Downtown Employee Parking Program - Parking Incentive for Downtown Workers

Published: July 19, 2016

ANCHORAGE, Alaska, July 15, 2016 – To help maximize street parking for Anchorage downtown visitors and customers, and to encourage the potential workforce to work in downtown Anchorage, EasyPark today announced it is introducing a pilot Downtown Employee Parking Program that will provide discounted parking initially to part-time or low wage hourly employees, in collaboration with the Anchorage 5th Avenue Mall.

“We want to encourage employees to use the permit program and park without worrying about time restrictions and hunting for open spaces on the street,” said Brian Borguno, Parking Director for EasyPark. “The Employee Parking Program will also open up street parking to those that come to downtown Anchorage to shop at their favorite destination.”
This February, Borguno and Stephen Welch, General Manager for Anchorage 5th Avenue Mall, learned through an extensive survey that mall employees felt finding and affording parking was difficult.

“We’re excited to partner with EasyPark and to facilitate a program of this nature,” said Welch. “We value our estimated 1,000 employees as much as we value our customers, and are thrilled to provide them with this service.”

Once the pilot Employee Parking Program trial is completed, EasyPark will look to expand the program to all of downtown Anchorage.

For more information about Employee Parking Program, call EasyPark at 276-7275 (Park) or visit www.easyparkalaska.com for news updates about this and other new programs.

For more information on Anchorage 5th Avenue Mall, follow the center on Twitter, Facebook and Instagram or visit http://www.simon.com/mall/anchorage-5th-avenue-mall.

DOWNTOWN EMPLOYEE PARKING PROGRAM – EXPANDED FOR ALL DOWNTOWN WORKERS

August 19, 2016
Due to the positive response of the “Downtown Employee Parking Program,” EasyPark will be expanding the discounted parking program to all downtown employees who are part-time or low wage hourly workers.

“The 30 day pilot program has been successful,” said EasyPark Parking Director Brian Borguno. “We wanted to see new parkers sign up under the program and give those employees an affordable & convenient parking option.”

The “Downtown Employee Parking Program” provides employees with a 70% parking discount at all EasyPark lots and garage locations. The program is designed to encourage use of the off street parking locations and make more space available at on street meters.

For more information about the Employee Parking Program, call EasyPark at 276-7275 or visit www.easyparkalaska.com for news updates about this and other new programs.
UNC Employee Parking

Getting a Parking Permit

University employees should contact the Parking Coordinator for their department to request a parking permit. UNC Hospitals’ employees should contact the Hospital Parking Office at 919-966-1031. Temporary and contract employees should contact the unit/department that employs them for information on parking availability. Employees can manage their Move Online Account at Online Services with a PID or Onyen login.

Departmental Allocations

Parking resources are allotted by utilizing the UNC Parking Allocation Formula to determine how many parking permits are distributed among over two hundred separate departments. The allocation system does not determine who will get permits; it determines only how many permits will be available to each department. The Allocation Formula system is designed to equitably allocate permits to each department.
Departments are required to develop criteria for permit issuance within their unit that is most suitable to their mission and operations. The Departmental Parking Policies provide specific information for each department’s parking assignment guidelines. All departments with campus parking allocations are required to post/update their department allocation policy on the Transportation & Parking website. Each department has an assigned Parking Coordinator to assist employees with commuting options.

**Permit Parking**

Check the Parking Zone Map to view zone designations for lots. Permit designations may also have to do with specific permit types that allow special access that include mornings/afternoons only, reserved, or access to all lots. The permit types have specific requirements for issuance and require special approval. Employee parking permits are generally valid in the designated zone, Monday – Friday, 7:30 a.m. until 5:00 p.m. Parking lots are often reserved for Event Parking after regular business hours, and permits are normally not valid during these times.

**Permit Pricing & Payment Options**

Employee permit prices vary by zone and type designation and are based on a sliding scale relative to salary, and permanent versus temporary employment status. Pro-rated permit pricing is updated weekly. Pricing is calculated for Monday-Friday which would define weekly. Both daily and weekly pricing is set fee structure implemented at the beginning of each new permit year.

- Only permanent UNC and UNC Health Care employees are eligible for payroll deduction. Temporary employees are not eligible for payroll deduction. Permanent employee’s payroll deductions are pre-taxed unless the employee elects otherwise during permit registration. Contract departments must purchase parking allocation prior to beginning of permit year.
• Contract Departments must purchase the department’s permit allocation prior to the beginning of the permit year. If a contract department does not purchase the department’s allocation, then the contract employees much pay by cash, check, or charge at time of purchase.

**Short Term & Hourly Parking**

• Employees may purchase a temporary permit for one up to five days in a zone such as S11 (lots surrounding the Smith Center) if there is space availability and no waiting list. The U and RU campus circular bus routes serve these lots at regular intervals throughout the day. Temporary permits may also be available in proximate lots during break periods such as the winter and summer breaks.

• Rams Head Deck is located on central campus and offers an hourly/daily parking option.

• Meters located throughout campus provide short-term parking option but are often limited to 3-hour or 30-minute parking. The new digital pay stations will provide easy-to-use and more convenient payment options for parking.

• Employees and students are not eligible and may receive citations for parking in lots solely designated for visitor/patient parking during regular Mon.-Fri., 7:30 a.m. – 5:00 p.m. business hours.

• Employees with a medical appointment can submit an online request for an Employee/Student Patient Permit prior to the appointment date. Please allow 3 days for mailing the permit. Permits can be picked up in person at the following locations: Transportation & Parking Office at 285 Manning Drive; Dogwood Deck Pay Operations Office (2nd Level at exit onto East Drive); Hospital Parking Office (Bldg. across from Women’s & Children’s Hospital), ACC lot entrance (booth attendant will issue upon request). Displaying these permits notifies parking control that the employee is parking for a medical purpose and not parking for work.

**Service parking**
Employees may utilize state vehicles or service permits to conduct University business. State vehicles and service permits are valid in service spaces for the designated time limits identified on the sign, permit, or in a regular space. Service permits are intended for short-term access (2-hour limit) primarily to locations away from the primary work site or for the purpose of loading/unloading at the primary work site. Service permits are monitored and are not intended for an employee to use for proximate parking. State vehicles and service permit access is managed through the employee’s department.

**Waiting List**

UNC employees may choose to go on a waiting list for a particular employee parking zone. Contact your Department Coordinator to sign employees up for their requested waiting list. Employees may check waitlist status at [Online Services](#).

- Permanent employees receive priority on the waiting list based on their total state service date through October 31 of the academic year. Beginning November 1, waiting list position is determined by the date of request for both permanent and temporary employees.
- Temporary and contract employees are placed on a waiting list after permanent employees based on the date of request. Beginning November 1st, waiting list positions for both permanent and temporary employees is based on date of request. Parking Coordinators are responsible for adding employees to the waiting list by submitting requests.
- UNC Hospitals employees may sign up for the [hospital waitlist](#). If there are additional questions, you may contact the [Hospital Parking and Transportation](#) office at 919-966-1031.
- Employee waiting list permits are released the 3rd Friday of the following months: September, October, November, March, April and May of each year

**Commuter Alternative Program (CAP)**
Parking on campus is limited and many employees opt to join the Commuter Alternative Program (CAP) and utilize commuting choices such as local and regional transit, park and ride, carpool, vanpool, biking, and walking to access campus. The program provides participants economically and environmentally sound commuting opportunities. All CAP registrations are done online at My Account.
SACRAMENTO DISCOUNT EMPLOYEE PARKING PROGRAM

DISCOUNT EMPLOYEE PARKING PROGRAM (DEPP)

REMEMBER Renewal Period March 1st - 31st

WHAT IS DEPP?

DEPP is a discounted employee parking program designed to give employees of the downtown area an affordable alternative to the current market parking rates. This program is for employees who make an hourly wage of $16 or less and who work within the area bounded by E Street to the north, R Street to the south, 21st Street to the east, and the Sacramento River to the west.

HOW DOES THE PROGRAM WORK?

If an employee meets the minimum qualifications (as stated above), they will be issued a discounted parking permit to access a designated parking facility.

Upon sign-up, applicants must designate the single garage their DEPP permit will be accepted. Your discount will apply only in that garage. Proof of your hourly wage with a current pay stub is required to qualify for the program.

Facilities that offer this program include:

- Capitol Garage (Restricted to Volunteers & non-paid employees only)
- Memorial Garage
- Old Sacramento Garage

WHAT DOES IT COST TO JOIN?

There is an initial administrative fee for joining the program. If your card is lost or stolen, you will be assessed an additional administrative processing fee. With a DEPP permit, you pay ONLY 25 cents per half hour. Discounted rates will apply upon exiting the garage.
Please Note: Abuse of any program, including attempts to validate and use a discount on the same day, will result in the immediate and permanent cancellation of all program privileges.

SIGN UP

Fill out the Discounted Employee Parking Program Application and bring proof of pay rate and/or hours worked (pay stub) to Revenue Services at 915 I Street, Room 1214, Sacramento, CA before the renewal month ends. Renewal months are listed on the application.

HOW TO RENEW

Renewals are every March and September. You may sign up any time of the year, however to keep your discount valid, you must come in-person during each renewal period. To renew, please visit the Revenue Division during the renewal month with your pay stub and identification during. No additional card fee is required unless a replacement card is necessary. For security purposes, renewals cannot be completed over the phone, email or by mail.

RENEWAL PERIODS ARE MARCH 1st - 31st AND SEPTEMBER 1st - 30th.
The Downtown Palo Alto Residential Preferential Parking (RPP) Program requires all employers and employees to have a permit to park on the street for more than 2 hours between the hours of 8 AM and 5 PM, Monday through Friday.
Through the Downtown RPP Program:

- Employees may purchase one vehicle-specific Phase 2 permit ($466 for an annual permit decal)
- Employees may purchase a reduced-price permit ($100 for an annual permit decal, see qualifications below*)
- Employers may purchase transferable hangtag permits to be shared by shift workers ($466 for an annual hangtag)

Employers must be registered with the Palo Alto Business Registry prior to their employees purchasing permits.

**For Employers:** Employers with Phase 1 permits can log into their account to purchase Phase 2 permits, required for parking on-street as of April 1, 2016. Employers creating a new account will be required to provide their business registration number, and proof of business (i.e. utility bill, EIN, etc.). Once the application has been approved, employers will be eligible to purchase annual transferable hangtags for employees to share.

**For Employees:** Employees with a Phase 1 permit can log into their account to purchase Phase 2 permits, required for parking on-street as of April 1, 2016. Employees creating new accounts will be required to upload a copy of their current photo ID (i.e. driver’s license/government photo ID card) and proof of employment location (i.e. paystub/W2, letter from employer). Employees intending to qualify for the reduced-price permits must submit paystubs or a W2 to prove qualification under hourly or annual wage thresholds. Once the application has been approved, employees will be eligible for the following permits: adhesive long-term permit (including reduced-price permit based on income qualification), daily visitor scratcher, 5-day scratcher.

*Employees may qualify for a reduced-price permit if they meet either of the income requirements listed below:

- Employees who earn an annual income which is exactly or less than $50,000, OR
- Employees who make a pre-tax hourly wage which is exactly or less than twice the governing city or state minimum wage (whichever is greater)

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Apply Now
Downtown Residential Preferential Parking Program Permit Purchase Areas

MENLO PARK

STANFORD

Able to Apply for Downtown RPP Permit as of March 6, 2017

Visit http://paloalto.parkingguide.com/parking-program/downtown-residential-preferential-parking-program/ for additional information or contact 650-329-2520.
Palo Alto Business Registry

Employers must complete the mandatory registration with the Palo Alto Business Registry to be eligible for RPP permits.

REGISTER BUSINESS

OTHER PARKING OPTIONS

Employees of businesses in the downtown parking assessment district may purchase quarterly or annual permits for long-term parking in any of the off-street parking lots and garages. Parking permits are available for $466.00/year, $146.50/quarter or $17.50/day.

Transferable Permits are also available for select garages. Transferable permits are sold to one individual and can be used on multiple vehicles. Transferable permits are sold at a two-quarter maximum. Visit Revenue Collections on the first floor of the Palo Alto Civic Center or call (650) 329-2252 for more information.

FIND DOWNTOWN PARKING

EMPLOYER & EMPLOYEE PARKING FAQS

I have an employee permit from Phase 1. What do I do now?

All Phase 1 permits expire March 31, 2016. Please log in to your permit sales account and purchase a Phase 2 permit: http://paloalto.parkingguide.com/audience-type/downtown-employer-employee-parking-permits/. Employees will purchase zone specific permits, and are limited to parking only in the zone for which their permit is valid. Zone boundaries are detailed on this map and table: [ZONE MAP] and [ZONE BOUNDARIES].

Where can employees park?
Beginning in Phase 2, employees will purchase zone specific permits to park in certain parking zones. Employees may select a permit in any zone that is available. **Employees are not limited to selecting the zone nearest to their workplace.** Employees may park in the zone for which their permit is valid. If a Zone 2 permit is purchased, the employee is limited to parking within the bounds of Zone 2. The zones are detailed on this map and table, and zone numbers are posted on the parking restriction signs on the streets: [ZONE MAP] and [ZONE BOUNDARIES].

**Can I park for more than 2 hours with no permit?**

No. Parking in any zone for longer than 2 hours with no permit will result in a citation.

**I want to buy a permit for a zone that’s sold out. What do I do?**

There are a limited number of employee permits available for sale in each zone. If the permits have been sold out, select a different zone.

**How much are employee permits?**

Employees may purchase annual employee permits for $466. Employees may qualify for a reduced-price permit for $100 if they meet either of the income requirements listed below:

- Employees who earn an annual income which is exactly or less than $50,000, OR
- Employees who make a pre-tax hourly wage which is exactly or less than twice the governing city or state minimum wage (whichever is greater)

Proof of income must be provided at the time of purchase.

Employees may also purchase up to four (4) daily parking scratchers per month for $5 each OR one (1) five-day parking permit for $15. The five-day parking permit is meant for those who typically commute via other modes and need to drive and park occasionally.

**How do I get an RPP permit?**
Permits are sold online only via the City’s parking website: http://paloalto.parkingguide.com/audience-type/downtown-employer-employee-parking-permits/. Log into an existing account or set up a new account there. For assistance with obtaining a permit, the City has customer service staff available on-site at City Hall Monday through Friday, 8 a.m. to 5 p.m. at the Utilities counter (1st floor).

What are Downtown RPP regulation days and times?

The parking restrictions are enforced Monday through Friday, 8 a.m. to 5 p.m. (City holidays are exempt).

I usually take the train (carpool, bike, etc.) to work but need to drive and park occasionally. What are my options?

Rather than purchasing an annual permit, employees may purchase up to four (4) daily parking scratchers per month for $5 each OR one (1) five-day parking permit for $15. These permits are meant for those who typically commute via other modes and need to drive and park occasionally. **Daily and five-day permits are not purchased for a specific zone. Rather, the employee will purchase a daily or five-day permit and a zone-specific permit will be selected at random and mailed. The employee may only use that permit within the zone designated on the permit.**

Who provides enforcement?

Serco, Inc. has been contracted by the City to provide enforcement services for the Downtown RPP program. Serco employees wear uniforms with identification, and you may see them walking, biking or driving throughout the Downtown RPP district.

Does having a permit guarantee a space?

Although the City limits the number of permits sold within the Downtown RPP District, the purchase of an RPP permit does not guarantee an on-street parking space.
Is my permit valid in the Downtown Color Zone or in regular 2 hour parking spaces?

RPP permits are only valid in areas designated by RPP parking restrictions (green 2-hour parking signs noting ‘Permits Exempt’ and specifying an RPP zone). RPP permits are not valid in the Downtown color zone, Downtown lots or garages, or in other time-restricted spaces: [MAP]

Why did I have to print a Temporary Parking Permit?

All Phase 2 RPP permits are physical permits, and are either a decal or a hangtag. For your use until the permit arrives by mail, a temporary parking permit is available to be printed at the time of sale. Contact customer service if you have difficulty printing your permit: paloaltopermits@spplus.com or 650-440-8074.

Are the regulations enforced on holidays?

No, parking restrictions are not enforced on regular City holidays or on weekends.

I got an RPP citation. What do I do?

Follow the instructions on the RPP citation to pay or appeal the citation. If you do not have the instructions available, call 650-814-4501 for assistance.

I have a new car. How do I get a replacement permit?

Contact Customer Service at paloaltopermits@spplus.com or 650-440-8074 for a temporary or replacement permit.

How do I get a refund for my permit?

Refunds are issued for annual permits only. A refund of the unused portion will be given only through the third quarter prorated at the quarterly rate. Remove permit from vehicle (pieces are accepted) and turn in with the information of the party to receive the refund to Revenue Collections.
located at Palo Alto City Hall, 250 Hamilton Ave., 1st Floor. Refunds are calculated from the date the permit is surrendered to Revenue Collections.
Employee Parking & Commute Option Programs and Maximizing Use of Existing Parking Resources
Appendix 5

Newport Beach, CA

EMPLOYEE PARKING PERMITS

WHAT IS IT?

An employee parking permit program offers employers or employees the option to purchase a permit that provides priority parking in a designated area. Designated parking areas for employees can be located at on-street curb spaces or in off-street facilities, with employees eligible to park in those spaces during a specific time period. Ownership of a permit, however, does not guarantee the availability of a parking space.

Employee permit programs are often established adjacent to major job centers or near commercial, retail, and entertainment districts.

WHY IMPLEMENT IT?

Employee permit programs offer a number of key benefits to local businesses and employees, while helping to ensure that an area’s parking supply is efficiently managed. These benefits include:

- Permits provide a consistent parking option for employees, reducing the need for an employee to “hunt” for a parking space or move their vehicle to avoid parking restrictions.
- Experience with other cities has shown that most employees will choose to pay for a permit that offers a reliable parking option over searching for free on-street parking and having to move their vehicle throughout the day.
- A convenient parking option makes it easier for employers to attract and retain employees.
- When employees park in popular on- or off-street spaces those spaces are no longer available for customers and visitors. Employee permits encourage participants to park in select areas while enhancing customer parking turnover at prime locations.

WHERE
SHOULD IT BE APPLIED?

A future employee permit program would be available to all eligible employers and employees within Balboa Village.
Employee Parking & Commute Option Programs and Maximizing Use of Existing Parking Resources

Appendix 5

Municipal Beach parking lot

- Employment, photo ID, and vehicle registration information
- Permits may be purchased online or in-person

How will it work?

Draft Balboa Village Employee Parking Permit Program:

- Designated employee parking zone: Balboa Village Municipal Beach parking lot
- Hours of operation: Employee permit parking only, 6 AM – 10 AM, M-F
- Number of permits issued: 1 per employee, requiring proof of employment, photo ID, and vehicle registration information
- Permit Cost:
  - $50 per year (January 1 – December 31)
  - Permits renewed annually
  - Permits may be purchased online or in-person
- Permit revenue would be used to cover cost of program administration

Key Questions to Consider Further

- Should a permit program be available weekends as well? How many employees parking on the beach?
- Which spaces, and how many, in the most appropriate for employee parking?
- Are there other locations in Balboa that should be dedicated as employee parking?
- Who should pay for the permits? Employees, or should it be a future parking revenue from a parking district be used to subsidize employee parking?
- Should discounts or priority spaces be offered?

Case Studies

- West Hollywood, CA
  - $105 or $120 per quarter, depending on zone
- Santa Cruz, CA
  - $60 per quarter
- Mill Valley, CA
  - $60 per year
- Danville, CA
  - $25 or $50 per year, depending on zone
- Eugene, OR
  - $20-57 per month, depending on location; 50% discount for rideshare and free for carpools
Ada County Employee Transportation and Parking Program

Most County facilities have free parking for the public and employees, however, a few locations in downtown Boise are fee-based. Below is a description of the parking and alternative transportation program managed by the Operations Department on behalf of Ada County. For more information, contact the Employee Transportation Coordinator in the Operations Department at (208) 287-7100.

Public Parking – Downtown Boise
Limited free or metered parking is available on downtown streets near the Courthouse and the Civic Plaza on a first-come, first-served basis. Individual departments may, at their own discretion, provide parking validation stickers for their visitors.

Employee Parking – Downtown Boise
Employees may purchase a parking space in a surface lot or parking garage. Employees must sign a payroll deduction form for the monthly fee to be issued a keycard. Forms are available from the Operations Department.

Free downtown parking is available for employees who carpool with at least 1 other County employee. Vanpools and vanpool drivers are also eligible for free, preferred parking at downtown locations. Contact the Operations Department for more information.

Alternative Transportation Program
Ada County partners with the Ada County Highway District, Valley Regional Transit, and others to bring employees some great alternatives to driving to work. While employee parking is available at all County facilities, Ada County also provides easy, affordable alternative transportation options to reduce the need for parking and reduce commuter traffic, while improving air quality in Ada County.

Bicycles
Bike racks are located at all Ada County facilities for public and employee use. Free, secured bike storage is available to employees in the Civic Plaza parking garage, east of the Courthouse in downtown Boise. Shower facilities are provided in some County locations for employees who walk or bicycle to work. Contact the Operations Department for locations and access codes.
Bus Passes
All regular Ada County employees can ride the bus for FREE using their employee id card, including employees who commute between Ada and Canyon counties.

Commuteride Vanpools
Commuteride is a local vanpool program run by the Ada County Highway District. County employees are eligible for a free 1-month trial and additional incentives to offset the monthly cost. Fees vary depending on routes.

Guaranteed Ride Home
Commuters in carpools, vanpools, buses - even cyclists and walkers – may be eligible for reimbursement for a taxi ride home for emergencies or overtime situations. The participant must be registered in the program with Commuteride prior to the taxi ride and must have arrived to work using one of the modes listed above to be eligible for reimbursement. Funded by ACHD, benefits are limited to six taxi rides or a total cost of $300.00 per participant per year. Enrollment forms are available from the Operations Department.
The MUSC Office of Parking Management (OPM) is committed to providing a choice of parking services designed to meet the variety of needs of MUSC’s employees, students, patients and visitors. OPM offers several parking options, and has implemented a myriad of parking programs in an effort to meet the needs of our customers. The completion of the Bee St. Garage (A-lot) in September, 2008 expanded the MUSC parking system by 1,500 spaces. We now have more options to offer employees than ever before.

The information contained herein was organized with the objective of exploring different MUSC employee parking opportunities, and with the expectation that one of the available options will satisfy your parking requirement.

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**Annual Parking Renewal**

Online renewal of annually expiring employee decals and permits is generally held mid to late summer through the middle of September with walk-in renewals continuing through the end of September. Exact start date is announced via broadcast email. New decals/hang tags should be displayed no later than the first week-day in October. This renewal/re-registration applies to the following groups:

- Employees assigned to park in un-gated MUSC parking locations
- Employees parking in the after-hours employee-parking program
- The Hagood Commuter Park-and-Ride system
- Departments wishing to renew their department parking permits

For detailed instructions and to complete the online renewal please click here.

**Employee Parking Locations**

There are approximately 30 employee parking locations in the reserved parking system. A list of parking locations is available online. If you wish to be added to a waiting list, contact OPM and the parking staff will be happy to assist you. Once added to the waiting list you can check your waiting list status at anytime by visiting [http://appserve.musc.edu/ParkitWaitingList/](http://appserve.musc.edu/ParkitWaitingList/).

Currently there are several vacancies in the parking system in selected on-campus and off-campus facilities*, and while openings remain we are able to offer you a reserved parking assignment immediately.

If you require special parking arrangements due to a short-term or ongoing medical condition, please contact the Office of Parking Management at (843) 792 - 3665 to explore the options available to disabled parkers.

**Waiting Lists for Monthly-Contract Assignment**

- Any employee who is interested in a reserved assignment to a particular lot or garage should contact OPM to be added to the waiting list for that facility.
- There are two waiting lists for each lot that assignments are made from: the faculty list and the classified employee list.
- Once added to the waiting list you can check your waiting list status at anytime by visiting [http://appserve.musc.edu/ParkitWaitingList/](http://appserve.musc.edu/ParkitWaitingList/). Enter the first letter of your first name, your last name and the last five (5) digits of your MUSC Employee ID. A list will be generated displaying all waiting lists that you have signed up for with the date you signed up.

**What’s Needed for Registration**

Please bring the following items when you visit OPM to register for parking:

- State vehicle registration certificate or copy. If you have multiple vehicles, please provide certificates for each.
- Payment for the current month's parking fee, any applicable pro-rated charges for the following month, and a $20 registration fee if you are a new registrant or are transferring from the Hagood System.
• Completed registration form and payroll form.

Employee Parking Rates

As of July 1, 2013 new parking rates, based on salary, went into effect. For more information see the [Five Year Schedule of Increases and FY17 Rate Summary](#). This rate schedule does not take into consideration any possible subsidies offered by MUHA.

The Hagood Park and Ride Program

The Hagood Park and Ride Program provides free parking on a first-come, first-served basis. The Hagood system consists of the gravel lot on Fishburne Street between Hagood Avenue and Line Street (800 spaces), 45 spaces on Spring Street between Crosby’s Seafood and the Best Western, and 175 spaces on Line Street. Parking is not guaranteed. If availability causes a conflict with your schedule, we urge you to consider reserved parking.

Employee After-Hours Parking Program

The Employee After-Hours Parking Program provides safe, convenient, and affordable parking services from 4:30 p.m. to 8:30 a.m. Monday through Friday, and 24 hours on weekends and certain holidays in the Rutledge Tower, President Street, and Courtenay Drive employee garages. There is a $20 annual registration fee for participants who do not utilize the reserved parking system; vehicle registration certificate and employee ID badge is also required.

The after-hours program is not designed to coincide with any particular employee shift or schedule or to replace a personal parking arrangement should work hours extend beyond 4:30 p.m. to 8:30 a.m. Anyone entering the facility outside of the hours designated for the After-Hours program will incur a fee based on the parking rate of $.75 per half hour. Employees who need to be on duty by 4:30 p.m. and who need parking support should consider participating in the monthly-contract employee parking program.

Emergency Call-Back Parking Provisions

Typically, neither employees nor students are allowed to park in patient facilities except when at MUSC in patient or visitor capacity. There are instances when employees must return to campus
at night or on weekends in response to patient related emergencies. The Office of Parking Management is aware of this situation, and has made provisions for physicians and residents called back on emergency to park in the Jonathan Lucas Street garage.

Please differentiate between **ON-CALL** parking and **EMERGENCY CALL-BACK** parking. Only employees called back to campus to attend to a patient related emergency are allowed to park in the Jonathan Lucas Street garage 4:30 p.m. to 8:30 a.m. Monday through Friday and 24 hours Saturday and Sunday. Employees who are on-call must park in their designated parking location.

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**Parking While at the Harper Student Center**

Convenient parking is one of the many benefits provided to MUSC employees and students who are members of the Harper Student Center. Please familiarize yourself with the following parking options, and the next time you visit HSC for a workout don’t forget to exercise your privileges. [HSC Parking](#).

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**Parking While on Campus in Visitor/Patient Capacity**

Employees are permitted to park in patient/visitor facilities when they are visiting the hospital in patient or visitor capacity.

As a patient in a clinic, the employee is entitled to have their facility ticket validated by the clinic in which they were a patient. The patient pays the first two hours of parking. The hospital will pay any cost in excess of the first two hours with validation. Failure to have the facility ticket validated will result in the patient/employee being responsible for all fees incurred while parked. Validated parking is authorized only for the time of the medical visit.

As a visitor to the hospital, the employee is responsible for fees, $.75 per half hour, incurred while visiting a patient or the $6 all-day rate for a family member.

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**Parking Citation Appeals**

City of Charleston parking citations issued on the MUSC Campus may be appealed at the MUSC Office of Parking Management at the following times: Tuesdays and Wednesdays from 3:30 p.m. to 4:30 p.m. and Thursdays from 8:00 a.m. to 9:00 a.m. Citations issued to patients or
patient families may be appealed at any time during the business day.

Additional Parking Options

- If you find that a monthly parking contract is not beneficial, but you do have the need to park on campus occasional, please consider the **Occasional Parker Program**. This pay-as-you-go program provides an on-campus parking option for employees and students by allowing them to purchase up to 5 day passes per month. The passes are $5 each, and the purchase price is refundable if the passes are returned unused within the same parking year.

- **Parking assistance for temporarily disabled employees.** When employees are experiencing medical complications or complications with their pregnancies and need temporary assistance with personal parking, the MUSC Office of Parking Management is prepared to help. The application for temporary parking assistance must be accompanied by a **temporary disability form** completed by the employee’s *treating physician*.

- Please feel free to take advantage of the **MUSC Car pool**.

- There are several **private parking locations** near campus.

- Let’s not forget about CARTA! MUSC employees and students can ride any CARTA bus, including the CARTA EXPRESS, free with their MUSC ID badge. You can check out CARTA and CARTA Express routes and schedules via their website [http://www.ridecarta.com/](http://www.ridecarta.com/). If you live on the peninsula, consider riding your bicycle / motorcycle to work (available bicycle/motorcycle parking locations).

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Note: Employees are encouraged to read the MUSC Parking and Traffic Rules and Regulations. Familiarity with these guidelines will help employees understand the MUSC parking system and have a trouble-free parking experience.

*On-Campus - Bee Street Garage (A-lot) located at 122 Bee St.*

*Off-Campus - Lockwood Dr. surface lot, and the Harborview Tower Garage located at 19 Hagood Ave.*
Sample Company Parking Policy
Source: Workable.com

This Parking company policy sample is ready to be tailored to your company's needs and should be considered a starting point for setting up your employment policies.

Policy Brief & Purpose

Our parking company policy outlines our parking provisions for employees and visitors. We'll explain our criteria for allocating parking space and establish rules for using our parking premises.

Scope
This policy applies to all employees who operate company or personal vehicles in the course of business, including permanent, temporary, contract employees, interns and volunteers.

Policy Elements
Our parking policy revolves around:
- Our criteria and procedure for allocating parking spaces
- Preserving a safe and clean parking lot
- Rules for managing parking spaces

Criteria and Procedure for Allocating Parking Spaces

We'll reserve a few parking spaces for executives and employees who drive company vehicles. Parking space for large company vehicles (e.g. trucks) may be separate from our employee parking lot.

We'll allocate our remaining parking spaces according to the following priority:
1. Permanently or temporarily disabled employees and pregnant women
2. Night shift workers
3. Other full-time and part-time employees
4. Contract employees
5. Interns/Trainees
6. Volunteers

We'll assign parking spaces according to these priorities until they are exhausted. We may reserve a few spaces for visitors that we'll clearly mark with signs.
Employees who want to receive a parking spot, should file their request with our [HR department/facilities manager.]

Our company may grant a permit for a specific spot that may require payment at a small rate per year.

Preserving Our Parking Lot
We expect drivers to maintain a clean and safe parking space, as they maintain their working spaces. The following rules apply at all times:

- No littering is allowed.
- Drivers must respect others’ property.
- Drivers shouldn’t speed, turn carelessly or drive irresponsibly.
- Employees shouldn’t conduct maintenance or repair jobs to their cars while they parked in our lot, except if they cannot start them.

Managing Parking Spaces
Parking spaces aren’t permanent benefits. We can withdraw them anytime as a result of disciplinary action or needs of people with higher priority. This benefit is valid only as long as employees are employed by our company.

Each employee can’t have more than one parking space and they cannot transfer their space to another person (employee or non-employee).

This policy does not restrict off-site parking. But, employees are not allowed to:

- Block front or back entrances
- Park at spaces reserved for the disabled
- Obstruct loading/unloading of company vehicles
- Occupy spaces reserved for visitors during operating hours
- Park company cars illegally or at high-risk spaces (e.g. near construction sites)

If a vehicle is left unattended for more than one month, it may be towed and the vehicle’s owner will have to pay storage and removal fees.

Disciplinary Consequences
Any employee who is found parking in unauthorized or prohibited areas or in other ways disregard this policy will receive a warning and a written reprimand. Repeat offence will result in retraction of parking benefit. If the employee continues to disrespect this policy or in cases of serious offences, they will face disciplinary consequences up to and including termination.
THE CITY OF POMONA
ADMINISTRATIVE POLICIES AND PROCEDURES
EMPLOYEE PARKING

I. PURPOSE

To establish parking guidelines to maintain consistency and equity of parking assignments for employees and to enhance safety.

II. APPLICABILITY

This Policy applies to all full-time, hourly/part-time, and temporary City employees and volunteers who park in employee designated parking lots.

III. POLICY

A. The City of Pomona has designated employee parking lots for all City employees at all work locations. The City Hall and Library employee parking area is comprised of three (3) parking lots which accommodate approximately 320 vehicles. Employees who do not work in City Hall or the Library such as Police, Parks, and certain Public Works employees shall park in their designated parking lots.

B. City Hall employees who drive a personal vehicle to work are required to obtain and display a hanging parking permit from the rearview mirror to use one of the three (3) designated lots. Employees assigned to other facilities shall comply with departmental parking policies and procedures.
EMPLOYEE PARKING (Continued):

c. The color of the parking permit will designate where an employee can park. This is illustrated in the chart below:

<table>
<thead>
<tr>
<th>PERMIT COLOR</th>
<th>PERMITTED PARKING LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>South Parking Lot and Los Angeles County Parking Lot</td>
</tr>
</tbody>
</table>

D. Department Directors may temporarily reassign a regularly assigned parking space to other employees while the holder is on leave.

E. Parking permits are the property of the City and must be returned upon request.

F. The following parking guidelines shall be adhered to by all City employees:

1. **West Parking Lot:**

   a. Parking in the West Lot shall be limited to City Council, Executive Management Employees Group A and B, authorized City Attorney employees, and for the Employee Recognition program. Additional spaces have been assigned to departments to be assigned by the Department Director as he/she determines. Other spaces have been designated for short-term City vehicle parking during business hours only and for other specific purposes. After 6:00 p.m., the West Parking Lot may be utilized by any City employee attending an evening meeting.

   b. The West Parking Lot is not intended for overnight parking of City vehicles with the exception of designated pool vehicles and the RDA van.
EMPLOYEE PARKING (Continued):

2. **South Parking Lot:**

   Employees who are assigned a yellow parking permit shall park in the South Parking Lot or the Los Angeles County Parking Lot. Employees with blue parking permits may also park in this lot. Designated spaces are also set aside in the South Parking Lot for City/Pool vehicles. These spaces are to be used by employees assigned a City vehicle and who spend at least 80% of their work day in the field. The South Parking Lot is designated for overnight, weekend and holiday parking of City vehicles.

3. **East Parking Lot:**

   The East Parking Lot is reserved for use by the public or for NonCity Hall or Library employees conducting business at City Hall for two (2) hours or less. Otherwise, employees are not allowed to park in the East Parking Lot due to the limited number of parking spaces available unless approved by the Human Resources Director due to a disability. Approved visitors who are conducting business in City Hall for more than two (2) hours shall be provided a temporary parking permit by the Human Resources Department. Such permit shall be displayed on the vehicle's dashboard. Unauthorized employees who park in this lot will be issued a parking citation(s) and may face possible disciplinary action.

4. **Los Angeles County Parking Lot:**

   Employees who are assigned a yellow parking permit may also park in the Los Angeles County Parking Lot. The County has designated eighty (80) parking spaces for use by City employees in the northeast corner of the parking lot. Employees with blue parking permits may also park in this lot.
EMPLOYEE PARKING (Continued):

IV. ENFORCEMENT

The monitoring and enforcement of City Hall parking lots is the responsibility of the Traffic Division of the Police Department and the Vehicle Parking District (VPD) Division of the Redevelopment Agency. Any concerns regarding parking enforcement of City Hall lots should be directed to the Traffic Division at extension 2081 or VPD Division at extension 3782.

Violation of this Policy may result in one or all of the following:

a. Parking citation(s);
b. Loss of parking privileges in the West Parking Lot;
c. Personal vehicle may be towed;
d. A mandatory meeting with the employee, Department Director and the City Manager or his designee; and
e. Employees may be subject to disciplinary action up to and including termination of employment.

v. PROCEDURE

A. New employees or Members of the Council shall obtain a parking permit by completing and submitting a Parking Permit Application with the Human Resources Department upon hiring.

B. Approved visitors shall obtain a temporary parking permit from the Human Resources Department within two hours of parking.

C. Lost or damaged permits shall be reported to the Human Resources Department immediately or as soon as possible.

D. Parking permit shall be submitted to the Department or Human Resources Department upon separation of employment.
EMPLOYEE PARKING (Continued):

E. Violators, concerns, or issues regarding of this policy shall be reported or discussed with the Human Resources Department.

VI. ACTION

This Policy is effective November 1, 2010.
City of Phoenix Aviation Department Rules & Regulations

Number: 07-01

Authority: This Rule and Regulation is promulgated pursuant to City Code Chapter 4; Article 58.

Rule and Regulation: Employee Parking Program

1. Definition

The City of Phoenix Aviation Department provides parking for authorized employees working at Phoenix Sky Harbor International Airport ("Airport"). Parking and shuttle bus service is provided to employees of airlines, retail and food concessions, commercial use permit companies, cargo companies, government agencies, Airport contractors, and others as authorized by the Aviation Director. Employee parking is provided on a space available basis.

Companies or agencies with land leases that include parking areas may park employees on their leasehold without participation in the Aviation Department's employee parking program. These companies are responsible for transportation of their employees to worksites if such worksites are not adjacent to the leasehold.

2. Terms and Conditions on the Use of Airport Parking Privileges

a. Airport employee parking privileges, whether parking in an employee or public lot, are for conduct of official Airport-related duties only. Airport
employee parking privileges may not be used for vacations, personal business matters, or business travel unrelated to the Airport.

b. If an employee uses an Airport public parking facility for personal business (such as for personal travel or for picking-up or dropping-off others), the employee shall pay the posted fees.

c. Parking permits and access cards are provided for the exclusive use of the authorized employee. Parking privileges assigned to an employee may not be transferred or shared with other employees, spouses, friends or relatives.

d. For those assigned a parking card, the card must be used to both enter and exit the parking facility. For those assigned a parking permit, a current permit must be prominently displayed at all times while vehicle is in the facility. Employees who forget their parking card or permit are responsible for any fees incurred to park in an alternate location.

e. No vehicle may tailgate another vehicle to gain access or to exit an Airport parking facility. Further, if a vehicle operator tailgates another vehicle resulting in damages to either a vehicle or to Airport property, the vehicle operator is responsible for cost of repairs.

f. Either a City of Phoenix Airport badge, or a company-issued identification badge, is required to enter Airport employee parking facilities and/or board the employee shuttle bus. Other individuals are allowed in employee parking facilities only if escorted by an authorized employee.

g. Employees are to park only in the facility assigned to them.

h. Employees may not use forged, stolen or lost permits or cards to enter or exit an airport parking facility.

i. Upon termination of employment, Employees must return parking cards or permits to their employer or the Operations Parking Office.

j. Parking cards and permits are valid for only one vehicle in any parking facility at a given time.

k. Possession of a parking card or permit does not guarantee parking availability in a given facility. The Aviation Department may require employee to park at an alternate Facility.

l. Only vehicles with current and valid registration and tags are allowed to park in Airport parking facilities.

m. Vehicles shall occupy one parking space only; oversize vehicles are prohibited.

n. Employees may not use their vehicle for camping or sleeping within an Airport parking facility.
o. Mechanical work, other than a jump-start, tire change, or radiator fill, is prohibited in an Airport Parking Facility. Further, vehicles that become inoperable due to mechanical or other failure must be removed from the Airport's parking facilities as soon as feasibly possible.

p. The Aviation Department may relocate an employee vehicle to perform parking facility maintenance or repairs, or to maintain safe operation of the Parking Facility.

q. Neither the City of Phoenix, its authorized Parking Operator, nor any other Airport contractor shall be responsible for loss or damage to vehicles or vehicle contents caused by theft, fire, or any other cause.

3. Terms and Conditions for Duration of Stay
   - An Airport employee may only use their Airport parking permit or access card during the time the employee is actually conducting official Airport-related duties.
   - Phoenix-based flight crew employees may only use their Airport parking permit or access card for the duration of their airline-assigned trip.
   - Employees assigned a manager parking card are restricted to 7 days in a revenue generating public facility. Managers who have need to park beyond 7 days for official business may park in a remote employee parking lot.
   - Vehicles parked in a public or employee parking facility for more than 30 days using an Airport parking permit or access card will be deemed abandoned. Said vehicles will be impounded and processed for auction in accordance with Arizona Revised Statutes, Section 28-4801 through 28-4843.

4. Employee Parking Locations
   The Aviation Director has exclusive authority for designating employee parking locations and assignments and for modifying such locations and assignments as deemed necessary.

   Employees assigned to public parking facilities are to park in the remote areas of the facilities to allow the more convenient spaces to be used by Airport customers. Remote areas of the Airport's public parking facilities are as follows:

   - Terminal 2 garage: Lower Level — Areas Al, Bl and Cl (west end) and Areas Jl and Kl (east end)
   - Terminal 3 garage: Level 5 or
Level 6 – Terminal 4 garage: Levels 8 and 9
East Economy Lot:
  • Garage A: Level 7 or 8
  • Garage B: Level 5 or 6

If a remote area is unavailable, employees shall park as close to the designated remote areas as possible.

5. Company Accounts Set-up, Invoicing, Employee Status Changes, and Payment

All companies authorized to participate in the Airport Employee Parking Program must establish an account with the Operations Parking Office and provide information on authorized account representatives. Monthly parking fees for participation in the Airport employee parking program are established in PCC 4-58. The Aviation Director may waive these parking fees for government agencies or persons or entities that provide services to the City of Phoenix Aviation Department. However, all other aspects of this Rule and Regulation still apply.

Employers are responsible for payment of monthly parking fees for employees enrolled under the company's account. In addition, the employer is responsible for payment of an administrative fee as prescribed in PCC 4-58 for the issuance of a new employee parking card; the administrative fee can be waived by Parking Office personnel if the company is reusing a parking card from a terminated employee.

Parking services are invoiced 30 days in advance and are due within 30 days of the invoice date. Per PCC Sec. 2-45.2, there is an $18 processing fee for returned checks. Invoices not paid in full by the due date will be charged delinquent account fees at 1.5% per month (not to exceed 18% per annum) as established in PCC Sec. 4-7. In addition, company accounts delinquent more than 60 days may have parking privileges suspended for all enrolled employees until the account is brought current.

It is the responsibility of the company account representative(s) to notify the Parking Office of any additions or deletions of employees from their parking account on a timely basis. Adjustments to invoices for a given month will be included in the following month's invoice. The adjustments will be based on the following:
Employees added on or before the 15th of each month will be charged at the full monthly parking fee. Employees added on or after the 16th of the month will be charged at 1/2 the monthly parking fee.

Employees deleted on or before the 15th of the month will be charged at 1/2 the monthly parking fee. Employees deleted on or after the 16th of month will be charged at the full monthly parking fee.

A company may dispute the invoice amount by contacting the Parking Office in writing as to why the invoice is disputed. However, the Company shall pay the invoiced amount by the date due. Any subsequent adjustments to the invoice based on information provided by the Company, and agreed to by the Department, will be reflected in the following month's invoice. Failure to provide notice of changes to employees assigned to an account will not be grounds for dispute of an invoice.

If a company has an employee who will be on leave for more than 30 days, the company may "freeze" the employee's parking fees by submitting a Parking Account Status Form along with the employee's parking card or hanger to the Aviation Department Parking Office immediately upon or prior to the employee's leave. Upon the employee's return, the company shall contact the Operations Parking Office to request the account be reactivated. Credit for unused months will not be given retroactively.

6. Lost, stolen, or damaged parking access cards or permits

- Fees for lost or stolen parking access cards or permits will be assessed against the employee, not the company.
- Access cards and permits which are lost, stolen, or damaged may be replaced for a fee of $25 for the first calendar year event, $50 for the second calendar year event, $75 for a third calendar year event, and $100 for all subsequent calendar year events.
- Access cards which no longer work properly due to a card defect will be replaced at no charge.

7. Other Parking Programs

a. Motorcycle parking: The Aviation Department provides designated motorcycle parking in its employee parking facilities. Employees who use their access card to park their motorcycle within their assigned parking facility do not need to get a separate permit for their motorcycle. However, employees who choose to park a motorcycle in either the
Employee Parking & Commute Option Programs and Maximizing Use of Existing Parking Resources
Appendix # 10

Terminal 4 former Rent-a-Car center (T4 RAC) or the Terminal 2 Operations Lot must obtain a permit from the Parking Office. The permit must be carried by the motorcycle driver and be shown at the request of parking enforcement personnel. Employees who are already enrolled with the Parking Office for a passenger vehicle will not be charged an additional fee for the motorcycle permit. However, employees who drive a motorcycle only will be charged a reduced monthly fee, as prescribed in PCC 4-58, for parking in these permit lots.

b. Manager cards: Airline, concessionaire, and commercial use permit companies authorized to participate in the Airport employee parking program will be allotted a limited number of global access parking cards which will provide access to all Airport parking facilities. The cards are intended for use by employees responsible for the company’s day-to-day operations at Sky Harbor. Use restrictions as outlined in this Rule and Regulation apply. These cards will be allocated in a manner prescribed by the Aviation Director.

c. Carpool parking: The Parking Operations Office has a limited number of parking permits available in the Terminal 4 former Rent-aCar center (T4 RAC) for Terminal 4 companies who operate a carpool program. Such permits are to be purchased by the company at the prevailing monthly parking fee established in PCC 4-58. To participate in this program, a company must agree to abide by the spirit of the Maricopa County Clean Air Program by only enrolling employees with a commitment to carpooling. Further, the company must provide the names of carpool partners prior to receipt of permits. Selection of carpool participants and enforcement of carpool guidelines are the sole responsibility of the company.

8. Enforcement Action for Violation of Parking Regulations

Enforcement of parking regulations is conducted by the Operations Division, the contract parking operator, and the Phoenix Police Department. Employees who violate employee parking program regulations risk receiving a citation and/or vehicle tow. In addition, the Parking Office may apply other sanctions including suspension or revocation of parking privileges as well as requiring repayment of parking fees associated with the violation.

a. Citation and tow: Operations Division field personnel and Airport Police officers may immediately cite and tow any vehicle found to be in violation of City and/or Airport parking regulations. Any citations issued in association with a violation must be addressed through the Phoenix
Municipal Court process through payment of fees and/or a request for a hearing.

Prior to release of a towed vehicle, the registered owner or other individual entitled to possession of the vehicle must pay all towing and storage fees, or post a bond in the amount of the towing and storage fees that have accrued. The owner or operator of a vehicle towed and impounded by the Phoenix Aviation Department is entitled to a posttow hearing under PCC 4-54.

b. Suspension or Revocation: Violation of parking rules, whether or not a citation is involved, may result in the suspension or revocation of the employee from the parking program. The decision to suspend or revoke a parking permit or access card will be expressed to the employee and the company's parking representative.

While the recommended action will vary depending on the severity of the violation, the following provides general guidance for action.

1ST Offense Two-week suspension from the Employee Parking Program

2nd Offense One-month suspension from the Employee Parking Program

3rd Offense Three-month suspension from the Employee Parking Program

4th Offense Permanent removal from the Employee Parking Program

During a period of suspension or following program revocation, the Airport is not responsible for finding alternate parking or transportation for the employee.

c. Imposition of Parking Fees: Violators are also responsible for payment of any parking fees associated with the misuse of parking privileges such as lending of a card or permit, parking on vacation or personal business, or having multiple vehicles in a facility at any given time. Fees for misuse, whether in a public or employee-only facility, will be assessed at the prevailing public rates. Any fees due must be paid prior to reinstatement in the program.
9. Appeal of Suspensions, Revocations, and Fee Impositions

Any employee aggrieved by a decision to impose a suspension or revocation of parking privileges or imposition of parking fees may appeal the decision in accordance with the following requirements. Suspensions of fourteen (14) days or less are not subject to appeal.

The employee shall file a Notice of Appeal with the Aviation Parking Superintendent within five (5) business days of the date of notification. The Notice of Appeal shall set forth the specific objections to the disciplinary action. The objections shall form the basis of the appeal.

The Deputy Aviation Director — Operations shall be the hearing officer or shall designate a hearing officer for all Appeals of parking suspensions, revocations, or parking fee impositions. The hearing officer shall set a time and place for the hearing no later than fifteen (15) business days after receipt of the Notice of Appeal.

The hearing shall be conducted in an informal manner to determine whether there is a sufficient factual and legal basis to support the sanction.

The hearing officer shall not be bound by the technical rules of evidence in the conduct of such hearings. The decision of the hearing officer shall be based upon substantial and reliable evidence. All parties to the hearing shall have the right to present evidence. The burden of proof shall be at all times upon the party or parties appealing the sanction.

The decision of the hearing officer shall be rendered within fifteen (15) business days after the closing of the record and shall be based upon the evidence presented and it shall:

1. Affirm the sanction(s);
2. Modify the sanction(s); or
3. Reverse the sanction(s).

The decision of the hearing officer is final.

10. Designees

The Aviation Director designates the Deputy Aviation Director — Operations, who may appoint designees that may include the contract parking operator, to carry out the duties of this Rule and Regulation, including conducting inspections and enforcing these parking regulations.
11. Application

This program applies to entities and employees enrolled in the Phoenix Aviation Department employee parking program and/or using the Airport's parking facilities.

The foregoing Rule and Regulation is hereby adopted and promulgated this 18th day of March, 2010.

Danny Murphy
Aviation Director

Danny M
Assistant Chief Counsel

Daisy Kestloot
Subject: Downtown Employee Parking and Public Transportation

1. AUTHORITY
   1.1 Article VI, Section 7a, of the City Charter (Powers and Duties of the Mayor); Chapter 26, Article I, of the Code of Ordinances (the Parking Ordinance)

2. PURPOSE
   2.1 To establish a policy that regulates City employee parking in the downtown area and encourages City employees to use public transportation.

3. OBJECTIVES
   3.1 To accommodate parking and transportation needs for City employees who work in the downtown area.
   3.2 To establish guidelines for the management of City parking facilities in the downtown area.

4. DEFINITIONS
   Accessible parking space – A parking space designated for the exclusive use of a vehicle transporting a person with a disability and displaying valid “disabled person license plates” or a “disabled person parking placard” in accordance with Chapter 681 of the Texas Transportation Code.

   Allotted parking spaces – Parking spaces the parking official has allotted to a City department or City Council Office, and which a department director or council member may assign to particular employees.

   Departmental parking liaison – An employee in each City department who is assigned by the employee’s department director to serve as a liaison between the employee’s department and the Parking Management Division on matters pertaining to this policy.

   Downtown – The portion of the central business district that is surrounded by the elevated freeway system and also includes the Municipal Courts Building at 1400 Lubbock, the police station at 61 Riesner, the Houston Permitting Center at 1002 Washington, the Parking Management building at 2020 McKinney and other downtown areas as designated.

   City employee – A person who is employed by the City of Houston.
Contract employee – A person who works on downtown City premises in fulfillment of an individual professional contract with the City; a person who is employed by a private firm contracted to provide services to the City and who is assigned to work on downtown City premises; or a person who is employed by another governmental agency and who is assigned to work on downtown City premises.

Employee parking permit – A permit, such as a hangtag, decal, or other such device issued by the Parking Management Division to an employee as evidence of authorization to park in a specific City facility in downtown.

Parking access control device – An automated access card (such as a City of Houston identification badge), sticker, or other device that enables the operator of a vehicle to access a downtown employee parking facility.

Parking validation coupon – A coupon purchased from the Houston First Corporation for parking in the Tranquility Garage.

Parking Management Division – The division responsible for managing City employee parking downtown and transit passes, and other duties as described in the Parking Ordinance (Chapter 26, article I, of the Code of Ordinances).

Parking official – The department director (or the director’s designee) designated as the City’s parking management official in the Parking Ordinance.

Reserved parking space – A parking space designated for the sole use of a specific person as identified by a City department director.

Transit pass – A bus or van pass issued by the Metropolitan Transit Authority or other commuter transportation provider approved by the Mayor.

5. SCOPE

5.1 This directive applies to City departments located downtown and City of Houston employees who work in the downtown area, with the exception of the Houston Police Department (HPD) facilities at 61 Reisner, 33 Artesian, 300 Milam, and 1200 Travis, which are managed by HPD. This exception does not include reporting requirements as described in Section 6.7.

6. RESPONSIBILITIES

6.1 The parking official is responsible for:

6.1.1 The administration and enforcement of this policy;

6.1.2 Ensuring that parking needs are met by allocating parking spaces in the City’s downtown parking facilities, and negotiating with parking facility owners in the downtown area for additional employee parking;

6.1.3 Evaluating and determining departmental parking space allocations and reserved parking space allocations;

6.1.4 Coordinating with the General Services Department’s Security Management Division in the provision of parking access control devices to departments and to the Administrative Office of City Council;
6.1.5 Providing parking permits and transit passes to departments and to the Administrative Office of City Council;

6.1.6 Providing parking invoices to departments and to the Administrative Office of City Council by July 1st of each year unless otherwise stipulated by contract. Such invoices shall include the parking access device and parking permit serial numbers for which the department is responsible and the amount charged for each device and permit;

6.1.7 Reviewing departmental policies for parking facilities administered by the Parking Management Division;

6.1.8 Regularly auditing access to parking facilities subject to this policy;

6.1.9 Monitoring transit card use and revoking transit cards due to failure to adhere to this policy or for lack of use on a case-by-case basis in consultation with departmental parking liaisons;

6.1.10 Promoting employee use of public transit; and

6.1.11 Providing emergency transportation for employees.

6.2 The General Services Department’s Security Management Division is responsible for:

6.2.1 Coordinating parking access controls with the Parking Management Division to enable the Parking Management Division to monitor the use of downtown City parking facilities; and

6.2.2 Providing the Parking Management Division with a monthly report of automated access to downtown City parking facilities.

6.3 Department directors and the Administrative Office of City Council whose employees work downtown are responsible for:

6.3.1 Ensuring that their employees are aware of and adhere to this policy;

6.3.2 Determining the fair use of their department’s allocated employee parking spaces;

6.3.3 Budgeting for parking validation coupons for guest and employee parking in Tranquility Garage as provided in paragraph 9 below;

6.3.4 Paying parking invoices issued pursuant to paragraph 6.1.6 above;

6.3.5 Designating an employee to act as liaison between the department and the Parking Management Division for matters pertaining to this policy;

6.3.6 Providing departmental staffing forecasts before or on June 1st of each year to the department’s parking liaison, projecting departmental parking needs for the succeeding fiscal year; and

6.3.7 Creating a department policy, if necessary, to establish a standard procedure for employees authorized to park in the City’s downtown parking facilities and submitting the policy to the Parking Management Division when the policy is created and revised.

6.4 Departmental parking liaisons to the Parking Management Division are responsible for communicating with the Parking Management Division regarding matters pertaining to this policy, and:
| Subject:       | Downtown Employee Parking and Public Transportation | A. P. No.: | 3-6 | Page 3 of 8 |
6.4.1 Providing employee parking permits and transit cards to employees after obtaining them from the Parking Management Division;

6.4.2 Providing parking access control devices to employees after obtaining them from the Security Management Division of the General Services Department;

6.4.3 Ensuring employees do not benefit from concurrent use of an employee parking permit and a transit pass, except as provided in paragraph 9;

6.4.4 Receiving reports from employees about stolen or lost employee parking permits, parking access devices, and transit cards, and facilitating the replacement of such devices;

6.4.5 Retrieving employee parking permits, parking access control devices, and transit cards from employees who are leaving City employment;

6.4.6 Forwarding to the Parking Management Division the department’s projected parking needs, by June 1 of each year for the next fiscal year; and

6.4.7 Tracking the number of warning citations received by department employees for failing to display a valid parking permit.

Employees are responsible for:

6.5 6.5.1 Displaying a valid employee parking permit while parked in a City parking facility that is subject to this policy;

6.5.2 Ensuring that nobody else uses the employee’s parking permit, parking access control device, or transit card;

6.5.3 Returning all parking permit and parking access control devices to the department’s parking liaison not later than the employee’s last day at work downtown;

6.5.4 Paying $15.00 or the amount set forth in any applicable parking contract to replace a lost, stolen, or mutilated parking access device or parking permit;

6.5.5 Using their City-issued transit card for City business only;

6.5.6 Paying costs incurred for lost or damaged transit cards;

6.5.7 Obtaining permission from the employee’s supervisor when City business requires the employee to exceed the normal allotment for the employee’s transit card; and

6.5.8 Notifying the department’s parking liaison immediately if the employee’s transit card is lost or stolen.

The Administration & Regulatory Affairs Director is responsible for ensuring that all federal income tax requirements of the employer are met in the administration of this policy.

The Houston Police Department shall send the parking official an employee parking roster for parking facilities under HPD’s management on a quarterly basis in a format prescribed by the Parking Management Division.
7. POLICY

7.1 City employees who work downtown will be offered a parking space in one of the lots identified in Appendix I or a transit pass at no cost to the employee, with the exception of Tranquility Garage, where employees are required to pay a portion of the cost of parking. Each employee shall be responsible for all federal income tax liability that may result from their selection.

7.2 City employees are prohibited from concurrent use of a City-subsidized parking access control device and a City-issued transit pass.

7.3 Employees and contractors are prohibited from using their parking permit and/or parking control access device to allow others to access downtown parking facilities.

7.4 Parking and transit pass benefits are limited to employees of the City. This provision may be waived at the discretion of a department director for spaces allotted to a department (or by a council member for the six spaces allotted to the council member’s office) for the use of contractors and City volunteers, for example.

7.5 Transit cards issued to employees by the City are City property. Funding of City-issued transit cards is based on an employee’s particular route and estimated workday trips. Employees shall not make monetary contributions to their City-issued transit cards.

7.6 Transitioning from the employee parking program to the transit program may be done at the beginning of each month or at the discretion of the parking official.

8. PARKING ALLOCATION AND RATES

8.1 Departments or divisions shall be allocated a certain number of spaces in a parking facility. Space allocations shall be managed by the department director associated with those spaces.

8.2 The City Hall Annex and 611 Walker garages are for employee parking only. City vehicles shall not be parked in these garages, and shall be parked in the designated areas in the Tranquility Garage.

8.3 The City Hall Annex Garage’s parking spaces shall be allocated as follows:

8.3.1 The Mayor’s Office will control parking spaces required by divisions reporting directly to the Mayor’s Office (regardless of the funding source) and parking spaces needed by department directors whose offices are not in City Hall or the City Hall Annex.

8.3.2 Each District or At-Large City Council Member shall receive two reserved spaces and four assigned spaces (six spaces total).

8.3.3 Departments with offices in City Hall or the City Hall Annex will be allocated spaces based on occupied square footage.

8.4 The 611 Walker Employee Garage’s parking spaces shall be allocated as follows:

8.4.1 Departments with offices at 611 Walker will be allocated spaces based on occupied square footage.
<table>
<thead>
<tr>
<th>Subject:</th>
<th>Downtown Employee Parking and Public Transportation</th>
<th>A. P. No.:</th>
<th>3-6</th>
<th>Page 5 of 8</th>
</tr>
</thead>
</table>

8.5 Additional employee parking requirements for City Hall, the City Hall Annex and 611 Walker will be from assigned parking at the Hobby Center Garage, Lot H, Lot C, or Tranquility Garage.

8.6 The Tranquility Garage is managed by the Houston First Corporation, which leases parking spaces to the City for employee parking. City employees who park in the Tranquility Garage must pay a portion of this parking, as determined by the agreement between the Parking Management Division and the Houston First Corporation.

9. PARKING VALIDATION COUPONS

9.1 Visitors to City Hall, the City Hall Annex, and 611 Walker are expected to use local public parking.

9.2 Parking validation coupons are available for purchase from the Houston First Corporation by City Council Members and City departments for guest parking and occasional employee parking in the Tranquility Garage.

9.3 To promote transit use, City employees who ordinarily use transit passes to get to work may use parking validation coupons to park without charge in the Tranquility Garage when required to use their personal vehicles for City business as allowed by their department director. Employees may also use the coupons to park in the Tranquility Garage for up to twelve days a fiscal year for personal reasons.

9.4 Departmental parking liaisons and the Administrative Office of City Council shall document employee and visitor parking validation coupon usage on the Parking Coupon Log (Appendix II).

10. VAN/CARPOOL ACCESS

10.1 In coordination with department directors, the parking official may authorize City employees using van or carpool vehicles with three or more City employee participants from various departments to select the City parking facility of their choice from their departments’ allocation of parking spaces.

10.2 An application for van or carpool access shall be submitted to the Parking Management Division through the employees’ departmental parking liaisons.

11. ACCESSIBLE PARKING

11.1 Accessible parking spaces in the 611 Walker and City Hall Annex garages are part of each department’s normal allocation and are available for assignment on a first-come, first-served basis.

11.2 In the Tranquility Garage, employees shall pay the employee’s portion of the charge for an accessible parking space, as described in paragraph 8.

11.3 A copy or photograph of the disabled person parking placard or license plate must accompany an employee’s application for parking. This documentation must include the validity period.
<table>
<thead>
<tr>
<th>Subject:</th>
<th>Downtown Employee Parking and Public Transportation</th>
<th>A. P. No.:</th>
<th>3-6</th>
<th>Page 6 of 8</th>
</tr>
</thead>
</table>

11.4 Lots C and H may be used as accessible parking locations if an employee’s work location is serviced by these lots’ shuttle service.

11.5 A department director has the discretion to reserve any of his department’s parking spaces for the exclusive use of an employee with a disability.

12. AFFIXED AND REMOTE CONTROL DEVICE ACCESS

12.1 Where feasible, an access entry system that requires an affixed parking access control device (such as a sticker that is affixed to a vehicle’s windshield) may be installed in a parking facility. Such parking access control devices must be permanently affixed to the City vehicle or to the City employee’s vehicle.

12.2 Remote control access devices (commonly referred to as “garage door openers”) are a security risk and are prohibited. All such devices shall be returned to the Security Management Division of the General Services Department.

13. EMERGENCY TRANSPORATION

13.1 The parking official shall provide emergency transportation, such as by taxicab, to employees in situations of dire and unexpected need, such as sudden illness or a death in the family.

14. ENFORCEMENT AND DISCIPLINARY ACTION

14.1 The Parking Management Division’s parking enforcement officers shall issue a warning citation to any vehicle that does not display a valid employee parking permit while parked in a parking facility governed by this policy.

14.1.1 The Parking Management Division shall provide the employee’s departmental liaison with a copy of such warning citations. Upon an employee’s receipt of three warning citations in a six-month period, the parking official shall recommend to the employee’s director that the employee’s parking privileges be suspended for a period of 30 days. Further violations will result in the parking official’s recommendation of a longer period of suspension, or termination of parking privileges.

14.2 Violation of this policy may result in the suspension or loss of parking and transit card privileges, and disciplinary action.

15. ATTACHMENT

15.1 Appendix I – Downtown Parking Facilities

15.2 Attachment I – Parking Coupon Log
## APPENDIX I

## DOWNTOWN PARKING FACILITIES

<table>
<thead>
<tr>
<th></th>
<th>Facility</th>
<th>Address</th>
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<td>61 Riesner Street</td>
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<td>15.2</td>
<td>300 Milam Lot</td>
<td>300 Milam Street</td>
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<td>15.3</td>
<td>611 Walker Garage</td>
<td>611 Walker Street</td>
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<td>15.4</td>
<td>Jesse Jones Library Garage</td>
<td>500 McKinney Street</td>
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<td>15.5</td>
<td>Travis Garage</td>
<td>1200 Travis Street</td>
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<td>15.6</td>
<td>City Hall Annex Garage</td>
<td>901 Bagby Street</td>
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<td>15.7</td>
<td>Tranquility Garage</td>
<td>400 Rusk Street</td>
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<td>15.8</td>
<td>Lot C</td>
<td>1500 Memorial Drive</td>
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<td>15.9</td>
<td>Lot H</td>
<td>1500 Memorial Drive</td>
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<td>15.10</td>
<td>Lot W</td>
<td>1002 Washington Avenue</td>
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<tr>
<td>15.11</td>
<td>1400 Lubbock Lot</td>
<td>1400 Lubbock Street</td>
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<tr>
<td></td>
<td>Hobby Center Garage</td>
<td>330 Rusk Street</td>
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Attachment I
Parking Coupon Log
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<tr>
<th>Coupon #</th>
<th>Date</th>
<th>Name</th>
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How To Get To Work
Summer III Nursing Externship

A transportation guide for students working at Mayo Clinic
On the path of your Nursing Experience

During your first days in Rochester and at Mayo Clinic, you’ll probably have many questions related to work and to the community. One of most basic, yet very important questions is regarding transportation. Mayo Clinic and the City of Rochester have worked closely together to develop an employee-friendly and convenient system of transportation for you to get to and from work.

This brochure shares four popular options for transportation and related maps. If you have detailed questions, please contact Mayo Clinic Parking & Transportation (507-281-8513), or Rochester Public Transit (507-328-7433) for more information about bus routes and schedules.

PARK AND RIDE LOTS
These are available for employees to drive to and catch the bus to work Monday through Friday. These routes are also subsidized by Mayo Clinic for Mayo employees. If you choose to utilize Park and Ride lots for transportation, please visit www.rochesterbus.com/ for detailed maps/locations and schedules.

Cub Foods - Hwy 14 East
Routes 4, 4 direct, and 17
6:10 am to 6:03 pm

Bethel Lutheran Church - 810 3rd Ave SE
Routes 6 and 6B
6:03 am to 5:55 pm

Wehrenberg Theater - Hwy 63 S
Routes 6, 7 Night, 14, and 15 Direct
6:00 am to 10:05 pm

Wal-Mart South - Hwy 63 S
Routes 6, 6 Direct, and 7 Night,
6:00 am to 10:05 pm

Shopko North - Hwy 63 N
Routes 1, 1 Direct, and 1 Night
6:03 am to 10:10 pm

Wal-Mart North - Hwy 52 N & 55th St NW
Routes 12, 12 Direct, 18, and 18 Direct
5:35 am to 6:20 pm

If you unexpectedly need to work after the Park and Ride busses stop running, call the Mayo operator (dial 0). The operator will arrange for a cab to take you to your car at the Park and Ride lot at no cost.
ROCHESTER CITY BUS

Mayo Clinic provides bus passes for Rochester Public Transit at no cost to employees. To obtain bus passes, please visit one of the Parking and Transportation Offices:

- Mayo Lobby Level: Room 88W, M-F 7am-5pm
- Mary Brigh Main: Room 605A, M-F 7:30am-4pm

GOING TO WORK
Route #7A

<table>
<thead>
<tr>
<th>Leaves Crossroads College</th>
<th>Arrives Downtown</th>
<th>Arrives Saint Marys</th>
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<tbody>
<tr>
<td>6:28 am</td>
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*If you require a route time after 6:58 am, you will need to utilize the interclinic shuttle to St. Mary’s

RETURNING TO CROSSROADS COLLEGE
Route #7A

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<thead>
<tr>
<th>Leaves Downtown</th>
<th>Leaves Saint Marys</th>
<th>Arrives Crossroads College</th>
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<td>7:42 pm</td>
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</table>

Rochester city Bus
BIKING TO WORK

Mayo Clinic Security reminds all Mayo staff who ride bikes to work to use the areas designated for bicycle parking. Please do not chain bicycles on sidewalks outside Mayo buildings or bring bicycles in Mayo buildings. Mayo Clinic ramps and lots should only be used when parking for work; not storage. Mayo Clinic is not responsible for personal property stored on its premises.

See below a map of a convenient route from Crossroads College to Mayo Clinic. For a map detailing the available parking locations referenced below, please see the “On-Campus Parking” section of this brochure.

**Downtown & Rochester Methodist Hospital**

Designated staff bicycle and motorcycle parking is available in the Ozmun ramp. Additionally, bicycle parking is available outside the northeast entrance of Rochester Methodist Hospital.

**Saint Marys Hospital Campus**

Covered parking is provided for motorcycles and bicycles in the southwest corner of the first floor of the Employee Parking ramp 34 on the hospital campus. Bicycle parking is also available on the north side of the Domitilla Building.

**City of Rochester Recreational Trails**

* (bikewalking) website: http://www.rochestermn.gov/departments/park/trails/  
(map includes Loop 10 and Loop 11)
If you brought a car you will receive temporary off-shift parking privileges. Your temporary parking sticker will come with your access identification card. The following table identifies when and where you are eligible to park during your shifts.

<table>
<thead>
<tr>
<th>DAYS</th>
<th>WORK START TIME</th>
<th>WORK LOCATION</th>
<th>PARKING OPTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F</td>
<td>5:45am or earlier</td>
<td>SMH(^1) or RMH(^2)</td>
<td>West Shuttle</td>
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<tr>
<td>M-F</td>
<td>9am to 1:30pm</td>
<td>SMH or RMH</td>
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<td>M-F</td>
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<td>M-F</td>
<td>1:30pm to 11:30pm</td>
<td>RMH</td>
<td>Employee Ramp #23 (excludes lower level) Employee Ramp #9</td>
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<tr>
<td>Sat-Sun</td>
<td>All start times</td>
<td>SMH</td>
<td>Employee Ramp 34</td>
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<td>Employee Ramp #23 (excludes lower level) Employee Ramp #9</td>
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\(^1\) Saint Mary's Hospital  
\(^2\) Rochester Methodist Hospital

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**SAINT MARYS CAMPUS**

- West Shuttle Lot
- 2nd ST SW
- Mayo Clinic / Rochester Methodist Hospital 22 Blocks
- Francis Building
- Joseph Building
- Alfred Building
- Dorothy Building
- Mary Brigh Building
- Generous Building
- Chapel
- Ramp #34

**DOWNTOWN CAMPUS**

- Mayo
- Charlton
- Hilton
- Guggenheim
- Baldwin
- Baldwin Ramp
- Ramp #23
- Ramp #9
- Ozmun Ramp
- Ozmun Lot
- 2nd ST NW
- 3rd ST NW
- 4th ST SW
- 5th ST NW
- Highway 52
- 1st ST NW
- 1st ST SW
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