

# Rules and Regulations Governing Parking at EPFL - Lausanne

LEX 7.5.1

1<sup>st</sup> January 2016, status as at 25<sup>th</sup> January 2021

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*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<sup>1</sup>,  
based on VSS standard<sup>2</sup> 640 282 on parking,

*hereby adopts the following:*

## **Article 1 Principles**

<sup>1</sup> The present Rules and Regulations apply to all car parking areas on the EPFL campus in Lausanne<sup>3</sup>.

<sup>2</sup> Parking on EPFL premises is, in principle, subject to a fee for all users barring exempted vehicles (see Art. 6 Exemptions).

<sup>3</sup> 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.

<sup>4</sup> 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.

<sup>5</sup> The parking meter ticket shall be visibly displayed behind the front windscreen.

<sup>6</sup> Any vehicle for which authorisation (licence plate number) is not validated by the system shall be deemed not to hold one, thereby committing an offence.

<sup>7</sup> 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.

<sup>8</sup> Should the saturation of the parking areas so require, a quota or priority system for the allocation of authorisations may be enacted.

<sup>9</sup> Parking of vehicles without licence plates on EPFL sites (all areas) is prohibited (with rare and duly substantiated exceptions, as formally granted by the Safety, Security & Operations Department).

<sup>10</sup> The maximum consecutive parking time for holders of a valid authorisation is 72 hours.

<sup>11</sup> 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 Safety, Security & Operations Department upon submission of a travel order duly validated by the supervisor. The special sticker must be displayed behind the windscreen.

<sup>12</sup> A parking authorisation may be obtained via the application "EPFL Campus / Parkings" (smartphone) or via the website [www.parking.epfl.ch](http://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.

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<sup>1</sup> [http://polylex.epfl.ch/files/content/sites/polylex/files/recueil\\_pdf/ENG/1.1.1\\_o\\_organisation\\_EPFL\\_an.pdf](http://polylex.epfl.ch/files/content/sites/polylex/files/recueil_pdf/ENG/1.1.1_o_organisation_EPFL_an.pdf)

<sup>2</sup> [http://www.vss.ch/fileadmin/redacteur/Alle\\_Files/News/News\\_87.NL\\_f.pdf](http://www.vss.ch/fileadmin/redacteur/Alle_Files/News/News_87.NL_f.pdf)

<sup>3</sup> The EPFL sites in Neuchâtel, Geneva, Valais and Fribourg have specific regulations

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## **Article 2     Parking Spaces**

There are several types of parking space:

<sup>1</sup> 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.

<sup>2</sup> 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.).

<sup>3</sup> 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, a yellow area authorisation or a parking meter ticket.

<sup>4</sup> White areas: parking spaces for a limited duration (parking meter).

- Parking meter tickets do not permit parking in green, yellow or disabled areas.

<sup>5</sup> Disabled areas:

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

## **Article 3     Authorised Persons**

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> White areas

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

## **Article 4     Validity**

<sup>1</sup> 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.

<sup>2</sup> Students

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

- Semester authorisation (spring term and autumn term).

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## **Article 5 Fees**

<sup>1</sup> Parking proceeds are paid into a mobility fund managed by the Vice Presidency for Operations for the purpose of financing parking infrastructures and its administration as well as the EPFL mobility plan.

<sup>2</sup> The rates of the various parking authorisations are defined in Appendix 1 to these Rules & Regulations.

<sup>3</sup> For green areas, the maximum amount is capped according to activity rate:

- 5% - 60%: staff members having spent up to CHF 300.00 / year shall be reimbursed to a maximum of CHF 200.00. Those having spent between CHF 300.00 and CHF 400.00 shall be compensated a maximum of CHF 100.00.

The reimbursement:

- Shall be carried out in the month of January through uploading onto the Camipro card;
  - Shall not apply to part-time staff due to leave EPFL in the course of the year and up until the day of the reimbursement allocation;
  - Shall be based on the effective activity rate on 1<sup>st</sup> January.
- 61% - 100%: capped at CHF 400.00.

## **Article 6 Exemptions**

<sup>1</sup> The following are exempt 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.

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

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

## **Article 7 Enforcement**

<sup>1</sup> The Safety, Security & Operations Department is in charge of managing parking areas. It ensures maintenance and surveillance, as well as offence reporting and follow-up.

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

## **Article 8 Offences**

<sup>1</sup> The EPFL campus is exempt from the decision of the Justice of the Peace for West Lausanne of 12<sup>th</sup> September 2017.

<sup>2</sup> In the event of a parking offence, a declaration shall be completed (Appendix 1) with payment payable by the offender within ten days.

<sup>3</sup> In case of non-payment within ten days, EPFL will report the facts without notice to the competent authority according to applicable law.

<sup>4</sup> 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.

<sup>5</sup> Any dispute arising from an offence shall be submitted in writing to parking@epfl.ch within 10 days from notification of the offence.

## Article 9 Liability

<sup>1</sup> Motorists who drive and park on the EPFL campus do so at their own risk.

<sup>2</sup> EPFL accepts no responsibility for damage to vehicles while parked or for any accidents, crashes or bumps that occur on campus.

## Article 10 Appeals

<sup>1</sup> Any ruling on parking space rental or the sale of parking stickers may be appealed to the Vice Presidency for Operations within 10 days. This shall be done in writing.

## Article 11 How to Order Parking Authorisations

<sup>1</sup> Staff members:

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

<sup>2</sup> 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>;
- 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.

<sup>3</sup> Companies:

- Accueil Parking welcome desk.

## Article 12 Changing an authorisation

<sup>1</sup> Green areas: any alteration may be made on the application “EPFL Campus / Parkings” or on the website <http://parking.epfl.ch> only.

<sup>2</sup> Yellow areas: any alteration may be requested in writing from [parking@epfl.ch](mailto:parking@epfl.ch) only.

## Article 13 Courtesy Vehicle

<sup>1</sup> 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>.

## Article 14 Refund

<sup>1</sup> Refunds are not possible.

**Article 15 Entry into Force**

These rules and regulations entered into force on 1<sup>st</sup> January 2016, and were revised on 25<sup>th</sup> January 2021 (version 1.4)

The rules and regulations dated 1<sup>st</sup> October 1994 are hereby repealed.

On behalf of the EPFL Direction:

Martin Vetterli  
President

Françoise Chardonens  
Director of Legal Affairs

## 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\* (1<sup>st</sup> 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)

- 1<sup>st</sup> hour CHF 1.-
- Each additional hour CHF 2.-

#### 1.4. OFFENCES:

- Fine CHF 40.-

The above prices include VAT at the rate of 7.7%.  
In force as from 8<sup>th</sup> January 2018.