



## Transport and Parking Policy

|                     |                   |
|---------------------|-------------------|
| Recommender         | Karen Irons CEO   |
| Agreement           | Board of Trustees |
| Decision Maker      | Board of Trustees |
| Last agreed         | <i>New policy</i> |
| Approved            |                   |
| Frequency of review | Annual            |
| Due for next review | May 2023          |

## Version control

| Date amended              | Amended by  | Summary of amends |
|---------------------------|-------------|-------------------|
| 25 <sup>th</sup> May 2022 | Karen Irons | New policy        |
|                           |             |                   |
|                           |             |                   |



## 1. Policy brief & purpose

Our **transport and parking policy** demonstrates our commitment to the use of sustainable transport. Where appropriate, it also outlines the way in which our parking is administered.

## 2. Scope

This policy applies to all volunteers, staff and guests who in the course of their engagement with Maytree, attend any properties from which Maytree services are delivered.

## 3. Policy elements

Our transport policy and commitment to sustainability revolves around

- Facilitating the use of sustainable transport

Our parking policy revolves around:

- Our criteria and procedure for allocating parking spaces
- Preserving a safe and clean parking lot
- Rules for managing parking spaces
- Consequences for breach of policy

## 4. Facilitating the use of sustainable transport

Maytree is committed to locating its services within easy access of public transport and does not consider the provision of parking for guests, volunteers and staff as essential. Our recruitment policy highlights the presumption that staff and volunteers will use sustainable transport unless they fulfil criteria that would enable them to request the use of a parking bay. The same is true for our guest assessment criteria.

The London service has operated from 72 Moray Road with no parking for 20 years. At capacity, London operates with c.150 volunteers and c.20 staff members. The use of transport not involving a personal vehicle is accepted practice by all.

However, we are mindful that Moray Road is currently restricted to offering a place to guests able to access an upstairs bedroom. To increase our inclusivity, in Greater Manchester Maytree is providing accessible ground floor residential facilities for guests, and a dedicated disabled parking space and two further parking spaces to improve inclusivity for guests, staff and volunteers.

Sustainable transport includes the following – walking and cycling; the use of public transport; and the use of car pooling.

To facilitate the use of sustainable transport the following are provided

- Changing, showering and clothing storage facilities will be available for sustainable travellers
- A secure covered cycle locker within the curtilage of the property
- A Cycle to Work scheme for all staff
- Interest-free loans for purchase of annual travel tickets for all staff

There is a presumption in favour of the use of electric vehicles if a vehicle is used. As such, Maytree is committed to applying for an electric vehicle charging point, through the Government's scheme



## **5. Criteria and Procedure for allocating our parking spaces**

Our parking spaces will be allocated according to the following priority:

1. Permanently disabled volunteers and staff
2. Permanently disabled guests, where other options for arrival and departure have been explored and found to be unsatisfactory
3. Temporarily disabled volunteers and staff, which may include pregnant women
4. Volunteers and staff who will be leaving the site after 9pm
5. Volunteers and staff who arrive and leave within a car-pool

We will assign parking spaces according to these priorities until they are exhausted.

Volunteers and Staff who want to receive a parking bay, should file their request with our House Manager via the parking request form. This will not guarantee a parking bay and the allocation of a parking bay on one occasion does not guarantee future allocations.

This policy will not prevent individuals from fulfilling their roles on days when there is no available parking. Our remote working policy will in most situations enable alternative roles to be found.

## **6. Expectations when using our parking spaces**

We expect drivers to maintain a clean and safe parking space, in the same way as they maintain their working spaces. The following rules apply at all times:

- Parking bays must be entered and exited according to Appendix A
- Drivers must drive responsibly, in accordance with the law and with due care, at all time
- Drivers must respect our neighbours, causing the minimal of noise when entering and exiting the parking lot
- No littering is allowed
- Drivers must respect the property of others whilst in the parking lot.

## **7. Managing Parking spaces**

Parking spaces are not a benefit. They exist to meet specific needs and they will be allocated to those with the highest priority.

Following the allocation of a parking bay through the House Manager, a permit will be issued that is valid for a specific date and time. These permits are specific to an individual (staff, volunteer or guest) and cannot be transferred.

Maytree do not assume any liability for theft, vandalism, fire or damage regarding a vehicle parked on site.

## **8. Disciplinary Consequences**

Any volunteer or staff member who is found parking without a permit, or in unauthorised or prohibited areas or in other ways disregarding this policy will receive a warning and a written reprimand. Repeat offence will be dealt with through our disciplinary policy. Serious offences will face disciplinary consequences up to and including dismissal.

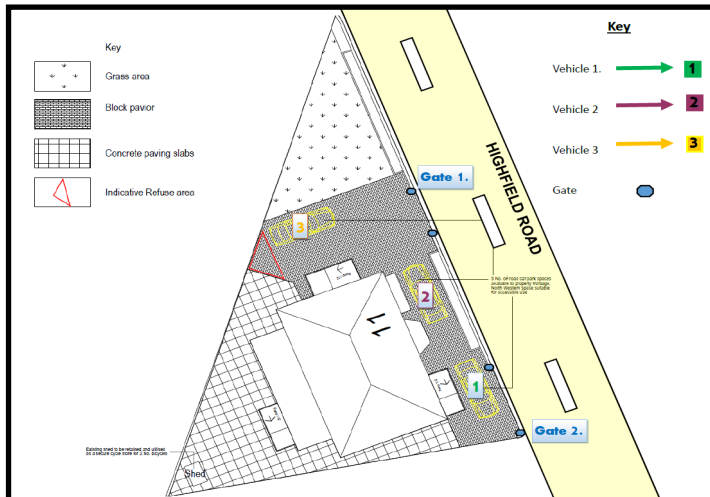


## **APPENDIX A**

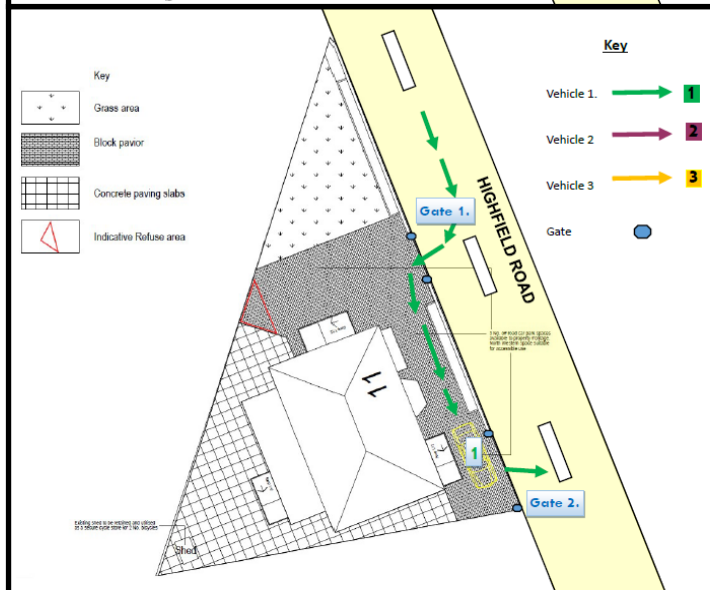
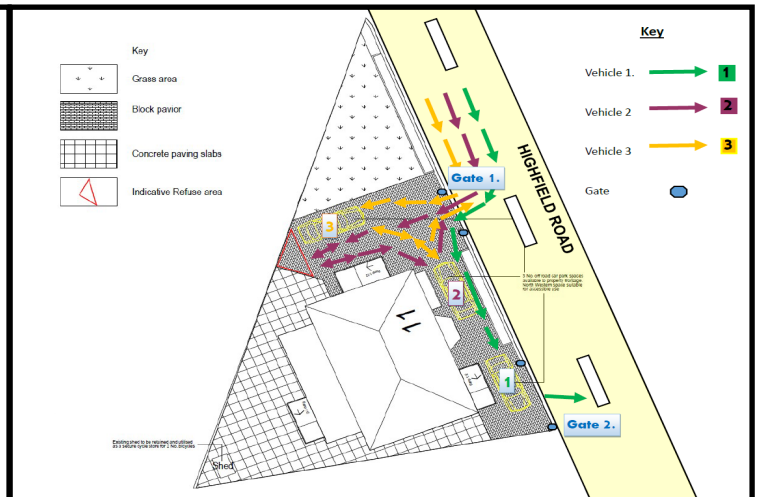
### **9. Access & Egress Maneuvering Policy**



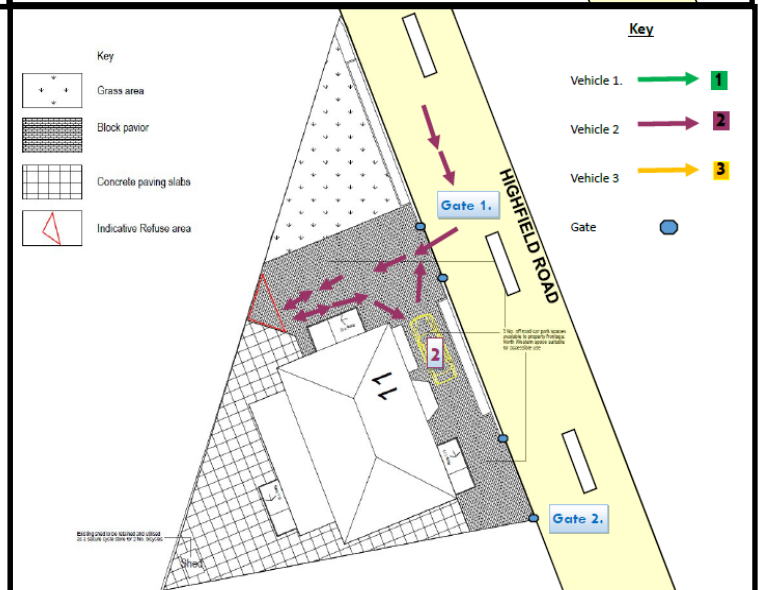
General Arrangement of Allocated Parking Spaces



Manoeuvre Arrangement for Allocated Parking Spaces



**Vehicle 1**



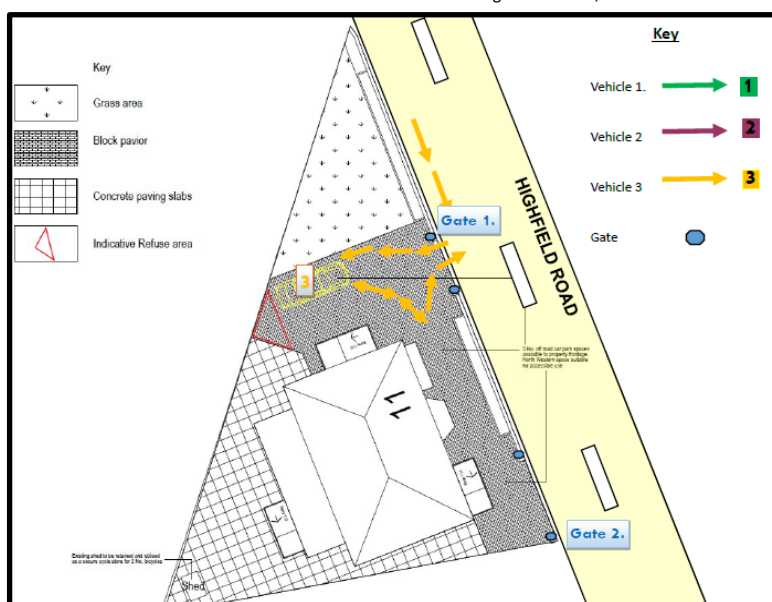
**Vehicle 2**

**Entrance** —The vehicle must drive directly into 'Gate 1' off Highfield Road. Next, vehicle 1 will park in the allocated space for Vehicle 1, adjacent to Gate 2 as indicated on the diagram.

**Exit**—Vehicle 1 can exit the premises by driving directly out of Gate 2 as indicated on the diagram.

**Entrance**—The vehicle can enter the premises by driving directly into Gate 1 off Highfield Road. Next, the vehicle must simply manoeuvre by reversing into the allocated space for vehicle 2 as indicated on the diagram and park accordingly.

**Exit**—Vehicle 2 can simply exit the premises by driving directly out of Gate 1, located to the right hand side, unobstructed as indicated on the diagram.



**Vehicle 3—Disabled access space**

**Entrance** —Vehicle 3 can enter the premises by driving directly into Gate 1 off Highfield Road. The vehicle must simply drive directly into the allocated space as indicated on the diagram and park accordingly.

**Exit**—Vehicle 3 can simply exit the premises simply reversing via the using the driveway space enabling a sufficient turning circle. Vehicle 3 must then drive directly out of Gate 1 unobstructed onto Highfield Road as indicated on the above diagram.