



**THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS**

VEHICLE PERMIT POLICY

*Approved
DMoss
3/9/2018*

**A POLICY TO GOVERN
THE ISSUE AND USE OF
THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE CAMPUS
VEHICLE PERMITS**

Final: August 30, 2018

1. INTRODUCTION

The University of the West Indies (UWI), St. Augustine Campus, Online Vehicle Permit System (OVPS) was commissioned at the beginning of the 2017/2018 academic year, in response to the many challenges posed by the previous manual system of processing applications for Vehicle Permits.

The OVPS was conceived as a means of improving the efficiency with which applications for Vehicle Permits were processed, with the goal of delivering a high level of customer service and satisfaction. This policy seeks to provide a framework within which this objective may be further advanced.

2. PURPOSE

This policy was developed to govern the issue, use, and regulation of The UWI St. Augustine Campus Vehicle Permit, and the management and maintenance of the information obtained via, and stored in, the Online Vehicle Permit System for the said purpose.

3. SCOPE

- 3.1. This policy applies to all persons who operate or wish to operate a vehicle on the St. Augustine Campus of The University of the West Indies, and includes but is not limited to, the staff, students, alumni, Professors Emeriti, retired staff of The UWI, as well as suppliers, contractors, concessionaires, and external stakeholders and affiliates.
- 3.2. This policy outlines and describes The UWI's objectives and the rules and regulations regarding the use of Vehicle Permits at the St. Augustine Campus. The rules and regulations outlined herein form part of the official policies of the University.
- 3.3. It is the responsibility of each person who operates or wishes to operate a vehicle on The UWI St. Augustine Campus to know the rules, regulations, guidelines and procedures contained in this policy.

4. DEFINITIONS

For the purposes of this policy:

“applicant” means a person who applies, or on whose behalf an application is submitted, for a Vehicle Permit.

“authorized vehicle” means a vehicle which has prominently displayed on the front windscreen or dashboard, a Vehicle Permit issued for the said vehicle by the Director of Security.

“campus” means The UWI Main Campus at St. Augustine, as well as all sub-campus and UWI off-campus locations, which include but are not limited to The Faculty of Medical Sciences sub-campus at Mt. Hope, The University Field Station at Valsayn, The Orange Grove Farm at Trincity, The Department of Creative and Festival Arts and the Optometry Clinic at Gordon Street, St. Augustine, the Sir Arthur Lewis Hall of Residence at St. John Road, The University Inn and Conference Centre and The Teaching and Learning Complex on St. Augustine Circular Road, the Film Unit/Behavioural Sciences/Library Offsite Storage facility at Carmody Road and any other UWI facilities that currently exist or that shall come into existence in the future.

“virtual applicant” means a person designated by a Head of Department and authorized by the Director of Security, to submit applications for Vehicle Permits via the UWI St. Augustine Campus Online Vehicle Permit System, on behalf of persons attached to, affiliated with or otherwise required to apply for Vehicle Permits through, their respective faculties, departments and units.

“holder” means the person or persons to whom a UWI Vehicle Permit was issued.

“staff” means all employees of The UWI and its affiliates, including but not limited to permanent, temporary, daily paid and contract workers, and members of UWI faculty and management.

“student” means all registered and financially cleared students of The UWI, as well as bona fide students of affiliated organizations.

“university official” means any UWI Estate Police Officer or member of The UWI executive management, or any other persons so designated under their authority.

“vehicle” means any motor vehicle as defined by the Motor Vehicles and Road Traffic Act, Chapter 48.50 of the Laws of Trinidad and Tobago.

“vehicle permit” means a permit issued by the UWI Director of Security for the purpose of permitting the holder thereof to access the campus using the vehicle or vehicles whose registration numbers are mentioned thereon.

“visitors’ entrance” means any campus entrance designated at the time by The UWI’s management for vehicular access by persons without valid vehicle permits.

5. POLICY

5.1. General

The following guidelines apply to the use and application of The UWI’s Automated Online Vehicle Permit System.

- 5.1.1. A Vehicle Permit shall allow the holder of such a Permit vehicular access to The UWI St. Augustine Campus via any/all Campus entrances. Persons without a valid Vehicle Permit will be allowed vehicular access to the Campus via the Visitors’ Entrance only.
- 5.1.2. Applicants for a Vehicle Permit are invited to register online by submitting certain information relating to the vehicle he/she wishes to have registered with the Campus, as well as other optional information relating to the applicant’s vehicular insurance, driver’s license and registration details, as outlined in Section 6.1 for various stakeholders. Please be advised that any willful submission of false or erroneous information constitutes an offence for which disciplinary or legal action may be taken against offenders. **N.B. As it relates specifically to students, only registered students will be allowed to apply for a Vehicle Permit.**
- 5.1.3. All information submitted by an applicant for a Vehicle Permit shall be treated as confidential by the University.
- 5.1.4. Breach of any of the national laws of Trinidad and Tobago, as well as any of the University’s traffic and parking rules, regulations and restrictions, inclusive of any temporary rules, regulations and restrictions that may be in effect at any time, may result in the University’s revocation of an individual’s Vehicle Permit and any privileges associated with it. The University’s traffic and parking rules and regulations are available on the Campus Security Services website, at the following web addresses:
 - 5.1.4.1. <https://sta.uwi.edu/campus-security/traffic-regulations>
 - 5.1.4.2. <https://sta.uwi.edu/campus-security/parking>
 - 5.1.4.3. <https://sta.uwi.edu/campus-security/no-thoroughfare-zone>
- 5.1.5. Failure to have a Vehicle Permit visibly and conspicuously displayed on the windshield or dashboard of a vehicle may result in the said vehicle being wheel-clamped and only released

upon payment of the applicable fee, as set out in “Appendix A – Schedule of Fees”, and/or towed away at the owner’s expense, regardless of whether the said vehicle was legitimately parked.

- 5.1.6. Persons, upon submitting the prescribed application, may be issued a single Vehicle Permit, for a maximum of two (2) vehicles.
- 5.1.7. Vehicle Permits are not transferrable and are valid only when used by the persons to whom, and with the vehicles for which, they are issued.
- 5.1.8. Vehicle Permits shall be valid until the end of the academic year for which it was issued or until the expiry date printed on the back of the permit.
- 5.1.9. Vehicle Permits are issued only by the Office of the Director of Security. Copying, duplicating or other unauthorized production/reproduction of Vehicle Permits is strictly prohibited and constitutes a criminal offence under the Laws of Trinidad and Tobago Forgery Act, Chapter 11:13, Section 7.
- 5.1.10. Notwithstanding an individual’s possession of a Vehicle Permit, parking on Campus is permitted in designated parking spaces only.
- 5.1.11. Possession of a valid Vehicle Permit provides no guarantee of or entitlement to a parking space.
- 5.1.12. When parking on Campus, the following guidelines apply:
 - 5.1.12.1. Heart Ease and JFK East Carparks – Only for students with valid Student Vehicle Permits displayed;
 - 5.1.12.2. The TGR North and TGR South Carparks – For all persons, with or without valid Vehicle Permits;
 - 5.1.12.3. Specially marked supplier parking spaces – Only for Supplier vehicles with valid Supplier Vehicle Permits displayed;
 - 5.1.12.4. Specially marked handicap parking spaces – Only for persons with valid Handicap Vehicle Permits displayed;
 - 5.1.12.5. All other parking spaces – For staff with valid Staff Vehicle Permits displayed only.
- 5.1.13. By applying for a Vehicle Permit all applicants acknowledge and agree that the University’s issuance of a Vehicle Permit does not in any way constitute its acceptance of liability for any loss or damage caused to any vehicle or its contents while on the University’s Campus, unless such loss or damage is specifically caused by the University’s sole negligence.
- 5.1.14. Vehicle Permit holders shall be required to keep their respective Vehicle Permits safe and in good condition, and shall be held responsible for any damage to, or the loss or theft of, the Vehicle Permit, and shall be required to pay the prescribed fee(s) for the replacement thereof.
- 5.1.15. Vehicle Permits remain the property of The UWI and must be presented or surrendered to the appropriate university officials upon demand. Failure to do so shall be considered misuse and

may subject the Vehicle Permit holder to disciplinary action in accordance with the university's regulations.

- 5.1.16. By virtue of the continued use of a Vehicle Permit, permit holders understand and accept that access to and use of the Vehicle Permit shall be regulated and managed in accordance with this policy.

6. Procedure

6.1. Applying for a Vehicle Permit

6.1.1. UWI Permanent Staff, Temporary Staff and Registered Students (Issued with UWI ID Cards):

- 6.1.1.1. Required to apply online via the following web address:

<https://apps.sta.uwi.edu/uwisecurity/>

6.1.1.2. Information required for UWI Permanent and Temporary Staff issued with UWI ID Cards:

- 6.1.1.2.1. Smart Card ID No.
- 6.1.1.2.2. Vehicles' registration number(s)
- 6.1.1.2.3. Office location (for Vehicle Permit delivery)

6.1.1.3. Information required for registered UWI Students issued with UWI ID Cards:

- 6.1.1.3.1. Smart Card ID No.
- 6.1.1.3.2. Address (home and temporary residence)
- 6.1.1.3.3. Telephone contact number(s)
- 6.1.1.3.4. Email address
- 6.1.1.3.5. Driver's Permit number
- 6.1.1.3.6. Driver's Permit expiry date
- 6.1.1.3.7. Vehicle's registration number(s)
- 6.1.1.3.8. Name of the registered owner(s) of vehicle(s)
- 6.1.1.3.9. Vehicle insurance policy and certificate number(s)
- 6.1.1.3.10. Name of vehicle insurance provider(s)
- 6.1.1.3.11. Vehicles' insurance expiry date(s)

6.1.2. Persons not issued with UWI ID Cards

6.1.2.1. Persons who have not been issued with UWI ID Cards are required to submit their applications for Vehicle Permits via persons specially designated as **Virtual Applicants** in their respective departments. Such persons include:

- 6.1.2.1.1. **Temporary UWI Staff not issued with UWI ID Cards** – Required to apply via their respective departments.
- 6.1.2.1.2. **Open Campus and Hugh Wooding Law School staff and students** - Required to apply via their respective departments.
- 6.1.2.1.3. **Contractors managed by the Division of Facilities Management (DFM)** - Required to apply via the DFM.
- 6.1.2.1.4. **Vendors/concessionaires managed by the Commercialization Office** - Required to apply via the Commercialization Office.
- 6.1.2.1.5. **Contractors/Vendors managed by Faculties** - Required to apply through the respective faculties.
- 6.1.2.1.6. **Alumni and Professors Emeriti** - Required to apply via the Office of the Campus Registrar
- 6.1.2.1.7. **On-the-Job Trainees (OJTs) and Persons on Contract as Consultants on Special Projects** – Required to apply via the respective departments to which they are assigned.

6.1.2.2. Information required for Temporary UWI Staff not issued with UWI ID Cards:

- 6.1.2.2.1. Name
- 6.1.2.2.2. Vehicle's registration number(s)

6.1.2.3. Information required all other persons not issued with UWI ID Cards:

- 6.1.2.3.1. Name
- 6.1.2.3.2. Telephone contact number
- 6.1.2.3.3. Driver's Permit number
- 6.1.2.3.4. Driver's Permit expiry date
- 6.1.2.3.5. Vehicle's registration number(s)
- 6.1.2.3.6. Vehicle insurance policy Number(s)
- 6.1.2.3.7. Vehicle insurance certificate number(s)
- 6.1.2.3.8. Name of vehicle insurance provider(s)
- 6.1.2.3.9. Vehicles' insurance expiry date(s)

6.1.3. The following procedure is required for persons to be designated as **Virtual Applicants** and Authorized to submit applications for Vehicle Permits on behalf of those persons that are required to apply through their respective departments:

6.1.3.1. Correspondence from the respective Heads of Department should be sent to the Director of Security, advising of the designation of a particular person as a Virtual Applicant, and requesting authorization for that person submit applications for Vehicle Permits on behalf of persons that are required to apply through the department;

6.1.3.2. Subject to the approval of the Director of Security, a Virtual Applicant account will be created. The credentials for accessing that account, together with instructions and guidelines for its use, will be provided to the Virtual Applicant.

6.2. Technical Assistance and Support

6.2.1. In the event that persons should experience technical difficulties while using the Online Vehicle Permit System, they may seek technical assistance and support from the Campus Information Technology Services (CITS) Service Desk, via the following email address:

6.2.1.1. servicedesk@sta.uwi.edu

6.3. Lost/Stolen Vehicle Permits

6.3.1. Whenever a Vehicle Permit is lost or stolen, the holder thereof shall immediately report the loss or theft to the UWI Security Services Charge Room.

6.3.2. Vehicle Permit holders whose Vehicle Permits are lost, stolen or mutilated shall be required to pay the prescribed fee, as set out in "Appendix A – Schedule of Fees", in order to be issued with a replacement Vehicle Permit.

6.4. Stolen Vehicles/Change in Vehicle Ownership or Use

6.4.1. Vehicle Permit holders whose vehicles have been stolen or who have sold or otherwise have transferred ownership or use of the vehicle to another person, or who no longer use a vehicle in respect of which a Vehicle Permit was issued, shall immediately report, in writing, the theft or change in ownership or use of the said vehicle to the Director of Security, who shall then cause the Vehicle Permit in question to be cancelled. In the case of transferred ownership or use of a vehicle, the permit holder shall also return the Vehicle Permit in question to the office of the Director of Security.

6.4.2. A permit holder whose vehicle, in respect of which a Vehicle Permit was issued, has been stolen, or who has transferred ownership or use of the said vehicle, and has acquired another vehicle

may, upon reporting the aforementioned theft or transfer of ownership or use and, if applicable, returning the previously issued permit, may apply for a new Vehicle Permit.

6.5. Amendments to Applications for Vehicle Permits

- 6.5.1. A person who applies for, and/or who was issued with, a Vehicle Permit and who subsequently discovers that their application or the issued permit inadvertently contained erroneous information, shall immediately inform the Director of Security, in writing, of the error and request that the application and/or permit be amended with the correct information.



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APPENDIX A

SCHEDULE OF FEES

Fees Related to Vehicle Permits

No.	Description	Fee
1	Replacement of lost, stolen or mutilated Vehicle Permit	\$ 100.00
2	Release of immobilized (Wheel-clamped) vehicle	\$ 100.00