



# CITY OF LOS ANGELES EMPLOYEE INDIVIDUAL PERMIT PARKING RULES

(Revised June 2014)

**NOTE: Failure to comply with the Parking Rules may subject your permit to revocation; your vehicle to citation and/or towing (LAMC Sec 80.71.4 and Vehicle Code Sections 22500.1 and 22658.a); loss of parking privileges for one year to permanently; and possible disciplinary action. These rules apply to City employees with permits for City-owned and leased parking facilities.**

## DEFINITIONS

1. "City employee" as used herein refers to an employee of the City of Los Angeles who is paid directly by the City.
2. The term "parking permit" refers to "hang tag" permits, parking keycards, temporary paper permits, and motorcycle stickers issued as permits in various City-owned or City-leased lots.

## ELIGIBILITY

3. City employees are only allowed one transportation or parking benefit at a time from the City.
4. Unless specifically excluded, ALL employees parking in a City-owned, leased or subsidized parking space must pay a monthly fee for that parking space according to the fee schedules outlined in the Special Memorandum of Understanding Regarding City Employee Parking and Commute Options of 2005 and amendments thereto.
5. **An employee is only eligible to retain a permit so long as the conditions and circumstances under which the permit was issued continue to remain in effect; failure to return a permit once an individual is no longer eligible to use it may be grounds for disciplinary action.**
6. **A permit holder must notify Commute Options immediately when any of the conditions upon which a permit was issued change (including transfer to another department or work location, deployment status, leave of absence, release of home garaging authority, etc.).**
7. Parking permits may not be transferred to any other person or used in a vehicle not listed with Commute Options as belonging to the permit holder. Duplicated or reproduced permits are forgeries and parking privileges will be **permanently** revoked for all parties involved in their use. Disciplinary action may also be imposed for fraudulent use of a permit.
8. Parking permit holders must update as necessary information relevant to their parking permit eligibility by contacting the Commute Options and Parking Section or providing this information through the City's Manage Your Parking Resource Center (MYPaRC) at [http://per.ci.la.ca.us/new\\_icts/index.cfm](http://per.ci.la.ca.us/new_icts/index.cfm).

## RETURNING OR EXCHANGING PERMITS & CANCELING PARKING DEDUCTIONS

9. **Employees wishing to cancel a parking permit must relinquish the permit directly to Commute Options, or to an authorized departmental Parking Coordinator, and provide authorization directly to Commute Options to cancel the payroll deduction at that time.** If a permit is relinquished through a Parking Coordinator, it is still the employee's responsibility to ensure that Commute Options is directly notified to cancel the parking payroll deduction. **Parking fees will not be refunded for periods of time during which an employee has failed to notify Commute Options to cancel the payroll deduction.**
10. **When exchanging permits, an employee will be issued a new permit and be provided with a period of time to return the old one; if he/she does not return that permit within the specified time frame, he/she will be billed for both permits until such time as the ineligible permit is returned to Commute Options.**

## LOST OR STOLEN PERMITS

11. When a parking permit is lost or stolen, the permit holder must notify Commute Options immediately. An investigative report must be filed with the Los Angeles Police Department Security Services Division and submitted to Commute Options prior to issuance of a new permit. Employees are responsible for the full cost of lost/stolen permits; costs vary by lot. Employees will continue to be billed for permit fees until the lost or stolen permit is reported to Commute Options.

## FACILITY ACCESS

12. The Parking Rules apply equally to all vehicles on City-owned lots, lots leased by the City for employee parking, and parking spaces provided with leased office space used by City Departments or entities.
13. Permit holders must present valid identification when requested by a Parking Attendant or Security Officer.
14. Non-keycard permits must be displayed by being hung on the vehicle rearview mirror, or placed clearly, face-up, on the driver's side dashboard, fully visible to lot attendants, on entrance and while parked. Vehicles with permits that

- do not fully and clearly display the lot designation and permit number will be subject to ticketing. Lots with keycards should follow parking attendant instructions.
15. Finding a space in the assigned lot is the responsibility of the driver. Parking is prohibited in all marked or designated spaces unless a permit or other authorization for that space has been issued to the employee, or **unless** directed to do so by a Parking Attendant.
  16. Spaces marked for the disabled may be used by authorized Disabled permit holders. The vehicle must display **both** a state-authorized DMV placard and a City-authorized parking permit issued by Commute Options.
  17. Electric vehicle permits only provide access to a parking facility, and do not guarantee access to any electric vehicle charging stations that may exist at that facility. Access to charging stations is unrelated to the issuance of the electric vehicle permit.
  18. Oversize vehicles may be restricted from parking where height and/or width limitations exist. Only small cars may park in spaces marked for compact vehicles. Parked vehicles may not obstruct driveways, aisles, or the safe entrance or exit of any vehicle from another parking space.
  19. Vehicles whose conditions present a nuisance or hazard to persons or property (excessive noise, noxious fumes, leakage, etc.) will not be admitted to City parking lots.
  20. Any person operating a vehicle in a parking facility in a manner which potentially endangers pedestrians or other vehicles or who disobeys parking garage rules and regulations may face revocation of parking privileges and/or possible disciplinary action.
  21. Personal vehicles may not be parked overnight without prior authorization from General Services Department Parking Services and Los Angeles Police Department Security Services Division. Vehicle breakdowns or unusual occurrences in parking spaces, on ramps and aisles, or on driveways must be reported immediately to GSD Parking Services or LAPD Security Services Division.
  22. Spaces marked for Vanpools are reserved for City Commuter Vanpool vans only, unless otherwise instructed.
  23. Spaces marked for tandem parking at Piper Tech are reserved for authorized permit holders. The vehicle(s) must display the City-authorized tandem parking permit issued by Commute Options. Permits are issued for specific tandem spaces and the vehicle is limited to that space only.
  24. Night parking permits are valid from 2:00 p.m. to 7:30 a.m. for P3 and P4 levels in the LA Mall garage, and Lot 7 in the Downtown Los Angeles area and certain worksites determined by Commute Options. Night shift employees whose schedules require earlier arrival or later departure must make prior arrangements with Commute Options. Exceptions are granted at the discretion of Parking Management and will take into consideration space availability and the reason for the request.

### **MOTORCYCLE AND VANPOOL PARKING**

25. Motorcycle parking is permitted on certain lots as directed by a parking attendant or security officer in designated places. All approved motorcycle applicants must possess a valid motorcycle parking decal issued by Commute Options. The decal must be placed on either the left or right fork of the vehicle. Unless instructed otherwise, motorcycles should not occupy a regular parking space. Parking is not allowed on parking structure ramps.
26. Employees who are occasional riders with a vanpool, are included on Vanpool Waiting lists, or are listed as potential regular vanpoolers, may continue to hold and use parking permits until they become regular vanpool members. At that time, they must relinquish their parking permits to the Commute Options and Parking Section office and provide authorization to cancel their payroll deduction for individual parking.

### **MILEAGE**

27. Employees who have Mileage status must update their Mileage Justification Permit regularly as required by the Commute Options and Parking Section. Failure to update Mileage status will invalidate the permit holder's status and subject that individual to paying full price for the parking space used by the employee during this period.

### **RULES AND APPEALS**

28. The Parking Rules may be changed, amended and/or interpreted by the City as required and in accordance to the language and intent of the Special Parking MOU. Appeals of the parking rules must be made in writing to the Commute Options and Parking Section.

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