



STANDARD OPERATING PROCEDURE

SOP CODE	SOP TITLE
ZPO-002-01	E-SCOOTER PARKING AT THE UM CAMPUS

PART 1

Author	
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Mr Silvio Magro	
Precincts Manager II	

PART 2

Approver	Approver
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Ing. Reuben Mifsud	Perit Chris Spiteri
Deputy Director - Estates, Facilities & Capital Development	Director Estates, Facilities & Capital Development

PART 3

Authoriser	Date of Issue: 25/10/2023
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Mr Simon Sammut	Date of next revision: 25/10/2027
University Secretary	

PART 4 (To be filled in by OOS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

- 1.1. New SOP

2. Purpose and scope

- 2.1 The University of Malta aims to provide a safe and accessible environment for all members of the community. In this regard, it is important to establish a clear set of procedures for the parking of e-scooters on campus. The following procedure is hereby put in place to ensure that e-scooters are parked in a manner that is safe and convenient for all.

3. Abbreviations and Definitions

- 3.1 E-Scooter: 2-wheeled stand-on scooters propelled by a motor, as well as/instead of being manually propelled.
- 3.2 UM: University of Malta.
- 3.3 UM community: Staff, students and visitors.

4. Responsibilities

- 4.1. Responsibilities of E-Scooter Users
 - 4.1.1 E-Scooters are to be parked in the allocated parking bays within the designated parking areas and they are to be parked in a manner that does not pose a risk to other pedestrians.
- 4.2. Responsibilities of UM Security personnel
 - 4.2.1 UM Security personnel are to ensure that e-scooters are parked in the allocated parking bays in the designated parking areas.

5. Health and Safety Requirements

- 5.1 It is vital to ensure that e-scooters are parked in a manner that does not pose a risk to the safety of pedestrians or other road users. All users are to ensure that e-scooters are parked in the allocated areas.

6. Procedure

- 6.1. No Parking in Designated Areas.
 - 6.1.1 The use of e-scooters is permitted on the UM campus, however parking of e-scooters on the ring road, tunnel, and other areas outside of designated parking spaces is strictly prohibited. This rule applies to all members of the UM community including students, staff and visitors.

6.2 Designated Parking Spaces.

6.2.1 The UM campus has only five designated parking spaces for e-scooters which are located:-

1. Upper Carpark 6
2. IMLI entrance
3. Vjal Tessie Camilleri - leading to Carpark 4
4. BOV Parking area next to Pjazza Dun Karm
5. Upper Carpark 8 next to Sports Pavilion

6.2.2 These are the only areas where e-scooters are permitted to be parked while on campus. E-scooters are to be parked in the official parking bays marked specifically for this purpose and they are not to obstruct any other pathway. All other areas are being declared as Red-Zone.

6.3 Enforcement & Consequences of Non-Compliance

6.3.1 UM Security personnel are authorized to enforce Chapter 327.422 at all times. Any e-scooter found parked in areas that are not designated for that purpose will be removed by UM Security and held until a fine is paid from the last recorded user.

6.3.2 The UM community is strongly encouraged to follow these procedures for the safe and efficient parking of e-scooters on the UM campus.

6.3.3 UM reserves the right to update, revise, or modify these guidelines at any time without prior notice.

7. References

- 7.1. Statute to Regulate Traffic on University Campus – Clamping and Removal of Encumbering Objects ([L.N 327.422 – Article 22](#)).

8. List of Appendices

- 8.1 N/A