

CCTV traffic enforcement: Protocols and procedures



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Introduction

Parking Offences were decriminalised under the Road Traffic Act 1991. This enabled local authorities to establish Special Parking Areas (SPA's) and charge for and enforce all non endorsable parking restrictions.

Part 6 of the Traffic Management Act 2004 (TMA) (Parking Regulations) came into force on Monday 31 March 2008. The TMA 2004 replaced part 2 of the Road Traffic Act 1991 and other legislation relating to London to provide a single framework in England for civil enforcement of parking, bus lanes and some moving traffic offences. Under the TMA 2004, decriminalised parking became known as Civil Parking Enforcement (CPE) and Parking Attendants became Civil Enforcement Officers (CEO's).

Bury Council uses Closed Circuit Television (CCTV) cameras to enforce bus lanes. The enforcement of bus lanes aims to improve the reliability and punctuality of public transport, reduce congestion and pollution.

The enforcement of traffic regulations by CCTV cameras is regulated under the following statutory instruments:

- Road Traffic Regulation Act 1984
- Road Traffic Act 1991
- Section 144 of the Transport Act 2000
- The Bus Lane Contraventions (Penalty Charges, Adjudication and Enforcement) (England) Regulations 2005
- The Tribunals and Inquires (Bus Lane Adjudicators) (England) Order 2005
- The Bus Lane Contraventions (Approved Local Authorities) (England) Order 2005
- The Bus Lanes (Approved Devices) (England) Order 2005

Together these Acts & Regulations allow a Local Authority to install structures and equipment on or near a highway for the detection of contraventions of Traffic Regulation Orders. It also allows Local Authorities to use the information provided by them, to serve a Penalty Charge Notice (PCN) on the registered keeper of a vehicle which contravenes the Traffic Regulations. For bus lane contraventions, the equipment must be a prescribed device specified in an Order by the Secretary of State at the Home Office.

This document outlines the enforcement protocols and procedures for bus lane contraventions enforced using CCTV Cameras in Bury. It sets out the rules and procedures for issuing PCN's.

The document is primarily intended for use by Civil Enforcement Officers (CEO's) working on Bury Councils behalf but has been made readily available to the public via the Council's website for their information.

Contact Details

For further information regarding parking, please visit our website www.bury.gov.uk or contact the customer service team on 0161-253-5353.

Management Structure

Appendix 1 of this document outlines the Management Structures for both Bury Council (Traffic & Road Safety Services section) and NSL Ltd.

Bus Lane Contraventions (Contravention Code 34)

Bus Lanes are separated from the rest of the road by a single wide continuous white line. There will be a large sign at the beginning of the bus lane showing the hours of operation and which vehicles can use the bus lane e.g. buses, taxis and cycles. There will be a small sign at the end of the bus lane at which point normal parking restrictions commence.

Contravention code 34

The contravention occurs when a non-exempt vehicle is recorded parked, waiting or travelling more than 20m (i.e. approximately 3 car lengths) in a bus lane.

Capture of Evidence

Images must clearly show the vehicle in contravention waiting, parked or travelling more than 20 metres in the bus lane.

Do not enforce against vehicles temporarily straddling the bus lanes prior to turning unless one of the following applies:

- Vehicle has blocked the bus lane by doing so
- Vehicle has travelled more than 20metres
- Vehicle has gained advantage over other vehicles

Footage required:

1. Close up of VRM
2. Vehicle travelling in bus lane (or waiting)

3. First time vehicle seen travelling/entering (or waiting) in bus lane
4. Last time vehicle seen travelling/waiting

Images required for PCN

1. Close up of VRM
2. Contextual image showing vehicle in the bus lane.

Exemptions

- Vehicle is a scheduled bus, hackney carriage, ambulance, emergency vehicle or a pedal cycle.
- Vehicle is being used for the laying, erection, alteration or repair of any main services (gas, water, electricity, and telecommunication)
- Vehicle is required to enter or stop within the bus lane by law or at the direction of a police officer in uniform.
- Vehicle is entering or stopping in the bus lane to avoid an accident.

Bus Lane locations and hours of operations

There are currently 8 bus lanes across the borough. The locations along with hours of operation and exemption classes are listed in the table below. The hours of operation are in line with Greater Manchester's Standard times which aim to bring consistency across Greater Manchester.

Bury Council bus lane hours of operation and exemption classes

Bus Lane Location (Direction to)	Hours of Operation	Exemptions
1. A58 Bolton Rd, White St-Hulbert St (NE)	Mon-Fri 07:00-10:00, 16:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles
2. A58 Bolton Rd, Belbeck St-Ainsworth Rd (NE)	Mon-Fri 07:00-10:00, 16:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles
3. A58 Bolton Rd, Ainsworth Rd-Olive St (NE)	Mon-Fri 07:00-10:00, 16:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles
4. A58 Rochdale Rd, Wash Ln-Pimhole Rd (W)	Mon-Fri 07:00-10:00, 16:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles
5. A56 Manchester Rd, Redvales Rd-Radcliffe Rd (N)	Mon-Fri 07:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles

Bus Lane Location (Direction to)	Hours of Operation	Exemptions
6. A56 Bury New Rd, Salisbury Rd-Church Ln (NW)	Mon-Fri 07:00-10:00, 16:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles
7. A665 Bury Old Rd, Ostrich Ln-Sheepfoot Ln (S)	Mon-Fri 07:00-10:00, 16:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles
8. A665 Bury Old Rd, Parksway-Sheepfoot Ln (N)	Mon-Fri 07:00-10:00, 16:00-19:00	Taxis, Pedal Cycles, Emergency Vehicles

Areas subject to enforcement

The bus lanes that will be enforced must be defined by a Traffic Regulation Order. A copy of all the relevant Traffic Regulation Orders are held at 3 Knowsley Place, Bury and will be provided to the Traffic Penalty Adjudicator as part of the Penalty Charge Notice appeal process

Maintenance

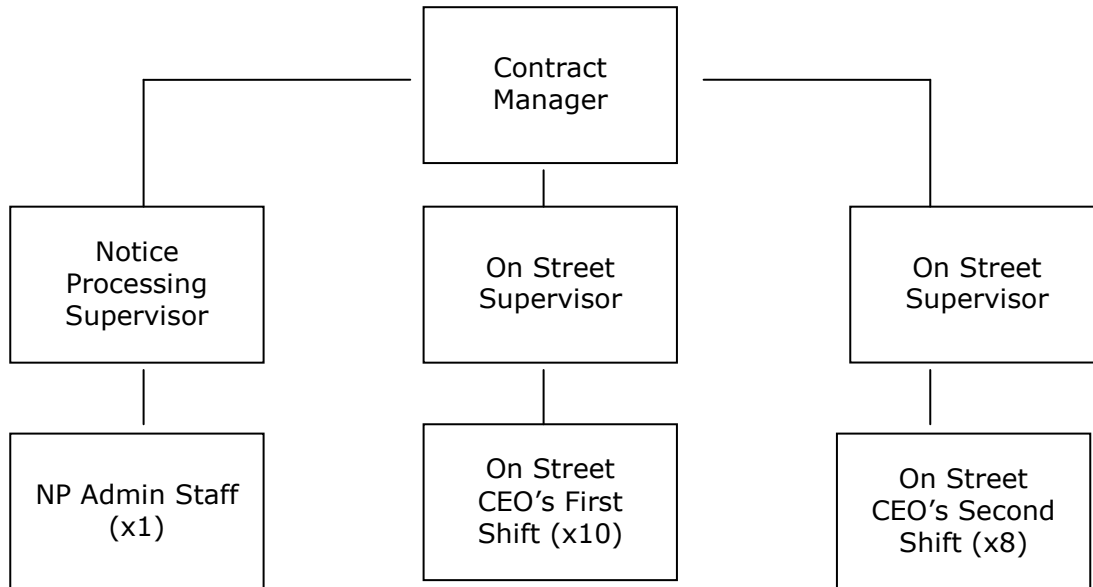
The condition of the signs and lines sited at bus lane locations are checked on every enforcement occasion before enforcement commences. The CEO signs a Pre-operation and maintenance checklist log at the start of each enforcement session. Any maintenance requirements should be noted under issues discovered and reported to The Parking Manager for addressing. An example copy of a log is contained in Appendix 2

Training

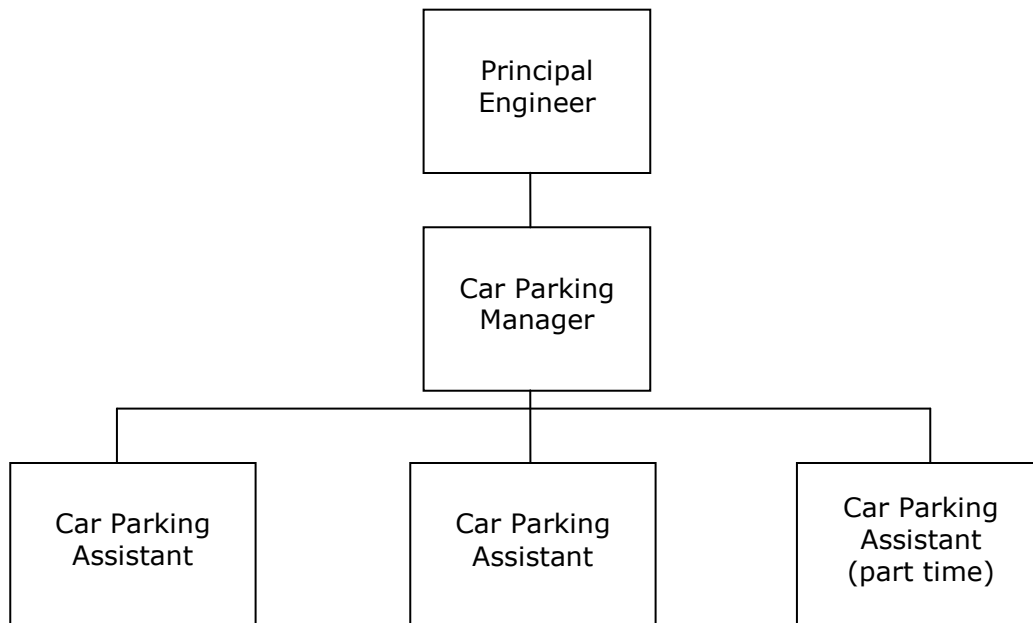
All CEO's undertaking CCTV enforcement are fully trained and have completed all modules of the mobile CCTV training record. An example of the record card which lists each module is contained in Appendix 3.

Appendix 1

NSL Ltd Management Structure



Bury Council Parking Services management structure



APPENDIX 2

Pre Operation Checklist & Maintenance Log

Week Commencing Date:

Vehicle VRM:

Pre Operation Checklist	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Check correct date and time displayed							
Check correct operation of mast and camera							
Check correct operation of windscreen camera							
Check correct operation of Microbus PC							
Check correct operation of DVD & VHS recorders							
Weekly Maintenance	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Check lubrication of camera mast and re-apply if required (twice monthly)							

Please add any details of issues discovered and action taken or required to resolve:

APPENDIX 3

Mobile CCTV Training Record Card

Name

Module	Date	Trainee	Trainer
Introduction			
Vehicle Familiarisation			
Start of Day Procedures			
Operating Instructions			
Enforcement Guidelines - Parking			
Enforcement Guidelines - Bus Lane			
Enforcement Guidelines - Moving Traffic			
End of Shift Procedures			
Back Office Processes			