

STATE CAPITOL POLICE

PARKING RULES AND PROCEDURES

PURPOSE

Assist the Wisconsin Capitol Police in the uniform control of parking areas managed by the Department of Administration (DOA). This parking policy is established to ensure that the program is operated in accordance with the Wisconsin Statutes and parking codes.

AUTHORITY

Chapter One (1) of the Department of Administration Code and s.s. 16.843 of the Wisconsin Statutes authorizes the Wisconsin Capitol Police to enforce motor vehicle laws and parking rules on DOA owned and leased property.

DEFINITIONS

PARKING COORDINATOR- A designated employee in each agency or building responsible for the day-to-day maintenance of the parking program (see Parking Coordinator Responsibilities).

ORIGINAL SUBSCRIBER- an employee to which a parking space/sticker has been assigned.

ALTERNATE- An employee to whom the original subscriber has given permission to use his/her parking stall when he/she is not. The alternate must work the same hours as the original subscriber and must display a permit for that stall number or call dispatch and advise them of the situation.

TOP MANAGEMENT - Recommended by tenant agency and approved by DOA {DOA Code 1.05(6)(A)}.

PHYSICALLY DISABLED - An individual who has been issued a DOT Disabled Identification card or a Disabled license plate.

CAR POOL - Three or more people including the driver who share the same vehicle of transportation (see car pool parking eligibility requirements).

EMPLOYMENT FACILITY/ORIGINATING WORK STATIONS - The assigned location of employee's permanent work site. If an employee has more than one work site, the originating work station is the site where the majority of time is spent on average per week.

PARKING STALL - A parking space which an employee has permission to use during their hours of employment in exchange for parking fees.

OPEN LOT - Employee parking with non-designated parking stalls (i.e. Agriculture Building).

ASSIGNED LOT - Employee parking with designated parking stalls (i.e. GEF complex).

DAY PARKING - Parking assignment made to employees who work between the hours of 6:30am and 5:00pm, excluding legislative parking stalls.

NIGHT PARKING - Parking assignments made to employees who work between the hours of 4:30pm and 6:30am.

PERMANENT PART-TIME - Employees of the State hired to work less than 40 hours a biweekly pay period, 12 months out of the year.

PERMANENT FULL-TIME - Employees of the State hired to work 41 hours or more a biweekly pay period, 12 months out of the year.

CONTRACTED/CONTRACTUAL - Non-government employees that are employed by the State for a specified period of time.

SEASONAL – Employee who works for less than 12 months out of the year – a project employee.

LIMITED TERM EMPLOYEE – An employee who is hired for a short term, not to exceed 1044 hours in any one position.

PERSONAL VEHICLE – A vehicle which is registered with DOT and is not a state owned vehicle.

PERSONAL ASSIGNED STALL – A parking stall issued to the employee by the parking coordinator for the use of a personal vehicle.

REGULAR WORK HOURS - Hours which your “normal” work day consists of – this does not include any overtime.

STORAGE – Leaving a vehicle in a lot/ramp when the employee is not at his/her job site or on State Business.

CONSTITUTIONAL OFFICER – Elected Official

STALL HOPPING – Moving a vehicle from one stall to another, such as the one hour stalls at the Capitol Building. One hour parking is for one hour only – you may not move to another one hour stall in the same block of stalls once the one hour has elapsed.

VISIBLE – a visible sticker is a sticker which is able to be seen when affixed properly and placed in the proper location – lower left-hand side (driver’s side) of windshield.

PARKING PRIORITIES

PRIORITY OF ASSIGNMENT

1. Fire, police, and emergency vehicles
2. Disabled employees
3. Disabled visitors
4. State owned vehicles (fleet/pool cars)
5. Personal parking stalls
 - a. Top management
 - b. Car pools/van pools
 - c. Individual driver
 - d. Limited term/part-time/seasonal/contract employees

ALLOCATION FORMULA

Paid parking stall allocation for each department is determined by the following formula: the number of permanent employees in each building is divided by the number of available stalls. Departments are then assigned stalls on a percentage basis in accordance with the number of employees stationed in the facility. Departments should use the same formulas for assigning stalls to their divisions. Once a lot is full, it is recommended that each department create a waiting list for their allocated stalls.

The employee will be allowed one parking stall. **The parking stall belongs to the department NOT to the employee.** When the employee leaves a department, the parking stall remains with the original department. This also includes carpool stalls.

PARKING PRIVILEGES GRANTED ARE LIMITED TO THE EMPLOYEES 'REGULAR' WORK HOURS.

PARKING STALL WAITING LISTS

The department parking coordinator will establish waiting lists for state parking when all allocated stalls are filled. Available department parking stalls will be assigned by the priority of assignment standards in the order in which applications are received. Each waiting list application should be date stamped. Parking privileges granted are limited to the employee’s normal work hours.

You may only get on a waiting list for the building you work in or where stalls have been allocated to your department. If you leave that building or department, you will lose your spot on the waiting list.

PARKING STALL CAR POOL WAITING LISTS

When a vacancy exists, the next name on the car pool waiting list will have fourteen (14) calendar days to provide a verifiable list of car pool members to the department parking coordinator. If unable to present a verifiable car pool list, that name will remain at the top of the waiting list and the next name on the list will be given fourteen (14) calendar days to present a verifiable car pool list to the coordinator. Parking privileges granted are limited to the employee's normal work hours.

CAR POOL PARKING STALL ELIGIBILITY REQUIREMENTS

A car pool must consist of three or more people (including the driver), where the members share the same vehicle for transportation to and from their place of employment.

At least two (2) of the members must be employed by the State of Wisconsin as permanent full-time employees.

The original subscriber must be a full-time employee of the tenant agency and park in that lot only.

Three members must ride at least 50% of the time biweekly on average.

Three car pool members must work within eight blocks of the assigned stall.

Three car pool members must travel a total of three (3) or more miles one-way to the assigned stall in the car pool vehicle.

All car pool members must complete a car pool member information form (DOA-8126). Additionally, the original subscriber must complete parking permit application form (DOA-8124).

Quarterly verification of the car pools is required in all lots. Verification is the responsibility of the parking coordinator. Each member of the pool must sign the quarterly report (DOA-8127).

Exceptions may be made for car pool members who travel over 60 miles round trip to and from place of employment. The decision will be made by the Capitol Police. Exceptions may not include a request to have fewer than three people in the car pool.

An employee who is a member of a carpool and takes his/her own personal vehicle instead of the car pool MUST purchase a daily permit from the parking coordinator. If daily parking is not available in a certain lot, employees must find alternate means of parking.

If the stall was acquired specifically for the purpose of a car pool, the stall reverts back to the agency for reassignment if the car pool disbands – the original subscriber is not allowed to convert the stall into an individual stall.

One vehicle per sticker/permit number is allowed in the lot at a time.

Car pool vehicle may only be parked at its subscriber's location.

Car pools are allowed 5 stickers per pool at no cost. Additional stickers may be purchased for \$2.00 each.

PARKING STALL FEES

Fees for Department allocated parking stalls will be paid by means of payroll deduction for all State employees. Monthly payments are only for department vehicles (fleet) or contracted/contractual personnel.

Constitutional Officers do not personally pay for parking.

Parking fees will NOT be prorated.

Motorcycle parking is to be paid in one lump sum. NO prorating of motorcycle parking fees. Motorcycle parking has 2 seasons:

- Summer: April 1 - October 31
- Winter: November 1 - March 31

Monthly and lump sum payment must be made by check, money order, or cash. The check should be made out to the Department of Administration and paid by the end of the first week of each month. There is a \$20.00 fee for returned checks.

A schedule of fees is available through the department parking coordinator.

The State will not pay for parking of any personally owned vehicle or personally assigned State cars.

Subleasing of parking stall is **PROHIBITED**. Adm. Code 1.07. **NO** monies, services, favors, etc. may be exchanged for use of a parking stall. The collection of monies for carpool payment is permitted.

Violators may lose parking privileges and may be billed for any past parking fees.

ORIGINATING WORK STATION

Paid parking subscribers assigned to a work station will not have to pay for parking when temporarily assigned to a different work station. However, a daily permit will be required to be displayed if parking at a lot other than the originating station. Daily

permits may be obtained from the lot's departmental parking coordinator. **VISITING EMPLOYEES MUST PARK IN THE VISITOR OR DESIGNATED PARKING AREAS, WHEN APPLICABLE.**

State employees who do not pay for parking at their originating work station, and are temporarily assigned at another work station, must pay for parking at the visiting work station.

If the employee is at the original work station on a day off, the employee must park in the employee lot OR buy a sticker to park in the visitor lot.

NO storage of any vehicle in any State parking lot/structure is allowed.

PARKING PERMITS

ASSIGNED PERMITS

Two (2) parking stickers will be issued to subscribers free of charge. Car pool stalls are allotted five (5) stickers at no charge. Additional stickers may be obtained at \$2.00 apiece.

Stickers are to be affixed to the windshield and displayed in the window of your vehicle, as described on the parking application form. Stickers must be affixed to the windshield using self cling. This can be done by peeling the backing off of the supplied sticker and placing it in the proper location. Instructions are on the sticker backing. Window must be clean and dry. Stickers are not valid until the backing is peeled off and the sticker is affixed to the windshield. A sticker may not be affixed with tape or any other type of adhesive other than the sticker itself.

Sticker **MUST** be visible from outside the vehicle.

Cling stickers or Capitol PD daily cards will be used for State fleet vehicles and temporary lots. The Capitol PD daily card must be displayed on the vehicle dashboard so that the permit number is in clear view from outside the vehicle.

Parking stickers will not be distributed until the parking application has been received and approved by the parking coordinator.

Vehicles may be ticketed if the permit is not displayed properly, such as sticker on tinted window making sticker not visible from outside the vehicle, sticker not applied correctly, sticker put on with tape instead of the sticker adhesive, etc.

One vehicle per lot per sticker number. One sticker per vehicle.

Original subscriber is responsible for use of additional stickers. The original subscriber is responsible for making sure payments on pay stub are correct. Contact coordinator with problems or changes.

HOW TO APPLY FOR PERMITS

In all lots, a parking permit application (DOA-8124) must be completed. No parking stickers will be issued until application is received. If there are any changes or cancellations on permits, a permit change/cancellation form (DOA-8127) must be submitted.

Upon cancellation of a permit, the original permit holder is required to turn in all parking permits, including additionally obtained stickers, along with the permit cancellation form to the agency parking coordinator. **Until a cancellation form is returned to the Department of Administration and all permits are returned to the agency parking coordinator, the permit holder will be charged for use of the stall.** There will be no refunds issued for charges incurred until all permits AND a cancellation form are turned in.

LIMITED TERM EMPLOYEES/SEASONAL/CONTRACTED/CONTRACTUAL PERMITS

Parking permits/stickers/cards will be issued to limited term, seasonal or contracted/contractual employees, providing space is available. LTEs may be required to park in designated areas.

A permit/sticker/card will be issued and must be displayed in the same manner as a permanent employee. Improperly displaying a permit may result in a citation.

Monthly payment for parking is due by the end of the first week of each month, by check, money order, or cash payable to the Department of Administration and given to the parking coordinator.

Parking fees will NOT be prorated for partial month parking.

DAILY PERMITS

Eau Claire and Revenue building daily parking permits are available from a dispenser or “ticket spitter.” Permits are good for the date of purchase only.

Contractors must receive permission and a permit to park at state parking lots. A permit may be obtained from the department parking coordinator at the parking location only where parking is available. Failure to display this daily/temporary permit may result in a parking citation.

A permit holder will be issued a daily permit or a Capitol PD Daily Card as a replacement if he or she is using a different car temporarily. There is no charge for this permit. Daily permits can be obtained from your parking coordinator. Capitol Police must be contacted (266-8797) with the make, model, plate number, and location of all vehicles without a permit.

State Employees, contractors, LTEs, etc. are not permitted to park in the visitor lot of their original work station.

NIGHT PARKING

Night employees MUST apply for and display a valid parking permit to park in any DOA owned or operated parking lots.

FLEET PERMITS

Only fleet vehicles will be allowed to park in the fleet stall. If an employee will be using a fleet vehicle, the employee may park his/her personal vehicle in the same stall as the fleet vehicle which he/she will be using. Take the permit assigned to the fleet vehicle, and place this on your vehicles' rear-view mirror or dash. If the permit is not available within the vehicle, request a Capitol PD Daily Card from your parking coordinator or call Capitol Police at (608) 266-8797 and advise the dispatcher of your location and plate number of your vehicle. Any vehicles left in fleet stalls without displaying a permit or notifying the Capitol Police Dispatch will be subject to enforcement action. Using a fleet stall does not allow a second vehicle on your permit.

DISABLED EMPLOYEES PARKING ACCOMMODATIONS

Disabled employees must pay for parking. Employee disabled parking must be assigned from the department allocated stalls.

- A. Parking stalls are allotted to disabled employees under the following criteria.
 - 1. A person to whom plates were issued under s.341.14 (1a), (1q) or (1r) (a).
 - 2. A person or organization to which the special identification card was issued under s. 343.51.

- B. Use of the disabled employee assigned stall.
 - 1. Assigned parking stalls for disabled employees are for the exclusive use of the disabled individual.
 - 2. A qualified operator acting under the express direction of a disabled person, to whom plates or a special identification card was issued under s.341.14(1a), (1m), (1q), (1r) or 343.51, when such person is present in the vehicle.

- C. Display of DOT issued disabled identification card or plates.
 - 1. The DOT issued disabled identification card or plate shall be displayed at all times while parking in a disabled-signed stall.

2. The identification card shall be displayed so as to enable a law enforcement officer to determine that the vehicle, when parked, is entitled to parking privileges, as required under s. 343.51.
3. Employees receiving priority assignment due to disabled status must display a handicap tag/plate at all times while parked.
4. If the stall was obtained due to a temporary disabled status, the stall must be forfeited after the subscriber fails to meet criteria for disabled status as stated above.

D. Employee pick up/drop off

1. Disabled State employees without parking must display a Capitol Police/State parking card while in the structure – this may be obtained from the parking coordinator.

Note:

1. Parking privileges granted are limited to the hours of employment of the disabled employee.
2. The special assigned disabled parking stall is for the disabled individual only. This parking stall cannot be sublet or loaned to anyone (exception: vehicles displaying the special ride sharing permit for the assigned stall).
3. Any vehicle parked in a disabled parking stall not having a disabled plate or a disabled identification card is subject to enforcement measures by the Capitol Police.
4. Signed disabled stalls are for visitor use only.
5. Failure to comply with the above procedures may result in revocation of parking privileges.

MISUSE of disabled permits can result in a fine. Since the Department of Transportation has issued the DOT disabled permit, they also will be notified, which could result in the cancellation of the disabled permit.

MOTORCYCLE PARKING

Limited motorcycle parking is available in certain lots.

Summer parking runs from April 1 to October 31. Winter parking runs November 1 to March 31. Motorcycle permits are valid in designated motorcycle areas and in personally assigned stalls.

Employee **MUST** display a seasonal motorcycle parking tag on the cycle.

Summer and winter parking is for active motorcycle drivers only. **NO storage of cycles is allowed.**

If an employee pays for a parking stall, a motorcycle can be used as an alternate vehicle at no additional cost. However, a seasonal motorcycle parking tag must be displayed. A parking stall subscriber also has the option to purchase a separate motorcycle permit for a motorcycle stall if any stalls are available.

If you do not pay for a parking stall, you must purchase a motorcycle permit for a motorcycle stall where available.

One motorcycle parking tag will be provided to parking stall subscribers at no cost upon request. Any additional motorcycle parking tags may be purchased at \$2.00 apiece.

All motorcycles parked in designated motorcycle stalls or areas must have a parking tag affixed to the cycle. All permits/tags change seasonally. Motorcycle permits must be obtained from the department parking coordinator seasonally. Any violation of the motorcycle rules may result in enforcement measures by the Capitol Police.

The same permit application used for vehicle parking is used for motorcycle parking. In order to receive a permit/parking tag, the fee (check, cash, or money order) should be sent along with the application form. There is a \$20.00 charge for returned checks. Agencies are not allocated any motorcycle stalls. Stalls will be assigned on a first come, first serve basis.

TRANSFER OF A PERMIT/LEAVE OF ABSENCE

A. Individual Subscriber

When an individual subscriber takes a leave of absence (60 days or longer) without pay and is removed from the payroll, his/her assigned parking stall may be reassigned on a temporary basis, under the premise that upon their return, the stall will be returned to them immediately. A leave of absence without pay cannot exceed 180 days or 6 months, or the subscriber forfeits rights to the stall and his/her name will be placed on the bottom of the waiting list.

When an individual subscriber leaves without pay for less than 60 days, their stall may not be temporarily reassigned. Due to this, the subscriber may prepay via payroll deductions check/cash/money order made out to the Department of Administration in order to be guaranteed their stall when they return, as well to avoid the agency being billed for a “vacant stall” in their absence.

A cancellation form must be filled out prior to the leave of absence and a permit application must be filled out after returning from the leave of absence. The parking coordinator must be notified before and after the leave.

The stall will be temporarily assigned to the person at the top of the waiting list using the priority of assignment standards. When the original subscriber returns to the payroll, the temporary subscriber will be placed back into their original spot on the waiting list. Should another opening for a parking stall become available during the original subscriber’s leave of absence, the temporary subscriber in the stall will have the opportunity to take the permanent stall. The original subscriber’s stall will then be temporarily assigned to the next person at the top of the waiting list. Temporary subscribers must display a permit and follow all policies and procedures.

B. Car Pool Subscriber

If for any reason the original car pool subscriber leaves the car pool or does not wish to be the primary subscriber any longer, the permit may be transferred to another car pool member. This transfer is allowed on a **ONE TIME ONLY** basis and must be transferred to a car pool member employed by the same department in the same building as the original subscriber.

If there are no car pool members from the subscriber’s employing department, the car pool members must then secure a parking stall through the normal waiting list application provided within their employing department and must forfeit the car pool stall.

If the original subscriber of the car pool takes a leave of absence, the stall may be temporarily reassigned to another member of the car pool. The reassigned member's parking application form must be completed prior to the effective date of the leave of absence of the original subscriber. Failure to follow the above procedure will result in the loss of the car pool's parking stall.

The permit change in the case of leave of absence will not be considered a change for the purpose of the "one time only" switch as long as the original subscriber intends to return as the main subscriber following their leave of absence. If the original subscriber does not return in the 180-day period that is allowed, it will be counted as the one-time transfer. However, if the car pool has already used its one-time transfer prior to the leave of absence, this will be considered a second-time switch. If it is a second time switch, it will result in a forfeiture of the car pool stall.

When a car pool no longer conforms to the regulations regarding car pool membership, the car pool will have **fourteen calendar days** to conform to the membership rules. Failure to do so at that time will be cause for a forfeiture of the stall.

Although there may be a few alternates, only one vehicle with that permit number is allowed in the lot at the same time. All other employees must pay for a daily permit if they drive their personal vehicles.

Parking stalls belong to the department – not the car pool.

VENDORS/CONTRACTORS

Only service and utility vehicles are permitted to park in designated service stalls. Permission to park in stalls not designated as service stalls must be obtained from Wisconsin Capitol Police, 266-8797, room B2 North, State Capitol.

RESTRICTED ACCESS SPECIAL EVENTS

The Wisconsin Capitol Police may designate any or all of the lots as “Restricted Access-Special Events Area” for a certain period of time. Parking permits are not valid in the specified lots during that time. Alternative parking arrangements would be provided at no cost to the affected permit holders. The permit holders will be notified in advance of the lot closing.

ADDITIONAL PERMITS

Additional stickers may be obtained for a fee of \$2.00 apiece.

If subscriber fails to remit the fee, the tenant agency will be billed.

Request for additional or replacement parking permits will be made to the department parking coordinator. All payments are to be made by check, cash or money order to the Department of Administration.

Upon cancellation of a permit, the original permit holder is required to turn in all parking permits, including additionally obtained stickers, along with the permit cancellation form to the agency parking coordinator.

PATROL OF LOTS

All State parking lots/structures are patrolled on a regular basis. Vehicles without stickers or with non-visible stickers are subject to citations.

Stall hopping is not allowed.

Visitor parking stalls, including one hour stalls are for visitors only. Any employee parking in a visitor parking stall without explicit written permission will be subject to citations.

Signed disabled stalls are not for employee use – these are public stalls for visitor use only. Employee disabled stalls are assigned from the departments’ allocated stalls.

SPECIAL VEHICLE PARKING STALLS

Compact Car Stalls – the Department of Administration may establish compact vehicle parking stalls. A compact vehicle is one designated as having a width of no more than 70 inches and a length of 180 inches. If any vehicle other than a compact vehicle is parked in a designated compact car stall, the permit holder may be subject to enforcement action.

Truck/Van Stalls – The DOA may establish truck/van parking stalls. If other than a truck or van is parked in a designated truck/van stall, the permit holder may be subject to enforcement action.

Motorcycle Stalls – The DOA has established seasonal parking stalls for motorcycles. Motorcycle parking is on a first come, first serve basis and is subject to fees as specified in the fee schedule. Any motorcycle parking in a stall without the seasonal permit is subject to citations.

ENFORCEMENT/PENALTIES

The Department of Administration Code 1.01 places the authority to enforce parking and traffic regulations on DOA owned and leased property with the Wisconsin Capitol Police.

1. Violation of any posted parking regulation may result in enforcement action, which may include verbal or written warnings, parking citations, and towing of vehicles.
2. Parking citations may be issued and vehicles may be towed for the following:
 1. No permit.
 2. Improper display of permit – incorrect placement, tinted windows, etc.
 3. Overtime parking, including a loading zone, or moving a vehicle within the same posted area.
 4. Not parking within designated stall if in an assigned lot.
 5. Parked in a no parking area.
 6. Parking two vehicles in the same lot at one time with same sticker number.
 7. Parking in a disabled stall without proper identification.
 8. Parking in a manner requiring a vehicle to be towed.
 9. Blocking fire lanes.

10. Parking when an outstanding warrant for parking tickets to owner or operator is held by WI Capitol Police.
 11. Parking in a loading zone more than 30 minutes or as designated by signed area, prohibiting actual use of that zone.
 12. Blocking vehicle or pedestrian traffic ways.
 13. No parking zones where hazards exist.
 14. Abandoned vehicles.
 15. Unauthorized vehicles in a permit area prohibiting permit holders from parking in their assigned area.
 16. Parking that impedes progress of necessary maintenance projects: i.e. snow removal, re-paving, etc.
 17. Parking illegally in a lot designated by signs as a tow zone.
 18. Repeat violation.
 19. Altering a permit or fraudulent use of a permit.
 20. Violating special event parking.
 21. Vehicle presents a hazard to life or property (leaking gas, etc.).
 22. Blocking loading dock.
 23. Any other traffic regulation.
3. Enforcement action may include the suspension of vehicle registration for failure to pay overdue parking citations and/or an arrest warrant being issued.
 4. DOA may charge back pay for any unpaid use of parking lots. There is also a risk of losing parking privileges in any state lots.
 5. 345.28 (4) Wisconsin Statutes authorizes the State Capitol Police to remove suspended license plates from vehicles that are parked on DOA owned or managed property.
 6. Violation of the parking rules may result in revocation of parking privileges in accordance with Administrative Code 1.09.
 7. Parking more than one vehicle displaying the same parking permit number in DOA owned or managed lots is a rule violation and subject to a monetary forfeiture. This forfeiture will be the responsibility of the original parking permit subscriber. Continued offenses may result in the revocation of parking privileges.
 8. Penalties for violation of the parking rules are set forth in s. 16.843 (2).
 9. Violation reports to the WI Capitol Police will be responded to. Violators may also be cited if observed by members of the Capitol Police. Lots will be monitored and patrolled daily for security reasons and violations of parking.
 10. Failure to display a valid parking permit in the prescribed location on the vehicle and not visible to the eye (such as tinted windows) may result in enforcement action.

11. If the parking area at open lots in which you are assigned is full when you arrive, go to the daily pay lot and notify the Capitol Police dispatch at (608) 266-8797 immediately. Give your permit number, name and work telephone. Any citations received while parked in a different area will be excused only if you have notified Capitol Police at the time you were forced from you assigned lot. EXCEPT AS STATED ABOVE, CALLS REQUESTING THAT VEHICLES PARKED IN AN AREA BE EXEMPT FROM PARKING CITATIONS WILL NOT BE HONORED.
12. No parking of personal vehicles in vanpool stalls.

BACK BILLING

Payment plan must not exceed 6 months. Options to pay off backpay include payroll deductions or a lump sum paid by check, money order, or cash.

SHORT SUMMARY

No prorating of any fees for any reason.

One parking stall per person.

When using someone's stall (with permission), you must display a valid permit issued by parking coordinator.

The State cannot pay for parking fees or citations for any personally owned vehicle or personally assigned State vehicle.

Parking stalls stay with the department.

Waiting list – a subscriber can only be on the list with his/her employing department parking coordinator for his/her employing department's allocated stalls.

NO subletting allowed (which includes money, gratuities, favours, etc.)

Parking permit stickers are reusable and must be turned in when the subscriber cancels.

PARKING COORDINATOR RESPONSIBILITIES

- Make sure applications and cancellations are filled out completely and accurately and sent to DOA Parking in a timely manner. DOA Parking needs forms before effective start date when possible.
 - If a parking form is not filled out completely or accurately, the parking coordinator must not approve the subscriber for parking privileges until problem is rectified.
 - Subscribers may only stop or start parking at the beginning or end of a pay period – do not assign parking stalls mid-pay period since payroll does not prorate stalls.
- Give out parking stickers only after application is received and approved.
- Keep accurate and up-to-date database of all subscribers.
- Make sure Car Pool Quarterly Reports are collected and sent to the DOA Parking Administrator promptly at the beginning of each quarter (January 1, April 1, July 1, October 1).
- Keep waiting list when needed. Waiting lists must comply with the priority of assignment as outlined in the Parking Rules & Regulations.
- Collect for reuse cling parking permits upon cancellation of a subscriber. Until a cancellation form is returned to the Department of Administration and all permits are returned to the agency parking coordinator, the permit holder will be charged for use of the stall.
- Collect and turn in with an explanation to DOA Parking any money due from sticker purchases, contractors, motorcycle permits, etc. Parking coordinator is responsible for all owed money – do not issue permit stickers or parking tags until after money is collected.
- Make sure vacant stalls are filled within 2 weeks of being vacated. If assigned stalls are not filled within 30 days, the department will be charged for the stall at the monthly rate.
- Verify database against payroll deduction print-out monthly for discrepancies. Report all discrepancies to agency payroll and DOA Parking Administrator in order to rectify the situation.
- DOA Parking holds the master parking list. Compare your occupancy reports against theirs and make appropriate changes in order to match the master list.

- Notify DOA Parking of any changes to permits or LOAs in order to keep payroll reports as up to date as possible.

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