

DRAFT PROVINCIAL VEHICLE PARKING BAY POLICY



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

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1. Preamble

The Limpopo Provincial Government acknowledges that there is limited parking space in government premises. On the other hand there are more employees who require parking space than Departments can offer. There is therefore a need to ensure efficient management of the parking space.

2. Purpose

Regulate the management of vehicle parking bays in government premises and premises under the control of Government in the Provincial Administration.

3. Legislative framework

- (1) The Constitution of the Republic of South Africa Act, (1996) Act No. 108 of 1996;
- (2) Control of Access to Public Premises and Vehicles Act, 1985(Act No. 53 of 1985);
- (3) Road Traffic Act, 1989(Act No. 29 of 1989).
- (4) Any other relevant legislation

4. Definitions

In this Policy unless the context otherwise indicates-

"Parking bay" means an area allocated to an employee for parking purposes and clearly demarcated in compliance with the Road Traffic Act, 1989(Act No. 29 of 1989);

"this Policy" means the Provincial Vehicle Parking Bay Policy.

5. Policy principles

- (1) Introduce a system of managing parking space in government premises and premises under the control of Government.

- (2) Parking fees shall be charged as part of management of parking space ;
- (3) The considerations a Department must make when allocating parking bay to a disabled employee;
- (4) Fairness;
- (5) The reason for an employee to forfeit or lose a parking bay;
- (6) the number of parking bays an employee is entitled to;
- (7) All parking bays have to be paid for; and
- (8) All parking bays are located in a secured area.

6. Policy provisions

- (1) A department shall –
 - (a) depending on the parking space available, allocate parking bays to employees;
 - (b) allocate one parking bay per employee;
 - (c) give employees with disabilities suitable parking to meet their needs;
 - (d) amend parking tariffs through consultation with recognized Organized Labour;
 - (e) subject an employee who contravenes any provision of this policy to a disciplinary inquiry;
 - (f) deduct the parking fee from an employee's salary.
 - (g) at the vehicle parking bays put up a clearly conspicuous board expressing the sentiments in 6(4) word for word;
 - (h) employ the services of a security personnel to manage the parking bays;
 - (i) ensure that the right person uses the right parking bay at all times; and
 - (j) ensure that all parking bays are accessible through a boom or security gate.
- (2) An employee shall –
 - (a) pay a fee for the parking bay the employee has been allocated;
 - (b) make the full payment on an a monthly- basis;
 - (c) forfeit the parking bay if the employee does not use it at least eighty percent of the time;

- (d) lose a parking bay on terminating employment with a Department; and
- (e) provide an access card for each parking bay.

(3) an employee shall not-

- (a) transfer allocated parking to another employee;
- (b) use a parking bay without the required authority;
- (c) use a parking bay for any other purpose than parking;

(4) All parking is at own risk and a Department shall not take any responsibility for any damage or loss that an employee may suffer whilst parking in the premises; and

(5) The following are five categories of parking facilities and the respective tariffs

Type of parking facility	Tariff per month
Open air	R25.00
Shaded net	R40.00
Shaded zink	R 60.00
Garage type	R80.00
Garage type with security gate	R120.00

6. Date of implementing

The employer shall implement this policy with effect from 1 June 2010.

7. Policy review

The employer shall review this Policy as and when it is required.