

PARKING AND TRAFFIC POLICY

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(To download this policy in Word format, [click here](#))
For any comments, feedback, or query, please contact: policies@aub.edu.lb.
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Section 1 - Introduction

The University Parking and Traffic Committee is responsible for establishing the policies, procedures, rules, and regulations relating to parking and traffic on campus. The committee may be contacted by writing to auxserv@aub.edu.lb.

The University is committed to the safety of its community and to environmental protection. In line with this, a major priority of the Parking and Traffic Committee is to reduce vehicular traffic on campus, while striving to provide faculty and staff with parking facilities in as fair and convenient a manner as possible.

Obtaining a parking permit to park or drive on university property is not a right. Parking permits are issued by the University as a convenience to university employees. These permits can be withdrawn by the University at any time.

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Section 2 - Policy

1. The responsibility for implementing the Parking Policy is entrusted to the director of Auxiliary Services.
2. Enforcement of parking and traffic rules is entrusted to the chief of Campus Protection.
3. Vehicular access to campus is restricted to emergency vehicles, service vehicles, shuttle buses, vehicles having a valid on-campus parking permit, and vehicles granted a temporary parking permit in accordance with the regulations relating to [Access to Campus](#).
4. Campus visitors are provided with parking spaces in the Bliss Parking area. Additional parking spaces may be assigned as needed.
5. Parking spaces may be designated for residences and handicapped persons, as required.
6. All persons operating vehicles on campus are required to abide by the rules and regulations applicable to driving on public highways in Lebanon and the following parking and traffic rules and regulations applicable to the AUB campus.

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Section 3 – Procedures

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1. Parking Areas and Access

- a. Upper Campus: vehicles with yellow stickers for upper campus parking will be allowed through the Bliss Gate to the Bliss Parking only. This area is dedicated to professorial ranked faculty members and directors only.
- b. Lower Campus: vehicles with green stickers for lower campus parking may enter through the gate between Faculty Apartments II and Biology Department and park in designated areas next to the Faculty Apartments Parking lot. Traffic beyond the Chemistry building will not be permitted.
- c. Periphery: the Corporation Yard Parking A inside the AUB boundaries and B/C/D/E facing the Corporation Yard Gate (purple stickers).
- d. Cars of eligible faculty and employees (including those above Grade 12 with management responsibilities) and staff who do not qualify for campus parking will be assigned to one of the peripheral areas. Priority for the assigned peripheral lot will be dependent on the proximity to the location of work. Holders of peripheral parking stickers will not be allowed to park on campus. Professorial ranked faculty and management staff have priority in the Corporation Yard Parking areas A. Access to the Corporation Yard Parking lots A will be through the gate by the women's dorms.
- e. Underground Parking: is normally dedicated for the use of medical faculty, residents, Medical Center personnel, and Faculty I residents (red stickers for A and B levels, and black stickers for C and D levels).
 - i. The Underground Parking is divided into two areas: the upper level parking includes levels A and B, and the lower level parking includes levels C and D. Levels A and B are designated for the medical faculty who practice at the AUBMC and for directors. The vice presidents will have reserved places.
 - ii. New applicants for parking permits can fill-in a hard copy Form A ([Appendix I](#)) that may be downloaded or requested from the respective dean's or directors offices. Additional copies can be provided by the Auxiliary Services Office. Employees and faculty members requiring permits should fill-in their application and attach the necessary documents, as specified, for the dean's or director's approval, to be then forwarded to the director of Auxiliary Services for processing.
- f. The Charles Hostler Student Center Parking Facility situated in the basement of the CHSC is accessible from the Beirut sea side cornice (gold stickers). The Olayan

School of Business Parking Facility (OSB) situated in the basement of the OSB is accessible from the Beirut sea side cornice (grey sticker).

- g. Part-time faculty members will be issued permits by semester in the peripheral parking areas. And accordingly they will be charged the parking fees by semester.
- h. Gates opening times are shown in [Appendix IV](#).

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2. Applying for a Parking Permit

- a. Applying for a parking permit can be done by accessing the following URL: <http://www.aub.edu.lb/auxiliary/parking/Pages/index.aspx>.
- b. Current parking permit holders can renew their parking permits online by accessing the following URL: https://cgi.aub.edu.lb/cgi-bin/ssl/parkapp/park_renew.pl.

Renewal of permits is done as of September 1st and up till October 31st of every fiscal year.

- c. New applicants for parking permits can fill-in a hard copy Form A ([Appendix I](#)) that may be downloaded or requested from the respective dean's or directors offices. Additional copies can be provided by the Auxiliary Services Office. Employees and faculty members requiring permits should fill-in their application and attach the necessary documents, as specified, for the dean's or director's approval, to be then forwarded to the director of Auxiliary Services for processing.
 - i. Parking permits are generally issued for a period coinciding with the academic year and expire on September 30 each year.
 - ii. The annual parking fees ([Appendix III](#)) are subject to change at the sole discretion of the University.
 - iii. Disabled persons may request a special permit from the Auxiliary Services Office, which allows them to drive on campus and to park in spaces designated for them.
- d. Persons other than full-time employees wishing to enter and park on university peripheral parking, including the athletic trainers for student activities, contractors, etc., should fill in an application form. This form should be endorsed by the head of the department concerned and submitted to the director of Auxiliary Services with the required supporting documents. The Office of Auxiliary Services approves the application and issues an invoice. The applicant pays at the University Cashier's Office. After payment, the applicant picks the permit from Auxiliary Services. The Protection Office will be provided with this data simultaneously.

- e. The number of parking permits issued is based on the number of actually marked parking spaces available in each area, plus a certain percentage of that number for vacancies and non-use time. When the total is reached, no further permits are issued, until a parking permit holder leaves or loses parking privileges.
- f. All other cars of VIPs and visitors who wish to enter the campus on a temporary basis (one visit and for less than one day) should be announced each time in advance by the head of the department concerned to the Protection Office ([Access to Campus Policy](#)).
- g. Depending on the availability of space, campus residents may be allowed a second campus parking permit per each apartment.
- h. Holders of university parking permits may use the peripheral areas during weekends and holidays.
- i. Holders of university parking permits with CHSC memberships are allowed to park in the CHSC parking facility after working hours, during holidays and weekends.
- j. Third party insurance coverage of at least LL75,000,000 or \$50,000 (seventy five million Lebanese pounds or fifty thousand US dollars) and the Lebanese government mandatory insurance, with a copy of the driver's license and the registration papers for each car will be required before considering any application. Copies of the driver's license and the vehicle registration papers must also accompany the applications.

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3. Parking Permit Stickers

- a. A valid parking permit sticker or a temporary visitor's pass must, at all times, be displayed on the windshield of all vehicles on campus. Failure to display a valid parking permit will result in the removal of the vehicle at the owner's expense.
- b. Each person is required to affix the issued sticker(s) to the windshield of the authorized vehicle(s). Stickers shall be placed on the lower left side of the windshield. Payment for parking permits can be made as described in [Appendix V](#).
- c. When persons replace their vehicles and obtain new vehicles, the old stickers must be presented to Auxiliary Services prior to the issuance of new stickers for the new vehicles. When staff/faculty members sell their car, terminate their parking membership, or a clearance is initiated, they must return the sticker to Auxiliary Services.
- d. Persons receiving stickers shall sign form A or B indicating agreement to abide by this policy.

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4. Traffic Rules and Regulations

- a. Pedestrians have the right of way on campus.
- b. All persons driving vehicles on campus are obliged to hold a valid driving license and be covered by insurance, as stipulated in the Parking Permit Application.
- c. All persons operating vehicles on campus are required to abide by the rules and regulations applicable to driving in Lebanon, including those relating to the use of seatbelts and prohibition of the use of hand held mobile telephones.
- d. Drivers have an obligation to abide by the parking and traffic rules and by all the posted traffic signs and the campus speed limit of 15 Km/hr.
- e. Traffic is permitted to travel between the nearest campus gate and/or any parking space for which the vehicle is authorized by its parking permit, with no "roaming around" on campus.
- f. Through traffic between upper and lower campus is restricted by automatic barriers to authorized university vehicles, certain residents, and service vehicles. A campus parking permit does not provide the right to commute between upper and lower campus.
- g. Shuttle services on campus are provided for the use of faculty, staff, students, and visitors. Children (age 12 and under) are not allowed to use the service, unless they are accompanied by an adult. The shuttle service will stop to unload and pick up passengers at different location and upon request from/to all campus parking areas.
- h. Violators of the Parking and Traffic Policy will expose themselves to additional charges (fines) that will be deducted from their salaries. On the third violation, Auxiliary Services, the Protection Office, and/or the Parking and Traffic Committee have the right to revoke that vehicle's parking permit.
- i. Driving offences include, but are not limited to, the violations indicated in [Appendix VI](#).

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APPENDIX I

APPLICATION FOR PARKING PERMIT (FORM A)

(To download this application in Word format, [click here](#))

1. I hereby apply to the American University of Beirut to drive my car on Campus or Medcent Underground Parking. As a condition of my application, I recognize that I am using private university property, and I agree to abide by university regulations regarding traffic, speed, parking assignment and time limits.
2. I acknowledge that the campus is intended mainly for the use of pedestrians. I agree to give the right-of-way to pedestrians at all times and keep the speed of my car within the limits indicated and under no circumstance exceed 15 km per hour.
3. I further acknowledge that permission to drive and park my car on campus is not a right, and that it is a temporary privilege that can be withdrawn by the University at any time.
4. I agree that parking authorization will automatically cease at the end of the period for which it was issued. I also agree that granting of permission under this application for a particular period does not necessarily obligate a similar permission in the future.
5. I recognize that the University has an obligation to eliminate hazards on its property, therefore, I grant the University permission to tow my car at my expense whenever my car is:
 - a. Not parked within a parking space.
 - b. Parked without fixing the sticker in a conspicuous place.
 - c. Parked in such a way as to cause an obstruction.
 - d. Parked in a manner that may be a hazard to pedestrians, traffic, or property.
6. I agree that I will park my vehicle in the area for which I am eligible. If I park in an unauthorized area, and if the University does not elect to cancel my parking privilege as provided in (3) above, or does not elect to tow my car as provided in (5) above, I hereby grant permission to the University to make additional parking charges for me for each day or part of a day on which my vehicle is parked in that location.
7. I certify that I have taken out and will maintain insurance protection in an amount of at least \$50,000 to cover liability risk to third parties. I hereby acknowledge that the University is not responsible and is hereby absolved of any and all normal or legal responsibilities for any damage caused to my car, including its theft or the theft of its contents, as well as damages or injuries to persons driving or riding in it on university property, and, furthermore, I agree to compensate the University for any damages caused by my car to any university property, or for claims made by others against the University for damages caused to them by my car or its presence on campus.
8. I hereby grant permission to the University to deduct, if it so elects, any charge for towing additional parking fees and/or damages as in (5), (6), and (7) above, from my monthly salary or any other moneys due to me.
9. Upon selling, changing, or disposing of vehicle, I will return the old sticker to Auxiliary Services.

Please Note:

1. All applications must be accompanied with:

- copies of both insurance policies: the mandatory bodily injury and the material damage
- a copy of the vehicle registration document
- a copy the driver's license document
- Only if the applicant is living on Campus and his dependents need to use the car to access their household, a copy of the driving license of each dependent should be provided to Auxiliary Services.

2. Overnight parking is permitted for campus residents only.

3. Other persons may park for any length of time while they are actually present on campus.

All information and documents required by this application must be provided; otherwise, the application will not be considered. For more information, call extension 3510.

Kindly read the following instructions and abide by the Parking Policy included under the Policies and Procedures.

Date: _____ Signature: _____

Approved by dean or director: _____

(Please fill application form on the reverse side)

NAME (PRINT) _____ PAYROLL NO. _____

FIRST MIDDLE FAMILY TITLE:

FACULTY: _____ DEPARTMENT: _____

DRIVER LICENSE (For dependents living on Campus ONLY):

CAMPUS RESIDENT: YES: ____ NO: ____ TEL NO: Home: _____ Office:

ADDRESS:

	FIRST CAR	SECOND CAR	
REGISTRATION IN THE NAME OF			
CAR BRAND			
PLATE NO.			
INSURANCE			
A. COMPANY'S NAME			
B. POLICY NO.			
C. EXPIRY DATE			
DESIRED* PARKING AREA			

* Indicate policy area: (1) Upper Campus (2) Lower Campus (3) U.G.P Upper Level
(4) U.G.P Lower Level (5) for Corporation Yard (6) for Hostler Center (7) OSB

Indicate method of payment (see fee schedule):

- Payment deducted monthly from salary
- Payment deducted one lump sum from salary
- Cash or check (payment at Comptroller's after issuance)
(of invoice from Auxiliary Services)

Signature (for salary deductions): _____

For Auxiliary Services Use

Fees (L.L.):
VAT:
Total Amounts:

FOR AUXILIARY SERVICES USE ONLY

	FIRST CAR	SECOND CAR	UG CARD NO.
PARKING AREA ASSIGNED			
PARKING PERMIT NO.			

DATE: _____ SIGNATURE (DIRECTOR AS): _____

APPLICANT RECEIVED: STICKER DATE: _____

I AGREE TO ABIDE BY THE PARKING POLICY SIGNATURE: _____

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APPENDIX II
(To download this application in Word format, [click here](#))

**APPLICATION FOR RENEWAL OF
CURRENT PARKING PERMIT (FORM B)**

You can renew your current parking permit sticker by completely filling-in this form, securing the appropriate approval, and sending it to the Auxiliary Services office, Old Pharmacy Bldg.

Procedures:

1. Kindly fill in this **Application for Renewal** and attach to it **copies of the valid insurances for your car** (both the mandatory bodily injury and the material damage).
2. After the issuance of the new sticker by Auxiliary Services, bring the old sticker to exchange it with the new one. **Please do not remove the current sticker until you are approved for the new one.**
3. For any **change of car** please bring the current sticker, the registration papers, and the insurances of the replacing car.
4. For any **selling of a car**, or **clearance**, please return the whole sticker to Auxiliary Services. Auxiliary Services will not process any new permit or clearance without receiving the old sticker, and access card where applicable.

I hereby apply to renew my parking permit(s) for the year: _____

				For Auxiliary Services Use Only			
		Car Make	Plate Number	Area	Sticker No.	Amount Fees	(L.L.) VAT
First Car							
Second Car							

Driver License No.: _____
(Spouse/child or personal driver)

10. Indicate method of payment (kindly see fee schedule):

- Monthly deduction from salary
- One payment deducted from salary
- Cash or check (payment at Comptroller's Office after issuance of invoice from Auxiliary Services)

<u>Total Amount (L.L.)</u>
Total -----

11. I agree to abide by all the parking regulations set in the parking application (FORM A) and the policy.

Applicant's Name: _____ ID NO.: _____

Signature: _____ Date : _____

Approved by dean or director: Name: _____

Signature: _____

Approved (Director, Auxiliary Services): _____ Date:

Applicant Received: sticker for the year: _____ Date:

I agree to abide by the Parking Policy

Signature: _____

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APPENDIX III

(To download this schedule in PDF format, [click here](#))

PARKING FEE SCHEDULE

Fiscal Year 2010-2011 (Nine-Month Period)

Parking Areas	One Month Fees (L.L.)	Nine Months Fees (L.L.)	Nine Months VAT (10%)	Nine Months Total Fees (L.L.)
CORPORATION C/D/E	35,875	322,875	32,288	355,163
CORPORATION A/B	39,813	358,313	35,831	394,144
CAMPUS PARKING - Non Resident (Bliss area and Observatory)	49,875	448,875	44,888	493,763
HOSTLER CENTER PARKING	52,250	470,250	47,025	517,275
OSB PARKING	52,250	470,250	47,025	517,275

For Campus Residents Only**				
CAMPUS FIRST CAR	37,625	338,625	33,863	372,488
CAMPUS SECOND CAR	59,063	531,563	53,156	584,719

Under Ground (MC)				
UG Assigned	129,250	1,163,250	116,325	1,279,575
UG Upper Levels A & B	52,250	470,250	47,025	517,275
UG Lower Levels C & D	52,250	470,250	47,025	517,275
UG UL 2ND CAR**	194,792	1,753,125	175,313	1,928,438
UG LL 2ND CAR **	81,583	734,250	73,425	807,675

** IF SPACE IS AVAILABLE. A MAXIMUM OF TWO CARS IS ALLOWED.

FEEES ARE PRORATED MONTHLY FOR FULL TIME FACULTY AND STAFF ONLY

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APPENDIX IV

GATES OPENING SCHEDULE

1. The Medical Gate is open 24 hours.
2. The Bliss Gate is open from 6 am till midnight daily.
3. The Sea Gate is open from 7 am to 7 pm.
4. The Corporation Yard Parking gates are open as follows:
 - a. Areas A and B of the women's dorms gates:
 - i. Monday through Friday from 6 am to 12 pm.
 - ii. Saturdays from 6 am to 2 pm.
 - iii. Sundays from 6 am to 1 pm.
 - b. Areas C, D, and E: Areas C and D are open Monday through Friday from 7 am till 8:30 am, from 12:30 pm till 2:30 pm, and from 4 pm till 5:30 pm.
5. Charles Hostler Parking Facility Gate is open from 7:00 am till 11:00 pm.
6. Olayan School of Business Parking Facility is open from 7:00 till 11:00 pm.
7. The Faculty Gate is open 24 hours.

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APPENDIX V
STICKER PAYMENT

1. Salary Deductions

- a. Stickers will be distributed by the Office of Auxiliary Services.
- b. The Comptroller's Office will be responsible to deduct the respective amounts from the personal salaries.

2. Cash or Check Payments

Applicants pick up their respective invoices for payment from Auxiliary Services. Payments are done at the Cashier's Office, and afterwards, the applicants pick their stickers/permits from Auxiliary Services.

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APPENDIX VI

DRIVING VIOLATIONS

1. Non-Moving Violations

The following lists the major parking violations that would result in a non-moving additional parking charge notice.

Parking outside the white lines of parking spaces, including but not limited to:

- a. Parking in fire lanes or within 10 feet from a fire hydrant.
- b. Parking on, or blocking a lot aisle/entrance.
- c. Blocking an entrance/exit to a building.
- d. Parking in a reserved or handicapped space, without proper authorization.
- e. Parking in an unassigned area that belongs to a different parking zone.
- f. Parking in a reserved or restricted area/space.
- g. Double parking or occupying more than one space.
- h. Unauthorized overnight parking.

The non-moving violations additional parking charges are:

- i. First occurrence LL15,000.
- ii. Second occurrence LL25,000.
- iii. Third occurrence LL50,000 and/or revocation of the permit.

Cars will be towed away at the owner's expense.

2. Moving Violations

The following lists the major moving violations that would result in an additional parking charge notice:

- a. Exceeding 15 Km/hr.
- b. Use of cellular phones when the vehicle is moving. Cellular phones may be used in urgent situations only and when the vehicle is stationary.
- c. Going against traffic.
- d. Reckless driving or driving while impaired or under the influence of drugs or alcohol. The Protection Office will monitor persons driving vehicles to check for unauthorized drivers. It is the responsibility of the head of each department to inform the Protection Office when arrangements are made so that other persons may drive university vehicles.

The moving violations additional parking charges are:

- i. First occurrence LL50,000.
- ii. Second occurrence LL75,000.
- iii. Third occurrence LL100,000 and/or revocation of the permit.

Violators may appeal their additional parking charge notices or revocation of their permits by writing to the chair of the Parking and Traffic Committee. The committee's decision shall be final.

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