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# University of Pretoria Yearbook 2016

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## General Regulations and Rules of the University of Pretoria and the Glossary of Terms.

### General Rules

#### Traffic and parking regulations

Traffic and parking regulations of the University of Pretoria.

##### **A. DEFINITION OF TERMS- TRAFFIC AND PARKING REGULATION**

For purposes of these regulations the following definitions apply:

1. **Official road**

A gravel or tarred road established by the University on its grounds for the use of motor vehicles/bicycles.

2. **Official parking space/area**

A space/area intended for parking motor vehicles and bicycles and which is indicated as such. The parking areas on the Hatfield Campus are indicated on the University map as well as on the various University grounds by an H and a number. The South Campus is indicated with an S and a number, Groenkloof with a G and a number and Onderstepoort, the Medical Campus and Mamelodi with a P and a number.

3. **Visitor**

A person who is not a student, contractor or a staff member of the University.

4. **Bicycle shed**

A parking area for motorcycles and bicycles and which is indicated as such by a road sign board.

5. **Authorised official**

A traffic official or other member of the Department of Security Services or the authorised contractor of the University authorised to enforce entrance control or security on the University grounds.



6. **Personnel/Student card**  
An identity card issued by the University.
7. **Motorcycle**  
Any self-driven or semi self-driven motor vehicle with two wheels with or without a side-car.
8. **Motor vehicle**  
Any self-driven or semi self-driven motor vehicle. Any trailer.
9. **Road traffic sign**  
Any parking and traffic sign, information sign, danger warning sign, roadway line and marks which are applicable in terms of the Road Traffic Ordinance, provided that the University can use its own measurements, distances and heights with regard to the erection of traffic signs and the marking of roadway lines and marks.
10. **Road Traffic Ordinance**  
Art. 93(1) of the National Road Traffic Act (Act 93 of 1996) which is effective in the Republic of South Africa.
11. **Roadworthy**  
A licensed vehicle that is roadworthy in accordance with the regulations of the Road Traffic Ordinance.
12. **Parking disc**  
A token issued on request by the Client Service Centre of the University to a member of staff or a student.  
The parking disc must be attached to the windscreen of a vehicle where it must be clearly visible. It may not be transferred to or requested on behalf of anyone else.
13. **A member of staff**  
Any member of the University Council or any other person who is permanently or temporarily employed by the University.
14. **Council**  
The Council of the University of Pretoria.
15. **Student**  
Any full-time, after-hours or part-time student registered at the University.

## 1. Contractor

Any person or company contracted by the University.

17. **University**

The University of Pretoria.

18. **University grounds**

Grounds owned or rented by the University or grounds that are in any manner subject to the control of the University.

19. **Traffic officer**

Any member of staff, called upon by the Director: Security Services, to enforce traffic control for the University.

20. **Sheltered parking**

Any sheltered parking established by the University or for which permission for erection had been granted.

21. **Parking for persons with a disability**

Allocations will be made in accordance to legislation.

- i) The South African Constitution of 1996. According to the bill of Rights Chapter 2 “everyone is equal (9.1) ...and may not be unfairly discriminated against...on the ground (of) race, gender (or) disability...(9.3). Everyone has inherent dignity and the right to have their dignity respected and protected (1). Everyone has the right to an environment that is not harmful to their health or wellbeing (24)”.
- ii) The Employment Equity Act of 1998. According to Chapter III “Affirmative action measures implemented by a designated employer must include: (a) measures to identify and eliminate employment barriers, including unfair discrimination, which adversely affect people from designated groups. ... (c) making reasonable accommodation for people from designated groups in order to ensure that they enjoy equal opportunities and are equitably represented in the workforce of a designated employer”.

**B. GENERAL INFORMATION**

1. The purpose of the traffic and parking regulations of the University is to restrict traffic disturbance and accidents on its premises to a minimum.
2. Although the University attempts to provide parking facilities for students and personnel with the funds and limited space at its disposal, the Council is not obliged to provide these facilities.
3. Admission to the premises of the University and parking on the University grounds take place at a person's own risk. Therefore the University does not accept liability for any accident or damage suffered by a person as a result of the use of the roads or parking facilities of the University.
4. Unless the Traffic Regulations expressly determine otherwise the traffic rules applicable to public



roads, contained in Art. 93(1) of the National Road Traffic Act (Act 93 of 1996), as amended, also applies to the premises of the University.

5. Traffic and parking regulations are subject to amendment or temporary suspension by the University from time to time.

6. Transgressors of the traffic and parking regulations are subject to the following penal clauses:

(a) **Personnel and students**

Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

(b) **Visitors**

Criminal charges for contravention in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

(c) **Contractors**

Action in terms of the disciplinary provisions of the University as well as criminal charges in terms of the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985).

## C. **ADMISSION TO UNIVERSITY GROUNDS**

### 1. **Admission**

Admission to the premises of the University by motor vehicles, pedestrians and bicycles is under all circumstances subject to the Control of Access to Public Premises and Vehicles Act (Act 53 of 1985), which determines among other things that an authorised officer may require a member of staff, a student or a visitor who desires admission to the University premises to

- supply their name and address and any other relevant information;
- supply proof of identity;
- declare whether they have any dangerous object in their possession;
- declare content of any vehicle or container of any nature in their possession or custody and to display its contents;
- subject themselves to a search of themselves or of any vehicle or container, and hand such object, container or vehicle to an authorised official for searching or custody until they leave the University terrain again.

If an authorised official of the University has given permission to a person(s) to enter the University, he/she may do so subject to certain conditions, such as:

- That the person must wear an identity card or any proof of permission for the duration of his visit to or stay on the University premises;
- That he or she may only enter certain parts of or places on the terrain;
- That he or she may be prohibited from getting into contact with certain persons or that he may be restricted in that regard; and/or
- That the period of time that he or she may stay on the University premises may be restricted.
- To move or remove his or her motor vehicle or bicycle at any time if it should be in the interest and security of the University premises or the people thereon.

### 2. **Personnel**

(a) Permanent full time, permanent part time and temporary full-time personnel qualify for full day parking on all campuses.



- Part-time personnel e.g. extraordinary lecturers, extraordinary professors and honorary professors, qualify for full-day parking on all campuses.
- Part-time personnel appointed for 25 hours per week and more qualify for full day parking on all campuses.
- Postdoctoral fellowships qualify for full-day parking on all campuses.
  - a. Should a personnel member not qualify for full-day parking on the Hatfield Campus, application can be made for parking on a satellite campus i.e. Groenkloof, Onderstepoort, Mamelodi, Prinshof and LC de Villiers.
  - b. If a personnel member is in possession of a valid parking disc for the applicable year, the personnel card will be activated for the relevant gates. Personnel members must use their personnel cards to activate the motor gates upon entrance and exit.
    - (d) For the sake of members of staff who own two motor vehicles, a second parking disc may be issued provided that
      - i. not more than one vehicle per staff member is parked on University parking areas simultaneously;
      - ii. particulars of only one vehicle be displayed on a parking disc;
      - iii. a parking disc may not be transferred from one vehicle to another (if a person changes vehicles the previous disc must be handed in before a substitute disc will be issued);
      - iv. no motor vehicle will be admitted to University parking areas without a valid parking disc;
      - v. the parking disc must be visible on the windscreen of the vehicle for the period it is parked in a University parking area;
      - vi. staff members who have children that are students at the University may not allow their children to park the staff member's motor vehicle on a parking area intended for personnel vehicles;
      - vii. misuse of the parking facilities may cause that one or both the parking discs of a particular member of staff be suspended;
      - viii. the parking disc may not be requested on behalf of anyone else or transferred to another person.
    - (e) As a result of the high number of vehicles in certain parking areas, the University had to impose limited zoning and a staff member is allowed to park only in the area/zone whereto his or her particular disc warrants admission.
    - (f) A vehicle may only be parked on the marked spaces in the area. Visitors' parking is intended for the use of visitors only. Motorcycles may only be parked on parking areas intended and marked for that purpose.
    - (g) All traffic signs and regulations of the University must be obeyed at all times. (Offenders render themselves liable to action in terms of the disciplinary provisions of the University.)
    - (h) Persons who enter the University premises do so at their own risk.
    - (i) If a member of staff resigns or retires from University employment the parking disc in his or her possession must be returned to the Director: Security Services.
    - (j) A member of staff to whom a sheltered parking space has been allocated is allowed to park his/her vehicle in that space only. Contravention of this regulation renders the offender liable to action in terms of the disciplinary provisions of the University.
    - (k) Parking bays reserved for the disabled are for the exclusive use of such persons.

### 3. **Students**

#### (a) **Main Campus**

Students' motor vehicles are not permitted on the Main Campus between 06:00 and 16:30 on

weekdays (and therefore may not be parked there either). Undergraduate students may park on campus from 16:30.

Honours and master's students may park on campus from 14:00 and doctoral students may park on campus full-time.

(b) **Student parking facilities (Hatfield Campus)**

Students' motor vehicles are restricted to the parking facilities provided for students. An authorised official may at any time request

a person who uses this parking to present his/her student card. H29, H30 and H17 have been allocated as student parking.

(c) **Onderstepoort, Groenkloof, Prinshof, Mamelodi and the LC de Villiers grounds.**

Students are issued with a parking disc on request and they obtain entry to the parking area on the basis of a parking disc and their student card. All students leaving the premises must also present their student card on request to the authorised official on duty at the gate.

4. **University vehicles**

University vehicles are permitted to enter or exit from University premises on the basis of the personnel card of the driver as issued by the transport section, provided he or she is a member of staff. Other University vehicles are permitted to enter and leave on the grounds of a letter of authorisation by the relevant head of the section/department verifying the identity of the driver of the vehicle in question. Any accidents where University vehicles are involved must be reported to the 24-hour Operational Management Centre at Security Services (012 420-2310), transport section (012 420 2757) and to the SAPS.

5. **Visitors**

Visitors may park only on specified visitors' parking areas and not underneath carports.

1. **Contractors**

Vehicles of contractors are only permitted on the University premises if in possession of a valid parking disk displayed on the window.

**D. TRAFFIC REGULATIONS**

1. The general speed limit is 35 km/h. However, the driver of a motor vehicle must reduce speed when required (e.g. when pedestrians are crossing or when the view is limited) to adapt to the circumstances prevailing on the premises of the University.
2. All road traffic signs must be obeyed at all times.
3. Motorcycles may only be parked in the motorcycle shed at the Humanities Building or parking areas allocated and marked for that purpose.
4. No bicycles are allowed on the pathways of the University premises.
5. Motor vehicles and bicycles are allowed only on official roadways.



1. These regulations apply to all University premises.

## **E. PARKING REGULATIONS**

### **1. General**

- (a) Parking on University premises is permitted only on areas officially allocated for the parking of various vehicles.
- (b) Since parking space on the various campuses is limited, the allocation of parking bays is done by zoning. A staff member/student is only permitted to the parking zone for which the parking disc is valid.
- (c) Persons in possession of valid parking discs are not allowed to park on visitors' parking areas unless directed by an authorised official to that parking bay.
- (d) The following are considered to be parking or traffic offences and will be dealt with as explained in par I.1-5:

- i. Parking on campus without a valid parking disc;
- ii. Parking in front of gates, on driving lanes or places where parking is not allowed, e.g. paving;
- iii. Double parking;
- iv. Parking on reserved parking and loading zones;
- v. Misuse of parking disc;
- vi. Parking on grass and sports fields;
- vii. Parking in bays reserved for the disabled;
- viii. All offences with regard to bicycles;
- ix. Not stopping at stop streets.

2. Besides the above general provisions, the following specific arrangements apply to the various premises (also after hours and during holidays).

#### **(a) Motor vehicles**

##### **(i) Hatfield Campus**

- Students' motor vehicles and motorcycles are not permitted on the Main Campus unless a valid parking disc can be shown. Parking is, however, allowed after 16:30
- Parking areas H17, H29, H30 are allocated to students. The cars of students shall at all times be restricted to these parking areas and to lawful parking along the roads.
- Parking areas H20, H18 and H31 are reserved for the cars (with parking discs) of students living in women's residences.
- Motorcycles and bicycles may only be parked in the sheds provided for that purpose.

##### **(ii) Prinshof premises**

- Motor vehicles belonging to students in the Faculty of Health Sciences are allowed on the premises on the basis of a parking disc and their student cards. When a student leaves in a motor vehicle, he or she must also show his or her student card on request to an authorised official. All other students are allowed into the area as visitors only.
- P3101 and P3103 are for the use of students only.
- P3104 is demarcated for staff members and students as indicated by the applicable signboards.
- Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.



- Clinical premises: no vehicles belonging to students are allowed into this area. Motorcycles and bicycles may be parked in the shed provided for students.

(iii) **Faculty of Veterinary Science premises**

- Students are issued with a parking disc on request and obtain entry to the premises on the grounds of the parking disc and their student cards. All students leaving the area must produce their student cards on request to the guard on duty at the gate.
- Parking to the east of the Sir Arnold Theiler Building (V3) is allocated to students.
- Motorcycles and bicycles may only be parked in the sheds and other areas provided for that purpose.

(iv) **Sports campus**

- Parking is restricted to the official parking areas.
- Parking on embankments and sports fields is prohibited.

(v) **Mamelodi Campus**

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are applicable with the necessary changes.

(vi) **Residences**

Residents of university residences park according to the parking arrangements described in the residence regulations that must be considered an addendum to this regulation. The onus is on the students to get hold of the necessary regulations.

(vii) **Groenkloof Campus**

All rules and regulations pertaining to the University of Pretoria's Traffic Regulations are applicable with the necessary changes.

(b) **Motorcycles**

- Staff members are permitted to park their motorcycles in all parking sheds or other parking areas provided on University premises for the parking of motorcycles.
- Students are permitted to park their motorcycles in sheds only and on areas specifically allocated for the parking of students' motorcycles.

(c) **Bicycles**

- Bicycles may be parked only in bicycle sheds or other areas specifically provided for that purpose.
- Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Director: Security Services. Offenders will be dealt with according to the disciplinary regulations of the University.
- Bicycles obstructing emergency exits or bicycles locked to security gates will be removed and taken to the Director: Security Services, at the cost and risk of their owners.
- Bicycles not claimed within three months will be confiscated and sold by the University.





### 3. Temporary structures

No temporary structures serving as sheltered carports are permitted on University premises.

### 4. Visitors

Visitors are allowed to park on visitors' parking only.

## F. REMOVAL OF OR DAMAGE TO ROAD TRAFFIC SIGNS AND MARKS

Removal of or damage to road traffic signs and marks is considered to be a serious offence for which no admission of guilt arrangement will be accepted, as removal or damage to road traffic signs may lead to serious accidents causing injury and even loss of lives. If a person is caught and accused of any of these charges, he or she will have to appear in court directly.

## G. APPLICATION BY INDIVIDUALS OR ORGANISATIONS WITH REGARD TO USE OF MUNICIPAL PROPERTY

In the event of any road-running, treasure-hunt, bicycle race or any other proceeding that must take place on a public road or where the air space of the Metro Council will be used, permission must be obtained from the municipality timeously.

## H. CONTRAVENTION OF TRAFFIC AND PARKING REGULATIONS

1. Non-compliance with the traffic and parking regulations of the University constitutes an offence. Such offenders render themselves liable to action in terms of the disciplinary provisions of the University as well as to criminal charges in terms of the Control of Access to Public Premises and Vehicles Act, Act 53 of 1985.

1. The following are considered to be parking or traffic offences for which the fines\* indicated can be imposed:

a. **Offences with motor vehicles** (including motorcycles, scooters and mopeds):

Parking on campus without valid parking disc	R50
Parking in driveways and in front of gates as well as areas where parking is not allowed such as paved areas	R50
Double parking	R50
Parking on reserved areas or on loading zones	R50
Abuse of parking disc	R50
Parking on lawns and sports fields	R50
Parking on parking bays reserved for the disabled	R80
All offences with bicycles	R15
Failure to stop at stop signs	R60



\* *These amounts are subject to change.*

(b) Bicycles left at places other than those specifically provided, will be removed at the risk and cost of the owner and will be taken to the Department of Security Services. The University cannot be held responsible for any damages caused for the owner through this action. Bicycles not claimed within three months will be confiscated and sold by the University.

(c) Removal or damage of road traffic signs and marks are serious offences for which no admission of guilt arrangement will be accepted.

\* When a fine as indicated above is imposed, representation can be made to the Director: Department Security Services. If a person is not satisfied with the outcome of the representation, he or she can request a hearing before the Traffic Tribunal to have the alleged offence adjudicated. An appeal against the decision of the Traffic Tribunal can be lodged with the Committee for Discipline (Students) within 10 days of the ruling.

(d) Submissions for offences regarding parking on parking bays reserved for the disabled will not be considered.

## **I. PROCEDURE IN THE EVENT OF PARKING OR TRAFFIC OFFENCES**

1. When the driver of a motor vehicle parks the vehicle contradictory to the University regulations or otherwise commits a parking or traffic offence, an authorised official hands a document to the driver of the vehicle. If the driver is absent, the document will be attached onto the vehicle in a place where it will be clearly visible.
  2. In the abovementioned document the offence will be clearly defined and the driver of the vehicle notified that he or she must, prior to a specific date mentioned in the document, pay the amount indicated in the document as a fine at a certain place or to a certain official, or otherwise personally put a written request to the Director: Department Security Services or his representative explaining why
    - (a) he or she is not guilty of the offence in question; or
    - (b) the amount of the fine needs to be reduced.
  3. The driver of the vehicle is also notified in the document of the fact that should he or she fail to react timeously to the notice, the Traffic Tribunal may impose the cost of the tracing fee as well as a fine for no reaction from the alleged offender.
1. A copy of the mentioned document is also made available to the official to whom the fine is to be paid. The official mentioned keeps a register of all parking and traffic offences with complete particulars of fines paid, of any representations relating to offences submitted, as well as the result of such representations.
  5. Representations are considered by the Director: Department Security Services.
    - (a) The person concerned is notified that a decision has been taken:
      - (i) to acquit the person of the full amount of the fine; or
      - (ii) to reduce the fine and to allow that payment of the outstanding amount be made on a fixed date; or
      - (iii) not to sustain the representations and that the amount of the fine be paid in full prior to a previously fixed date.
    - (b) The person is also notified that should he or she be dissatisfied with the result of the representations, a date for a hearing before the Traffic Tribunal may be requested to adjudicate the



alleged offence. The person must immediately indicate whether such a hearing would be desirable.

(c) Should a person request a hearing, a date for the hearing is determined and a document co-signed by the Director: Department Security Services, or an official authorised by him, and the person concerned, is handed to the person. In this document the person is notified of the date, time and place of the hearing of the Traffic Tribunal.

(d) If a fine is not paid before the date fixed in terms of paragraph I.2 or paragraph I.5(a)(iii), the Director: Department Security Services notifies the Traffic Tribunal.

## 6. Traffic Tribunal

- a. All traffic cases referred to the Traffic Tribunal by the Director: Department Security Services are tried by a Traffic Tribunal which consists of a minimum of two members of the Faculty of Law.
- b. The Traffic Tribunal has the power to
  - (i) increase or confirm or reduce the fine imposed on a person, and to stipulate that the outstanding amount be paid before a certain previously fixed date;
  - (ii) acquit a person of the payment of the fine;
  - (iii) impose a fine to the maximum, as stipulated in paragraph I.7(d), for neglecting to obey an order in terms of I.6(b)(i), or for neglecting to appear in the Traffic Tribunal on a day determined for the hearing, or for any action that amounts to contempt of the Traffic Tribunal;
  - (iv) charge the tracing costs as well as impose a fine for neglecting to react to the document mentioned in paragraph I.1-4 (the maximum fine is stipulated in paragraph I.7(d)); or
  - (v) institute legal procedures in terms of the Traffic Tribunal if a person continues to contravene the traffic regulations.
- (c) Procedures in the Traffic Tribunal remain inquisitorial and rules of Law of Evidence do not apply.
- (d) Neither legal representation nor cross-examination is permitted.
- (e) The University authorities are represented by the Director: Department Security Services or a person assigned by him.
- (f) The Traffic Tribunal may give hearing to any witness, at the request of any person concerned.
- (g) In circumstances mentioned in paragraph I.7(a), the Traffic Tribunal may conduct a hearing in the absence of the offender.
- (h) All witnesses are cross-examined under oath or must make a solemn statement to tell the truth.
- (i) The proceedings in the Traffic Tribunal are tape-recorded and are kept in a safe place for one year following the trial.
- (j) The ruling of the Traffic Tribunal can be referred to the Disciplinary Committee on internal appeal within 10 days after the finding of the Traffic Tribunal by submitting the grounds for appeal in writing to the Registrar.
- (k) Unless ordered otherwise by the Traffic Tribunal on a sound basis, the session of the Traffic Tribunal takes place in public.

## 7. Absence



- a. If a person does not at all react to the document mentioned in paragraph I.1 or on an order of the Director: Department Security Services in terms of paragraph I.5(a) or (b), the Traffic Tribunal may grant a trial to such a person on the basis of a submission by the Director: Security Services, in his or her absence and the powers of the Traffic Tribunal take effect in terms of paragraph I.6.(b).

The same procedure applies when a person neglects to appear on the day stipulated for the trial in terms of paragraphs I.5(a)(iii) .

(b) When the Traffic Tribunal imposes a fine in terms of paragraphs I.5(a) and I.7(a) in the absence of the offender, a notice is sent to the person by the Director: Department Security Services, in which he or she is informed of the fine imposed on him or her in their absence, and which informs the person that unless he or she is able to provide sound reasons to the Traffic Tribunal on the day, time and place stipulated in the notice, the imposed fine will automatically be confirmed and dealt with as stipulated in paragraph I.7(c).

(c) Any fine imposed in terms of these rules which remains outstanding for a period of 14 days following the day stipulated for payment in terms of these rules, will be charged to the University account or salary of the person and he or she will not receive credit for subjects passed during that year prior to the final settlement of the account.

(d) The amount payable in respect of parking and traffic offences and the maximum fine the Traffic Tribunal may impose in terms of these rules, is stipulated annually by the Vice-Chancellor and Principal in consultation with other members of the Traffic Tribunal but will not exceed R200.

(e) The person in charge of the vehicle at the time of the parking or traffic offence is considered the driver of the vehicle, unless evidence to the contrary is provided.

## 8. Parking reservation

**No parking reservations will be made for individuals.** Premises will only be reserved for University activities, such as graduation ceremonies. In the case of bigger events where parking and traffic control arrangements must be made, such a service must be afforded by the institution or department in question, because extra people must be employed at overtime rates. Arrangements in this regard must be made at least two (2) days in advance.

Traffic and parking regulations of the University of Pretoria.

The information published here is subject to change and may be amended after the publication of this information. The [General Regulations \(G Regulations\)](#) apply to all faculties of the University of Pretoria. It is expected of students to familiarise themselves well with these regulations as well as with the information contained in the [General Rules](#) section. Ignorance concerning these regulations and rules will not be accepted as an excuse for any transgression.