



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Central Region Policy

**ORDER**  
**CE 4665.2A**

Effective Date:  
December 1, 2009

**SUBJ:** Regional Office Parking

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**1. Purpose of This Order.** This order establishes policy governing the acquisition and allocation of employee parking at 901 Locust St., Kansas City, MO for Federal Aviation Administration employees, and other facility tenants in the Regional Office.

**2. Audience.** All Central Region employees.

**3. Where Can I Find This Order?** This order can be found on the Directives Management System (DMS) website [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/)

**4. Cancellation.** CE Order 4665.2, Federal Employee Parking, Regional Office, dated 12/4/79, is cancelled.

**5. Background.** The General Services Administration (GSA) has issued regulatory guidance pertaining to the assignment and utilization of parking facilities, energy conservation, ridesharing, and other related objectives. This Order provides Central Region Office implementing guidance in the above areas.

**6. Definitions.**

a. **Employee.** Any permanent employee of the Department of Transportation, Federal Aviation Administration (FAA), Kansas City Regional Office.

b. **Official parking.** Parking spaces reserved for Government owned or Government leased vehicles.

c. **Executive.** A Government employee with management responsibilities who, in the judgment of the employing agency head or his/her designee, requires preferential assignment of parking privileges.

d. **Severely Disabled Employee.** An FAA employee certified by a licensed medical doctor or other licensed medical practitioner as a person with disabilities which limit or impair the ability to walk such as:

(1) is permanently confined to a wheelchair; or

(2) requires the use of crutches at all times; or

(3) wears braces to permanently support the legs and/or hips; or

(4) suffers from a severe, permanent impairment that for all practical purposes precludes the use of public transportation, or unable to operate a car as a result of permanent impairment and is driven to work by another.

(5) The licensed medical doctor or other licensed medical practitioner must document that the employee is limited in one or more of the four criteria listed above on the attached Severely Disabled Employee Parking Certification Form.

(6) Employees issued permits under Severely Disabled Employee criterion are expected to form carpools to the extent possible.

**e. Temporarily Disabled Employee.** An FAA employee certified by a licensed medical doctor or other licensed medical practitioner as a person with disabilities which limit or impair the ability to walk such as:

- (1) is temporarily confined to a wheelchair; or
- (2) requires the use of crutches at all times; or
- (3) temporarily wears braces to support the legs and/or hips or
- (4) women who are in third trimester of pregnancy

**f. Licensed Medical Practitioner.** A medical practitioner is an individual licensed as a physician, nurse practitioner, physician's assistant, or chiropractor.

**g. Reasonable Accommodation.** Employees who meet the requirements in accordance with DOT Order 1011.1 and FAA Order 1400.12 that require parking in the 901 Locust garage.

**h. Carpool.** Two or more FAA employees, regardless of their relationship to each other, who share a motor vehicle for transportation to and from work on a continuing basis.

**i. Vanpool.** Vanpool procedures and requirements will be followed in accordance with the KCATA Vanpool Program or other FAA sponsored vanpool, such as, a group of 8 to 15 federal employees 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. A minimum of 2 FAA employees must occupy the vanpool, and the vanpool parked at the Regional Office must be operated by a building tenant. Depending on the size of the vanpool vehicle, it may or may not be assigned a permanent space.

**j. Regular Member of a Vanpool/Carpool.** A person who travels regularly in a vanpool or carpool at least six one-way trips each week.

**k. Transportation Coordinator.** The point of contact in the Executive Services Team who is responsible for administering the parking program.

**l. Temporary Parking.** Temporary parking is defined as approximately 30 minutes or less for pick up or delivery of items, after which the vehicle shall be moved out of the attached garage.

**m. Parking Committee.** A group comprised of one (1) bargaining unit member from each bargaining union in ACE Regional Office as determined by that union and equal number of management members. A new parking committee will be formed annually. Participation by each bargaining unit is voluntary.

**n. After Hours Parking.** Employees may park in the garage during work days from 3:00 pm to 5:30 am and at all times during holidays and weekends.

**o. Priority of Assignment of Parking Spaces.**

(1) Vehicle parking spaces shall first be reserved for OFFICIAL needs in the following order of priority:

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

(b) Severely disabled government employees for whom parking spaces have been assigned.

(c) Employees with reasonable accommodations processed in accordance with DOT Order 1011.1/FAA Order 1400.12 that require parking in the 901 Locust garage.

(d) Executive personnel, persons who work unusual hours and bargaining unit representatives assigned spaces in accordance with a nationally negotiated collective bargaining agreement.

(2) All other parking spaces may be used for EMPLOYEE parking. In the assignment of employee parking spaces, the following shall be observed:

(a) Vanpool: 8 – 15 regular members.

(b) Carpool. Any carpool that has a member who meets the requirement for severely disabled employee or employees that meet the requirements for parking in accordance with DOT Order 1011.1/FAA Order 1400.12 will have priority parking of (1)(b) or (1)(c) based on which definition they meet.

(c) Temporarily Disabled Parking.

**7. Procedures.**

**a. Severely Disabled Parking.**

(1) Employee will submit the Severely Disabled Employee Parking Certification Form through the Transportation Coordinator.

(2) The Transportation Coordinator, in concert with the Regional Administrator's office may have the Regional Flight Surgeon or other competent medical authority review Severely Disabled Employee Parking Certification Forms.

**b. Temporarily Disabled Parking.**

(1) Employee will submit the Temporarily Disabled Parking Certification Form through the Transportation Coordinator.

(2) The Transportation Coordinator will determine eligibility based on Certification Form and available space. The Transportation Coordinator, in concert with the Regional Administrator's office, may have the Regional Flight Surgeon or other competent medical authority review Temporary Disabled Parking Certification Forms.

(3) Temporarily Disabled Parking will be issued on a short term basis, for the duration of the medical emergency, but not to exceed six (6) months. At six (6) months the employee must meet the definition of Severely Disabled Employee or meet the requirements in accordance with DOT Order 1011.1/FAA Order 1400.12.

**c. Carpool.**

(1) Assignment. Parking spaces will be assigned to carpools with the highest total number of FAA employees.

(2) Tiebreaking criteria. If there is a tie in the total number of FAA employees, total amount of time claimed by the carpool be the determining factor for awarding parking spaces. Parking spaces will be assigned to carpools with the most time claimed first, and so on. Employees permanently assigned to 901 Locust St. prior to January 1, 2012 shall claim total government time which includes military service time. Those employees who report to 901 Locust St. on or after January 1, 2012 shall only be allowed to claim the amount of time they have reported to 901 Locust St. which includes military service time

(3) The allotted number of carpool spaces is at the discretion of management. This number may be dynamic based on the number of spaces issued for higher priority parking.

(4) If one member of a carpool leaves the carpool, the remaining member(s) must add another eligible member within four (4) weeks. If a new carpool is not formed, the carpool will be re-evaluated at that time according to the procedures in CE Order 4665.2a. The space could be forfeited and the space offered to the next eligible carpool applicants.

**d.** Carpool members must travel regularly in carpool at least six one-way trips each week. If one member of a carpool will be on extended leave (more than 30 days), the Transportation Coordinator, in coordination with the Regional Administrator's Office, will determine the status of the carpool.

**e. Revalidation.** All parking space assignments shall be reviewed at least once a year to revalidate eligibility for assignment of spaces to severely disabled employees, reasonable accommodation parking, vanpools, and carpools. Temporarily disabled parking will be reviewed based on the duration of medical emergency. Reassignment and replacement may be made at any time there are changes in personnel or van/carpool participation. Revalidation may be done more often and will be accomplished by the Transportation Coordinator on a random sampling basis.

**f. Penalties.** Misrepresentation of Severely Disabled Employee Parking Certification forms, Temporarily Disabled Parking Certification forms, carpooling/vanpooling membership, or violation of other practices and requirements will result, as a minimum, in loss of parking spaces and suspension of parking privileges for a minimum of one year.

**g. Temporary parking.**

(1) Upon entering the attached garage, inform the guard that you are parking temporarily for the specific purpose of delivering or picking up items/packages and intend to depart the parking garage within 30 minutes.

(2) Park only in lined parking spaces. Do not park in spaces designated as Handicap, RMT, GOV or other reserved spaces.

(3) If the items are too large to be hand-carried, the dock can be used during regular business hours. The employee should contact Building Management for guard coordination, and the dock at X2458 to notify of arrival time. If possible, advanced notice of at least 30 minutes is appreciated when using the dock.

**h.** Parking committee will meet at least once a year to review parking allocation and make recommendations to senior management.

**8. Responsibilities.**

**a.** Transportation Coordinator is responsible for the following:

(1) Providing the necessary parking application forms.

(2) Reviewing all forms and assigning spaces in accordance with this Order

(3) Annual review and reassignment of parking spaces as required, including issuing the serially numbered parking permits

(4) Assuring adherence to parking rules and regulations.

(5) Assignment of space to qualified employees. Permits shall be issued to identify those who are authorized to park.

(6) Maintaining applicable wait list when space is not available.

**b. Carpool captains are responsible for:**

(1) Keep the carpool's vehicle(s) and member information current and inform the Transportation coordinator, in writing, when a carpool space is no longer needed.

(2) Notify the Transportation Coordinator, in writing, prior to changing members or upon the loss of a member.

(3) Complying with all rules and regulations established for the proper conduct of parking in vehicle parking spaces.

(4) Submitting verification of carpool membership when required.

(5) Initially completing the application for Carpool Parking, and forwarding to the Transportation Coordinator. Any participant will be identified and the number of scheduled riders per week will be shown after the name on the application. Carpool captains will be advised when parking becomes available. Applications on hand will be considered by priority order during annual review, or sooner if changes occur in the existing parking assignments.

**c. Vanpool captains are responsible for:**

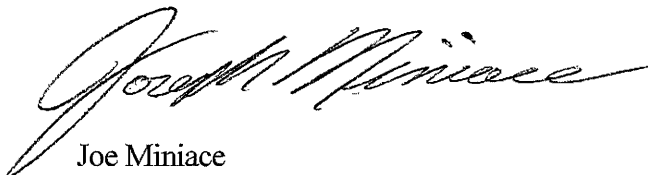
(1) Keep the vehicle information current and inform the Transportation Coordinator when a vanpool space is no longer needed.

(2) Complying with all rules and regulations established for the proper conduct of parking in vehicle parking spaces.

(3) Submitting verification of vanpool when required.

(4) Initially completing the application for Vanpool Parking and forward to the Transportation Coordinator. Vanpool captains will be advised when parking becomes available.

**9. Distribution.** This order is distributed to all Federal Aviation Administration (FAA) employees in the regional office.



Joe Miniace  
Regional Administrator