

U.S. Department of Transportation

Office of the Secretary



Headquarters Parking Facility Policy

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1.0 Purpose

This guidance document establishes the policy and procedures for management of the U.S. Department of Transportation (DOT) Headquarters Parking Facility. All drivers and vehicle occupants who park in the facility are responsible for complying with the rules and procedures contained in this document, available at <http://transerve.dot.gov>.

2.0 Policy

It is DOT policy to manage the Headquarters Parking Facility to most effectively serve the official needs of DOT, the needs of employees, and to make maximum use of available spaces to benefit the largest number of employees. To improve air quality and reduce traffic congestion, DOT encourages its employees to commute to work by other than single-occupant vehicles, such as carpools, vanpools and bicycles.

3.0 References

Federal Property Management Regulations (FPMR), 41 CFR 102-71.20; 102-74.285; 102-74.305.

Rehabilitation Act of 1973, as amended, 29 USC 791 et seq.

Americans with Disabilities Act Amendments Act of 2008 (ADAAA), 42 USC 12102.

Equal Employment Opportunity Commission (EEOC) regulations, 29 CFR 1614.203 and 1630.2.

DOT Order 1011.1 "Procedures for Processing Reasonable Accommodation Requests by DOT Job Applicants and Employees with Disabilities" (September 16, 2002).

4.0 Definitions

Carpool: A group of two or more people regularly using a motor vehicle for transportation to and from work on a continuing basis.

DOT Employees: Individuals employed by DOT.

DOT Contractor Employees: Individuals hired by a contractor as an employee or subcontractor to perform tasks under a DOT contract.

Persons with Disabilities: An employee or contractor who has

- i. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- ii. a record of such an impairment; or

- iii. is regarded as having such impairment. An individual meeting the definition of a person with a disability solely on the “regarded as having a disability” prong may not be a person with a disability for the purposes of this policy.

Employee Transportation (ET) Bulletin: ET bulletins expound further on subjects such as off-hour parking, emergency preparedness, etc.

Job Requirement: Employees who perform various complex assignments in matters of agency responsibility under the constraints of time and/or sensitivity and whose workload and schedule are often dictated by unexpected events requiring immediate attention and for which it is impractical to be part of a carpool or conducive to mass transit. Also, employees who are required to remain on duty more than eight days per month beyond the normal commuting hours of 6:00 a.m. - 6:00 p.m. These permits require approval by the designated modal representative.

Off-Hour Parking: 6:00 p.m. until 12:00 a.m. Monday – Friday and Saturday and Sunday 6:00 a.m. - 12:00 a.m. Off- Hour permit holders are not allowed to park overnight.

Parking Accommodation Team: The team shall consist of one representative each from the Disability Resource Center (DRC), Departmental Office of Civil Rights (DOCR), Parking/Transit Office (PTRAN) and the Office of General Counsel (OGC)

Official Parking: DOT Headquarters and offsite staff working in support of a specific job related assignment, attending meetings or mandatory training occurring before or beyond hours that make it impractical to use public transportation or ridesharing.

Regular member of a carpool: A person who travels routinely (except when on leave) in a carpool for a minimum distance of five miles each way and whose worksite is located within reasonable distance (five mile radius) from the parking facility.

Ridesharing: The sharing of the commute to and from work by two or more people, on a continuing basis, regardless of their relationship to each other, in any mode of transportation, including, but not limited to carpools and vanpools.

Special Schedule: Workers whose documented work hours are subject to shift work, i.e., duty hours begin before 6:00 a.m. (Alternative work schedules do not qualify for this category). These permits require approval by the designated modal representative.

Stacked Parking: Parking in drive aisle.

Tandem Parking: One space shared by two vehicles; the first vehicle to arrive parks toward the wall. The second vehicle parks behind the first vehicle.

Temporary Medical Conditions/Short Term Disability: Medical conditions that are of limited scope and duration, which in the normal course of events, will cease to exist as medical conditions. Examples of temporary medical conditions include, but are not limited to, sprains, broken limbs, recovering from surgery, etc.

Vanpool: A group of at least seven (7) persons, the permit holder, plus six others riders who routinely share transportation to and from work.

5.0 Responsibilities

1. Assistant Secretary for Administration: Responsible for the formulation of the overall DOT Headquarters Parking Facility Policy.
2. PTRAN is responsible for the administration and control of the DOT Headquarters parking facility. This office is responsible for
 - a. Allocating official parking spaces for specific vehicles or individuals;
 - b. Approving parking by employees and contractors;
 - c. Approving parking applications; and collecting parking fees
3. Parking Accommodation Team is responsible for providing advice and guidance to the supervisor/decision maker on employee requests for reasonable accommodation in the parking garage, consistent with the accommodation process set forth in Appendix B herein and DOT Order 1011.1.
4. Supervisor/Decision Maker is responsible for accepting, processing and determining whether to grant or deny requests for reasonable accommodation in the parking garage from DOT employees. For purposes of parking garage accommodations, the employee's supervisor is the decision maker.
5. Parking Permit holders are responsible for:
 - a. Notifying PTRAN of any changes in application information, including carpool or vanpool information.
 - b. Complying with this Policy, including the governing rules of the facility (see Section 9 herein);
 - c. Ensuring all vehicles parking in the garage are listed on the application;
 - d. Payment of permit fees and any fines that may be assessed; and
 - e. Reporting any lost or stolen permits to PTRAN immediately.

6.0 Priority of Parking Spaces

In accordance with FPMR, 41 CFR 102-74.285 and 102-74.305, the following criteria applies for the allocation of parking spaces in the DOT Headquarters Parking Facility:

- 1) Official Needs:
 - a. Government-owned or leased vehicles, including motor pool vehicles and vehicles assigned for general use;

- b. Official guest parking and service vehicles;
- 2) Persons with Disabilities;*
- 3) Job Requirement;
- 4) Special Schedule;
- 5) Vanpools and carpools;
- 6) Privately owned vehicles of employees (includes employees on alternate work schedules); and
- 7) Bicycles and motorcycles.

*For purposes of priority, a person with disability is an individual with a physical or mental impairment that substantially limits the individual's mobility or ability to ride mass transportation.

7.0 Procedures for Applying for a Parking Permit

All daily, weekly, monthly, and off-hour applicants for parking spaces, must complete a one-time registration online at <http://transerve.dot.gov> and submit a recertification annually for a parking permit. This includes applicants for a disabled parking permit who must also follow the procedures in Subsection B.

- A. Parking permit approvals are for a one-year period. See Appendix A for additional information about fees and issuance of parking permits.
- B. Procedures for applying for Accessible Parking Permit; Temporary Parking Permit and Other Parking Facility Accommodation:
 - 1. Permanent Disability — Employees with a permanent disability who wish to apply for the allocation of an accessible parking space shall present PTRAN with a State or District issued disability parking permit/hang tag. In the absence of a State or District issued disability parking permit/hang tag, or in cases where an employee is seeking an additional accommodation beyond the issuance of an accessible space, the employee must complete the reasonable accommodation process as described in Appendix B.
 - 2. Temporary Accessible Parking Permit — Temporary accessible parking permits (90 days or less) are available to assist employees with short-term impairments such as minor surgical procedures, injuries or illnesses that restrict an employee's mobility. Employees who require a temporary accessible or regular parking space shall submit either a State or District permit or hang tag or a doctor's note detailing the employee's limitations and the length of time needed for recovery or retention of the temporary permit. Since temporary permits are designed to be short-term in nature, the issuance of the temporary permit will not follow the reasonable accommodation process and will not require a formal decision. Temporary permits will only be issued for a 90-day period and must be renewed by the employee, if an extension is needed.

8.0 Governing Rules of the DOT Headquarters Parking Facility

- A. All privately owned vehicles parking in the DOT Headquarters parking facility must be registered with PTRAN. This is applicable to DOT badged staff that may apply to park on a daily, weekly, off-hours (see off-hour parking definition, section 4) and/or monthly basis.
- B. Display of Parking Permits: All parking permits must be visibly displayed. Monthly permits must be displayed by the first day of the new month, after the fifth business day of the new month Daily permit fees apply.
- C. Tandem Parking: A driver of the second vehicle in a tandem parking space (i.e. blocking the first vehicle that is parked toward the wall) must leave the ignition key with the attendant who will secure the key in a locked unit and provide the driver with a claim check. A new claim check is required for each entry. An attendant will only move a vehicle if the vehicle is blocking a vehicle that needs to exit. Prior to 6:00 p.m., customers may retrieve their key in the area where they parked. Between 6:00 p.m. - 6:30 p.m., keys will be located at the attendant's booth on the P1 level.
After 6:30 p.m., keys will not be available until the next business day.
Employees parking in the building are encouraged to have an extra key with them.
- D. Operators of all vehicles entering or driving on the parking premises must:
 - 1. Be registered with PTRAN;
 - 2. Present a valid DOT issued ID-card for each person in the vehicle upon entry to the garage;
 - 3. Not exceed the posted speed limit of five (5) mph;
 - 4. Turn headlights on;
 - 5. Drive in a careful and safe manner at all time;
 - 6. Ensure their vehicles display current District or State-issued tags;
 - 7. Comply with signals and directions of security officers, parking attendants or other authorized individuals and all posted traffic signs;
 - 8. Ensure their parking permit is valid and visibly displayed in the vehicle;
 - 9. Park only in authorized spaces;
 - 10. Pull forward in a tandem space and leave ignition key with attendant when blocking another vehicle in a tandem space;
 - 11. Pay daily parking fees on the same day or in advance of the day of parking;
and
 - 12. Comply with all operational rules of the garage.
- E. Permits are non-transferable with the following exceptions:
 - 1. Vehicle permits may only be shared by registered members of a car or vanpool;
 - 2. Persons with disabilities who have applied for and obtained a permit based upon a disability may form a carpool or vanpool and share the disability permit with other members of the carpool or vanpool, provided that all members of the car or van pool register with PTRAN. On days that the employee with the disability is

not present, the vehicle will be allowed into the parking facility as a car or vanpool but will not be permitted to occupy an accessible parking space. Accessible parking spaces are only available for employees with a disability or vehicles in which an employee with a disability is a rider; and

3. Motorcycle permits cannot be used for a vehicle.
4. Hazardous materials such as propane tanks, fireworks, etc, are not permitted in the parking garage;
5. Smoking is prohibited in the parking garage; and

9.0 Temporary and Overnight Parking

For security reasons, no vehicle should remain overnight in the garage without first obtaining PTRAN approval for overnight parking.

A. Temporary Parking may be approved for DOT Headquarters staff working in support of a specific job-related assignment and offsite DOT staff attending meetings or mandatory training occurring before or beyond hours that make it impractical to use public transportation or ridesharing. Requests for temporary parking must be submitted by the employee's manager 3 to 5 days in advance to Parking.Transitoffice@dot.gov. An email confirmation will be sent within 24 hours after the request is received.

B. Overnight Parking may be approved for monthly permit holders, daily, weekly and off-hour permit holders on official travel. Requests for overnight parking must be submitted by the employee's manager 3 to 5 days in advance to Parking.Transitoffice@dot.gov and include specific dates, purpose and onsite emergency contact. An email confirmation will be sent within 24 hours after the request is received. The employee must leave the ignition key with an attendant.

C. Inclement weather or other unforeseen incidents designated by the Deputy Assistant Secretary for Administration that may require monthly permit holders to park overnight without advance notice will be addressed by the Parking Office on an incident-by-incident basis. The notice will instruct you on requirements for overnight parking.

10.0 Fines and Penalties

Failure to comply with the requirements of this Policy, including the governing rules of the garage, may result in ticketing, revocation of parking privileges, towing at owner's expense and other disciplinary action as appropriate. When three violations occur within a six-month period, or five (5) violations within a 12-month period, parking privileges may be revoked for a period of six months. Failure to comply with DOT security requirements in the parking garage during

an emergency may result in the immediate suspension or permanent loss of parking privileges as well as disciplinary action, up to and including removal from Federal service.

11.0 Accident or Loss

A. The Federal Government: The Federal Government is not responsible for any loss from an accident or theft, or any other incident normally covered by automobile insurance. All parkers in DOT's Headquarters parking garage are expected to insure and secure their vehicles/valuables as they would in any other parking area or facility.

B. Parking Contractor, Building Owner Contractors and Agents, and Government Contractors: Contractors working for the building owner or the Government are required to carry insurance for damages resulting from accidents and/or negligence of their employees. If it is shown that a contractor or agent of the building owner and/or Government is at fault for an accident or damages occurring in the garage, the contractor will be held responsible. However, unless damages can be proven to be related to the acts of the building owner's contractors and/or agents or the Federal Government's contractors, the permit holder's personal insurance coverage will be the source of redress for such damages.

C. Reporting of Accidents: Persons involved in accidents are responsible for reporting accidents and vehicle damage. The vehicle owner must report any claim of damage to their vehicle at the Main Attendant's Booth in the garage. A loss/damage claim must be completed prior to leaving the garage on the same day as the damage occurred. A copy of this report must be sent to parking.transitoffice@dot.gov and an incident report completed at The Office of Security W12-191. **After normal business hours and on weekends, reports of vehicle damage must be submitted to the Security Officer on duty before moving the vehicle for appropriate handling.**

Appendix A

Parking/Transit Office (PTRAN) Information

Issuance of Parking Permits

A. Monthly, Weekly, and Daily permits are sold Monday - Friday from 8:30 a.m. - 4:00 p.m. in PTRAN (W12-190) or online at Pay.gov. Off-Hour permits (see section 4 for definition) are available at no cost.

1. Monthly permits are vinyl recyclable hang-tags with a monthly color-coded decal;
2. Current decals must be displayed by the first day of the new month;
3. Weekly and Daily permits are paper hang-tags with specific valid dates;
4. Off-Hour permits are paper permits with specific valid dates.

B. In compliance with internal financial management controls, up to three monthly decals may be purchased at a time, ten business days prior to the first month of a new quarter. Fiscal quarters are: October - December, January - March, April - June, and July - September. Decals may be purchased anytime throughout the current quarter.

C. Permits and decals are the responsibility of the purchaser and are non-refundable.

D. Payment Information: Information obtained will be used to complete the transaction, provide the permit/decals, or send program related email communications. This information will include name, worksite telephone number, vehicle make, tag number, state, and email address.

1. Privacy Protection: The information will not be shared. Protecting personal information is important. Appropriate physical, technical, and procedural safeguards are in place to secure the personal information collected.
2. Online Security: The system uses Secure Socket Layering (SSL) technology to encrypt ("scramble") credit or debit card information, including the account number, while it is transmitted over the Internet between all computers and the U.S. Treasury website servers. SSL is an industry standard technology for secure online transactions.
3. Unauthorized Charges: If unauthorized charges (as determined by the card issuer) are made on credit or debit cards as a result of purchases made on pay.gov utilizing secure servers, under the Fair Credit Billing Act, the credit card provider cannot hold the credit card owner liable for more than \$50 of unauthorized charges on a credit card. The liability for unauthorized use of a debit card may be higher, but many debit card issuers voluntarily apply the \$50 limit.

Remember: In the event of unauthorized use of a credit or debit card, the card owner must promptly notify the card issuer pursuant to its reporting rules and procedures.

Participants who do not purchase and display decals by the fifth day of the month may become ineligible for the remainder of the current six-month period. If a participant becomes ineligible, he/she may be placed on the waiting list by emailing a request to our main mailbox at:

Parking.Transitoffice@dot.gov. An email will be routed within 24 hours after request has been received.

Appendix B

Parking Garage Reasonable Accommodation Process

Consistent with DOT Order 1011.1, Procedures for Processing Reasonable Accommodation Requests by DOT Job Applicants and Employees with Disabilities, DOT employees requesting reasonable accommodation in the parking garage will follow the process set forth below.

- a. The employee will provide to his or her supervisor sufficient information/ documentation to determine that the individual has a disability that warrants the issuance of an accessible space or accommodation, if the condition is not obvious or otherwise known. For purposes of the reasonable accommodation process, the employee's supervisor is the decision maker.
- b. The employee will authorize the release of medical information necessary to facilitate the appropriate accommodation.
- c. The employee's supervisor/decision maker will review the medical documentation submitted and make the determination on an appropriate parking accommodation pursuant to DOT Order 1011.1. The supervisor/decision maker shall consult with the Parking Accommodation Team in implementing the reasonable accommodations.
- d. The reasonable accommodation process is interactive and all possible solutions will be explored. Whether a person who has been determined to qualify for disability under this policy is assigned an accessible or regular space will be determined based upon the individual's needs. After the accommodation determination has been made by the supervisor/decision maker, all documentation which has been submitted and the accompanying decision will be forwarded by the supervisor/decision maker to the employee's Human Resource Office for appropriate record retention in a separate file outside of the employee's personnel file, pursuant to DOT Order 1011.1. For privacy reasons, the supervisor/decision maker will not retain the medical documentation associated with the issuance of a parking accommodation.
- d. The supervisor/decision maker will provide the employee with a written determination of the agreed upon accommodation, and both the employee and the supervisor/decision maker will sign the decision document.
- e. All reasonable accommodation requests are tracked by DOCR in the Departmental Online Accessibility Tracking System (OATS). Therefore, the supervisor/decision maker will enter all reasonable accommodation requests in the OATS tracking system upon receipt and will ensure that the final decision is entered into the OATS tracking system upon final execution.

