CAR PARKING POLICY DOCUMENTATION

Policy on Coach Drop-off, Pick-up and Coach Parking

2017/18
1. **Coach Visits: Drop-off and Pick-up**

Directions to the University and campus maps can be accessed here: [http://www.lancs.ac.uk/travel/travel.htm](http://www.lancs.ac.uk/travel/travel.htm)

**Note:** Coaches should not pick-up or drop-off in Bowland Avenue unless the area is designated as a temporary bus stop (such as when the Underpass is closed).

1.1. **Main coach drop-off and pick-up area on campus – Underpass**

Coaches can drop-off and pick-up passengers at the main University bus stop inside the Underpass. The Underpass links the west and east side of the campus together and is situated below Alexandra Square in the centre of campus.

The Underpass is a busy bus stop with at least 23 scheduled bus departures per hour during weekdays in term-times. In order to avoid causing disruption to scheduled bus services please observe the following:

- Coaches should use the eastern end of the Underpass bus stop layby, reserving the western end for scheduled public bus departures.
- Maximum of 2 coaches in the Underpass picking up at any one time.
- Coaches should not arrive more than 5 minutes prior to the agreed pick-up time.
- Passengers should congregate in Alexandra Square above the Underpass until the coach arrives to avoid unnecessary congestion in the Underpass.

1.2. **Other locations**

Coaches may also pick-up and drop-off passengers at the following locations:

- Yellow-hatched area reserved for long vehicles on South Drive by George Fox Avenue (up to 1 coach)
- InfoLab21 loading bay on South Drive (up to 1 coach)
- Along the southern section of Alexandra Park Drive on SW Campus (several coaches)
- Sports Centre – drop-off bay outside the building
- Sports Centre – coach parking bays at the side of the building.
- South Drive near the ISS Building – car parking bays (if space permits).

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2. **Coach Visits: Coach Parking (Advice for Coach Drivers)**

As soon as your coach party have alighted at one of the above locations, please make your way to one of the following areas where you will be able to leave your coach for the rest of the day:

1. **Sports Centre Coach Parking Bays.** Up to around 4 coaches can be accommodated here through prior notice to the University Sports Centre (01524 510600).
2. **South West Campus (Alexandra Park) – southern apron.** There are usually several available car parking spaces together in this area where coaches can park, if required.

**Coaches must not be parked at any of the bus stops or in the Underpass. These are for drop-off and pick-up only.**

Once parked up, you are then welcome to use the shops, cafes and other facilities on campus. There is also a café in Barker House Farm at the centre of South West Campus (Alexandra Park).

When picking up your coach party, please arrive at the pick-up point **no more than 5 minutes** before the arranged pick-up time to avoid congestion with scheduled bus services.