



Ysgol Hamadryad Walking Bus Policy

Havannah Street Car Park

This document should be used as a reference and form an agreement for car park users, as part of the Ysgol Hamadryad Walking Bus initiative, which forms part of the schools travel plan and sustainable transport policy.

The new Ysgol Hamadryad school building is located in a residential neighbourhood, which will have a large area around the school which will prevent parents from parking in these areas. To alleviate parking issues and as part of the schools sustainable travel policy/travel, it is expected that parents should aim to walk to school; however we do appreciate that there will be circumstances which walking is not an option.

We have partnered with Cardiff Harbour Authority (CHA) to set up a "**Walking Bus**". In this instance, the term walking bus, is used to describe a meeting point for carers to drop off their children at a specified time, to enable teachers to walk the pupils to school safely.

The chosen meeting point is Havannah Street Car Park, located next to St David's Hotel.

The arrangement allows for parents and guardians to utilise the car park for a free 20 minute period, for drop offs and collections; for those who are unable to travel to school by foot or other public transport. Term time only, Monday to Friday.

Time slots have been pre-arranged with CHA and Ysgol Hamadryad to take into account the different pick up times.

Spaces are limited

How to Apply

1. Parents and Guardians must apply online through the school website to utilise the car park;
2. Options for the time slots will need to be selected with car registration number.
3. You need to provide your Childs name along with justification for the use of the permit.
4. This will be limited to 2 per household.
5. If the application is successful, the applicant will get an email confirming that they have been successful. If the application is rejected, you will get an email explaining the reason why,
6. The user will be able to access their permit details on via the MiPermit App or online.

Showing support for the walking bus

The school will be issuing badges to parents who are in support of the walking bus, however this is NOT a permit and does not hold any membership of the portal permit scheme.

Safety in the car park

Drivers should be vigilant and aware of pedestrians and small children in the car park at all times, especially when parking and reversing out of parking bays.

Pupils and teachers will be issued with Hi Visibility waist coats to wear.

Terms and Conditions Havannah Street Car Park Walking Bus Permit



General

Any reference in this document to "the Council" is to be taken to mean Cardiff Council/The County Council of the City and County of Cardiff, its predecessors, successors or replacements or its duly authorised agents.

In these terms and conditions any reference to "the permit" or "permit" or "walking bus permit" are to be taken to mean a virtual permit electronically issued and prescribed by the Council to provide parking in Havannah Street Car Park in accordance with these terms and conditions and in accordance with the Ysgol Hamadryad Walking Bus Policy.

In these terms and conditions any reference to "permit holder" is to be taken to mean the person named on the account to which the permit is registered

Any reference in this document to an act of Parliament, statutory provision, regulation or statutory instrument includes a reference to that act of Parliament, statutory provision, regulation or statutory instrument as amended, extended or re-enacted

If there is any conflict between these terms and conditions and the Parking Places Order relating to the parking place for which the permit is issued, then the Parking Places Order shall prevail. A copy of any Parking Places Order can be requested in writing from Parking Services, PO Box 47, Cardiff, CF11 1QB.

The Council reserves the right to alter these Terms and Conditions at any time.

1. Applications

a. All applications must be made in the manner determined by the Council. The Council reserves the right to alter the application process at any time should the need arise.

b. The Council reserves the right to deny any application when it is not satisfied that the conditions to which an application must be made have been fulfilled. You may be asked at any time to provide additional documents or evidence in support of an application.

2. Costs

a. Each permit will cost £7.50 for the academic year. (£2.50 per term)

3. Use of Walking Bus Permit

a. A walking bus permit only allows parking in the car park for which the walking bus permit has been issued

b. A walking bus permit does not provide any guarantee of a parking bay or space. All parking bays and spaces are on a first come first serve basis.

c. The walking bus permit will only give parking permission for the allocated time slots applied for in the initial application. If you require extra time beyond the

walking bus permit time allows then it is your responsibility to make the necessary payments either from a parking machine or via MiPermit.

d. For any reason the Council or the Police or other duly authorised person acting on their behalf may temporarily suspend the whole or part of the car park, parking place or parking bay, which will be marked or signed accordingly as suspended. You must not park where a suspension is active without authorisation from the Council or Police, even with an active walking bus permit. This includes event days.

4. Surrender, withdrawal and validity of walking bus permits

- a. The walking bus permit is only valid for the vehicle registration mark that has been registered. This vehicle registration mark will need to be entered fully and correctly. It is the responsibility of the applicant to ensure the vehicle registration mark registered for the walking bus permit is in full and correct.
- b. If the vehicle registration mark registered to the walking bus permit needs changing for any reason is it the responsibility of the walking bus permit holder to update their account details with the new vehicle registration mark. Alternative parking should be sought until the vehicle registration is changed or any other car park regulations that apply should be adhered to until the vehicle registration is changed
- c. All walking bus permit are only valid between the dates and times shown in the walking bus permit holder's account.
- d. Responsibility for renewal of the walking bus permit lies with the walking bus permit holder. Walking bus permits will NOT renew automatically. Notification may not be given before a walking bus permit expires. The Council will be under no obligation to advise by notification that a walking bus permit may expire or that it should be renewed
- e. All walking bus permits remain under ownership of the Council and may be cancelled or revoked at any time
- f. If for whatever reason a Civil Enforcement Officer or other authorised person acting on behalf of the Council requests to view evidence of your walking bus permit you must provide it to them

- g. If the Council believes a walking bus permit is being used contrary to these terms and conditions then the Council may cancel or revoke the walking bus permit and, being satisfied that the misuse has been correctly identified, may prevent any further subsequent applications being made or may take any action it considers appropriate given the circumstances should any subsequent application be made.
- h. Where a dispute arises as to the eligibility of any vehicle or applicant for a walking bus permit, the decision will be made by the Council and, where all the available evidence has been fully considered, that decision will be final.
- i. The Council reserves the right to cancel a walking bus permit at any time.

5. Penalties

- a. These terms and conditions must be adhered to at all times. It is the responsibility of both the walking bus permit holder and the walking bus permit user to ensure that they are.
- b. The walking bus permit is only valid for the vehicle registration mark that has been registered. Any incomplete or incorrectly entered vehicle registration mark will invalidate the walking bus permit.
- c. If for any reason the walking bus permit holder or user (if different from the walking bus permit holder) does not have access a valid walking bus permit they are not entitled to park as if the benefits of the walking bus permit would apply.
- d. A walking bus permit does not permit parking in a parking bay or place designated for specific users (for example but not limited to; blue badge holders, business permit holders, coaches or goods vehicles etc.) without otherwise complying with the terms of that parking bay or place.
- e. If any person breaches these terms and conditions the vehicle owner or, in the case of a hired vehicle the vehicle hirer, may be liable for a Penalty Charge Notice (parking fine) in accordance the Traffic Management Act 2004.
- f. These terms and conditions do not replace any requirements made upon anyone parking their vehicle by the Parking Places Order relating to that car park.

6. Refunds

- a. The council does not provide refunds on the walking bus permit.

7. Use of ANPR (automatic number plate recognition)

- a. Automatic Number Plate Recognition cameras or technology may be in use in the car park and may be used to compile data on the use of your walking bus permit. In obtaining a walking bus permit you consent to its use for such purposes or any other purpose as permitted by law.

8. Data Protection

- a. Personal information that you supply to us will be processed in accordance with current data protection legislation to carry out our obligations as a local authority. Your personal data may be used in a number of ways, for example, to check your eligibility for a walking bus permit, for statistical analysis or for any other purpose as permitted by law.
- b. The Council has authorised MiPermit to administer car park walking bus permits. When using the MiPermit services they may collect the following information; your name, email address, telephone number, address information, vehicle information, date and time of commencement and duration of parking and payment card information which is used to process parking/permit transactions. Please note: they do not store full payment card information. A copy of their privacy statement can be found at www.mipermit.com.