CAR PARKING POLICY DOCUMENTATION

Policy on Coach Drop-off, Pick-up and Coach Parking
2019/20
This policy applies Mon-Fri 8am to 7pm during University term time.

At other times if there is a strong reason to drop off, park, or pick up elsewhere please take care to ensure you are not causing an obstruction or a hazard.

1. Coach Drop-off and Pick-up

Directions to the University and campus maps can be accessed here: https://www.lancaster.ac.uk/about-us/maps-and-travel/

1.1 Main coach drop-off and pick-up point on campus – Fylde College

Coaches taking passengers to central campus locations should drop-off and pick-up passengers at the designated coach drop-off point on South Drive at Fylde College.

If more convenient, one of the alternative locations listed below can be used instead.

After dropping off, coaches should park up at South West Campus (Alexandra Park) and should not return to the drop-off / pick-up point more than 5 minutes prior to the agreed pick-up time.

In previous years, the Underpass has been used for coach drop-off and pick-up. This is no longer permitted (except for scheduled National Express and Megabus services) as there is insufficient space to avoid obstructing the increased number of local bus services.

1.2 Alternative locations

- Lancaster Square Avenue. This is ideal for the Great Hall Complex and LICA. It is necessary to reverse into Lancaster Square Avenue and this option is not available in the mornings as access is required for recycling and waste collections (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.

Please do not stop in any other areas as doing so is likely to cause an obstruction.

For the Sports Centre and Lancaster Square Avenue, please use the main entrance to campus. For other locations including the main drop off point at Fylde College, you are advised to use the South West Campus (Alexandra Park) entrance.

2. 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 elsewhere on campus. In particular, please do not obstruct the stops used by scheduled buses including the whole of the Underpass.**

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

When picking up your party, please arrive at the pick-up point no more than 5 minutes before the arranged pick-up time - there are sometimes a significant number of coach visits to campus and only limited space at the pick up points.