



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT  
681 HARDEE PLACE  
WEST POINT, NEW YORK 10996

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #42

SUBJECT: West Point Parking Policy

1. References.

a. DODD 5525.4, Enforcement of State Traffic Laws on DoD Installations, dated 2 November 1981.

b. AR 190-5, Military Traffic Supervision, dated 22 May 2006.

c. West Point Regulation 190-5, Military Police Motor Vehicle Traffic Supervision on West Point, January 2012.

d. USMA Policy Memorandum 201-12, subject: Request to Reserve Parking Spaces on West Point, dated 14 September 2012.

2. Purpose. This policy establishes a parking strategy designed to enhance the security of West Point while implementing necessary procedures and applying logical practices to parking a vehicle in designated areas throughout the Installation, Monday through Friday, 0630-1630 or when a specific activity is operational.

3. Applicability. This policy applies to all Soldiers, Civilians, Family members, contractors, tenants and any other person who operates any vehicle on West Point for any purpose. This includes, but is not limited to, all personnel operating a civilian or Government motor vehicle of any kind (including golf carts, GEM and electric zero-emissions vehicles) on West Point.

4. Responsibilities. It is imperative that Commanders, Directors and Supervisors ensure West Point military personnel, Civilians, Cadets and Family members are made aware of the policy and comply with the established procedures. Equally important, operators of motor vehicles on this Installation are responsible to obey New York State Department of Transportation and New York State Department of Motor Vehicles driving laws and regulations and guidelines as outlined in this policy and/or established by the Directorate of Emergency Services(DES)/Provost Marshal's Office(PMO). Violations of this policy and/or state motor vehicle laws are subject to judicial and non-judicial action as determined by military police who may contact the driver to correct the infraction; issue a citation; recommend loss of on-post driving privileges; and/or may direct the vehicle be towed IAW the regulations noted above.

5. General.

a. Implied Consent to Tow and/or Impound a Vehicle. However, before a vehicle is removed from West Point, reasonable attempts will be made to locate the owner of the POV. IAW AR 190-5 and West Point Regulation 190-5, persons who operate a motor vehicle on West Point shall be deemed to have given consent for the removal and temporary impoundment of a Privately Owned Vehicle when:

- (1) Remaining parked on the Installation for more than 72 hours.
- (2) Illegally parked and/or interfering with Installation activities or operations.
- (3) Causing a safety hazard.
- (4) Disabled as the result of an accident and left at the scene.
- (5) Left unattended in a restricted or controlled area.

(6) Parked in a Central Parking Area (CPA) lot without an authorized decal displayed to indicate the vehicle is approved to park in that area.

b. Proper Parking Practices to Employ while Operating a Vehicle on West Point.

(1) Persons who operate, or are in charge of a motor vehicle shall not park or leave a vehicle unattended without first stopping the engine, placing the transmission in a low gear (manual) or park (automatic), locking the ignition switch, removing the key, engaging the parking break when on a grade, and locking the vehicle. Vehicles parked upon roadways where there are curbs shall be parked in the direction of the flow of traffic with the passenger side parallel to and within 12 inches of the curb except where angle parking is permitted. When authorized to park on roadways without curbs, vehicles shall be parked on the right shoulder of the roadway in the direction of the flow of traffic. Vehicles shall be completely clear of the travelled portion of the roadway. Anyone operating a government vehicle will not park adjacent to or utilize parking areas designed for patrons of AAFES, Commissary or Directorate of Family and Morale, Welfare and Recreation (DFMWR) dining facilities. Directorate of Public Works (DPW) and DES emergency vehicles or other vehicles considered to be on official business are excluded from this restriction.

(2) Finally, in order to reduce potential parking and traffic congestion, community members, particularly those who reside on the Installation, are strongly encouraged to carpool, walk, shuttle, or bicycle to and from work.

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c. Designation of Reserved Parking Spaces.

(1) Parking spaces marked "Handicapped" are for the exclusive use of persons who are handicapped and have displayed a hanging pass or vehicle plate identifying the individual as handicapped. If the person parks in a CPA lot, they must also possess a CPA permit or temporary decal for handicapped parking.

(2) A vehicle used for handicap parking must be registered to the military personnel or civilian employee. The plates and permits may be used to park in reserved parking spaces only when the person with the disability is driving or riding in the vehicle. In addition, the handicapped hanging pass must match the vehicle registration, DoD decal and the CPA pass for it to be valid.

(3) Each set of quarters within Government housing has designated reserved parking spaces.

(4) West Point unit designated parking spaces are outlined in Enclosure 1.

(5) Electric cars will park in designated areas IAW Enclosure 2.

(6) Special accommodations' reserved parking will be coordinated through EEO.

(7) Government vehicles will park in designated spaces IAW Enclosure 2, but in the event those spaces are not available, GOVs will be parked either at the motor pool or in the parking lot adjacent to Gillis Field House. Tactical vehicles will not be parked in any of the designated parking areas for POVs.

d. Building 606 Clinic Appointments.

(1) Parking spaces marked "Clinic Appointments" are reserved for bona fide visitors and/or patients of the Dental or Optometry Clinics. Clinic personnel will not use those spaces. The maximum time limit for clinic parking is two hours or as posted. The spaces will include three spaces on the side road adjacent to Building 606 and six spaces along Thayer Road.

(2) Clinic signs will be clearly marked "Clinic Appointment."

e. Motorcycle Parking. Riders of motorcycles, motor scooters and mopeds will park in Green-striped parking areas generally located at the end of parking lanes; however, riders will not park in POV/GOV parking spaces. In addition, riders will not park in pedestrian crosswalks nor inhibit access to walking lanes, handicapped parking spaces or otherwise impede the flow of traffic.

f. Recreational Vehicle (RV) parking/Storage.

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(1) Boats, motor homes, campers and house and baggage trailers are considered RVs.

(2) RV registration at the PMO is required if visiting the WPMR for more than 30 days.

(3) Registered RVs may park in the secured RV lot located behind the Transportation Motor Pool. This lot has a limited number of spaces which are assigned on a first-come, first-serve basis. All other registered RVs will be assigned a space and stored in either the parking lot adjacent to Spellman Hall or the Commissary. RVs that cannot enter either lot due to space limitations, or do not park in accordance with their assigned space, or have insufficient paperwork to receive a DoD decal are subject to and are required to follow all of the West Point parking restrictions, even if the RV must be removed from West Point.

(4) RVs visiting temporarily (less than 30 days) are authorized to park only in:

a. Round Pond, IAW guidance from the Round Pond business office.

b. North Dock located (Self-propelled RVs only) next to Gillis Field House parking area (Special Events only i.e. Graduation and football).

c. RVs may park in housing areas for up to 48 hours only for the purpose of cleaning, minor repair, preparing for or unloading from a trip. Authorized housing areas are only within driveways or adjacent to quarters authorized by the occupants, as long as such parking does not deny other residents access to their authorized vehicle spaces, create a traffic safety hazard, or impede the flow of traffic.

d. The only two authorized areas to empty and flush sewage tanks are:

(1) The USMA dumping station adjacent to Building 845 (North Sewage Plant).

(2) The dump station at Round Pond (IAW guidance from the Round Pond business office).

f. The above parking areas are designated for the convenience of the owners. West Point, however, is not liable for any property that is stolen, vandalized, or damaged while in these lots. The Personnel Claims Act prohibits compensation for any loss to the users of these storage lots. Owners of recreational vehicles (boats, trailers, wave runners, quads, etc.) must register and park their vehicles at one of the designated DFMWR recreational vehicle parking lots. The parking/storing of recreation type vehicles in residential housing areas is not authorized. Similarly parking of recreational vehicles at any location other than those noted above is prohibited.

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g. Unauthorized or Prohibited Parking Areas. In an effort to limit the number of signs erected on the West Point, there is no requirement to post a sign where parking is prohibited. Some parking prohibition signs in various areas were erected only as reminders. Parking is prohibited:

(1) As described as a violation in the New York Vehicle and Traffic Laws Section 1200(d).

(2) Outside of two white painted parking lines on streets or in parking lots except in residential areas. The lack of two white painted lines is indicative of unauthorized parking.

(3) On grass covered/seeded areas (exceptions are the off-post training areas).

(4) Parking on sidewalks prohibited (no exceptions).

(5) Where prohibited by sign or traffic control barrier emplaced by PMO authorized entity.

(6) In housing areas in or in front of another resident's driveway or their assigned space, except where permission has been obtained from the resident assigned that space.

(7) In front of a public or private driveway.

(8) Within 15 feet of a fire hydrant.

(9) Within 15 feet of refuse containers.

(10) Where obstructing the normal flow of traffic.

(11) In a safety zone marked by striped yellow lines painted on the ground.

(12) Parking is prohibited in any area not designated by signage as authorized parking areas or spaces.

(13) Areas designated as Cadet Barracks.

(14) Drop off or loading zone (except to drop off, load, etc...).

(15) Beside another vehicle parked parallel to the curb or on a roadway shoulder.

(16) Privatized military housing areas where parking is designated by residence. Additionally, residents are authorized to park in their designated parking spaces or in an

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approved non-designated parking space within the housing area by Balfour Beatty. Occupants and/or their guests may not interfere with the parking privileges of other residents.

h. Vehicle Removal from West Point.

(1) West Point Military Police (MP) and DES personnel are authorized to remove any POV registered under AR 190-5 and West Point Policy 190-5, as described below, or when a vehicle is found abandoned on the Installation:

(a) Vehicles parked more than 72 hours in one location are considered abandoned and subject to removal from West Point. The 72 hour restriction does not apply to individuals who live in Family housing, Government quarters or barracks and park their vehicles in designated parking areas for these individuals.

(b) When a vehicle is left on an Installation road or in a parking lot beyond 72 hours as the result of inclement weather or may cause an immediate safety hazard or block passage of emergency vehicles on the Installation.

(c) During higher Force Protection Conditions, if a vehicle owner cannot be positively identified, the vehicle will be considered abandoned and towed off the Installation.

(2) Parking for personnel on an extended TDY. There are occasions when employees who reside off post go TDY, but do not have a satisfactory location to park their POV. Any Community member scheduled to be on Official Travel may request to park their vehicle in a designated parking area beyond 72 hours; this request MUST be presented to the MP Station who is authorized to approve or disapprove the request. Any vehicle identified as belonging to a West Point Community member without approval to park their vehicle beyond 72 hours in a parking area will be given a citation and their vehicle booted and/or towed.

(a) When parking your POV, obtain a TDY Storage Lot Form (refer to sample in reference (c) from the PMO Desk Sergeant; provide the data listed below so that PMO is able to reach a POC in case of an emergency.

- (1) Date of Departure.
- (2) Date of Return.
- (3) Make/Model/Color of vehicle/Registration number.
- (4) Emergency Contact with multiple Phone Numbers.

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i. Central Area Parking Lots. These parking lots include: Clinton, Doubleday, Kosciuszko, Lincoln Hall (front/behind) and Thayer Roof. Restrictions and special requirements to park in these areas are the result of DoD and Department of the Army security requirements to provide necessary protection to our personnel. Thus, anyone can request to park in these areas but they must apply or obtain issuance of a CPA decal to identify the vehicle when it parks in one of these areas. Information on the process to request this decal can be provided by contacting the MP Office, at 938-3333.

j. Cadet Barracks Area. There is no parking allowed in this restricted area; however, any vehicle that requires access to the area in order to perform maintenance (i.e. DPW), drop off supplies and goods (DOL/DCA/IETD etc), make a commercial food delivery (food, laundry, etc) or any other necessary activity are subject to their vehicle(s) being searched at the Arvin security station (Prior coordination needs to be made with DES NLT 48 hours for out of the ordinary deliveries).

(1) Exceptions to Policy.

(a) The graduating class; they must undergo a vehicle search prior to entering the Cadet Barracks Area. All vehicles must be removed no later than 1700 Graduation day.

(b) Cadet Guard Room (CGR Van); must undergo a vehicle search prior to entering the Cadet Barracks Area.

(c) Commandant of Cadets Official Vehicle; must undergo a vehicle search prior to entering the Cadet Barracks Area.

(d) Certain special events and class reunion handicapped vans driven by military Officers; Prior coordination needs to be made with DES and vehicles must undergo a vehicle search prior to entering the Cadet Barracks Area.

6. Procedures for Designated/Reserved Parking.

a. All requests for designated/reserved parking will be submitted in memorandum format to EOC.WP@usma.edu. DPTMS will then convene a meeting of the Approval Committee to consider each application. The committee consists of Representatives from G-3, DPTMS, DES, EEO, CPAC and AFGE. The committee may take 30-60 days to act upon a request. If a request is denied, the requester can resubmit a new request one calendar year from policy date being signed. All decisions will then become final with no appeal or reconsideration process. Note: The Committee will meet annually to review the use of current designated/reserved parking spaces.

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b. The request must include a written justification endorsed by the requester's Director or Commander, explaining the reason for a reserved space along with at least three suggested locations for the reserved space sign emplacement. The request must be accompanied with a DD Form 4283, Facilities Engineering Work Request, dated September 2003.

c. If the request is approved, DPTMS will forward the DD Form 4283 to DPW who will create and install the appropriate sign for that person. DPW will notify DES and DPTMS when the sign will be posted and ready for the individuals use. Then, DPTMS will contact the requesting organization, EEO, DES and/or the individual that the designated space is ready for their use.

7. Contractor Vehicles. The authorized parking area for construction vehicles (contractors) is within the designated staging area(s) or where identified within their statement of work. Contracting Official Representatives and Contracting Officer Representatives must ensure contractors are informed of this policy and that violations are subjected to paragraph 5(a) above.

a. No general contractor or subcontractor employee parking is available near the immediate site. The contractor will need to identify and locate parking facilities for general and subcontractors off of West Point and provide a means for shuttling workers of the site. West Point shuttle services will not be used for transporting workers to the site.

b. Under no circumstances will Contractors parkin Central Parking Area (CPA) Lots.

c. Contractors will not park in designated loading zone or drop off areas for longer than 15 minutes.

8. This policy remains in effect until canceled or superseded in writing.

9. Point of contact for this memorandum is the Installation Antiterrorism Officer, Directorate of Plans, Training, Mobilization and Security, at (845) 938-3650.

Encls

1. Authorized Reserved Parking Spaces
2. Maps and Diagrams
3. CPA Parking Lots/Areas

  
ANDREW S. HANSON  
COL, SF  
Commanding



## Authorized Reserved Parking Spaces

The parking plan/CPA enforcement is from 0600-1530 Monday – Friday or when otherwise directed. All reserved spaces still require a CPA decal.

DES can issue temporary passes to park in the Central Area at their discretion or when tasked to do so during special circumstances.

All handicapped spaces remain the same (must have official license plate or hanging decal), that matches the drivers registration and information; additionally if in the Central Area Lots it must have a Central Area Decal. The handicapped spaces in Clinton Lot are exempt from having a Central Area Pass

### **Double Day Lot:**

- Seven Government (GOV) owned Vehicles (Three Electric four Government, next to scoreboard).
- Two Dean Department Heads.
- Four Office of Dean (Next to GOV Parking).

**Clinton Lot:** Motor cycle/scooter parking (See slide)

**Thayer Extension (behind Supt's review box):** DAA spaces – Monday - Friday

### **Mahan Hall:**

- Three GOV's Gem/Electric/ electric zero-emissions vehicles in front of Mahan Hall (no electric will be hooked up – 2 Hr maximum parking only)
- Motor cycle/scooter (right corner Lower parking area).

**Kosciuszko.** Five flip-signed parking spaces across from Kosciuszko Monument for PAO Media Parking. (Special Events only).

### **Thayer Roof:**

- Five Protocol (along north wall).
- Six Dean Department Heads.
- One Union Representative.
- Six Gem Electric Cars (See Enclosure 2).
- Handicapped spaces - (must have official license plate or hanging decal; and Central Area Decal.

**Moat South.** Command Group, spaces assigned by signs and posted for individuals that have a Central Area Decal (includes 2 DEAN spaces originally at Mahan Hall).

## Authorized Reserved Parking Spaces

### **Lincoln/Cullum/WP Club:**

- Two DFMWR GOV's.
- 2 Club Managers.
- One Cadet Hostess.

**Arvin Physical Development Center.** Two Dean Department Heads, Deputy Commandant, BTO, DMI, MOS, and SCPME.

- 9 DV Quarters spaces

### **Upper Arvin Physical Development Center:**

- USCC CSM
- GEnE
- DFL

**Thayer Road.** Six Clinic appointments - Two hour only, first six spaces and eight special accommodations.

- First 50 spaces along Thayer Rd.

### **Building 606:**

- Three Clinic appointments along Building 606.
- DENTAC Commander.
- One Dean Department Head.
- One GOV.

### **Upper Building 606 Lots:**

- One DAD – Department Head.
- One SJA – Department head.
- One - Union Representative.
- Motorcycle parking.

**Grant Circle/Turn around:** The turnaround will be used for drop off and deliveries (drop off and picking up Cadets is an authorized function) the intent is for no POV's or caterers to leave vehicles unattended.

**Power Plant.** DPW Power Plant employees must have a Central Parking Area Decal.

**Building 639 (ODIA)** require a CPA decal.

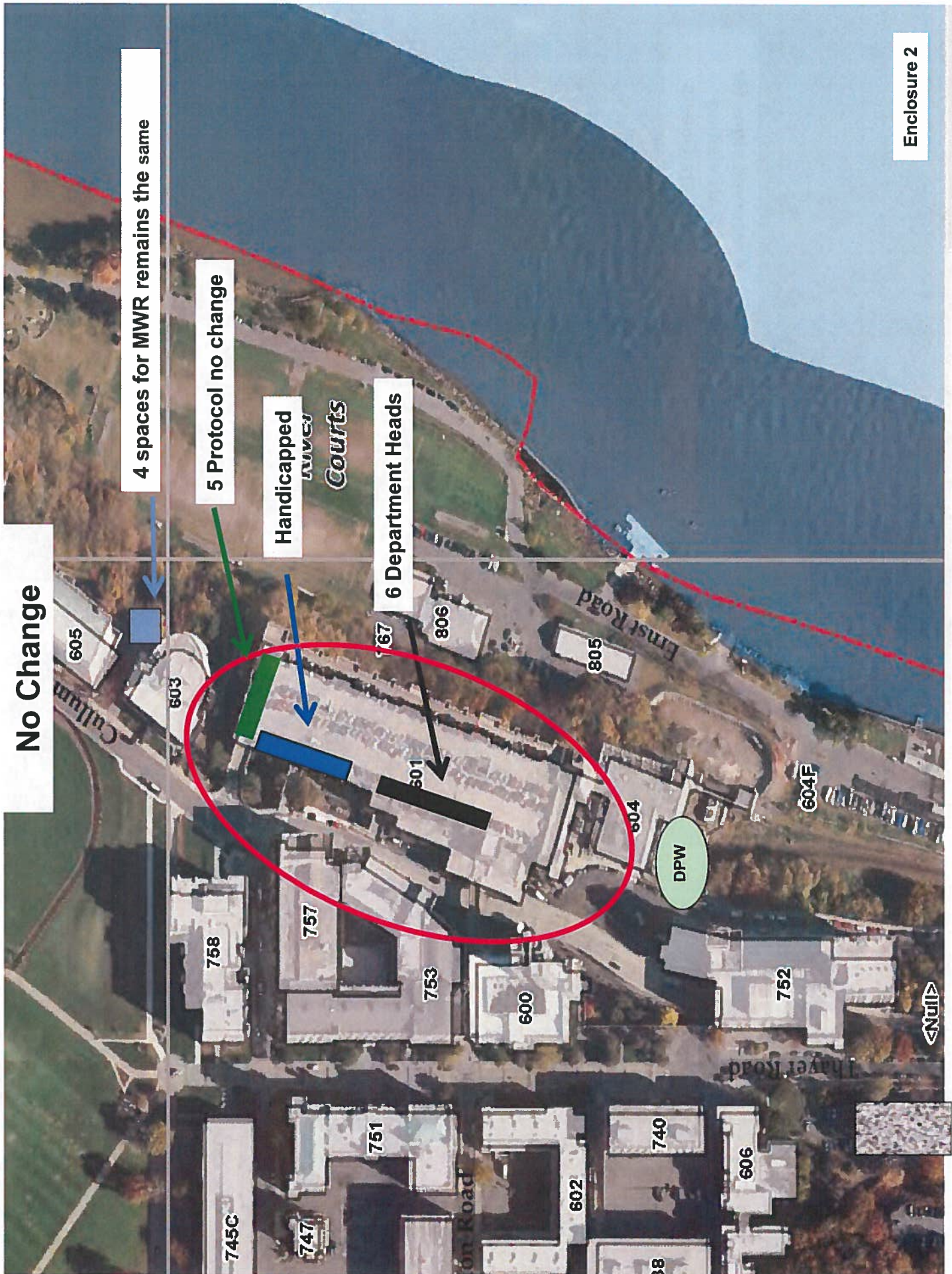
## **Authorized Reserved Parking Spaces**

**Firsty Club Lot** requires a CPA decal.

**Cadet Barracks Areas - No Reserved Spaces/No Parking - Drop Off Only.** If vehicles are parked illegally contact the Military Police Desk to have the vehicle removed and ticketed. No vehicles will be parked overnight in the Cadet Area with the exception of the CGR Van and Commandant of Cadets Official Vehicle, both vehicles will be parked outside the CGR.

**Motorcycle Parking.** Green striped lines are located at various locations throughout the Installation to designate motorcycle parking.

\*\*The only way DES can enforce this policy is if the Desk Sergeant receives a call from the individual who the space is reserved for; the space holder calls the MP desk and reports the incident. DES will not assume someone is illegally parked.



No Change

4 spaces for MWR remains the same

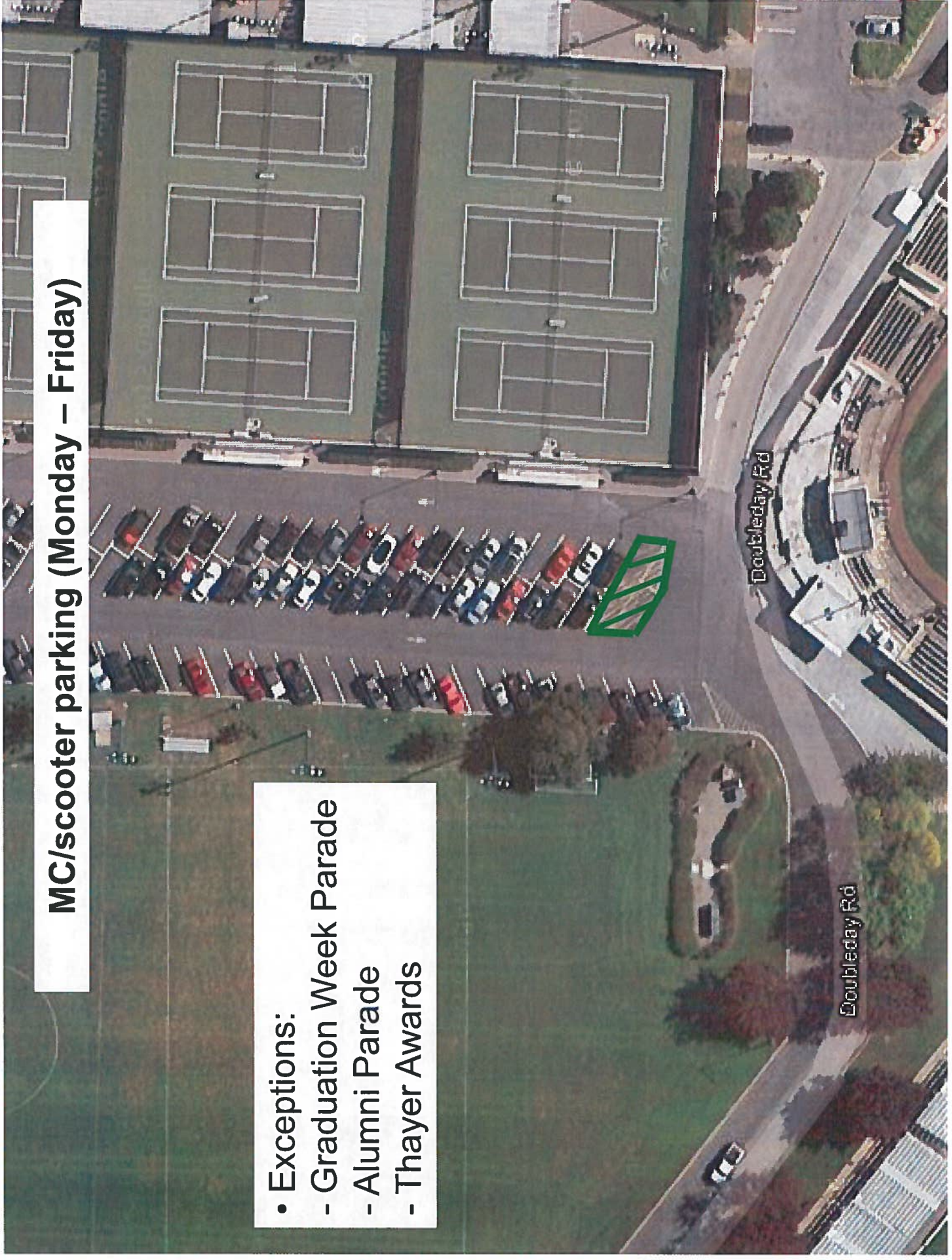
5 Protocol no change

Handicapped Courts

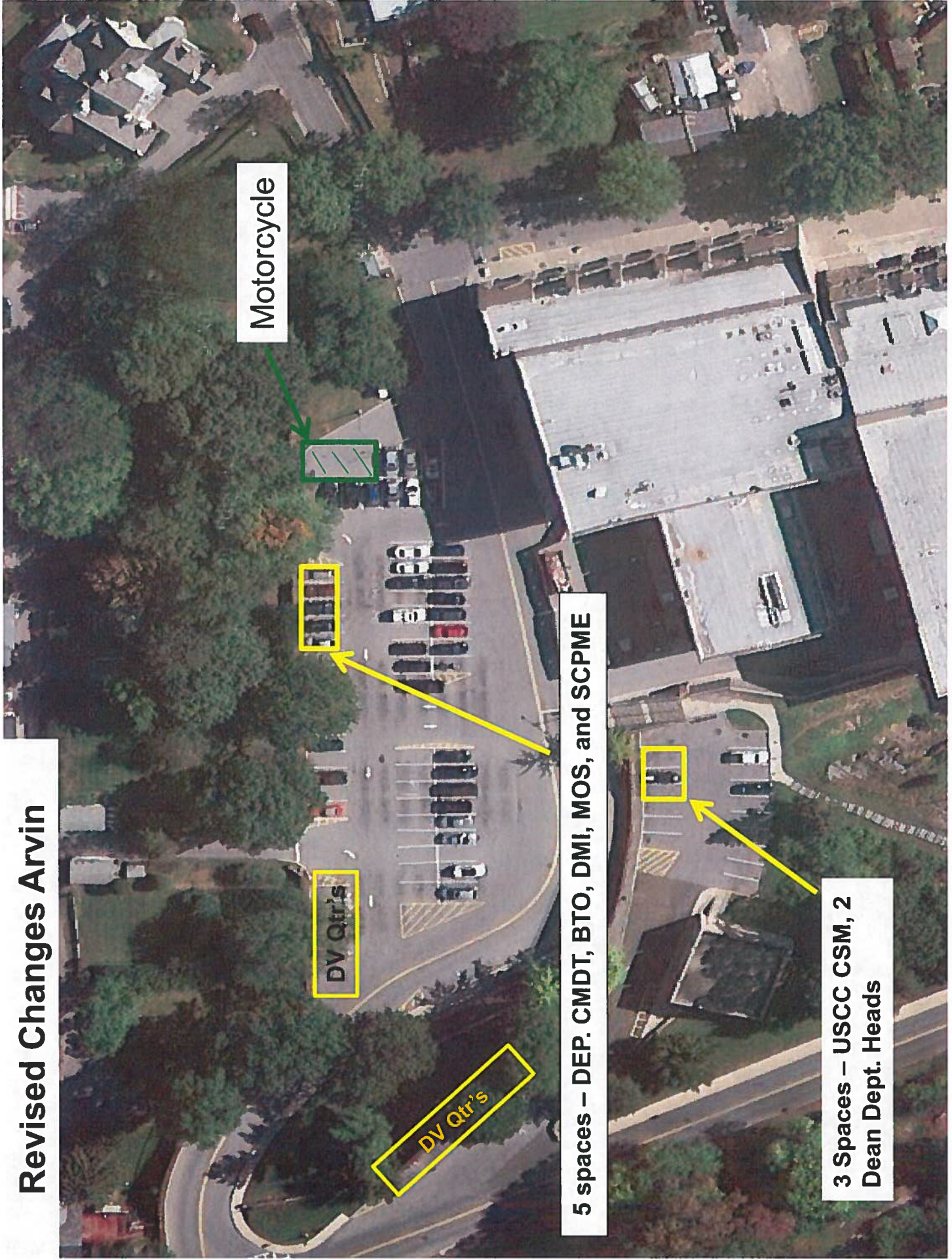
6 Department Heads

## MC/scooter parking (Monday – Friday)

- Exceptions:
  - Graduation Week Parade
  - Alumni Parade
  - Thayer Awards



# Revised Changes Arvin



Motorcycle

DV Qtr's

DV Qtr's

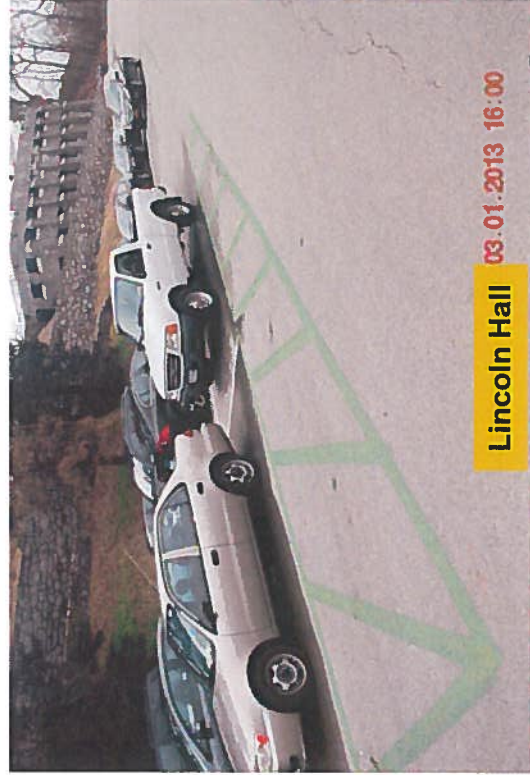
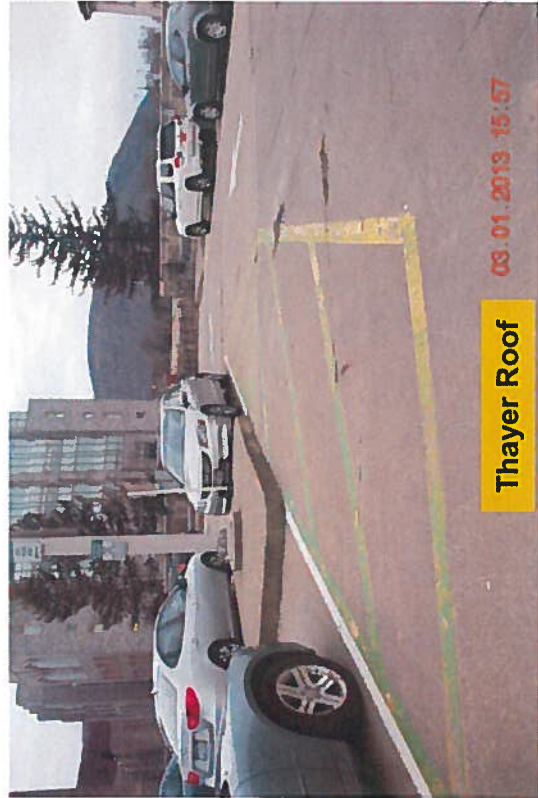
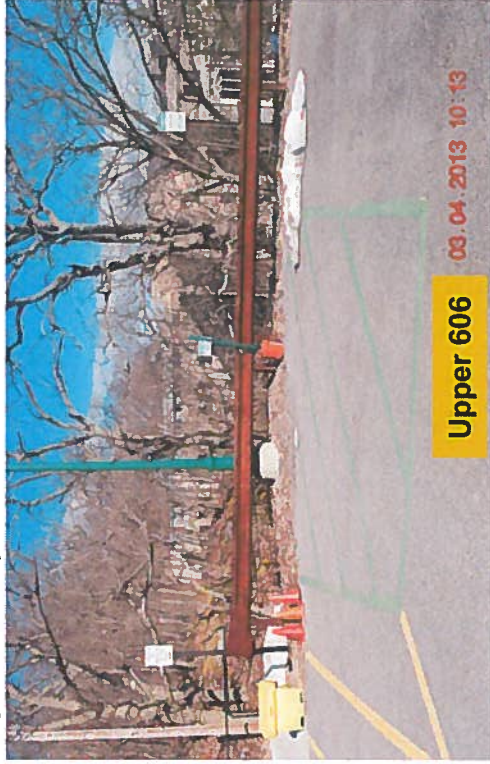
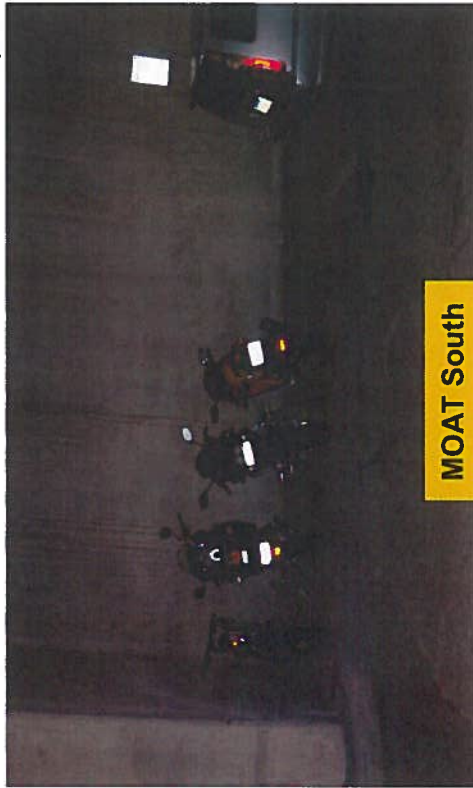
5 spaces – DEP. CMDT, BTO, DMI, MOS, and SCPME

3 Spaces – USCC CSM, 2  
Dean Dept. Heads

Controlled Unclassified Information (CUI)  
**West Point Parking Task Force**  
**8 May 2013**



**Examples of Motorcycle Parking Areas**  
(Already Striped Green)



Enclosure 2