Administrative Procedure 540

PARKING – RESTRICTED AREAS

Belief

Designated parking areas at sites will be provided for buses transporting students and employees.

Guidelines

1. Designated parking areas may be on property owned by the Division and/or on property owned by a municipality.

2. Signs shall be posted on Division property, and requested to be posted on municipally owned property, designating areas as "Loading Zones", "Bus Loading Zones" and other restricted areas in order to ensure student and staff safety and to facilitate the loading and unloading of people and property.

3. Adequate bus loading zones shall be provided to ensure safety of all transported students.

4. Loading zones shall be provided to facilitate access to sites.

5. Vehicles parked in restricted parking areas may be towed in accordance with provisions of the Traffic Safety Act.
   
   5.1 Upon learning that a vehicle is illegally parked in a restricted area, the site administrator or designate shall announce the vehicle license number over the public address system and request that the vehicle be removed immediately.
   
   5.2 If, after 15 minutes, the vehicle is not removed the Principal, Director or designate shall contact the municipal authority and request that a peace officer have the vehicle towed away at the expense of the owner.

6. Site administrators shall arrange to have posted, "Loading Zones", "Bus Loading Zones", and other restricted parking areas deemed necessary at each site.

Reference: Section 60, 61, School Act
Traffic Safety Act