



Car Park Policy

Date adopted	March 2018	Owner	Admin Manager
Last reviewed	January 2023	Review cycle	Every 4 years

Background

There is no requirement in law for employers to provide car park facilities for staff or visitors. Employees are not entitled to park at work unless it is directly stipulated in their contract of employment. However, it is good practice to make parking space available for staff, and visitors with exceptional needs, where practical.

St Martin's Schools, Epsom (The School) has 50 car park spaces and approximately 100 staff. It serves a population of 630 young pupils. With such pressure on the limited space, it has become incumbent on The School to create a car parking policy.

The policy relates to staff and authorised visitors. At no time is the school car park to be used by parents without written permission. The car park is only to be used when on school business.

Liability

The School accepts no responsibility or liability for any damage to a vehicle, its contents, or any persons travelling within the vehicle, whilst on school premises.

Staff Parking

Staff are requested to consider alternative forms of transport whenever possible. All staff are required to make a written request for a car park permit:

- On commencement of employment; or
- Following a change in health circumstances.

Once granted a parking permit, cars should be parked in bays on a first come first served basis.

Priority Parking

This is provided to:

- Staff who are blue badge / disabled badge holders. This must be verified by The School and the appropriate badge displayed at all times whilst the vehicle is on school premises.
- Staff who have other mobility or health impairment. Written confirmation must be provided by a GP and/or a certified Occupational Health practitioner, and will be subject to regular review.

Visitor Parking

Visitors to the school are required to notify the school via the school office in advance of their visit, if they require a parking space. At this point they should notify the school of any special requirements. A bay may be reserved at the discretion of the school, provided it has been booked. The School is not required to admit any visitor who requests ad hoc admittance to its car parks.

Authorised Regular Visitor Parking

Authorised parking may be granted in circumstances deemed exceptional by The School, to people who regularly visit the school, such as parents, following an application process:

- A Request Form should be completed and submitted to the school for review.
- When permission is granted, the prospective Authorised User is required to sign the Car Park User Agreement Form, without which entry will not be permitted.
- The allocated parking permit is required to be displayed at all times whilst the vehicle is on school premises.
- A permit will be given for a maximum of one academic year, following which a new Application Form should be submitted.
- Entry to the school grounds is by buzzer request on the school gates and is limited to school office opening times.
- The School reserves the right to withdraw permission from any Authorised Regular Visitor, at any time.

Authorised Parking - Clubs

Special parking permits may be issued to clubs that need regular access to the School car park. Whilst a club may be issued with a pass it does not give them priority parking over staff members at St Martin's. The person using the permit agrees to park in the School car park only if there is space available. They understand that if there are no spaces, then alternative parking should be found. These passes are given to clubs on the provision that this and all other parts of the parking policy are followed.

Parking Protocol

- Entry for staff to the car parks is by fob only.
- Staff must at all times display a current parking permit provided by The School Site Manager.
- Visitors must sign in at The School Main Reception and provide their car registration number. They should park in the reserved parking space and display the temporary visitor's pass provided. This should be returned on their departure.
- Staff must park only in marked car parking bays.
- For the safety of our children the area indicated by the red hatchings onwards is not to be used for entry or exit between the hours of 8:30am and 9am or between 3.10pm and 3:40pm. This is to ensure the safety of children and parents who use the pathway during this time period.
- Users of the car parks must use it with extreme care and consideration at all times.

Any breach of the above may lead to parking permits being withdrawn and disciplinary action undertaken.

Space Marked with a Disability Sign

The School is located on private land and, therefore, is not required to provide disabled parking bays. Following best practice, such a space has been designated and all motorists are respectfully requested to use the space considerately. If a non-disabled motorist parks in the disabled space they may be asked to leave, or park in an alternative spot (this cannot be legally insisted upon).



Staff Car Park Request Form: Regular User

St Martin's Schools, Epsom

Name of applicant: _____ Date: _____

I confirm that I have read and will comply with The School Car Park Policy.

Signature of Applicant: _____ Date: _____

School Reviewer: _____ Date: _____
Staff Signature and Name (printed):

Reviewer Decision: Accepted / Declined

Permit Number:

Review date:
(If required)

Car Details:

Make:	
Model:	
Colour:	
Registration:	



Staff Request Form: Priority Parking

St Martin's Schools, Epsom

Name of applicant: _____

Date: _____

Reason for application: (This must be based on written medical evidence which should be provided at the time of application for consideration by The School)

I confirm that I have read and will comply with The School Car Park Policy.

Signature of Applicant: _____

Date: _____

School Reviewer: _____

Date: _____

Staff Signature and Name (printed):

Permit Number:

Review date:
(If required)

Car Details:

Make:	
Model:	
Colour:	
Registration:	



Authorised Visitor Car Park Request Form

St Martin's Schools, Epsom

Name of applicant: _____ Relationship to pupil: _____

Name of pupil/s: _____ Class: _____

Reason for application: (This must be based on written medical evidence which should be provided at the time of application for consideration by The School)

Car Details:

Make:	
Model:	
Colour:	
Registration:	

St Martin's Schools (The School) accepts no obligation to explain any decision to the applicant regarding approval or otherwise of this application.

If approved I agree to the following conditions:

- I will park in a marked parking bay whenever one is available.
- I will not park on the areas marked by hatchings as these are necessarily left clear to allow emergency service access.
- I will keep my use of the school car parks to a minimum so as not to impede the smooth running of the school.
- I understand that there is no vehicular movement in the infant school parking area in the area marked by the red hatchings (access via Worple Road) between the hours of 8:30am and 9am and 3.10pm and 3:40pm, during term time.
- I will place the safety of the school community as top priority and will exercise extreme caution when using the car park to ensure pedestrian safety.
- I understand that I park at my own risk and The School accepts no responsibility or liability for any damage, caused by any means to vehicles, their contents, or any persons travelling within vehicles whilst on school premises.
- I understand that I will be liable for any damage I cause to school property or other vehicles parked in the car park and that this responsibility extends to any insurance excess charges that The School or an employee of the school may encounter.
- I understand that any misuse of this agreement may result in the withdrawal of permission.
- I confirm that I have read and will comply with The School Car Park Policy.

Signature of Applicant: _____ Date: _____

School Decision: Approved / Declined

Staff Signature and Name (printed): _____

Date:

Permit allocated: Yes / No

Review date: