北师香港浸会大学
BEIJING NORMAL-HONG KONG BAPTIST UNIVERSITY

北师香港浸会大学 停车管理规定

一、目的

为了规范校园车辆进出和停放有序管理，确保校园和师生安全，结合实际情况，特制定本规定。

二、范围

本规定适用于进出校园车辆。

三、车辆管理

3.1 车辆进出

3.1.2 非教职员如后勤服务人员、施工单位车辆（长期），负责人需到 EMO 申请获得同意后办理停车许可证。

3.1.3 外访或供应商等车辆需临时停放，请提前在访客邀请系统申请报备，经审批同意方可进入。

3.1.4 请车辆随行人员在入校时主动配合门岗的查验。

3.1.5 根据《珠海经济特区道路交通安全管理条例》第十条规定：特区内摩托车、电动自行车不予注册登记、禁止上路行驶。因此，校区内禁止骑行和停放摩托车、电动自行车。（物业公司因工作需要经允许的电动车，必须确保安全，责任自负。）

3.1.6 当学校有大型活动车位紧张时，有权临时取消非教职员的进出权限，待活动结束后恢复。

3.2 车辆停放

3.2.1 车辆停放在地下停车场或指定的停车位置，请勿把车停放在校内 VIP/专用车位上。不可在校园内任意停泊，按照交通标识、标线有序停泊车辆，禁止在消防通道停放。若乱停乱放达到 3 次，将取消车辆入校权限。

3.2.2 停放车辆发生油、气、水滴漏，车门、车窗、车锁未锁等情况，巡逻保安发现须通知车主检查处理并在《车辆停放异常情况登记表》中记录。

3.2.3 造成公共设施、设备损坏须与车主明确赔偿责任。

3.2.4 非教职员车辆，停放在地库负 2 层。送货车辆从指定门口进出，在指定的停车位置卸货，但逗留时间不能超过一小时，不得进入教学、办公、宿舍等禁驶区域，由物业公司保安监管。

3.2.5 充电车位留给需充电的车辆，请勿随意占用。

3.3 车辆行驶

3.3.1 校园内车辆必须注意行人，减速慢行，速度严禁超过 15km/h，出入校门口、经过交叉路口或转弯时速不得超过 5km/h，禁止鸣笛。

3.3.2 校园内车辆卸货必须熄火拉紧手刹，确保安全。

3.3.3 自觉遵循学校道路交通安全管理办法规定，谨慎驾驶，发生事故，责任自负。

3.3.4 车内贵重物品请随身携带，如有丢失，责任自负。

四、申请停车许可

4.1 教职员在线填写停车许可申请表，上传有效员工卡、行驶证、驾驶证复印件，经审批同意后，录入车辆道闸系统，进出时系统识别自动抬杆。

4.2 非教职员如后勤服务人员、施工单位车辆（长期）需提交有效的身份证、行驶证、驾驶证复印件，填写停车许可申请表，经审批同意后发放有效的停车许可证。

4.3 办理人：物业管理处 罗灿 先生　　办理地点： 行政楼四楼 AD401 H3

办理时间：工作日 08：30-12：00；13：30-17：00　　审核时间：3 个工作日

4.4 停车许可权限仅限申请人和本车使用，仅限校园内通行使用，不得转借他人。

4.5 非教职员使用停车许可证时请置于车辆前挡风玻璃明显处，不得涂改或转借他人，以便于分辨和检查。

4.6 离职、变更车辆、不使用停车许可权限，必须及时告知 EMO，如有停车许可证一并归还。

五、北师港浸大物业管理处保留对上述条款的最终解释权。

本人已经细阅并自觉遵守《北师香港浸会大学停车管理规定》

签名：_____

北师香港浸会大学
BEIJING NORMAL-HONG KONG BAPTIST UNIVERSITY

Beijing Normal-Hong Kong Baptist University
Parking Management regulations

1. Purpose

To standardize the management of campus vehicles entering, exiting and parking, and ensure the safety of staff and students at BNBU campus, with consideration of actual situation, this regulation is formulated.

2. Scope

This regulation applies to the vehicles entering and exiting BNBU campus.

3. Vehicle Management

3.1Vehicle Entry and Exit

3.1.1 The vehicles of the staff do not need to obtain a parking permit after their application is approved through the online system. 3.1.2 For non- faculty members such as long-term delivery vehicles（logistics support）of stores or shops, the responsible person needs to apply for a Vehicle Parking permit at EMO after approval.

3.1.3 Vehicles of external visits or suppliers needs temporary parking, please apply for registration from Visitor Invitation in advance and only enter with approval.

3.1.4 All individuals inside the vehicle are kindly requested to actively cooperate with security for inspections upon entering BNBU.

3.1.5 According to Article 10 of the Zhuhai Special Economic Zone Road Traffic Safety Management Regulations, motorcycles and electric bicycles in the special zone are not allowed to register and are prohibited from driving on the road. Therefore, riding and parking motorcycles and electric bicycles are prohibited within the campus. （For the working demands of using electric vehicles for the property management company, they shall ensure the safety and take the responsibility on their own.）

3.1.6 BNBU has the right to temporarily suspend the entry and exit permissions of non-faculty members when parking spaces are limited during a large-scale event, and restore them after the event ends.

3.2 Vehicle parking

3.2.1 Vehicles should be parked at underground parking lots or designated parking zone. Do not park the vehicles in VIP or dedicated parking spaces on campus. Do not park at will on campus, park vehicles in an orderly manner according to traffic signs and markings, and do not park in fire exits. If the vehicle is parked in disorder for up to 3 times, the Vehicle Permit will be canceled. 3.2.2 If a parked vehicle has oil, gas, or water leaks, or if the doors, windows, or locks are unlocked, the security patrol must notify the owner to check and handle the situation and record it in the "Abnormal Vehicle Parking Record Form".

3.2.3 The owner must be held accountable for compensating any damage caused to public facilities or equipment.

3.2.4 Only one vehicle under the same staff member's name is allowed to enter and park in the college for avoiding leaving another vehicle in the underground parking lot for a long time and occupying the parking resources. If the reminder reaches 3 times, the Vehicle Permit will be canceled.

3.2.5 Non-staff vehicles can be parked on the basement second floor of the underground car park. Delivery vehicles must enter and exit through the designated entrance and unload at the designated parking location, but their stay time cannot exceed one hour. They are not allowed to enter the restricted areas such as teaching, office, and dormitory buildings. The security personnel of the property management company will monitor and enforce this regulation.

3.2.6 The electricity charging space is reserved for vehicles that need to be charged and should not be occupied arbitrarily.

3.3 Vehicle parking

3.3.1 Vehicles on campus must pay attention to pedestrians, slow down, and strictly limit their speed to no more than 15km/h. When entering or leaving the school gate, passing through intersections or turning, the speed must not exceed 5km/h, and honking is prohibited.

3.3.2 Vehicles unloading on campus must be turned off and the handbrake tightened to ensure safety.

3.3.3 Consciously follow the college's road traffic safety management regulations, drive cautiously, and take responsibility for any accidents.

3.3.4 Please carry your valuables with you in the car. You are responsible for your own belongings.

3.3.5 Bicycles should get off the campus and be parked according to the designated bicycle parking shed of the college. They should be locked and parked in order, no parking in corridors, classrooms, offices or public areas.

4. Application for Parking Permit

4.1 Staff members need to fill out the parking permit application online, upload copies of their staff card, driving license, and vehicle license. After approval, their vehicle information will be entered into the vehicle access control system, and the barrier will automatically lift when the system recognizes the vehicle entering or exiting.

4.2 Non- faculty members such as long term delivery (logistics support) of the store or shops are required to submit valid ID card, driving license, copy of vehicle license, completion of parking application form, and obtain approval to issue valid Vehicle Parking permit.

4.3 Person-in-charge：Mr. Can LUO （EMO）Address：AD401 H3, 4th Floor, Administrative Building

Processing time：08：30-12：00 on weekdays; 13：30-17：00 Review time： 3 working days

4.4 Parking permit is only for the use of this vehicle and is only for use within the BNBU campus. It cannot be altered or lent to others.

4.5 Non-faculty members please place the Vehicle Permit in a prominent position on the front windshield of the vehicle for easy identification and inspection.

4.6 Employees who resign, change vehicles or do not use Parking permit must promptly return to the EMO.

5. EMO reserves the final rights of interpreting the above terms.

I have read carefully and will consciously abide by the "Beijing Normal University-Hong Kong Baptist University Parking Management Regulations".

Signature： _____