

## Parking Areas

Students .. Pay parking lots only requiring:

- › daily parking permit or
- › E-Permit

Staff ..... Designated staff parking lots requiring:

- › daily parking permit or E-permit plus an annual staff parking pass

Visitors .... Student pay parking lots or designated metered visitor parking spaces

Carpool..... Designated staff or student carpool permit required

## Special Parking Spaces

Reserved..... Designated parking spaces assigned to individuals on a continuous basis

Handicapped... Handicap parking permit required

Service Vehicle . Service vehicle permit required

Loading Zone .. Free 15 min. max. parking only to permit loading/unloading of vehicles

Motorcycle ..... Free parking in designated areas only (note: motorcycles parked in other vehicle parking spaces require a valid daily or long-term parking permit)

Bicycle ..... Free parking in bicycle racks outside most buildings (note bicycles secured to buildings and other equipment are subject to removal without warning at owner's risk and expense)  
Secure bike compound situated across from the Clock Tower Building (requires a \$10 refundable key deposit)

## Visitors Parking

Visitors to TRU may park in a student pay parking lot or in metered parking spaces.

## Overnight Parking

No person shall occupy a parked vehicle on campus overnight, regardless of whether a valid parking permit is displayed.

## Carpool Parking

Users of designated carpool parking spaces are required to display a valid carpool permit. Student and/or staff carpool permits are available from the Parking Office, Facilities Building. Student carpool spaces are available in Lot A (Old Main) and Lot P (Brown House of Learning); while staff carpool spaces are available in Lot C (Culinary Arts Building)

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## Restricted Areas

Vehicles shall not be parked in:

- › Roadways
- › Emergency or Fire lanes
- › Entrances to and exits from parking space
- › Any area not clearly marked as a parking space
- › Such a way as to block other vehicles or impede travel

Any vehicle improperly parked and/or parked in a designated parking lot or special spaces without displaying a proper parking permit or pass will be subject to a ticket and/or towing without warning at the owner's risk and expense and/or suspension of parking privileges at TRU.

## Metered Parking

**Daily parking permit (from ticket dispensers), E-Permits, Annual Staff Permit and Annual Staff Pass are not valid in metered parking lots.**

## Student Parking

Daily parking permits may be purchased for \$3 (coins or credit card required) from ticket dispensing machines located in each pay parking lot. Users must clearly display a valid daily permit or register with E-permits at all times between 8am and 5pm Monday to Friday. At other hours on these days, on Saturdays, Sundays, statutory holidays and days when TRU is officially closed, there is no charge for use of pay parking lots.

Vehicles parked in pay parking lots not clearly and visibly displaying a valid parking permit or registered with E-Permits will be subject to a ticket and/or towing without warning at the owner's risk and expense.

## Daily Parking Permit

Daily parking permits may be purchased for \$3 (coins or credit card required) from ticket dispensing machines located in each pay parking lot. Daily parking permits must be clearly visible, placed face up on the left side of the vehicle dashboard. Any difficulty encountered with ticket dispensing machines should be reported immediately to the Parking Office, Facilities Building or call 250.828.5368. Parking permits or registering with E-Permits does not guarantee a parking space and no refunds are given for days not used. **The purchase of an E-permit or daily parking ticket does not guarantee a parking space.**

## Special Parking

### Handicap Parking

Users of designated handicap parking spaces are required to display a valid handicap parking permit. For temporary use, permits are available (with an approved doctor's note) from the Parking Office, Facilities Building. For long term use, permits are available from the Social Planning and Research Council of BC or People in Motion at: [www.peopleinmotion.org](http://www.peopleinmotion.org).

### Service Vehicle Parking

Service vehicle parking spaces are located throughout the campus to permit ready access to most buildings. Service vehicle permits are available to authorized service agencies from the Parking Office, Facilities Building. Service vehicle permits are also valid in any staff and student parking lot. Vehicles without appropriate permits parking in a service vehicle parking space will be immediately subject to a parking ticket and/or towing without warning at the owner's risk and expense.

### Staff Parking

Pay parking in staff parking lots is in effect between 8am and 5pm Monday to Friday. At other hours on these days, on Saturdays, Sundays, statutory holidays and days when TRU is officially closed, there is no charge for use of staff parking lots. TRU permanent and temporary staff (faculty, support, and administrative personnel) may park in designated TRU staff parking lots provided user vehicles display a valid paid parking permit or a valid staff parking pass along with the appropriate E-permit or daily parking permit. **Staff parking passes and permits do not guarantee a parking space in a staff parking lot & no refunds are given for days not used.**

Annual staff parking permits or annual staff parking passes for all staff members are available from the Parking Office, Facilities Building. Permits must be displayed from the vehicle's rear view mirror or dashboard and must be clearly visible at all times when parked in a staff parking lot.

Staff who regularly use a second vehicle should register that vehicle with the parking office; however, only one staff permit or one staff pass will be issued per staff member and must be switched between vehicles. Only one such vehicle may be parked in any staff parking lot at one time. Violators may be subject to a ticket and/or towing without warning at owner's risk and expense and/or suspension of staff parking privileges. If a staff member's vehicle is replaced, the original staff parking permit or staff parking pass must be removed and placed on the new vehicle or returned to the Parking Office.

## Parking Rates — Regular Lots

- › Daily parking permit .....\$3 available from ticket dispenser machines located in student and selected staff parking lots
- › E-permits-online, weekly up to 16 weeks per purchase. To purchase e-permits, have your license plate number and valid credit card number ready.  
**[www.tru.ca/facilities/coreservices/parking](http://www.tru.ca/facilities/coreservices/parking)**  
E-permit rates are:  
1 week: \$15.00 p/week  
2–8 weeks: \$11.90 p/week  
9–16 weeks: \$ 9.35 p/wk
- › Annual Staff parking permit.....\$300 available by payroll deduction (if qualified) from the Parking Office, Facilities Building or full payment to the Parking Office, Facilities Building payable by cash, cheque, debit card or credit card.

## Violations

TRU owns the land on which the campus is located. Users of the campus are permitted to bring vehicles onto the campus provided they comply with TRU's applicable policies and rules. Any vehicles in violation of these rules are subject to an immediate \$25 fine (payable to TRU). By bringing a vehicle onto campus, users accept the application of TRU's applicable policies and rules.

All unpaid fines may be referred to a collection agency and all further violations will result in the vehicle being towed (towing charges of approximately \$110 plus \$25 per day thereafter, are set by and payable to the towing company).

**Parking rates at TRU are in effect year round with the exception of weekends, statutory holidays and days when TRU is officially closed. Please note that parking rates are in effect during Reading Break (Reading Break is not considered a holiday)**

# Take a Look

- › Are you in the correct designated parking lot?
- › Are you in a clearly marked parking stall?
- › Is your ticket clearly displayed?
- › All roads are NO PARKING areas.
- › Remove all expired tickets from your dash.
- › If you receive a fine, pay immediately. If a fine remains unpaid, the next violation is a tow!
- › **Place a note on your dashboard or call the Parking Office at 250.828.5368 if ticket machines or meters are not dispensing daily tickets or registering metered time. Patrons are not reimbursed for a machine malfunction.**

Parking tickets purchased from ticket dispenser machines in Regular Parking Lots are transferable to other Regular Parking Lots.



## Parking Fines May be Paid

By mail Parking Office, Facilities Division or Finance Department, Financial Cashier  
900 McGill Road  
Kamloops, BC, V2C 0C8

In person Parking Office, Facilities Services Building or Campus Cashier, Old Main Building  
OM1614, (payments payable by cash, cheque, debit card or credit card)

## Appeals

A Parking Appeal and Advisory Committee, composed of staff, student, faculty and administrative members, will hear appeals in regard to all parking violations. Appeals must be presented in writing within 10 calendar days of receipt of the violation notice. **There is a \$25 Appeal Fee** (payable by cash, cheque, debit card or credit card) that must be submitted at the time of the appeal application (**please note: appeal will not be heard by the Appeal Committee without the \$25 fee**). If the appeal is successful, the fee will be returned; if unsuccessful, the fee will be used to discharge the ticket. Further information on filing appeals for warnings, fines, or towing is available from the Parking Office, Facilities Building.



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For further parking information refer to:  
[www.tru.ca/facilities/coreservices/parking](http://www.tru.ca/facilities/coreservices/parking)

Issued by:  
Thompson Rivers University  
Facilities Division Parking Office

**Thompson Rivers University**  
900 McGill Rd, Kamloops, BC, V2C 0C8

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# Parking Guide

Welcome to Thompson Rivers University

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All vehicles must be parked either in a designated parking lot or in a special parking space. It is the user's responsibility to ensure that all permits/passes are clearly displayed.

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