

**FDA STAFF MANUAL GUIDES, VOLUME III - GENERAL ADMINISTRATION**

**FACILITIES MANAGEMENT**

**SPACE MANAGEMENT**

**PARKING MANAGEMENT**

Effective Date: 08/21/2001

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**1. PURPOSE**

This guideline prescribes the policies and procedures for the parking management program in FDA facilities where FDA has parking management authority.

**2. POLICY**

Parking spaces will be assigned in such a manner as to encourage car pooling in accordance with criteria designed to conserve energy and to improve environmental quality through a reduction in employee driving.

**3. AUTHORITY DELEGATED**

The Office of Facilities, Acquisitions, and Central Services (OFACS), Division of Real Property Management (DRPM) has the authority to manage the parking program for all facilities where the FDA has been delegated that responsibility.

#### **4. REDELEGATION**

These authorities may be re-delegated to management officials and employees with real property management responsibility within the Centers/Offices. Any re-delegations must be in writing and specify the nature and extent of the authority re-delegated.

#### **5. RESPONSIBILITY**

- A. OFACS/ DRPM will issue related policy; provide guidance in regards to Federal parking policies; and establish a towing agreement for unauthorized vehicles at FDA headquarters facilities.
  
- B. Centers/Offices with Delegated Parking Management Authority in single FDA tenant locations. Centers/Offices will have the authority to operate and manage the parking program for delegated locations.
  - 1. Center/Office is required to name a parking coordinator, develop parking management program, and issue guidance to all employees. This information should be forwarded to DRPM.
  - 2. Center/Office may develop a parking lot plan, take applications, and issue parking permits. If the Center/Office develops a parking lot plan and issues parking permits, the procedures should be incorporated in the parking management program for the building.
  - 3. Center/Office will consult DRPM for lessor responsibilities prior to any action regarding required signage (including towing signs), lot striping, space numbering or identification.
  - 4. Center/Office will provide the names to DRPM of office official(s) who are authorized to utilize the agency towing agreement and make arrangements with the Motor Vehicle Administration to access tag numbers.
  - 5. Center/Office will provide union notification prior to implementing changes for bargaining unit personnel.
  - 6. Center/Office will conduct inspections of the lots as needed, to ensure adequate snow and ice removal is performed.
  - 7. Center/Office will provide needed supplies, such as parking stickers.
  
- C. Centers/Offices with Delegated Parking Management Authority in multi FDA tenant locations. Centers/Offices will have the authority to operate

and manage the parking program for delegated locations through a committee composed of FDA tenants at the location..

1. A Parking Committee will be established with a member from each Center/Office tenant in the building. The primary tenant, who is defined by the Center/Office that occupies the largest amount of usable space (square footage), will Chair the Committee. If requested, OFACS will provide a committee member to assist in the coordination between the tenants.
2. The Committee will develop the parking management program for the building and issue guidance to all employees.
3. The names of the Committee members and a copy of the parking management program should be provided to DRPM.
4. The Committee may develop a parking lot plan, take applications, and issue parking permits. If a parking lot plan is developed and parking permits are issued, the procedures should be incorporated in the parking management program for the building.
5. The Committee will consult DRPM for lessor responsibilities prior to any action regarding required signage (including towing signs), lot striping, space numbering or identification.
6. The Committee will provide the names to DRPM of office official(s) who are authorized to utilize the agency towing agreement and make arrangements with the Motor Vehicle Administration to access tag numbers.
7. The committee will provide union notification prior to implementing changes for bargaining unit personnel.
8. The committee will conduct inspections of the lots as needed, to ensure adequate snow and ice removal is performed.
9. The committee will provide needed supplies, such as parking stickers.

## **6. ALLOCATION AND ASSIGNMENT OF PARKING SPACES**

- A. Allocation and Assignment of Parking for Official Needs: Parking spaces shall first be reserved for official needs, in the following order of priority.
  1. U.S. Postal Service mailing operations, official postal vehicles.

2. Government-owned vehicles used for criminal apprehension, fire fighting and other emergency functions.
  3. Other government-owned and leased vehicles, including motor pool vehicles and vehicles assigned for general use.
  4. Service vehicles and visitors. (Offices are encouraged to provide accommodations for handicapped visitors.)
- B. Allocation and Assignment of Employee Parking Spaces: Parking spaces not required for official needs may be used for employee parking using the following order of priority:
1. Handicapped Employees. The term "handicapped employees" as used herein, shall mean those employees who have an Official State issued handicap-parking permit.
  2. Executive personnel.
  3. Van pool/car pool vehicles. A car pool is defined as a group of two or more persons employed by the Federal government, regularly using a motor vehicle for transportation to and from work. Children driven to school or nursery and occasional or part-time riders will not be counted as car pool members.
  4. Privately owned vehicles of occupant agency employees which are regularly used for Government business at least 12 days per month and which qualify for reimbursement of mileage and travel expenses under Government travel regulations.
  5. Other privately owned vehicles of employees, on a space-available basis. Spaces available after all assignments in which the above categories are made will be assigned to single-occupant vehicles based on a lottery on an annual basis. Applicants not assigned a permit because of the limited number of parking spaces will have their names placed on a waiting list. Car pools formed after the assignment lottery will be given preference as spaces become available. A sufficient number of spaces will be designated to accommodate motorcycles and bicycles.

## **7. CHANGES IN PARKING REQUIREMENTS**

Permit holders shall immediately inform their parking official whenever there are any changes in their parking requirements. This includes: changes in number or name(s) of car pool participants, promotion to the Executive Level category, resignation, and notification of retirement or reassignment out of the

complex. Under no circumstances should principal applicants or car pool members switch parking assignments, share a space as individual drivers or give away a parking space. Failure to notify their parking official within two weeks of a change may result in suspension of parking privileges for a period of up to six months or daily towing.

## **8. PARKING RULES**

- A. Park only in your assigned space.
- B. Do not park in driveways, fire lanes or corner areas of driveways which are cross-stripped.
- C. When parking, observe the dividing lines and do not infringe on the space next to or in front of yours.
- D. Parking permits, when issued must be displayed in the vehicle. Previous or outdated permits must be removed.
- E. Permit holders who find an unauthorized car in their assigned space should proceed to a visitor's space or non-reserved space and immediately report the situation to their parking official.
- F. Yield right of way to pedestrians.
- G. Observe posted speed limits.
- H. Should your car bump another car, stop and check for damage. If the other car is damaged, furnish pertinent information such as space number, make of car, and license number to your parking official so that the owner may be notified.
- I. Locking car doors is recommended.
- J. Obey all posted signs.

## **9. PENALTIES**

Failure to comply with the policies and procedures set forth in this Guideline may result in suspension of parking privileges. Falsification of records will result in an automatic suspension of parking privileges for at least six months. Any vehicle parked in an improper space or area is subject to being towed at the owner's risk and expense

## **10. EFFECTIVE DATE**

This delegation of authority was signed by Jeffrey M. Weber, Acting Senior Associate Commissioner for Management and Systems, effective 8/21/01.