

# La Trobe University (Bundoora)

## Visitor Car Parking Policy

### **Visitor Car Park**

A limited number of parking spaces are available for visitors and guests at La Trobe University (Bundoora).

The definition of a visitor for this purpose is an invited person who is not receiving payment for attending the campus on University business.

It does not include paid guest lecturers, paid casual tutors, visitors/guest lecturers whose company is being paid for their time, including (Bundoora) staff or students.

As visitor parking is limited, (145 Spaces) visitors can not be assured of parking, however every effort by security and traffic staff will be made in regimenting the car park so that spaces are available.

To request visitor parking, staff need to complete and submit the online visitor parking form (currently being developed), or email the traffic officer at [traffic@latrobe.edu.au](mailto:traffic@latrobe.edu.au)

Approved visitors to Bundoora campus should be directed to the Western Entry Gatehouse where they will be issued with a permit and directed to the parking area.

### **Exceptions:**

- La Trobe University staff visiting from Albury/Wodonga, Beechworth, Bendigo, City Campus, Mildura, and Shepparton may be issued with a 'daily' Visitor parking permit.
- A business representative whom services orders for the Union Business's at the Agora.
- Cleaning Staff whom utilize the car park in the early hours of the morning and generally vacate before 8.00am Monday to Friday.
- Patients of the Health Sciences Communications Clinic in HS1 (NW9)

### **Weekend Parking**

Staff and students whom work on weekends may be granted authority by gatehouse staff to utilise this car park.

### **After hours parking**

Staff and students whom work on after 5.00 pm may be granted authority by gatehouse staff to utilise this car park.

### **Disabled Persons - Victorian Council approved disability permit**

Persons who hold a current blue Victorian Council approved disability permit and are a guest or a visitor are entitled to free parking on campus. A number of spaces are allocated in the visitor's car park to accommodate disabled persons.

### **Motorcycle Parking**

The main motorcycle parking area is within this car park; bays specifically designed for parking of motorcycles. Motorcycles must not use car bays.