



THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Campus Traffic and Parking Regulations

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The Hong Kong University of Science and Technology

Campus Traffic and Parking Regulations

1. Applications
These regulations shall apply to anyone who drives and parks a vehicle on the campus of The Hong Kong University of Science and Technology. Drivers must observe and comply with the provisions of the Road Traffic Ordinance and its subsidiary legislations and Codes of Practice relating to private roads.

2. Date of Enforcement
These regulations shall apply with effect from 1st April 1994.

3. Interpretation
In these regulations

“University” means The Hong Kong University of Science and Technology.

“Campus” means the land leased to The Hong Kong University of Science and Technology from the Government.

“Parking” – waiting has the same meaning as parking.

“Staff” means the University full-time and part-time employees.

“Traffic Sign” means any University signs giving instructions, directions or guidance.

“Vehicle” means any vehicle as defined in the Road Traffic Ordinance and its subsidiary legislations and Codes of Practice.

4. Enforcement
The Campus Management Office of the University is responsible for the enforcement of the Regulations. It has the legal right to stop vehicles from entering the campus and to control their movement while within the campus.

5. Categories of Vehicles Allowed to Enter the Campus
The following vehicles shall be allowed to enter the campus subject to Regulation 6 below:
 - (a) Any vehicle driven by or for a member of any University Committee on official business.

- (b) Vehicles with valid campus entry labels appropriately displayed.
- (c) Vehicles of University suppliers provided that they can produce documentary proof such as a delivery note.
- (d) A vehicle the driver of which is a genuine visitor provided that
 - (i) advance notification has been made to the Director of Campus Management; or
 - (ii) the visitor has registered in the visitor's registration book at the entrance gate his/her name and the person to whom the visit is being made. If necessary, verification will be made by the Director of Campus Management or his representative.
- (e) Students who have obtained prior permission from the Campus Management Office to enter on special ground such as to load and unload heavy goods.
- (f) Taxis transporting University staff or visitors.

6. Conditions of Entry

- (a) Every vehicle must have a valid vehicle licence issued by the Hong Kong Government and be covered by Third Party Insurance.
- (b) The driver must be the holder of a valid driving licence of a category corresponding to the vehicle being driven.
- (c) No learner drivers will be admitted to the campus.
- (d) The Director of Campus Management may refuse any vehicle entry to the campus if it contravenes any of the regulations.
- (e) Valid campus entry labels must be displayed at the front windscreens of vehicles or in appropriate holders in the cases of motor cycles or scooters.
- (f) Possession of an entry label does not guarantee that a parking space will be available.

7. Vehicle Registration

A driver of any vehicle which requires recurrent entry into the campus must apply to the Campus Management Office for a campus entry label.

8. Eligibility for Campus Entry Labels

The following persons are eligible to apply for a campus entry label :

(a) Full time staff members of the University

- normally only one entry label will be issued to a non-resident full-time staff member.
- no more than two entry labels may be issued to a staff member residing in a staff quarter on campus.
- an entry label will normally only be issued to a staff member whose vehicle is registered in his/her name or his/her spouse's name.
- staff members are required to return the labels to the Campus Management Office immediately if they have disposed of their vehicles without replacement or if they resign from the University.

(b) Visiting lecturers of the University

- the period of validity will depend on the duration of their employment in the University but will not be more than one year initially subject to renewal.

(c) University's contractors or licensed commercial operators working on campus such as canteen staff, bank staff etc.

- the period of validity will be subject to their contracts of agreements with the University but will not be more than one year initially subject to renewal.
- Temporary contractors labels may be issued to contractors working on short-term or temporary basis.

(d) Disabled students studying on campus

- only one label will be issued to a disabled student.
- the period of validity will depend on their study in the University but will not be more than one year initially subject to renewal.

9. Procedures for the Application of Campus Entry Labels
- (a) For initial applications, applicants will be required to produce vehicle licence, vehicle insurance, third party liability insurance, and driving licence. For University contractors, application must be made by the Head of the Company, while for disabled students, application must be endorsed by the Head of Department and supported by a medical certificate.
 - (b) Holders of campus entry labels are required to inform the Campus Management Office of any change in vehicles and exchange their existing labels for new ones with updated details.
 - (c) Re-application is required when the campus entry label or access control card has expired.
 - (d) Application form is obtainable at the Security Centre.
10. Issue and Renewal of Campus Entry Labels
- (a) Campus entry labels will be issued by the Director of Campus Management or his delegated representative who may refuse to issue or renew a campus entry label if the applicant contravenes any of the regulations.
 - (b) The Director of Campus Management reserves the right to cancel, withdraw or render invalid any campus entry labels or to terminate the use of any label.
 - (c) Campus entry labels, except temporary labels, will expire on 31st December of each year and will normally be renewed annually.
11. Access to Covered Car Park
- (a) Vehicles with valid campus entry labels will be provided with automatic access control cards for ingress into or egress out of the car parks.
 - (b) Visitors and temporary contractors will be given temporary entry labels and temporary access control cards both of which must be returned to the security personnel at the control gate upon leaving the campus.

12. False Information and Improper Use of Campus Entry Labels and Access Control Card
- Any campus entry label or access control card shall be automatically cancelled or become invalid if it is obtained by giving false information or if there is any misuse of the label or access control card.
13. Parking Space
- (a) A vehicle must be parked completely within a designated parking space.
 - (b) Vehicles are not allowed to be parked on footpaths.
 - (c) Motor cycles and scooters must not be parked in any space except that which is allocated to motor cycles and scooters.
 - (d) Visitors must park where directed.
 - (e) Parking spaces designated for vehicles of disabled drivers must not be parked by other vehicles.
 - (f) The Campus Management Office has the right to reserve any car parking spaces on campus whenever necessary.
14. Period of Parking
- (a) Anyone wishing to park his/her vehicles in the multi-storey car park for a period of more than 7 consecutive days must obtain prior written approval from the Director of Campus Management and must leave a set of keys with his/her delegated representative in his/her absence.
 - (b) Any vehicle parked without permission for two weeks will be treated as an abandoned vehicle and Regulation 17 will apply.
 - (c) Owners of vehicles without a valid vehicle licence displayed will be required to remove the vehicles from the campus.
15. Entry / Exit from Midnight to 7:00 am
- Drivers of vehicles entering or leaving the campus between the period of midnight to 7:00 am may be required to show their identity cards to the security personnel.

16. Unauthorized Parking
- (a) Unauthorized parking is strictly prohibited on campus.
 - (b) Vehicles found parked in unauthorized areas or vehicles without permission to park on the campus will be regarded as unauthorized vehicles. Unauthorized vehicles are liable to be impounded and towed away and be subject to a penalty in accordance with the Road Traffic Ordinance and Code of Practice for Private Road.
 - (c) The University will not be liable for any damage to the vehicles as a result of the impounding/towing action.
 - (d) The University reserves the right to move or relocate, without prejudice, any vehicle parked in a location causing a traffic obstruction or creating a safety hazard. The cost of such removal will be borne by the driver/owner of the vehicle.
17. Abandoned Vehicles
- The University may dispose of any abandoned vehicle after 3 months and may recover the costs of disposal from the vehicle owner or from the entry label holder.
18. Vehicles broken down
- Drivers of vehicles must notify the security personnel immediately if their vehicles break down anywhere within the campus.
19. Speed Limits and Traffic Sign Instructions
- Drivers are required to drive cautiously on campus and comply with the instructions on the traffic signs of the location.
20. Noise and Pollution
- Vehicles creating excessive noise or atmospheric pollution will not be permitted within the campus.
21. Motor Cycles and Scooters
- All riders must wear appropriate safety helmets while riding on the campus.
22. Exemption
- These regulations do not apply to Fire Services, Ambulance, Police or other emergency vehicles attending an emergency on the University campus.

23. Liability

Any vehicle parked on the campus is parked entirely at the vehicle owner's or driver's own risk. The University shall not be liable for any loss or damage to the vehicle, the driver, or any passenger or any of their property due to any cause whatsoever.

24. Amendments

The above regulations are subject to amendments by the Director of Campus Management as may be deemed necessary.