

Rules and Regulations governing Parking and Terms and Conditions of Parking on the EPFL Campus in Ecublens

LEX 7.5.1

1st January 2016, status as at 1 January 2025

The Direction of the École polytechnique fédérale de Lausanne,
based on the Ordinance on the Organisation of the École polytechnique fédérale de Lausanne¹,
based on Articles 36a et seq. of the Federal Act on Federal Institutes of Technology (RS 414.110),
based on the General Terms and Conditions concerning the CAMIPRO multifunction smart card system (LEX 1.5.8)²,
based on the VSS Standard Exploitation et gestion des installations de stationnement (VSS 40.282)³,
based on the VSS Standard Espace de circulation sans obstacles (SN 640 075)⁴,
based on the VSS Standard Espace de circulation sans obstacles, commentaires, exigences et dimensions - Annexe normative (SN 640 075.1)⁵,
based on the VSS Standard Marquages: aspect et domaines d'application (SN 640 850A)⁶,
hereby adopts the following:

Section 1 General provisions

Article 1 Objectives and principles

¹ In accordance with its Climate and Sustainability Strategy⁷, EPFL is committed to reducing commuting-related CO₂ emissions by more than 30% by 2030 (ref. 2019). In order to achieve this objective, the EPFL Direction supports the use of means of transport with a low environmental impact.

² The provisions of these Rules and Regulations are based on the following general principles:

- optimising parking management and sharing existing parking areas;
- promoting a high quality of life in public spaces while reducing the footprint of the car park;
- ensuring a balance between supply and demand through fair parking conditions and infrastructure that is adapted in line with needs;
- providing for projects to upgrade and improve infrastructure to promote sustainable mobility.

Article 2 Scope of application

¹ These Rules and Regulations shall apply to all outdoor public spaces and parking areas located on the Ecublens campus that are owned and managed by EPFL.

¹ [Ordinance on the Organisation of the École polytechnique fédérale de Lausanne](#) (LEX 1.1.1)

² [General Terms and Conditions concerning the CAMIPRO multifunction smart card system](#) (LEX 1.5.8)

³ [Exploitation et gestion des installations de stationnement](#) (standard VSS 40 282)

⁴ [Espace de circulation sans obstacles](#) (standard SN 640 075)

⁵ [Espace de circulation sans obstacles, commentaires, exigences et dimensions - Annexe normative](#) (standard SN 640 075.1)

⁶ [Marquages; aspect et domaines d'application](#) (standard SN 640 850A)

⁷ [Climate and Sustainability Strategy 2030](#)

² They shall apply at all times to motor vehicles, two-wheeled motor vehicles, bicycles and devices equivalent to vehicles.

³ The parking terms and conditions applicable on associated campuses are established between EPFL and users according to the available capacity; they are not subject to these Rules and Regulations.

Article 3 General terms and conditions

¹ The entire EPFL campus in Ecublens has been restricted by a decision of the Justice of the Peace of Western Lausanne of 12 September 2017.

² EPFL is responsible for and bears the costs of building, maintaining and inspecting the parking facilities in accordance with applicable standards.

³ Except under special circumstances, a parking permit, which is subject to the fee scale, is required for motor vehicles only (Article 27).

⁴ Each allocation of a parking space requires a specific permit for a particular category of parking space. It does not entail any right to park in another category of parking space.

⁵ Except under special circumstances, parking outside dedicated parking areas is prohibited (Article 27).

⁶ The parking of motor vehicles, two-wheeled motor vehicles and fast electric bikes without number plates is prohibited throughout the entire EPFL Campus.

⁷ The storage of private equipment in parking spaces or areas is strictly prohibited. EPFL reserves the right to remove any material that has been deposited without authorisation.

Section 2 Shared green parking spaces

Article 4 Authorised users

¹ Shared green parking spaces are reserved for all scientific, administrative and technical staff (including interns and apprentices) engaged in paid professional activity at EPFL, regardless of the source of funding.

² They are reserved for bachelor's and master's students enrolled at EPFL who have been selected on the basis of an application, in accordance with the criteria set out in Article 7.

³ Guests are permitted to park in the shared green parking spaces.

⁴ Employees of permanent services may park in shared green parking spaces. Quotas may be established in accordance with a framework agreement between EPFL and the permanent service provider.

Article 5 General terms and conditions

¹ Parking is subject to a charge from Monday to Friday from 7.00 a.m. to 5.00 p.m., except on public holidays.

² Motor vehicles for which a valid permit has been issued may not park for longer than 72 consecutive hours.

³ The parking permit does not allow a shared green space to be reserved and does not guarantee its availability.

⁴ It is not permitted to purchase a parking permit on behalf of another person. Any purchase for unauthorised persons is prohibited and may result in forfeiture of the right to park.

Article 6 Parking and purchasing terms and conditions for staff

¹ Parking in a shared green space is reserved for motor vehicles with a permit issued by EPFL⁸ in accordance with the permit categories and fee scale set out in Annex 1.

² Two private vehicle number plates may be registered for each authorised user.

³ Loan or courtesy vehicles may be added to the quota for private vehicles, provided that proof of such status is furnished at the time of registration.

⁴ Only one vehicle may be parked on the site for each authorised user at any given time.

⁵ The same vehicle may be operated by a maximum of two authorised users (Article 4).

Article 7 Parking and terms and conditions of purchase for students

¹ A parking permit shall be granted to students who have been selected on the basis of an application (Article 7 paragraph 2) according to the permit categories and fee scale set out in Annex 1.

² The issue of a parking permit shall be conditional upon selection if at least one of the following conditions is met:

- person with reduced mobility, upon presentation of a medical certificate or a parking permit for persons with reduced mobility;
- athletes and elite athletes who had duly registered by the Academic Service;
- high-level musicians who have duly registered by the Academic Service;
- dependent children;
- critical employment in parallel with studies;
- proven unavailability of public transport from the place of residence.

³ Parking permits shall have a validity period of six months, specifically from the first day of the start of the academic year until the day before the start of the next academic year.

⁴ Applications for parking permits must be made exclusively through EPFL purchasing channels⁹ at the start of each academic semester, between 6 weeks and 2 weeks before the start of the academic semester.

⁵ Only one number plate may be registered for each authorised student.

Section 3 White parking spaces

Article 8 Authorised users

¹ White parking spaces may be used by the general public.

⁸ Via the “EPFL Campus / Parkings” app or on the [dedicated webpage](#)

⁹ Via the “EPFL Campus / Parkings” app or on the [dedicated webpage](#)

Article 9 Parking permit

¹ Parking in a white space is reserved for motor vehicles with a timed parking ticket issued using electronic means of payment in accordance with the fee scale set out in Annex 1.

² Parking is subject to a charge from Monday to Friday from 7 a.m. to 5.00 p.m., except on public holidays.

³ Motor vehicles for which a valid permit has been issued may not park for longer than 72 consecutive hours.

Section 4 Private yellow parking spaces**Article 10 Authorised users**

¹ Private yellow parking spaces are reserved for all scientific, administrative and technical staff (including interns and apprentices) engaged in paid professional activity at EPFL, regardless of the source of funding.

² Employees of permanent services and guests are also eligible for a parking permit for private yellow spaces.

Article 11 General terms and conditions

¹ Parking in a private yellow parking space is reserved for motor vehicles with a monthly or annual permit issued by the Department of Security and Operations (DSE), having regard to available parking spaces and according to the fee scale set out in Annex 1.

² The permit shall be automatically renewed upon expiry unless written notice of cancellation is submitted to the DSE by the authorised user.

³ Motor vehicles with a permit are not subject to any maximum limit on the duration of parking.

⁴ Parking permits for private yellow parking spaces are allocated to one single number plate number for each authorised user.

Section 5 Reserved parking spaces**Article 12 General terms and conditions**

¹ Reserved parking spaces are not subject to any fee scale.

Article 13 “EPFL” parking spaces

¹ Parking spaces designated as “EPFL” are coloured yellow.

² They may only be used by EPFL's service vehicles or by authorised users designated by Mediacom or the DSE.

³ Motor vehicles for which such a valid permit has been issued are not subject to any maximum limit on the duration of parking.

Article 14 Parking spaces or areas for persons with reduced mobility

¹ Parking spaces or areas for persons with reduced mobility (PRM) are designated by ground markings or by a sign displaying the “wheelchair” symbol and/or with the words “parcage pour personnes à mobilité réduite autorisé” (*parking permitted for persons with reduced mobility*).

² They may only be used free of charge by motor vehicles with a PRM parking permit issued by a cantonal motor vehicle authority.

³ The PRM parking permit must be placed in a visible position behind the windscreen.

⁴ Motor vehicles for which a valid permit has been issued are not subject to any maximum limit on the duration of parking.

Article 15 Parking spaces for car-pooling vehicles

¹ Parking spaces for car-pooling vehicles are coloured red and bear the name of the car-pooling partner.

² They are subject to a charge and may only be accessed by the partner's car-pooling vehicles, subject to authorisation issued by the competent EPFL services.

³ Motor vehicles for which a valid permit has been issued are not subject to any maximum limit on the duration of parking.

Article 16 Parking spaces or areas for deliveries

¹ Parking spaces or areas for deliveries are designated by yellow ground markings with the words “livraisons” (*deliveries*) or a sign displaying the words “livraisons autorisées” (*authorised deliveries*).

² They may only be used by vehicles that have to make a delivery to or load items at EPFL.

³ The duration of parking is limited to the time required for delivery or loading.

⁴ Regulations concerning the types of vehicle authorised to make deliveries as well as delivery times are established by EPFL according to site constraints, as indicated on site entrance signs.

Article 17 Quick drop-off areas

¹ Quick drop-off areas are designated by yellow ground markings with the words “dépose-minute” (*quick drop-off area*) or a sign displaying the words “zone réservée pour la dépose” (*drop-off area*).

² They may be used free of charge by any motor vehicle for a maximum of 15 minutes.

Article 18 Parking spaces for charging electric motor vehicles

¹ Parking spaces for charging electric motor vehicles are designated by white or green ground markings and a sign displaying the “electric car” symbol.

² They may be used by authorised users (Articles 4 and 8) in accordance with the applicable parking fee scale (Annex 1).

³ They may be used to charge any electric motor vehicle for a maximum of 4 hours.

⁴ The costs of charging the electric motor vehicle shall be determined and invoiced directly by the supplier to the user.

⁵ The charging of electric motor vehicles outside dedicated parking spaces is prohibited and may result in the issue of a penalty notice.

Article 19 Parking spaces for charging EPFL service vehicles

¹ Parking spaces for charging service vehicles are designated “EPFL” and are coloured yellow.

² EPFL shall ensure that these spaces are equipped with charging stations and shall bear the costs of operation.

³ The costs associated with recharging EPFL service vehicles shall be invoiced directly to the respective units by EPFL or by the external provider.

Section 6 Parking spaces or areas for two-wheeled motor vehicles

Article 20 Authorised users

¹ Parking spaces or areas for two-wheeled motor vehicles may be used by the general public.

Article 21 General terms and conditions

¹ Parking spaces or areas for two-wheeled motor vehicles shall be designated by white ground markings and a sign displaying the “two-wheeled motor vehicle” symbol.

² They are not subject to a permit requirement or to the fee scale.

³ Two-wheeled motor vehicles may not park for longer than 72 consecutive hours.

Article 22 Parking spaces for charging electric two-wheeled vehicles

¹ Parking spaces for electric two-wheeled vehicles are designated by white ground markings and a sign with the words “réservé aux deux-roues électriques” (*reserved for electric two-wheeled vehicles*).

² They may be used free of charge in order to charge any electric two-wheeled vehicle for a maximum of 4 consecutive hours.

³ The charging of electric two-wheeled vehicles outside dedicated parking spaces is prohibited and may result in the issue of a penalty notice.

Section 7 Racks or parking areas for bicycles and micro-mobility vehicles

Article 23 General terms and conditions

¹ Traditional bicycles, electrically assisted pedal cycles, self-service bicycles, special bicycles and micro-mobility vehicles may only be parked on racks or in dedicated parking areas.

² If an external rack is not sufficiently large to park a bicycle or a micro-mobility vehicle, parking adjacent to it is permissible, provided that the passageway is not obstructed and movement is not impaired.

³ Parking for bicycles and micro-mobility vehicles is not subject to a permit requirement or to the fee scale.

⁴ Parking inside buildings, other than on dedicated or authorised parking spaces, as well as on supports for street furniture or green areas is strictly prohibited. EPFL reserves the right to remove any bicycle or micro-mobility vehicle that does not comply with these conditions.

Article 24 External parking racks for bicycles and micro-mobility vehicles

¹ External parking racks may be used by the general public.

² Parking on external racks is limited to the necessary duration. An initiative to remove abandoned bicycles may be organised by EPFL at any time (Article 39 paragraph 3)).

Article 25 Parking at EPFL bike stations

¹ Parking racks at bike stations may only be used by students enrolled at EPFL, staff members, guests and members of the EPFL Innovation Park holding a CAMIPRO card.

² Parking at EPFL bike stations is limited to 6 consecutive months. An initiative to remove abandoned bicycles may be organised by EPFL at any time (Article 39 paragraph 3)).

Article 26 Parking spaces for EPFL cargobikes

¹ Parking spaces for EPFL cargobikes are designated by white ground markings and a sign with the words “réservé cargobikes EPFL” (*reserved for EPFL cargobikes*).

² Parking spaces for EPFL cargobikes may only be used by EPFL or associations recognised by EPFL.

³ The duration of parking by EPFL cargobikes is not subject to any limitation.

Section 8 Special cases

Article 27 General terms and conditions

¹ Duly identified emergency service vehicles are not subject to these Rules and Regulations.

² During events or operational activities (construction sites, work, maintenance, etc.) on the campus, exceptional dispensations may be granted allowing parking within or outside existing parking spaces.

³ Prior approval for any exceptional dispensation must be sought from the competent unit (Art. 36 – Competent authorities), submitting also the following supporting information:

- name of event/initiative;
- reason for the need to park, and proof of the lack of any alternative arrangements;
- designation of authorised persons;

- fee scale.

⁴ Exceptional dispensations may only be requested by the unit responsible for the event or operational activity.

⁵ Should the saturation of the parking areas so require, a quota or priority system for the allocation of authorisations may be enacted.

Section 9 Data protection

Article 28 Duty of confidentiality

¹ EPFL staff working for parking management (VPH and VPO) as well as the members of the Commuter Mobility Commission (Annex 2) are obliged to uphold the duty of confidentiality and official secrecy.

² Any breach of confidentiality is liable to the criminal and disciplinary sanctions provided for by law.

Article 29 Collection of personal data

¹ EPFL processes personal data, including sensitive data, for the purpose of providing parking services and verifying compliance with the Regulations. Access is limited to EPFL units working for parking management at EPFL and to external companies selling permits or guaranteeing the safety of parking spaces at EPFL.

² Only necessary data are processed.

³ EPFL may process the following data to enable the issue and purchase of parking permits and to ensure compliance with these Rules and Regulations:

- last name(s), first name(s);
- post code;
- telephone number (personal or work);
- work e-mail address;
- EPFL identification number (sciper);
- EPFL status;
- vehicle number plate;
- vehicle registration document;
- date of registration, modification and cancellation of registration;
- type of parking permit;
- date of purchase and start and expiry date of the permit;
- amount paid for the parking permit;
- CAMIPRO account balance.

⁴ The DSE may process the following data in order to verify the eligibility of students to park on shared green spaces (Article 7):

- parking permit for people with reduced mobility;
- medical certificate;
- special status with the academic service (elite athletes, top-level musicians);
- dependent children;
- employment in parallel with studies.

⁵ Authorised persons from outside EPFL (Article 4) need to consent to the processing of sensitive data in order to purchase a parking permit for shared green spaces.

Article 30 Disclosure of data

¹ EPFL may disclose the personal data of permit holders to third parties with their consent or if disclosure of the personal data are necessary for the purpose of parking management or in order to defend their interests or those of third parties.

Article 31 Data retention

¹ The following data may be retained by EPFL in anonymised form for statistical purposes for 10 years:

- date of purchase and start and expiry date of the permit;
- post code;
- number of parking permits issued according to product and type of spaces;
- amount paid for the permits.

They will be processed in accordance with Article 39 of the Swiss Federal Act on Data Protection (FADP).

² The personal data referred to in Article 29 paragraph 3 may be retained for up to 2 years after expiry of the permit, with the exception of the vehicle registration document.

³ The personal data referred to in Article 29 paragraph 4 will be stored for up to 6 months after the expiry or refusal of a permit, with the exception of the medical certificate.

⁴ The personal data of users of EPFL bicycle stations will be retained for up to 6 months after termination of the employment contract or affiliation with EPFL.

Article 32 Data security

¹ EPFL implements appropriate technical and organisational measures to uphold data security and, in particular, to prevent any accidental or intentional manipulation, loss, destruction, disclosure or unauthorised access.

Article 33 Liability of the authorised user

¹ The authorised user shall scrupulously comply with the general terms and conditions applicable to the equipment used for purchasing parking permits and the invoicing of the official suppliers of EPFL.

² The authorised user must ensure that the personal data recorded are complete, accurate and up to date.

³ Except insofar as required otherwise by law, EPFL declines fully and entirely any liability for any loss or damage arising from:

- misuse by the user of the parking reservation platforms;
- incorrect or out-of-date personal data.

Article 34 Rights of the data subject

¹ The rights of the data subject, including in particular the right of access, the right to object and the right to have data rectified or destroyed, are governed by data protection law.

² The rights of the data subject may be exercised in writing, submitting also proof of identity, with the EPFL Data Protection Officer. Written form includes electronic form.

³ Due to the tasks incumbent on EPFL, certain data may continue to be processed even in the event of an objection by the data subject.

Section 10 Controls

Article 35 Enforcement

¹ The EPFL campus has been restricted by a decision of the Justice of the Peace of Western Lausanne of 12 September 2017.

² Activities relating to the monitoring, reporting and follow-up of violations are carried out by EPFL or duly appointed external provider.

Article 36 Competent authorities

¹ The Commuter Mobility Commission (Annex 2) shall ensure compliance with these Rules and Regulations. It is also responsible for establishing a support procedure for users in financial difficulty, to be implemented as of 1 January 2026.

² VPH is responsible for these Rules and Regulations, the planning of parking space availability and the disposal of abandoned bicycles and micro-mobility vehicles.

³ The Department of Security, Operations and Estates Management is responsible for parking management, maintenance, supervision, the reporting and follow-up of violations (including the removal of illegally parked vehicles) as well as the allocation procedure for students (Article 7).

⁴ The Department of Security, Operations, Estates Management and Parking is also responsible for approving the requests for exceptional dispensations provided for in Article 27.

Article 37 Liability of the user

¹ EPFL declines all liability for any damage caused to vehicles while they are parked, for accidents, collisions and scrapes occurring on campus, or for the theft of vehicles, motorised two-wheeled vehicles or bicycles or their contents.

Article 38 Penalty notice

¹ Any vehicle that does not comply with the general parking conditions set forth in these Rules and Regulations (Articles 3, 5, 11, 12, 21, 23, 27) shall be deemed to have committed an offence.

² It is an offence to park a vehicle bearing number plates without a permit or outside designated parking spaces or areas.

³ Any violation will result in the issue of a penalty notice, which must be paid by the person responsible within 10 working days (Annex 1).

⁴ In the event of non-payment within 10 working days, EPFL will report the matter to the competent authority without any further notice in accordance with applicable legislation.

⁵ In the event of repeated violations, EPFL reserves the right to withdraw the right to park and any permits previously issued.

Article 39 Vacation of parking spaces and public spaces

¹ During events or operational activities (construction sites, work, maintenance, etc.) on the campus, a request may be issued to remove a vehicle from a designated location at any time within 72 hours.

² In the event of unlawful parking, in a prohibited or unlawful stopping area, motor vehicles, two-wheeled motor vehicles or devices similar to vehicles may be removed by EPFL under the responsibility and at the cost of the vehicle keeper.

³ An initiative to remove abandoned bicycles may be carried out by EPFL at any time in order to remove abandoned or unlawfully parked bicycles and micro-mobility vehicles.

⁴ The owner has 90 days after the date of collection of the bicycle or micro-mobility vehicle to register in order to collect his or her bicycle or micro-mobility vehicle from the Bike Point. Upon expiry of this period, ownership of the bicycle or micro-mobility vehicle shall pass to EPFL.

Article 40 Appeals

¹ No appeal may be lodged against parking penalty notices in the event of:

- failure or forgetting to purchase a parking ticket;
- parking outside a designated space;
- parking without number plates.

² Any other appeals that may be justified must be submitted within 10 days of notification of the penalty notice by e-mail to parking@epfl.ch, and in particular:

- in the event of any technical failures or errors in the purchasing or control system;
- under any other circumstances not mentioned in Article 40 paragraph 1.

Article 41 Reimbursement

¹ The costs of penalty notices and potential damage arising in connection with the removal of any type of vehicle shall be borne by the vehicle owners and shall not be reimbursed under any circumstances.

² No retrospective refund can be issued for unused permits or in the event of departure from EPFL.

³ In the event of the failure of the purchasing or control system, any penalty notices issued to users of motor vehicles shall be cancelled until the system becomes operational once again.

Section 11 Final provisions

Article 42 Entry into force

¹ These Rules and Regulations came into force on 1 January 2016 and were revised on
¹ January 2025 (version 1.5).

On behalf of the EPFL Direction:

Anna Fontcuberta i Morral
President

Françoise Chardonnens
Director of Legal Affairs

Annex 1

1. Fee scale

The EPFL Direction fixes the fee scale for parking as follows:

Fee scale from 1 January 2025

Green spaces	Full day (7 a.m. to 5 p.m.)	CHF 2.50 (no maximum limit)
	Half day (7 a.m. to 1 p.m. / 11 a.m. to 5 p.m.)	CHF 1.50 (no maximum limit)
	Semester (students)	CHF 75.00
Yellow spaces	Month	CHF 85.00
White spaces	Hour	CHF 2.00

Fee scale from 1 January 2026

		Staff, post-doc, guests, permanent services	PhD students	Students, apprentices, interns	External
Green spaces	Full day (8 a.m. to 6 p.m.)	CHF 4.00	CHF 2.50	CHF 2.00	-
	Half day (8 a.m. to 2 p.m. / 12 noon to 6 p.m.)	CHF 2.00	CHF 1.25	CHF 1.00	-
	Hour	CHF 0.50 (Max CHF 4.00 per day)	CHF 0.35 (Max CHF 2.50 per day)	CHF 0.30 (Max CHF 2.00 per day)	-
White spaces	Hour	CHF 2.00			

Fee scale from 1 January 2027

		Staff, post-doc, guests, permanent services	PhD students	Students, apprentices, interns	External
Green spaces	Full day (8 a.m. to 6 p.m.)	CHF 5.00	CHF 3.00	CHF 2.00	-
	Half day (8 a.m. to 2 p.m. / 12 noon to 6 p.m.)	CHF 2.50	CHF 1.50	CHF 1.00	-
	Hour	CHF 0.60 (Max CHF 5.00 per day)	CHF 0.40 (Max CHF 3.00 per day)	CHF 0.30 (Max CHF 2.00 per day)	-
White spaces	Hour	CHF 2.00			

Penalty notice

Penalty notice	CHF	40.00
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The above rates include VAT.

Annex 2**1. Commuter Mobility Commission**

The EPFL Direction sets out the following arrangements for the Commuter Mobility Commission:

1.1. Members

- VPH, Head of Mobility and Sustainable Travel (coordinator);
- VPS, Head of the Sustainability Service;
- VPO-DSE, Director;
- VPO-DSE, Head of Services;
- VPO-DC, Project Manager Construction Administration;
- VPF-FIN, Head of the Accounting and Consolidation;
- VPF-DA, Head of the Procurement Management Department;
- VPO-SI, Head of the CAMIPRO Service.

1.2. Duties

- Define the content and support the enforcement of the Parking Regulations;
- Define and implement a procedure to support users in financial difficulty;
- Define an action plan to support a modal shift towards sustainable mobility and ensure optimal infrastructure on the EPFL campus in Ecublens;
- Ensure inter-departmental coordination and communication to users;
- Establish an inventory and regular reporting on parking at EPFL.

1.3. Point of contact

Any enquiries may be submitted to the Commuting Mobility Commission at the following address: *mobilite@epfl.ch*.