



ADMINISTRATIVE
COMMUNICATIONS SYSTEM
U.S. DEPARTMENT OF EDUCATION

DEPARTMENTAL DIRECTIVE

OM:4-101

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Distribution:
All Department of Education employees

Approved by: _____/s/_____
Michell Clark, Assistant Secretary
Office of Management

Parking Management

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For technical questions regarding information in this directive, please contact the Parking Coordinator on 202-401-2905 or via email at [ED Parking Services@ed.gov](mailto:ED_Parking_Services@ed.gov).

Supersedes OM:4-101, Parking Management, dated 06/03/2005.

I. Purpose

To manage the U.S. Department of Education (ED) parking program.

II. Policy

ED will provide for an equitable distribution of available parking spaces, operate parking facilities efficiently and responsively, and encourage car-pooling.

III. Authorization

Federal Management Regulations (FMR) subsection-subchapter C 102-74.305.

IV. Applicability

This directive applies to all ED controlled parking spaces in headquarters and the regions.

V. Definitions

- A. Car/Van Pool – A group of three or more/eight or more persons using a motor vehicle to and from work and who ride together daily.
- B. Reserved and Executive Personnel – An official with responsibilities which, in the judgement of the Secretary or his designee, requires preferential parking. Reserved and Executive parking permits are generally restricted to Office of the Secretary employees, Principal Officers, their Deputies and their designees.
- C. *Two-Person Vehicle – Two persons using a motor vehicle to and from work and who ride together daily.
- D. *Single Vehicle – Spaces that are provided upon the availability.

* Applies only to Headquarters employee parking.

VI. Responsibilities

- A. The Assistant Secretary for Management (ASM) allocates reserved and executive parking permits.
- B. The Parking Coordinator in the Management Services Group (MSG) manages and assigns Headquarters parking spaces.
- C. The Director of MSG assigns permanent and temporary accessible parking spaces in Headquarters upon advice from qualified medical personnel. The Director will

also assist Secretary's Regional Representatives (SRRs) in developing regional parking allocations and will resolve disputes.

- D. Primary permit holders keep their application valid and up-to-date throughout the parking cycle, observe all parking regulations. Note: no member may be a recipient of both the parking and transit programs.
- E. Executive Officers issue and account for weekend or holiday permits.
- F. The SRRs allocate regional parking spaces in accordance with this directive through an annual review and reallocation for any parking spaces assigned to ED, and not occupied by official vehicles or employees with a severe physical impairment. The priorities for issuing the spaces are the same as in Headquarters, but the scoring system may be revised to address local concerns and/or requirements.

VII. Regulations and Requirements

- A. *Priorities for Allocation* – Federal Property Management Regulation (FPMR) 41 CFR 101-20.104, stipulates the following criteria for the allocation of parking spaces. Applications for temporary accessible parking permits are reevaluated every quarter. The order of priority is:
 - 1. Official government vehicles
 - 2. Secretary of Education
 - 3. Employees with a permanent disability
 - 4. Employees with a temporary disability
 - 5. Reserved and Executive personnel
 - 6. Van pools/Car pools
 - 7. Two-wheeled vehicles
 - 8. Visitor parking (A portion of available slots may be reserved).
 - 9. *Two-person vehicles
 - 10. *Single vehicles

* Applies only to Headquarters employee parking.

- B. *Permanently Disabled Employees* – Applicants for an accessible parking permit shall:
 - 1. Certify that they have a physical impairment or disability that “for all practical purposes, precludes the use of public transportation;”
 - 2. Have their physician:
 - a. Certify that their disability “for all practical purposes, precludes the use of public transportation” and

- b. Furnish a detailed medical description, dated within thirty days of the application, describing the specific disability; and
3. Authorize the release of medical information necessary to verify the supporting justification for their request for accessible parking. The confidentiality of personal information is maintained in accord with the Privacy Act of 1974.

In considering whether a person cannot use public transportation, a physician must consider, among other factors, whether a person can walk short distances from a parking facility to public transportation and from public transportation to their place of work.

These requirements apply whether or not applicants possess a State disability license plate or rider card. Permanently disabled employees must reapply for parking each year but need not resubmit medical certification unless requested.

- C. *Employees with a temporary disability* – Temporarily disabled employees must follow the same application procedures as permanently disabled employees, but must reapply every three months.
- D. *Reserved and Executive Personnel* – Each Principal Office is allocated up to three parking spaces; one for the Principal Office head; each deputy; or equivalent. The ASM designates the number of spaces required to accommodate the Office of the Secretary's executive staff and approves exceptions to the number of reserved and executive parking spaces allocated to Principal Offices.
- E. *Two-wheeled Vehicles*
 1. Motorcycles are accommodated on a space availability basis and require permits. Permits must be visible to the attendant.
 2. Bicycles do not require a permit. Bicycle racks are located in the garage.

If the number of spaces available to ED is reduced, or if additional spaces are required for disabled employees, the single vehicle with the lowest point score in the affected parking area relinquishes its space, but receives first consideration as other spaces become available.

- A. *Annual Application Procedures* – Applications for all parking spaces must submit an application for a Parking Permit. The procedures are outlined in [Attachment A](#).

- B. *Parking Procedures* – MSG will provide a copy of the parking procedures to all permit holders upon request. The parking procedures are provided as [Attachment B](#).
- C. *Regional Parking* – This directive applies to all parking spaces in Regional Offices. It does not, however, require MSG to acquire parking spaces for purposes other than government owned vehicles.

VIII. Liability

- A. Federal Government – The Federal Government is exempt from liability and is not responsible for any loss or damage to property or injury to persons resulting from an employee's use of, or a contractor's operation of, a parking facility. Individuals who park in a government facility, whether contractor operated or not, do so at their own risk.
- B. Parking Contractor
 - 1. The parking contractor carries liability insurance for damages resulting from accidents and/or negligence of the attendants. If it is shown that the attendants were at fault, the contractor will be held liable. Otherwise, the permit holder's personal insurance coverage may be the only redress.
 - 2. Report accidents and vehicle damage to the parking attendant at the respective parking location before leaving the garage on the day the damage occurred; otherwise, the contractor is not liable. In addition, notify the Parking Coordinator in writing as soon as possible, after recognition.

Attachment A: Procedures for Headquarters and other ED parking facilities

1. Parking Applications
 - A. Parking assignments expire each September 30th. In July, the Parking Coordinator announces the annual parking review. Applicants must submit an Application for Parking Permit, including applicants for accessible parking spaces who must also submit an Application for Accessible Parking.
 - B. Both forms are available from the Parking Coordinator and on <http://connected.ed.gov/index.cfm?office=om&navid=997> under Transportation Services Team.
 - C. The primary permit holder, or applicant, must be a full-time ED employee located in the DC Metropolitan area for headquarters or corresponding metropolitan area in the regions. Carpool members may be other Federal employees or may work in the private sector. No ED employee or rider may be a member of more than one car pool or receive transit benefits.
 - D. The Parking Coordinator or SRR accepts applications from August 1st through August 31st. Employees may apply at any time; those applications will be placed on a waiting list maintained by the Parking Coordinator. Applications received after August 31st will be considered after unsuccessful applications received during the annual review.
2. Assignment of Parking Permit
 - A. The Parking Coordinator or SRR reviews and ranks the applications, using an automated system and awards parking permits in accordance with the above policies and criteria.
 - B. Applicants should indicate a lot preference on their application. If requests exceed the lot's capacity, assignments are made based on points.
 - C. After notification that an employee has been assigned a parking space, each car pool member must personally sign the parking form in the Parking Coordinator's or SRR's presence. Each Carpool participant must show a valid Government identification or, if not a Federal employee, a valid driver's license. The Parking Coordinator or SRR will issue the permit when all car pool members have signed the application.
 - D. *Applications for carpool, two-person and single parking spaces are ranked using the point system shown below. The tiebreaker is the average years of Federal service of car pool members.

*** Applies only to Headquarters employee parking.**

Scoring Factor	Number of Points
Federal Employees	
Full-time ED employee	5
Full-time Federal employee (non ED)	3
Part-time ED employee	½ point per one-way trip per week
Part-time Federal employee (non ED)	¼ point per one-way trip per week
Non-Federal Employees	
Points will be awarded for the first non-Federal employee	
Full-time car pool member	2
Part-time car pool member	¼ point per one-way trip per week
ED Employees	
Carpools earn bonus points for three or more full-time ED employees (including the applicant.)	
3 full-time ED employees	3
Distance (One Way)	
Car pools earn additional points for distances as determined by digital directory resource measured from the residence to the workplace of the primary permit holder. Points are based using a digital directory resource, which is available via the internet. .	
1 through 10 miles	2
11 through 20 miles	3
21 through 30 miles	4
31 through 40 miles	5
Over 41 miles	6

3. Permit Issuance

The Parking Coordinator issues permits during the last month of each quarter. Unsold permits will be offered to the next carpool, two-person and single applicant on the waiting list for that quarter unless the holder makes prior arrangements for a delayed pickup. Permits can be held up to one week.

4. Parking Fees

ED charges a quarterly fee for each permit issued for a contractor managed parking facility. The fee varies from year to year. Payments are made by check or money order only, payable to the contractor or the Department of Education (this depends on where you are assigned to park). The Parking Coordinator will advise successful permit holders annually via email of the contractor's quarterly fee 30 days in advance of permit issuance. Quarterly payment notifications will also be forwarded 30 days in advance to successful applicants

If an employee should depart from ED, a reimbursement will only be provided if the Parking Coordinator can resell the remaining time left to the next available person.

5. Changes in Car Pool Membership

The primary permit holder must notify the Parking Coordinator, in writing, within two working days of any changes in car pool or van pool membership, including changes in employment, telephone numbers, home or work addresses and work schedules.

- A. If the primary permit holder leaves ED, another full-time ED employee in the car pool can assume the permit. The carpool has one month to replace the departing employee.
- B. A car pool has a grace period of one month to replace a departing member before permit eligibility is reevaluated.
- C. Vanpools must notify the Parking Coordinator within one month if they fail to maintain a minimum of eight members.

Failure to notify the Parking Coordinator of the above changes will result in forfeiture of the parking permit for one quarter.

6. Revocation of Parking Privileges

Parking privileges will be denied or revoked for any of the following reasons:

- A. *Misrepresentation on car pool applications*
 - 1. When verifying information on applications or supporting documentation, ED may request additional information, or obtain an independent review of an application for accessible parking.
 - 2. If the Parking Coordinator or SRR suspects cases of misrepresentation, they are forwarded to the Director of MSG. Those who are found to have misrepresented information on carpool applications may lose their permit and face disciplinary actions.
- B. *Violation of Parking Regulations* – Repeated violations of parking procedures will result in revocation of privileges for the remaining time in the parking season.
- C. *Misuse/Abuse of Temporary, Visitor Permits* – Temporary permits will not be issued to a car pool member driving separately from his or her carpool. Attempts to alter temporary or visitor permits are grounds for revocation of all parking privileges.
- D. *Returned Checks* – If a check is returned, the permit holder will be required to pay by money order as long as he or she is a permit holder. If a money order for the original amount and the applicable fees is not submitted within three days of

notification, the Parking Coordinator will revoke parking privileges for the rest of the parking cycle.

- E. All vehicles entering a Federal facility must have valid state licensing and current registration.

7. Forgotten, Lost or Stolen Permits

One-day permits will be issued when a permit holder has forgotten their parking permit. Temporary permits are limited to twice a month, within a calendar month.

A lost or stolen permit must be reported immediately via email or memorandum to the Parking Coordinator explaining the circumstances of the loss or theft before a replacement permit will be issued. The guard or parking attendants will not allow any vehicles to enter any of the ED parking facilities without a valid permit.

Attachment B: Parking Procedures

All Locations

All LBJ and UCP vehicles must prominently display a valid parking permit on the dashboard of the vehicle on the driver's side. Permits are hung on the rear view mirror of vehicles that park at PCP, 1990 K Street, and CP. All information on the permit must be visible. **Vehicles will be ticketed if any part of the permit is obstructed.**

Permit holders may park only in the location specified on the permit. RESERVED spaces are limited to those specifically authorized to park in those spaces. All unauthorized vehicles parked in RESERVED spaces will be ticketed and possibly towed at the owner's expense as FPS does regular checks of all ED parking facilities.

Parking permits are not transferable except among members of the same carpool.

Parking spaces reserved for employees with disabilities are identified by the internationally recognized accessible parking symbol. Permits assigned to employees with disabilities authorized to park in those spaces are printed with either the accessible parking logo or the word "Disabled." Employees with disabilities that require the use of a wheelchair should use extra-wide spaces only. Cars that are parked in any accessible space without the disabled logo printed or stamp on the permit will be ticketed and possibly towed at the owner's expense.

The speed limit in all parking areas is five miles per hour.

The Federal Protective Service (FPS) regularly patrols Federal parking areas. Vehicles that are parked in violation of regulations will be ticketed, booted, or towed as appropriate. Repeated violations will be grounds for revocation of parking privileges. Instructions for responding to citations are printed on the reverse side of the tickets. Neither the FPS nor the Parking Coordinator can void or negotiate a citation.

Attachment C: Parking Application

MANAGEMENT SERVICES, OFFICE OF MANAGEMENT APPLICATION FOR PARKING PERMIT																	
Instructions: (Check appropriate criteria)																	
Handicapped (Medical statement required)		<input type="checkbox"/>	Van pool (8 or more)		<input type="checkbox"/>	Executive Personnel		<input type="checkbox"/>	Car pool (3 or more)		<input type="checkbox"/>	AS or DS ONLY Reserved (FB-6 & PCP garage)		<input type="checkbox"/>			
Full Name Street address City/State/Zip Code (Primary Applicant Information only)			Office Phone Bldg. Name		Agency (If ED, also provide Org Code)		Govt. Service Start Date		Car: Year Make Model		Car: License Plate # Registered State		No. of trips weekly*	Signature & Date <i>(Application is not valid unless it's signed and dated in the presence of the Parking Coordinator)</i>			
1																	
2																	
3																	
4																	
5																	
*If you drive round trip for 5 days, the number of trips per week is 10.																	
LOT CHOICE: Choose any 3 in order of preference			LBJ		PCP		UCP		CAP		K St.						
This certification concerns a matter within the jurisdiction of an agency of the United States. Anyone making a false, fictitious or fraudulent statement or representation under this certification may be subject to criminal prosecution under Title 18, United States Code, Section 1001; and/or a civil penalty action providing for monetary administrative recoveries; and/or agency disciplinary action up to and including dismissal.																	

Attachment D: Accessible Parking Application and Physician Letter

U.S. Department of Education
Application for Accessible Parking

Please print or type (unless otherwise indicated)

Employee's name		
Home address		
City	State	Zip
Office telephone number	Room	Building
Vehicle or disability license number and state		
I certify that I have a temporary/permanent (<i>circle one</i>) disability, which, for all practical purposes, precludes the use of public transportation. I authorize the release of any information necessary to verify this request for accessible parking services.		
Employee's Signature		Date

This certification concerns a matter within the jurisdiction of an agency of the United States. Anyone making a false, fictitious or fraudulent statement or representation under this certification may be subject to criminal prosecution under Title 18, United States Code, Section 1001; and/or a civil penalty action providing for monetary administrative recoveries; and/or agency disciplinary action up to and including dismissal.

(For ED staff use only)

Issue date	Permit #	Lot/garage
Approved by		

Revised 08/2007

Physician must complete certification

I certify that _____ <i>(insert applicant's name)</i> has a temporary/permanent (<i>circle one</i>) disability which for all practical purposes, precludes the use of public transportation.		
Physician's signature		Date
Physician's name		
Office address		
City	State	Zip
Office telephone number		

Important: Please see the attached letter for this form for guidelines regarding temporary and permanent handicaps, and **attach** a current detailed medical description relating to the specific disability.

This certification concerns a matter within the jurisdiction of an agency of the United States. Anyone making a false, fictitious or fraudulent statement or representation under this certification may be subject to criminal prosecution under Title 18, United States Code, Section 1001; and/or a civil penalty action providing for monetary administrative recoveries; and/or agency disciplinary action up to and including dismissal.



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT

NOTICE TO PHYSICIAN

Your patient is applying for an accessible parking space or designated accessible parking space at the Department of Education (ED). ED has a very limited number of accessible parking spaces, and we make every effort to accommodate as many employees as possible. Since a carpool must be displaced for each accessible parking space that is issued, it is important that we allocate those spaces to those employees whose disability precludes their walking even a short distance. For your information, there are public parking facilities within a block of all of our buildings, in most cases across the street.

To qualify for a **permanent** accessible parking space, an employee must be classified as having a disability. An employee with a disability is one “who has a severe permanent physical impairment which, for all practical purposes, precludes the use of public transportation.” Examples of individuals who would be considered as having a permanent disability include those who use a wheel chair, crutches, or a brace to support their legs or hips, or those suffering from a severe heart disease that disallows walking or using public transportation.

To qualify for a **temporary** accessible parking space, an employee must be temporarily classified as having an impairment as defined above. An employee with a temporary impairment is required to recertify their condition every three months. Examples of an employee with a temporary impairment employees are those who are recovering from a serious operation, a broken leg, back sprain, or an injury that hinders free mobility on a temporary basis.

If your patient meets the definition of an employee with a disability, please complete and sign the attached form. Attach a detailed medical description of your patient’s specific disability or impairment, if requesting a temporary space please also include the timeframe for which the space is needed. A qualified ED Official will review the application for final approval.

Please certify only those individuals who fully meet the definition of “an individual with a disability”. Contact the Parking Coordinator at 202 205-4860, if you have any questions.

Thank you for your cooperation in this matter.

Director
Management Services

