



# Car Parking Permit

In applying for a permit to park on Lothian premises I hereby acknowledge:

- I have received a copy of the Traffic Management Procedures for my garage and I understand that they must be followed at all times. This includes observing the 10 mph speed limit, parking only in an allocated space, moving my vehicle from limited time parking areas and using the dedicated walkways and crossings as required.
- I understand it is my legal duty to take reasonable care of myself and not to put other people at risk.
- I park my vehicle on site at my own risk and the Company shall not be liable for any loss or damage.
- Failure to comply with the Garage Traffic Management Procedures may result in parking privileges being suspended or withdrawn.
- My vehicle may only be parked on site when I am at work or engaged in work related activities.
- There is no public access (including friends & family) to any Lothian Buses' garages and only I may drop off/pick up my vehicle from Company premises (unless prior managerial authorisation is sought and granted. This will likely include a site induction.)
- My vehicle must be taxed, insured and MOT'd.
- A valid permit will be on display at all times when I am parked on site.
- That if I leave the company I will return my vehicle pass.

Signature: .....

*In signing this application you are accepting the terms and conditions as laid out above.*

Name: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Replacement (for which car?) or addition: \_\_\_\_\_

Vehicle Make & Model: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Department: \_\_\_\_\_

**Office Use only**

Pass Number: \_\_\_\_\_

Date issued: \_\_\_\_\_