



Document title: TKH Parking Policy

Document version number: V.1

Office/department responsible: Fleet Office

Approved by: Dr. Mahmoud Allam – President of The Knowledge Hub Universities

TKH Parking Policy

Policy Statement/Purpose:

It is the goal of TKH to provide community members and visitors with a safe and efficient parking on campus. This policy puts clear guidelines to the car owners to abide by while parking in both underground and surface TKH parking.

Who Needs to Know This Policy

TKH Community and visitors

Supporting department

If you have any questions on the policy, you may send an email to

Fleet Manager: Meselhy Boraie – fleet@tkh.edu.eg

Security Manager: Ayman Wahid – security@tkh.edu.eg

HSE Lead: Nadia Samy – HSE@tkh.edu.eg

Policy/Procedures

Guidelines:

1. Cars Registration

- TKH community members who intend to park on campus must register their car(s). Parking registration must be done online [Here](#).
- All cars parked on campus must display valid license plates.
- Individuals may register multiple cars; however, only one car per person is allowed on campus.
- The person to whom the car is registered is responsible for any parking violation(s) whether he/she is operating it or not.
- Individuals requesting a handicap parking space while registering their car, must present a handicap driving license to the Fleet Office.
- If you suffer from an injury that impedes your mobility, temporary handicap parking passes are available from the TKH Clinic.



2. Parking Subscriptions

Surface Parking

- Surface parking is free of charge.
- Slots are first come first serve.
- After registering online, parking stickers are obtained from the Fleet office by presenting:
 - The registered valid driver's license
 - Car's valid license
 - TKH ID

Fleet Office working hours are between 9:00 am and 2:00 pm, Sunday through Thursday in building 1A ground floor G10.

Underground Parking

- Underground Parking is with paid subscription. Fees are announced at the beginning of every academic year (please contact the Fleet Office).
- Slots are first come first serve except for some reserved slots.
After registering online, and paying the parking fees, parking subscription stickers and TKH ID activation are obtained from the Fleet office by presenting:
 - The registered valid driver's license
 - Car's valid license
 - TKH ID
 - Proof of payment of the parking fee

The Fleet Office working hours are between 9:00 am and 2:00 pm, Sunday through Thursday in building 1A ground floor.

- Both, parking sticker and an activated TKH ID are required to access the underground parking.
- Individuals who pay for parking will receive from the fleet department one car sticker and activated TKH ID.
- The parking sticker must be applied to the lower left-hand side of the car's windshield from the inside.



3. Parking regulations

- TKH assumes no responsibility for car damage, theft, or theft of car contents when the car is parked on campus.
- Cars must fit within parking slots and be parked within the boundary lines.
- No parking is allowed in areas not specifically designated for parking.
- Only for/during emergency, overnight/multiple days parking exemption could be given from the Fleet and Security departments (see “contacts” above) and receive prior approval.
- It is prohibited to park your car in the pick-up or drop-off zones.
- The visitors can park in the visitors designated area as advised by the security guards.
- Speeding inside TKH campus and within its parking is not allowed. (Speed Limit 20 KM).
- In case of violating any rule, TKH reserves the right to issue a fine or other penalties as listed in the table below.

4. Parking Violations

Code no.	Violation	Fine/penalty
10	Parking by a fire hydrant or in fire lanes	EGP 300
20	Parking on lawns, sidewalks, campus landscapes areas or any area outside clearly delineated parking spaces	EGP 200 plus cost of any property damage
30	Parking in the designated visitors parking lot	EGP 100
40	Blocking driveways, entrances or alleys, or parking in a service driveway	EGP 300
50	Parking in a space designated for handicap parking without displaying a University handicapped permit	EGP 200
60	Failure to fit in a parking lot and park within the boundary lines	EGP 50
70	Parking overnight without prior approval	EGP 50
80	Counterfeiting, altering or defacing a parking permit and giving false information	Suspension of parking privileges



**The Knowledge Hub
Universities**

History/Revision Dates

Origination Date: September 2021

Next Review Date: September 2022

*****Disclaimer:** The Knowledge Hub Universities has the right to update policies whenever needed for workflow and business purposes.

Version Log	Date	Signature of the President of TKH
Version 1 (V.1)		