Rules and Regulations Governing Parking at EPFL - Lausanne

1 January 2016, status as at 8 February 2017

The Direction of the Ecole polytechnique fédérale de Lausanne,
Based on Art. 9, para 4 of the Ordinance on the Organisation of the Ecole polytechnique fédérale de Lausanne
Based on VSS standard 640 282 on parking,
hereby adopts the following:

Article 1 Principles
1 The present Rules and Regulations apply to all car parking areas on the EPFL campus in Lausanne.
2 Parking on EPFL premises is, in principle, subject to a fee for all users barring exempted vehicles (see Art. 6 Exemptions).
3 The provisions of these Rules and Regulations are applicable from Monday to Friday from 7.00am to 5.00pm. Outside these hours, only the following provisions are in force: Article 1 paras 9, 10 and 11, Article 2 para. 2 letter b, Article 8 para. 4 and Article 9 paras 1 and 2.
4 A maximum of four licence plate numbers may be registered per authorisation, but only one vehicle may be parked onsite at any one time. Selected students may register a maximum of two licence plate numbers per authorisation.
5 The parking meter ticket shall be visibly displayed behind the front winds creen.
6 Any vehicle whose authorisation (licence plate number) is not validated by the system shall be deemed not to hold one, thereby committing an offence.
7 Permission to park in a green area does not guarantee the availability of a free space, nor does it preclude being reported for improper parking.
8 Should the saturation of the parking areas so require, a quota or priority system for the allocation of authorisations may be enacted.
9 Parking of vehicles without licence plates on EPFL sites (all areas) is prohibited (with rare and duly substantiated exceptions, as formally granted by the Real Estate and Infrastructure Department and/or the Safety, Prevention and Health Domain).
10 The maximum consecutive parking time for the holders of a valid authorisation is 72 hours.
11 Should a vehicle need to remain parked for over 72 hours due to a business trip, and provided that the user has a valid authorisation, a special sticker may be obtained from the DII Secretariat (BS 127) upon submission of a travel order duly validated by the supervisor. The special sticker must be displayed behind the windscreen.
12 A parking authorisation may be obtained via the application “EPFL Campus / Parkings” (smartphone) or via the website www.parking.epfl.ch. For students and staff members, payments shall be made through our E-purse system, Camipro. For other duly authorised persons, payments shall be made by credit/debit card.

Article 2 Parking Spaces
There are several types of parking space:
1 Green areas: shared parking spaces accessible to all vehicles holding an authorisation.
a. An authorisation for this parking area does not allow parking in the yellow or white areas.

Yellow area reserved parking spaces: accessible only to duly authorised persons with an authorisation.

a. An authorisation for this area does not allow parking in a green area or in a white area on the Ecublens campus.
b. Yellow area parking space holders may use parking in the green areas on sites outside of the Ecublens campus when no alternative parking spaces for visitors are available.
c. For security reasons, these spaces may not be used for storage (of motorcycles, bicycles, tyres, skis, etc.).

Areas for electric cars: parking spaces for recharging electric vehicles (4 hours max.). Accessible only to duly authorised persons with an “EPFL Campus / Parkings” authorisation or parking meter ticket.

White areas: parking spaces for a limited duration (parking meter).

• Parking meter tickets do not allow parking in green, yellow or disabled areas.

Disabled areas:

• Parking spaces reserved exclusively for the holders of an official badge.

**Article 3 Authorised Persons**

Green areas

• Faculty, staff, PhD students and postdocs with "personnel" status.
• Employees of units established on campus working exclusively for the EPFL community, as well as selected PSE companies.
• Students in accordance with Article 11 para. 2.

Yellow areas

• Faculty and staff with "personnel" status.
• Employees of units established on campus working exclusively for the EPFL community.
• Students, PhD students and postdocs do not have access to yellow areas.

White areas

• Visitors may park in white (parking meter) areas.

**Article 4 Validity**

Staff members

There are three types of parking authorisations for green areas:

• Half-day authorisation: 7.00am – 1.00pm / 11.00am – 5.00pm
• Full-day authorisation: 7.00am – 5.00pm
• Monthly authorisation: from the first to the last day of the month, for the current month and the two following months maximum per purchase.

Students

Are entitled to a single type of authorisation for green areas:

• Semester authorisation (spring term and autumn term).

**Article 5 Fees**

Parking proceeds are paid into a mobility fund managed by the Vice Presidency for Human Resources and Operations (VPRHO) for the purpose of financing parking infrastructure and its administration as well as the EPFL mobility plan.
The rates of the various parking authorisations are defined in Appendix 1 to these Rules & Regulations.

**Article 6 Exemptions**

1. The following are exempted from paying parking fees:
   - two-wheeled vehicles,
   - duly identified Confederation service vehicles,
   - official emergency vehicles (ambulance, police, fire brigade),
   - disabled people’s vehicles bearing the official badge. Specially designed spaces are distributed across campus for these vehicles.

2. Use of a private vehicle on EPFL business does not entail exemption from paying an authorisation or parking ticket.

3. Holding a parking permit (green or yellow area) does not exempt from payment in parking meter areas.

**Article 7 Enforcement**

1. The Real Estate and Infrastructure Department (DII) is in charge of managing parking areas. It ensures maintenance and surveillance, as well as offence reporting and follow-up.

2. A service agreement has been concluded for the surveillance and offence reporting and follow-up tasks.

**Article 8 Offences**

1. In the event of a parking offence, a fine to cover administrative costs (Appendix 1) is payable by the offender within ten days.

2. In case of non-payment within ten days, EPFL will report the facts without notice to the competent authority according to applicable law.

3. Vehicles parked outside designated areas, in a no-stopping or no-idling zone may be removed under the holder’s responsibility and at their expense.

4. Any dispute arising from an offence shall be submitted in writing to parking@epfl.ch within 10 days from notification of the offence.
Lex 7.5.1 of 1 January 2016  
(Status as at 08.02.2017)  
Parking Regulations

**Article 9  Liability**

1. Motorists who drive and park on the EPFL campus do so at their own risk.
2. EPFL accepts no responsibility for damage to vehicles while parked or for any accidents, crashes or bumps that occur on campus.

**Article 10  Appeals**

1. Any ruling on parking space rental or the sale of parking stickers may be appealed to the Vice Presidency for Human Resources and Operations (VPRHO) within 10 days. This shall be done in writing.

**Article 11  How to Order Parking Authorisations**

1. Staff members:
   - Green areas: only from the application “EPFL Campus / Parkings” or on the website [http://parking.epfl.ch](http://parking.epfl.ch)
   - Yellow areas: only by request to parking@epfl.ch.

2. Students:
   - Spring term: registration is open only from 1 January to 31 January.
   - Fall term: registration is open only from 1 August to 31 August.
   - Registration exclusively on the application “EPFL Campus / Parkings” or on the website [http://parking.epfl.ch](http://parking.epfl.ch)
   - After consideration, selected students who satisfy the relevant criteria will be informed by email so that they may proceed to the payment of their authorisation.

3. Companies:
   - Accueil Parking welcome desk (CO 051).

**Article 12  Changing an authorisation**

1. Green areas: any alteration may be made on the application “EPFL Campus / Parkings” or on the website [http://parking.epfl.ch](http://parking.epfl.ch) only.

2. Yellow areas: any alteration may be requested in writing from parking@epfl.ch only.

**Article 13  Courtesy Vehicle**

1. If the vehicle holding the authorisation is out of use (garage), the owner may simply enter the licence plate number registered for the vehicle into the “EPFL Campus / Parkings” application or the website [http://parking.epfl.ch](http://parking.epfl.ch).

**Article 14  Refund**

1. Refunds are not possible.
Article 15   Entry into Force
These Rules and Regulations enter into force on 1 January 2016. Status as at 8 February 2017 The Rules and Regulations dated 1 October 1994 are hereby repealed.

On behalf of the EPFL Direction:

Martin Vetterli
President

Susan Killias
General Counsel
Appendix 1

1. **Rates**

The EPFL Direction hereby sets parking fees as follows:

1.1. **Staff Members**

1.1.1. **Green areas**
- Half-day* 7:00am – 1:00pm / 11:00am – 5:00pm CHF 1.50
- Full-day* 7:00am – 5:00pm CHF 2.50
- Monthly* (1st of month to end of month) CHF 45. –
  * Yearly maximum: CHF 400. –

1.1.2. **Yellow areas** (reserved parking space)
- Annual (01.01 to 31.12) CHF 1020. –
  (85./-/month deducted from salary)

1.2. **Students:** (maximum 200 permits)

1.2.1. **Green areas**
- Semester (spring term) CHF 75. –
- Semester (fall term) CHF 75. –

1.3. **Visitors:**

1.3.1. **White areas** (parking meters)
- 1st hour CHF 1. –
- Each additional hour CHF 2. –

1.4. **Offences:**
- Fine (contribution to administrative costs) CHF 35. –

The above prices include VAT at the rate of 8%.
In force as from 08 February 2017