

SECTION 4-2: PARKING MANAGEMENT

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4-2-00 POLICY

Parking facilities shall be in accordance with 41 CFR 102-74.265 through 41 CFR 102-74.310 and shall be compatible with the character of the neighborhood and consistent with local planning requirements. They shall not adversely affect the use or appearance of the property, and shall not create traffic hazards. HHS and its OPDIVs are not required to provide parking for employees; however, HHS and OPDIVs may do so as a convenience and reduce the impact on public and private parking facilities and streets. The number of spaces provided at any HHS facility should correspond to the availability of private and public parking, public transportation, and the extent to which carpools/vanpools may be feasible.

TRIBALLY OPERATED FACILITIES

This policy is not applicable to Tribally Operated Facilities.

4-2-10 PROCEDURES

Prior to the assignment of parking spaces to employees, specific number spaces shall be reserved for official parking. Employees shall receive consideration for assignment of parking spaces in the following order of priority:

- a. Persons with disabilities.
- b. Executive personnel and persons who work unusual hours.
- c. Vanpool/carpool vehicles.
- d. Privately owned vehicles of employees that are regularly used for Government business at least 12 days a month and qualify for reimbursement of mileage and travel expenses under Government travel regulations.
- e. Other privately owned vehicles of employees, on a space availability basis.

4-2-20 GUIDANCE

A. GUIDANCE FOR IMPLEMENTATION

In most instances, the assignment of individual reserved spaces should be minimized; this allows the number of permits to be over-allocated and results in increased efficiency.

In order to promote fuel conservation, reduce traffic congestion, reduce the demand for parking spaces, and reduce air pollution, OPDIVs are encouraged to make available as many parking spaces as possible for the use of vanpools/carpools.

OPDIV procedures for the assignment of parking spaces should be maintained in writing. Provisions for reviewing assignments, enforcing compliance with regulations, and enforcing penalties for misrepresentation on applications are also recommended.

Subject to the availability of satisfactory and secure space and facilities, OPDIVs should reserve areas for the parking of bicycles and other two-wheeled vehicles.

B. TRANSPORTATION MANAGEMENT PLANS

Federal facilities with a large number of employees in the National Capital Region may be required by the National Capital Planning Commission to implement a Transportation Management Plan (TMP) to reduce traffic congestion. OPDIVs with binding agreements are encouraged to implement the goals and strategies of the TMP.