



ADA University Traffic and Parking Regulations

1. Purpose

The Traffic and Parking Regulations of ADA University aim to ensure the safety and well-being of students, employees, and visitors; to safeguard and properly utilize University property; and to facilitate the efficient operation of the University.

2. Application

These regulations apply to all students and employees of the University and are integral to the terms and conditions of student admission and enrollment, as well as full-time and part-time employment. Additionally, these regulations apply to all service contractor and visitors and form part of the terms and conditions for granting permission to enter ADA University grounds. The operation of a motor vehicle on the ADA University campus by any individual signifies their agreement to comply with and be bound by these regulations.

3. Limitation of Liability

ADA University is not responsible for any loss or damage to vehicles and their belongings from any cause while they are on ADA University grounds.

4. Traffic Regulations

General Traffic Regulations

- The maximum speed limit on campus is **10 km/h**. All drivers must adhere to this limit to ensure the safety of pedestrians and other vehicles.
- Vehicle license plates must always be kept clean and clearly visible.
- All drivers on campus must obey posted traffic signs, signals, and road markings to ensure smooth traffic flow and maintain safety. One-way routes, speed limits, stop signs, and designated parking zones must be strictly followed.
- Pedestrians must always use designated crosswalks and pedestrian pathways. Crossing outside of marked areas may not be safe and can increase the risk of accidents. Drivers must slow down and yield to pedestrians crossing the road.

5. Parking Regulations

Parking Rules

- Vehicles must be parked within marked spaces and should not obstruct traffic flow, pedestrian pathways, or emergency access routes.
- Parking on campus is permitted only in designated parking areas:



- **Building A underground parking:** Only for full-time staff, faculty, and special guests.
- **Building B underground parking:** Only for guests and part-time/adjunct faculty.
- **Building E underground parking:** Only for full-time staff and faculty.
- **Building E open-air parking:** For students, staff, faculty, and guests.
- Parking access hours are from **07:00 to 23:00**. All vehicles must vacate the parking area by 23:00.
- If a vehicle must be parked overnight, prior notice must be given, and the car keys must be handed over to the Parking Office.
- If someone parks in a designated space without authorization, it must be reported immediately to the Parking Office.
- Unauthorized parking in restricted zones, including fire lanes, loading zones, and reserved spaces, is strictly prohibited.
- Bicycle parking slots are available in **Building E open-air parking** (for students) and **Building B underground parking** (for staff)

Parking Permits

- **Staff and faculty permits** are processed through the Office of Organisation and Personnel upon receiving a full-time contract.
- **Student permits (limited availability):** Students can only use open-air parking spaces upon registration. To register, students must contact the Office of Student Services.
- **Adjunct faculty permits (limited availability):** Adjunct faculty should contact the Office of Organisation and Personnel to register their vehicle.
- **Visitor permits (short-term):** The list of potential visitors, event attendees, and their vehicle license plates should be submitted to the Welcome Center in advance.
- **Special permits (accessible parking, service vehicles, contractors):** A list should be submitted to the Welcome Center prior to arrival.

6. Drop-off and Pickup Regulations

ADA University Drop-off and Pickup Areas

- **Main Entrance:** The designated drop-off and pickup area is in front of the **Main Welcome Center**.
- Vehicles entering this area must follow traffic signs, move to the first available free spot, and stop only for drop-off or pickup.
- Passengers must exit the vehicle from the safe side facing the sidewalk.



- **No waiting is allowed** in this area. Vehicles must leave immediately after drop-off/pickup. Waiting for more than **1 minute** will result in penalties.
- If the area is full, vehicles must not enter and should proceed further and return for another attempt.

ADA High School Drop-off and Pickup Area

- **Building E open-air parking lot** is the designated area for ADA High School.

Students, employees, and visitors may also use other safe parking zones near the campus for drop-off and pickup.

7. Taxi and Driver Requests:

- Taxis and drivers should only be called when already at the pickup location or arriving within a few minutes.
- All taxi and driver requests should be made from the Welcome Center, where waiting is possible and recommended.
- Calling a taxi or driver while still inside a building, in a meeting, or not ready for immediate pickup creates unnecessary congestion.

8. Enforcement and Penalties

Compliance and Enforcement

ADA University reserves the right to enforce parking regulations to ensure safety, accessibility, and efficient use of parking facilities. Parking in restricted zones or without a valid permit is strictly prohibited. Violators may be subject to fines, towing at the owner's expense, or revocation of parking privileges. Repeated violations may result in further disciplinary action, including suspension of campus parking access.

Penalties

The premises of ADA University fall under the jurisdiction of the **Main State Traffic Police Department of the Republic of Azerbaijan** and the **internal regulations of ADA University**.

State Traffic Police Oversight:

- The Main State Traffic Police Department provides road signs and monitoring cameras to enforce national traffic laws.
- Violations of national traffic laws will result in fines or, if necessary, vehicle evacuation.

Drop-off/Pickup Violations:

- **Students:**
 - First violation: Oral warning + **50 AZN** fine.



- Second violation: Reprimand + **100 AZN** fine.
 - Third violation: Disciplinary Probation + **150 AZN** fine.
 - Fourth violation: Suspension + **250 AZN** fine.
 - **Employees and Service contractors:** Employees and Service contractors violating parking, drop-off and pickup area regulations for the first time will receive an oral warning. A second violation will result in a written warning + **100 AZN** fine and further violations will lead to escalated disciplinary measures based on the severity and frequency of the infractions.
 - **Drivers:** Drivers, including taxis and personal drivers who transport students and employees, must comply with drop-off and pickup regulations. Any fines incurred due to violations will be imposed on the passengers (students and employees). Repeat offenders may be denied access to campus.
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9. Public Awareness and Education

Traffic Education Programs

ADA University is committed to raising awareness of traffic safety through education programs and materials provided to students, employees, and visitors. These initiatives include:

- Information on the importance of following the university's traffic regulations.
 - Promoting safe driving practices and responsible parking behavior.
 - Distribution of flyers, posters, and digital content on traffic safety measures, including the dangers of speeding, reckless driving, and distracted driving.
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10. Collaboration with State Traffic Police

ADA University will work closely with the **Main State Traffic Police Department** to ensure the effective implementation of traffic enforcement systems, including the placement of road signs and surveillance cameras.

11. Parking Office Contacts – Room B003, Building B

- **Chingiz Bakhshiyev:** +994 50 288 4025
- **Elgun Bayramov:** +994 50 563 5121

This document outlines the **Traffic and Parking Regulations** for ADA University and must be adhered to by all students, employees, and visitors. Non-compliance may result in penalties as outlined above.