GUIDELINES ON DISABLED PARKING

The following document is intended to provide guidance to departmental administrators regarding car-parking provision for staff with severe mobility impairments.

Criteria

Disability: Any member of staff who holds a current Blue Badge should have automatic entitlement to a parking space as close to the accessible entrance of their main place of work as is possible. An operational space will be marked out with the International Symbol of Access, and will be available to the member of staff in question on each day that they are at work. Departments will have responsibility for reserving the space on the days on which it is needed by a Blue Badge holder. For example, in the case of a Blue Badge holder working Monday to Wednesday each week, the space would be reserved on those days, on Thursdays and Fridays the space would be available for use as a departmental operational space, similarly if the Blue Badge holder is on annual leave or sick leave.

The member of staff would be issued with a University parking permit in addition to a space. For a car to be legally parked in a disabled space both a current Blue Badge and a University parking permit would have to be clearly visible in the windscreen. The space and permit together would be in addition to the department’s ordinary allocation of operational spaces and peak permits.

Applications for disabled parking facilities should be sent to the University Travel Officer, Sustainability Team, Estates Services for authorisation of the peak-time permit and to arrange for a suitable space to be marked out.

Applicants who are eligible for a Blue Badge but do not hold one, would be required to apply for a Blue Badge in order to qualify for a space. In the meantime, a peak-time permit should be issued or, at the discretion of the department, an operational space made available for use.

The requirement of holding a badge under the Blue Badge scheme was felt to be the most equitable and appropriate criterion to apply to the allocation of spaces for disabled staff. It is an internationally-recognised scheme for the assessment of mobility impairments in the context of car-parking requirements and is consistently applied across the country by experienced assessors who are independent of the University.

Temporary mobility impairments: Staff suffering from temporary conditions affecting their mobility, (e.g. broken leg, recovering from recent operation) should be enabled to drive to work for the duration of the impairment. It is envisaged that, in general, these will be staff that have been declared fit for work,
but who are unable to use public transport or a bicycle with ease. It is expected that this would be best dealt with by issue of a temporary permit for use in an operational space. For departments without operational spaces an application for a temporary (if necessary, additional reserve pool) peak-time permit should be submitted.

Other medical conditions: Staff with any other medical or physical conditions that make it difficult for them to use public transport or a bicycle should continue to be accorded a high priority for a permit.

Disabled staff with more than one place of work/travel between departments
A disabled member of staff who works at two or more departments or sites on a regular and frequent basis should be allocated with a space at each place of work.

Where a member of staff visits, or works at, an alternative department or site only occasionally, the responsibility for arranging a parking space for each visit lies with the member of staff.

Visitors with disabilities
It is expected that a disabled visitor would contact the department to be visited to enquire about parking facilities. Ideally any literature sent out by departments to visitors, should clearly state whether disabled parking is available, the location of the space and whether it is necessary to book the space.

Complaints
Complaints regarding the assessment of applications should be directed, in the first instance to the department. If the staff member then feels the response to be unsatisfactory their next recourse should be to the Director of Estates, who may then consult with the Chairman of the Buildings and Estates Sub-Committee.

Medical Advice
Medical input into disputes over permit applications on grounds of mobility impairment or other medical condition is available, at the request of either the department or the member of staff, from the Occupational Health Service. A clinical member of the occupational health team will make any necessary arrangements to obtain medical reports in confidence and with informed consent from the individual’s usual medical adviser(s). It is not expected that the Occupational Health Service would be involved in the routine assessment of eligibility for spaces.

Contact
For further information and enquires please send an email to sustainability@admin.ox.ac.uk