

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
CENTRAL REGION
KANSAS CITY, MISSOURI

CE 4665.2

12/4/79

SUBJ: FEDERAL EMPLOYEE PARKING

1. PURPOSE. This order establishes policy governing the acquisition and allocation of employee parking facilities and the establishment and determination of charges to be paid for the use of such parking by Federal employees, contractor employees and other facility tenants. In conjunction with the agency's effort to conserve fuel to the maximum, preferential treatment will be given to those employees utilizing carpools as a means of routine transportation to and from their regular duty station.
2. DISTRIBUTION. This order is distributed to all employees in the regional office and a maximum distribution to field offices and facilities.
3. CANCELLATION. CE Order 4670.2A, Preferential Parking for Carpools - Regional Office, dated 6/30/79, is cancelled.
4. BACKGROUND. The energy constraints on our nation are already requiring changes in driving patterns. The home-to-work trip by car is the most routine and predictable component of all driving and accounts for over 40% of all household automobile mileage. Because the commuter's trip is so predictable, it is also the most adaptable to regular carpool or vanpool arrangements, and to mass transit use. Yet, over 75% of automobiles used for commuting have only one occupant.

The policy of charging for parking is aimed at Federal installations and offices primarily in densely populated urban locations where commercial practice is to charge for the use of parking spaces. By offering free or low cost parking in those locations, the government has contributed to traffic congestion, energy consumption and air pollution. In addition, at many downtown locations only a few Federal employees have free or low-cost parking. Many Federal employees in urban locations already pay to park in commercial garages or pay mass transit fares every day.

Free or low-cost parking biases an employee's decision on whether to drive alone, carpool or use public transit for commuting. Therefore, a basis for charging for the use of parking facilities needs to be established which is equitable among employees and consistent with related policies regarding air quality, energy conservation and reduced traffic congestion.

5. POLICY. It is the general policy of the Federal Government to limit Federal installation parking facilities to the minimum necessary, to administer those facilities in full compliance with carpooling regulations, and to assess Federal employees, contractor employees and tenant employees who

Distribution: A-X-8, FOF-0 (Maximum)

Initiated By: ACE-50

are provided parking in Government-controlled space a charge equivalent to the fair monthly rental value for the use of equivalent commercial space, subject to the terms, exemptions and conditions stated in OMB Circular A-118.

6. DEFINITION.

a. "Agency parking" means vehicle parking spaces under the jurisdiction and/or control of a Federal agency which are used for parking Government vehicles, other official vehicles, visitor vehicles, and employee vehicles. Parking is under agency control if the parking is: (1) on FAA-owned land, or (2) on land controlled by FAA under lease or agreement, or (3) specifically guaranteed under a space lease or agreement (e.g., 20 spaces assigned to FAA employees).

b. "Carpool" means a group of two or more people using a motor vehicle for transportation to and from work, excluding relatives living in same household.

c. "Employee parking" means the parking spaces assigned for the use of employee-owned vehicles other than those classified as "official parking" in subparagraph f.

d. "Federal agency" means any executive department or independent establishment in the executive branch of Government, including any wholly owned Government corporation.

e. "Handicapped employee" means a Government employee who has impairments that substantially limit one or more major life activities and that, for all practical purposes, preclude use of public transportation and employees unable to operate a car as a result of a permanent impairment and are driven to their place of employment by someone else. "Major life activities" means functions such as caring for oneself, performing manual tasks, walking, seeing, and hearing.

f. "Official parking" means parking spaces reserved for Government-owned or Government-leased vehicles, or for the privately owned vehicles of Federal judges and Members of Congress, or for visitors to Federal facilities.

g. "Parking space" means the area allocated in a parking facility for the temporary storage of one passenger-carrying motor vehicle.

h. "Regular member of a carpool" means a person who travels daily (leave excepted) in a carpool for a minimum distance of 1 mile each way. In addition, an agency may define a regular member as one whose worksite is located within a specific but reasonable distance from the parking facility.

i. "Vanpool" means a group of 8 to 15 persons using a van, specifically designed to carry passengers, for transportation to and from work in a single daily round trip. This excludes automobiles and buses.

j. "Visitor parking" means parking spaces reserved for the exclusive use of visitors to Federal facilities.

k. "Full approved rate" is the current Standard Level User Charge set by GSA or the Fair Market Value as established by the Agency in accordance with 40 U.S.C. 400(k), using generally accepted appraisal techniques.

7. PRIORITY OF ASSIGNMENT OF PARKING SPACES.

a. Vehicle parking spaces shall first be reserved for OFFICIAL needs in the following order of priority:

(1) Government-owned vehicles and those specifically outfitted and used for criminal apprehension law enforcement activities and fire-fighting and other emergency vehicles.

(2) Vehicles of patrons and visitors and service vehicles not accommodated under subparagraph (a)(1) above. Where required, accommodations will be provided for handicapped visitors.

b. The parking spaces not required for "official parking" may be used for EMPLOYEE parking. In the assignment of employee parking spaces, the following shall be observed:

(1) Handicapped Government employees for whom assigned parking spaces are necessary shall be given priority over all other employee parking. Nonhandicapped drivers who provide transportation for severely handicapped employees shall also be assigned parking spaces. All handicapped employees or their drivers shall receive a parking space assignment without charge. Personnel who qualify for handicapped parking are encouraged to sponsor and participate in a carpool which could use the space assigned.

(2) No more than 10 percent of the total spaces available for employee parking at each facility (excluding the spaces assigned to severely handicapped employees) may be assigned to executive personnel and/or persons who work unusual hours. Executive personnel should make every effort to carpool.

(3) Vanpools. (8-15 regular members).

(4) Carpools with four or more regular members.

(5) Other carpools.

NOTE: If necessary for operational purposes, an agency may issue on a fee basis a limited number of parking permits to individuals who regularly use their privately owned vehicles for Government business. These are vehicles used 12 or more workdays per month for Government business for which the employee receives reimbursement for mileage and parking fees under Government travel regulations. Monthly certification, such as travel vouchers, may be

required to establish this entitlement. All individual drivers are urged to carpool whenever possible.

8. EXEMPTION FROM FEES. All field offices and facilities have initially been determined to be exempt from fees in accordance with OMB Circular A-118. All Regional Office employees will be required to pay a fee for assigned parking spaces, unless specifically exempted.

9. ACQUISITION OF PARKING. Acquisition of parking facilities for Federal employees will be permitted consistent with limitations and conditions set forth in OMB Circular No. A-118.

10. PROCEDURES.

a. Collection and Deposit of Fees.

(1) Fees shall be collected on or before the 25th of each month and at that time permits shall be issued or renewed.

(2) Fees shall be collected effective November 1, 1979. For the initial period of November 1, 1979, through September 30, 1981, the charge to be collected shall be 50% of the full approved rate. If the full rate is calculated to be between \$10.00 and \$19.99, the monthly charge between November 1, 1979, and September 30, 1981, shall be \$10.00 per month.

(3) The full charge shall be collected beginning October 1, 1981.

(4) Fees shall be paid to designated Employee Transportation Coordinators (ACE-52A2 in the Regional Office) who will immediately forward all fees collected to ACE-23. Coordinators shall not transmit cash through the mail system. Checks should be made payable to the Federal Aviation Administration.

b. Assignment. Parking spaces will be assigned to employees based upon the number of regular members in the van/carpool. Van/carpools with the highest number of regular members shall receive the highest priority in receiving parking spaces, e.g., a carpool with seven regular members shall be assigned a parking space before a carpool with six regular members. One member of a carpool must be employed by this agency, and an FAA member must be designated as the captain of the carpool.

c. Tiebreaking Criteria. Where there are carpools with an equal number of regular members which exceed the number of parking spaces available for assignment, ties shall be broken primarily by assigning spaces to those carpools whose full-time members have the highest total number of years of Federal Service as determined by their service computation dates. If additional ties exist, consideration will be given to the distance traveled.

d. Revalidation. All parking space assignments shall be reviewed at least once a year to revalidate eligibility for assignment of spaces to handicapped persons, vanpools, and carpools. Reassignment and replacement may be made at anytime there are changes in personnel, van/carpool participation. Revalidation may be done more often and will be accomplished by the Transportation Coordinators on a random sampling basis.

e. Penalties. Misrepresentation of carpooling membership, application qualifications, or violation of other carpooling practices and requirements will result in loss of parking spaces and suspension of parking privileges for one year.

f. Transportation Coordinators. Employee Transportation Coordinators shall be appointed in the Regional Office and each field office and facility to operate or participate in a system for carpool and vanpool matching among employees, and to maintain current information about public transit service.

(1) For the regional office the Chief, Logistics Division, or his designee shall be the Transportation Coordinator.

(2) Field Office/Facility Chiefs, or their designees shall be Transportation Coordinators.

11. RESPONSIBILITIES.

a. Transportation Coordinators are responsible for the following:

- (1) Reviewing all applications and assigning space to the most qualified applicants;
- (2) Annual review and reassignment of parking spaces as required;
- (3) Assuring adherence to parking rules and regulations;
- (4) Maintaining carpool records and files;
- (5) Assignment of space to their employees and ensuring that fees are collected in advance, and that space assignments are revoked when necessary. Permits shall be issued to identify those who are authorized to park.

b. Carpool Captains are responsible for:

- (1) Advising the Transportation Coordinator promptly of any change in the composition of the carpool, including designation of the carpool captain.
- (2) Complying with all rules and regulations established for the proper conduct of the parking lot.

(3) Submitting verification of carpool membership when requested.

(4) Initially obtaining space for their carpool by completing a copy of CE Form 4670-5, FAA Carpool Preferred Parking, and forwarding to their Transportation Coordinator. Any participant other than full time riders will be identified and the number of scheduled riders per week will be shown after the name on the application form. Carpool captains will be advised of their space assignment upon availability. Applications on hand will be considered by priority order during annual review, or sooner if changes occur in the existing parking assignments.

(5) Collection and payment of fees to Transportation Coordinators in accordance with procedures in paragraph 10 above.

c. Logistics Division is responsible for:

(1) providing serially numbered parking permits to Transportation Coordinators, as required

(2) providing CE Form 4670-5, through normal supply channels.


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Executive Officer