

HQ 1400.2B

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SUBJECT: PARKING MANAGEMENT

1. PURPOSE. To set forth policies and standards governing the assignment, utilization, and management of parking spaces controlled by the Department of Energy (DOE) in metropolitan Washington.

2. CANCELLATION. HQ 1400.2A, PARKING MANAGEMENT, of 3-31-82.

3. REFERENCE. Federal Property Management Regulation (FPMR) Temporary Regulation D-69, Supplement II (Title 41, Code of Federal Regulations, Part 101, Federal Employee Parking, 49 FR 44469 (1984)).

4. POLICY. To ensure that DOE-controlled parking facilities are operated in a manner responsive to the needs of the Department, and for the maximum benefit to employees, it is DOE's policy that:

a. All parking facilities controlled by DOE shall be centrally managed by the Office of Administrative Services, MA-23, as a single resource;

b. Assignment of DOE-controlled parking spaces will be in compliance with the national energy conservation policies, the Government-wide parking policies issued by the General Services Administration (GSA), and the criteria of this Order;

c. Greater use of public transportation and ridesharing will be encouraged to conserve energy and enhance environmental quality;

d. Parking fees shall be assessed to recover the cost of operating a parking facility by a contractor;

e. The Building Operations Branch, Office of Administrative Services, MA-231.1, will assist DOE employees in obtaining a parking space at a GSA facility if parking space is available in the facility and the employee application meets all GSA parking permit requirements. The DOE employees parking in GSA-controlled facilities are subject to the rules and regulations issued by GSA.

5. DEFINITIONS.

a. Parking Space is the area allocated in the parking facility for temporary use of one passenger-carrying motor vehicle.

DISTRIBUTION:  
All Headquarters Elements

INITIATED BY:  
Office of Administrative Services

b. Official Parking includes parking spaces reserved for Government-owned and -leased vehicles, including motor pool vehicles and vehicles assigned for general use. Where parking space is available, service vehicles of commercial firms that provide a service to the Department also may be accommodated.

c. Visitor Parking is parking spaces reserved for the exclusive use of visitors to the Department for a limited period not to exceed 2 hours. Visitor parking shall not be available to employees in the facility to which they are assigned.

d. Handicapped Employee is a Government employee who has a severe, permanent physical impairment which, for all practical purposes, precludes the use of public transportation, or an employee unable to operate a car as a result of permanent impairment, and who is driven to his/her place of employment by another. Temporarily handicapped employees will require certification by the Department's medical unit to qualify for temporary parking spaces that may be available. Handicapped employees are encouraged to participate in ridesharing.

e. Executive Official is a Government official with responsibilities which, in the judgment of the Secretary or his designee, require preferential assignment of parking privileges. Generally, these preferential parking privileges are restricted to employees of the Office of the Secretary, each Assistant Secretary, and his/her principal deputy. Executive officials are encouraged to sponsor and participate in ridesharing.

f. Unusual Hours are work hours that are frequently required to be varied and do not coincide with any regular work schedule. This category includes employees who regularly or frequently work significantly more than 8 hours per day. Unusual hours do not include shift workers or those granted exceptions to the normal work schedule (e.g., flextime).

g. Vanpool is a group of at least 8 persons using a passenger van or a commuter bus designed to carry 10 or more passengers for transportation to and from work in a single daily round trip. The vanpool principal must be a DOE employee and work in the facility where he/she has applied for or is authorized parking privileges. Only legitimate vanpools will be authorized to use the designated vanpool lanes to park.

h. Carpool is a group of two or more persons using a motor vehicle for transportation to and from work and who ride together on a daily basis. One of the regular carpool members must be a DOE employee who is the carpool principal and must work in the facility where he/she has applied for or is authorized parking privileges.

i. Regular Member is a person who travels daily (leave excepted) in a carpool or vanpool for a minimum distance of 1 mile each way. Students will not be considered regular members.

j. Shiftworkers are employees whose scheduled duty hours are established as a shift starting or ending outside the Department's normal working hours, including "swing" or "midnight" shifts. Excluded from this criteria are employees on flexitime or overtime.

k. Two-Wheeled Vehicles are motorcycles and bicycles. These vehicles shall not be transported on elevators or via stairways, or parked in offices.

6. ALLOCATION AND ASSIGNMENT.

a. Parking spaces in DOE-controlled facilities shall be reserved first for official needs in the following order of priority:

- (1) Official parking.
- (2) Visitor parking.

b. Parking spaces not required for official needs shall be assigned to DOE employees in the following order of priority:

- (1) Handicapped employees.
- (2) Executive officials.
- (3) Unusual working hours.
- (4) Vanpools.
- (5) Carpools.
- (6) Shiftworkers.
- (7) Two-wheeled vehicles. Subject to the availability of satisfactory and secure space and facilities, the Department shall provide for parking of bicycles, motorcycles, and other two-wheeled vehicles.
- (8) Single occupant vehicles. Parking permits generally will not be issued to single occupant vehicles unless they meet the criteria outlined in paragraphs 5c, d, or e.

c. Priority for assignment of parking spaces will be determined by the number of regular members.

d. Reassignment of parking spaces will be based on the number of regular members in a carpool/vanpool. Carpool/vanpool with the most regular members will receive priority in receiving spaces.

e. When parking space is insufficient to meet the needs of applicants, the total number of completed years of Federal service of carpool/vanpool members will be considered.

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#### 7. PARKING PERMIT APPLICATIONS.

a. General. Parking permit applications, DOE F 1400.12 and GSA Form 1615, shall be submitted to the Building Operations Branch, MA-231.1, by the 15th day of the month for review and approval or disapproval. When the 15th of the month falls on a weekend or holiday, the application shall be submitted the preceding workday. An application received by the 15th day of the month will be considered for issuance of parking permits for the following month.

b. Handicapped Employees. An application by a handicapped employee must be accompanied by a certification from the Department's medical unit which justifies this priority. Prior to granting such a certification, the medical unit must obtain a statement from the employee's physician that attests to the disability.

c. Unusual Hours. An application for priority parking privileges because of unusual work hours must be accompanied by a memorandum from the employee's senior level management official that establishes and justifies the employee's unusual work hours. The senior level management official should re-evaluate the justification for existing unusual hour permits within his/her organization before submitting a request for any additional unusual hour permits. Approval or disapproval of these requests will be based on available space allocated to this category. In the event that additional parking spaces are not available, it will be the responsibility of the senior management officials to determine who will be assigned the unusual hour permits within their organization.

d. Responsibilities. The employee issued the parking permit is the principal member and is responsible for ensuring that all the information contained on the parking space application is accurate and current. Any change in the pool personnel membership requires submitting a new application within 10 working days to the Building Operations Branch, MA-231.1.

8. OPERATING PROCEDURES. The following operating procedures are provided for employee information, guidance, and compliance:

##### a. Parking Permit Issuance.

(1) Parking permits shall be issued during designated periods each month and may be obtained in the Forrestal garage at the attendant's booth near the 12th Street entrance. Issuance hours and dates will be posted in highly visible areas of the building, garage, and the garage entrances to the building.

(2) Employees who are eligible for parking permits must have proper Government identification and present a properly validated GSA Form 1615.

(3) Parking permit holders on official travel, leave, or absent for any reason during the issuance period should arrange for another

employee to obtain their parking permit in their absence. Parking permits are not transferable.

(4) Parking permits, where applicable, will be issued to the authorized vanpool/carpool principal and single vehicle drivers and are valid until terminated, voluntarily surrendered by the holder, or forfeited for failure to pay established fees.

b. Parking/Traffic Operating Procedures.

(1) Employees issued parking permits must park their vehicles in accordance with the procedures established in this paragraph and those instructions which may be requested by the parking facility attendant.

(2) Employees will comply with all posted directional signs and observe safety and traffic regulations while operating a vehicle at the parking facility. Moreover, it is expected that a courteous attitude will prevail with regard to other drivers, pedestrians, and attendants.

(3) Parking permits must be displayed on the dashboard on the driver's side. The parking permit must be fully and clearly visible and include the names and current telephone numbers of driving carpool/vanpool members.

(4) Employees will be required to show their parking permits to the parking attendant when entering the parking garage. Vehicles not displaying the current monthly parking permit will not be admitted to the garage without approval of the parking management office.

(5) Vehicles that do not display a valid monthly parking permit will be subject to an irrevocable \$15 parking ticket issued by the Federal Protective Service and/or a notice of violation issued by the Building Operations Branch.

(6) Stacked parking shall prevail in all lanes, except those spaces otherwise specifically designated otherwise. Vehicles must be parked in the last space available in the lane. Vehicles must be backed into their respective lanes to expedite egress.

(7) At the end of the workday, all vehicles must be moved within 15 minutes of the posted departure time for the lane, i.e., 5:00 p.m., the vehicle must be moved no later than 5:15 p.m. This 15 minutes is a grace period and every effort should be made to vacate the lane as close to the designated time as possible. Failure to move the vehicle within 15 minutes of the posted departure time will be cause for issuance of a violation notice and may result in the termination of parking privileges.

(8) It is necessary that keys for all vehicles parked in the facility are left with a DOE member whose name and telephone number are on the displayed permit. If no DOE carpool member is riding that day the keys will be left with the parking attendant. When it is necessary to exit a stacked lane during normal working hours, the operator

of the blocked vehicle must call the person(s) identified on the parking permit of the blocking vehicle and ask him/ her to move the vehicle. The person notified must move or have the vehicle moved immediately. Employees who must leave their office during the day and cannot be contacted must leave their vehicle keys with personnel in his/her office who will be responsible for moving the vehicle immediately when requested to do so.

(9) Employees who intend to leave during the workday should park in an unobstructed space if available. If such parking is not available, parking attendant should be asked to provide assistance.

(10) Reserved parking spaces are limited to those specifically authorized by the Building Operations Branch for Government vehicles, visitors, and executive officials.

(11) Vehicles should be parked in accordance with lane designations, e.g., small vehicles in small car lanes, vanpools in lanes assigned for vans, with all other medium and large vehicles in undesignated lanes.

(12) Motorcycles must park in designated motorcycle lanes.

(13) The speed limit on the ramps and in the garage is 5 mph.

(14) Headlights should be on when entering and exiting the garage.

(15) Drivers shall not stop in traffic lanes or ramps to pick up or discharge passengers, or park in aisles or driveways.

(16) Temporary 1-day parking permits will not be issued to a carpool member coming in separately from his/her carpool.

(17) Drivers should yield right-of-way to vehicles that are parking and to pedestrians.

(18) Employees' vehicles must be locked. Keys shall not be left in vehicles unless specifically requested by the parking attendant. Personal articles should not be left in vehicles.

c. Garage Entrances.

(1) Twelfth Street Entrance. This entrance shall be used for vehicle traffic 24 hours per day. During security hours the garage overhead door may be closed. Drivers desiring to enter the garage when the door is closed may summon the guard office using the direct line telephone mounted on the wall. Drivers desiring to exit the garage when the overhead door is closed should request the guard to open it.

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(2) Ninth Street Entrance. This entrance will be open to traffic Monday through Friday from 6:00 a.m. - 9:00 a.m. and from 3:00 p.m. - 6:00 p.m., excluding official holidays.

(3) There are height restrictions at both entrances which limit entry.

d. Reporting Damages.

(1) If a driver accidentally strikes another vehicle in the parking facility, the driver must stop and check for any damage to either vehicle. If the other vehicle is damaged, the driver must notify the owner/driver of the damaged vehicle immediately. The driver must also provide pertinent information about the accident to the guard's office and the parking attendant on duty.

(2) Forms to claim damages caused by the parking attendant employed by a contractor should be filed with the contractor. The requisite forms may be obtained from the parking attendant.

e. Liability. The Government is not responsible to an employee using DOE parking facilities for any loss or damage to the vehicle or its contents.

9. TERMINATION OF PARKING PRIVILEGES. Parking privileges may be terminated for the total carpool membership for any of the violations outlined below:

a. Failure to comply with the specified operating procedures outlined in paragraph 8, or other oral or written parking instructions provided by the Building Operations Branch, will result in a Notice of Violation. The first violation will result in a warning. The second violation will result in a 1-month suspension. The third violation will result in a 6-month revocation, and the fourth violation will result in permanent termination of parking privileges in DOE-controlled parking facilities.

b. Falsification or misrepresentation of the information furnished on a parking permit application shall result in a 6-month termination of parking privileges for the first violation and permanent termination upon a second violation.

c. Acts taken to circumvent the provisions of this Order or other established DOE and/or GSA parking directives and procedures shall result in a 6-month termination of parking privileges for the first violation and permanent termination upon a second violation.

d. Reproduction of a parking permit will result in permanent termination of parking privileges.

e. An employee whose parking permit is terminated in order to accommodate an application which provides for a carpool with a larger number of riders will receive 15 calendar days notice of such termination. During that period the employee may acquire additional riders to justify the continuation of the existing parking permit.

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10. RIDESHARING. The Federal Government, in conjunction with the Metropolitan Washington Council of Governments, has established a computerized ridesharing matching system, known as the Commuter Club, to assist individuals in becoming ridesharers. Employees are encouraged to participate in the program through the Headquarters transportation coordinators listed in the DOE Telephone Directory (Functional) under "Carpooling Information." Ridesharing centers incorporating a grid map and pigeonhole ridematching system using locator cards are available for use by employees in the Department's metropolitan Washington facilities.
11. FORMS AVAILABILITY. The forms referenced in this directive may be obtained from the parking management office, room 1G-079, Forrestal building.