
Alameda-Contra Costa Transit District

Administrative Regulation No. 437A:

Vehicle Parking

Issuing Officer: General Manager
Date of Adoption: 09/2006
Most Recent Amendment: 3/25/19
See Also: 437

Subject Category: Section 400, Operations
Subsection: Facilities, Parking, Vehicle Use
Control Department(s): Operations

I. PURPOSE

The purpose of this Administrative Regulation is to establish parking procedures for parking structures/lots at District facilities.

II. PERSONS AFFECTED

This Administrative Regulation applies to anyone who parks in AC Transit's parking structures/lots at District facilities.

III. DEFINITIONS

Please refer to Board Policy 437 for definitions.

IV. REGULATION

A. Parking Administrator

The Chief Operating Officer, or designee, is designated as the Parking Administrator for the purpose of managing the assignment of parking spaces at parking structures/lots at District facilities and may develop standard operating procedures to implement this regulation as necessary. There shall be no employee-assigned parking spaces at the District's bus operating divisions and Central Maintenance Facility, however, the Parking Administrator may recommend the assignment of spaces to employees as deemed necessary.

B. Designation of Parking Spaces

The General Manager shall designate the number of parking spots identified as visitor, District vehicle, assigned, and any other parking allotments on the property upon receipt of recommendations by the Parking Administrator.

C. General Office Facility

1. Restrictions

- a. Due to the limited availability of parking spaces at the General Office facility, employees may not enter or park in the Franklin lot or the Webster lot/garage unless they have an assigned parking space.

- b. Subject to availability, employees visiting from other District locations may utilize visitor parking or may be directed to a vacant parking space by the General Office guard on duty. There is no guarantee that a space will be available. If necessary, an employee visiting from another location may utilize a nearby parking garage and may request reimbursement in accordance with Administrative Regulation 251A - Travel and Meeting Expense Reimbursements for Employees).

2. Assignment of Parking Spaces

- a. All parking assignments are limited to the amount of parking space available. This regulation makes no guarantee or promise of an assigned parking space if there are no spaces available.
- b. Parking spaces shall be assigned to positions, not people.
- c. Parking spaces shall only be assigned to the Board of Directors and those positions where the position's primary work location is the General Office. Space assignments will be made according to the hierarchy outlined below:
 - i. Board of Directors (5 spaces)
 - ii. Board Officers:
 - a. General Manager, General Counsel, District Secretary (1 space each and 1 discretionary space each)
 - iii. Executive Directors/Chiefs (1 space each)
 - iv. Retirement Systems Manager (1 space)
 - v. Protective Services Manager (1 space)
 - vi. Employees Assigned a Non-Revenue Take-Home Vehicle (1 each)
 - vii. Department Directors (1 space each)
 - viii. Attorneys in the General Counsel's Office and Risk Administrator (1 each)
 - ix. Department Managers (1 space each)
 - x. Wait List (Remainder of any available spaces)
- d. Subject to availability, positions listed in i through iii shall have priority to receive a parking assignment in the Webster Street garage.
- e. When one of the positions listed above is vacant, the parking space shall remain vacant and be used as a visitor space until the position is filled. There will be no homesteading of spaces by employees who are not authorized to park.
- f. Parking spaces designated for the "Wait List" shall be in the Franklin Street lot and are subject to the procedures outlined in subsection IV.E. below.

3. Use of Assigned Spaces

- a. Employees who have an assigned space may not offer it to anyone else except on a short-term, temporary basis when the employee is off work (e.g. vacation or sick). The person

offered the space must be a General Office employee. The Parking Administrator shall be notified by email of this arrangement.

- b. Temporary use may be extended by the General Manager with the following limitations:
 - i. Temporary use of the space will automatically terminate when the employee originally assigned the space wishes to use the space or leaves District employment.
 - ii. The employee originally assigned the space must continue to pay the monthly rate for the space during the time they have allowed temporary use by another employee.

D. All Parking Facilities

1. General

Parking that is unauthorized or inconsistent with Board Policy, Administrative Regulations or is otherwise in violation of California law may result in citations and the loss of parking privileges.

In addition, any activity that compromises the security of the parking lot/facility or endangers the safety of employees will be subject to disciplinary action up to and including termination depending on the severity of the offence.

2. Access

Keycard (badge) access to parking structures/lots shall be limited to those positions that have an assigned parking space.

3. Citations/Loss of Parking Privileges

The guard on duty may issue citations to enforce the District's parking policies and regulations. Any citation issued to an employee shall remain on the employee's record for three-years.

a. Citation Process

- i. First Citation: The first citation will serve as a written warning that a violation has occurred. A copy of the citation shall remain on-file with the Parking Administrator.
- ii. Second Citation: The second citation shall be referred to the employee's Department Director for disciplinary action which may include one or more of the following: 1) verbal counseling; 2) formal written warning; or 3) the loss of parking privileges for up to 30 days.
- iii. Third Citation: The third citation shall be referred to the employee's Executive Staff Team Member for disciplinary action as follows: 1) write-up and 2) loss of parking privileges for up to 180 days.

If an employee receives three or more Citations within a 12-month period, the District may permanently revoke the employee's parking privileges.

Disciplinary action will be administered in accordance with Board Policy No. 296 - Personnel Policies for Unrepresented Employees or the applicable Collective Bargaining Agreement for represented employees.

4. Visitor Parking

All vehicles parked in "Visitor Parking" spaces, including District vehicles, must display a parking permit secured through the guard on duty.

E. Wait-List Procedures

1. Parking spaces for those employees on the Wait List are subject to availability. A Wait List will only be created when it is anticipated additional uncommitted spaces will be available. Any employee whose primary work location is the General Office is eligible to be included on the Wait List. Once the initial list of those interested has been created, new employees who want to be added to the list will be added at the bottom of the list of employees who currently do not have assigned parking spaces.
2. Employees who decline a parking space when offered will have their names removed from the list. Employees whose names have been removed will, upon their request, have their names added back on the list below those who do not have currently assigned parking spots.
3. Parking spaces will be temporarily assigned to the next employee on the Wait List who does not currently have a space. The length of the parking assignment shall be six months for a period of six-months.
4. If an employee accepts a Wait List parking space but later during the six-month assignment period does not want it, the space will be assigned to the next person on the list. That person will finish the six-month period of the person who was originally assigned the spot and will also be assigned to a full six-month spot during the next six-month period if a space is available.
5. Any Wait List parking spaces at the General Office are subject to the monthly parking fee
6. Employees who drive non-revenue vehicles to and from work or receive commuter benefits are not eligible for Wait List spots.

V. ATTACHMENTS

Issuance of District Parking Space/Payroll Deduction Authorization Form

Approved by:



Michael A. Hursh, General Manager
Alameda-Contra Costa Transit District

Questions concerning this Administrative Regulation should be referred to the General Counsel and the Control Department listed at the top of this document.

**Issuance of District Parking Space/Payroll Deduction
Authorization Form – General Office Facility**



Alameda-Contra Costa Transit District

All parking assignments must be secured solely through the Parking Administrator. Please print clearly. For questions, contact the Parking Administrator at (510) 891-4797.

Employee Name: _____ Department: _____ Badge # _____

Position Title: _____ Division: _____

Assigned Work Location: _____ Parking Stall No.: _____

Vehicle 1

Vehicle Year: _____ Vehicle Make/Model: _____

Vehicle Color: _____ License Plate No.: _____

Vehicle 2

Vehicle Year: _____ Vehicle Make/Model: _____

Vehicle Color: _____ License Plate No.: _____

I have read and understand Board Policy 437 and Administrative Regulation 437A governing parking at District-owned parking lots and facilities and vehicle assignments. I certify that this request meets the requirements.

I authorize the AC Transit Payroll Department to automatically deduct \$75.00 each month from my paycheck for parking at the General Office facility.

Employee's Signature

Date

- Approved
- Denied

Parking Administrator

Date

FOR OFFICE USE ONLY:
Effective Date: _____
Parking Space No.: _____
Permit No.: _____
Chief Operating Officer (Initial): _____