7.7	A member of staff must not damage or interfere with a wheel clamp or similar device. The vehicle may be released only on production of valid identification and on payment of a R100.00 release fee.		<i>wheel clamp</i>
T8	A member of staff brings vehicles onto the University campus at his or her own risk.		<i>owner's risk</i>
T9.1	When a member of staff replaces the vehicle for which a parking disc has been issued with another vehicle, he or she shall apply to the traffic administration with the original parking disc.		<i>change of vehicle</i>
T9.2	The vehicle registration number shown on a parking disc shall in no circumstances be altered.		
T10.1	No member of staff may use or display on any vehicle any parking registration disc falsely purporting to have been issued by the Traffic Office of the University.		<i>fraudulent use of disc</i>
T10.2	Any member of staff who knowingly makes a false representation in relation to a parking disc, or in the course of an application for a parking disc shall be guilty of an offence.		
T10.3	Any member of staff who permits a parking disc issued to him or her to be used on a vehicle other than the vehicle in respect of which it was issued shall be guilty of an offence.		

- T10.4 No staff member shall purchase a parking disc for a student.
- T10.5 No facsimile/scanning of any disc may be displayed on any vehicle. *facsimile*
- T11.1 Any contravention of these rules by any person using a vehicle in respect of which a parking registration disc has been issued, shall be deemed to be a contravention of the rules by the member of staff to whom the disc has been issued. *culpability of disc holder*
- T11.2 A member of staff may be allocated a parking disc for a vehicle not registered in his or her name:
- (a) if he or she discloses the name of the owner on his or her parking disc application form; and
 - (b) if he or she, rather than the registered owner, is to use the vehicle on campus.
- A member of staff shall be deemed to have committed an offence in contravention of Rule T3 if the vehicle is registered in a name other than that shown on his or her parking disc application form.
- T12 When three or more offences are committed in any year, the member of staff concerned will have the option of paying the fines applicable to the offences, or of removing his/or her motor vehicle from the University campus for the remainder of the year in question. In subsequent years the member of staff concerned will not be eligible for a parking disc until all such outstanding fines have been paid to the University. *payment of fines*
- T13 A member of staff whose vehicle parking registration disc has been withdrawn in terms of Rule 12, and who thereafter again brings a vehicle onto campus in contravention of the rules, shall be referred to the Vice-Chancellor or his or her nominee to be dealt with in terms of these rules, including the power to impose fines. *continued use of vehicle on campus*
- T14 The member of staff shall have the right to appeal to the Vice-Chancellor, or his or her nominee.
- T15 Nothing in the foregoing sections contained shall be deemed to deprive the Vice-Chancellor of any jurisdiction or powers with which he or she is vested. *exclusions*
- T16 No member of staff who is the holder of a red/yellow disc shall permit a student to utilize a red/yellow bay other than a student bay.
- T17 The above rules may be suspended in whole or in part by the University authorities for special purposes or occasions.