**RULES FOR DSS PROVIDED PARKING AREAS**

***Speed limit in parking lots and garages is 5 miles per hour.***

1. **Parking Permits**:

Parking Permits forthe 50 and 55 Farmington Avenue garages and the Flower Street lot are issued and managed by building management and the Department of Administrative Services in cooperation with the DSS Director of Facilities Operations.

**To obtain parking permission employees must:**

1. Fill out the attached parking application form completely and legibly.
2. Submit completed parking applications to Facilities Operations.
3. **Parking Rules:**

In order to keep parking as orderly, accident free and safe as possible, the following rules and regulations must be observed:

1. Parking privileges cannot be re-assigned or transferred; these privileges are solely for the use of the individual to which they are assigned.
2. It is the responsibility of the employee’s supervisor or his/her designee to show the employee the appropriate areas to park. Security officers assigned to the various parking lots may also assist with questions concerning where you may park.
3. Parking decals must be visibly displayed on the driver’s side lower front windshield.
4. One parking permit per employee.
5. All cars must be registered with DSS Facilities Operations before parking cars in a DSS parking lot.
6. Certain parking areas are “reserved” and/or “assigned”, which may include the carpool and vanpool areas. Employees who do not have a parking decal to park in these areas cannot park in these areas.
7. Employees must park only in the appropriate non reserved areas.
8. Reserved and assigned parking areas are for individuals assigned to them only and cannot be loaned or utilized by anyone else.
9. When a vehicle is sold or traded, the employee must notify Facilities Operations.
10. Failure to comply with DSS parking policies may result in the loss of parking privileges or other administrative action.
11. The employee must promptly report to DSS Facilities Operations any and all changes in parking status, vehicle or driver information.
12. The employee must report to DSS Facilities Operations, all lost or damaged parking decals. A replacement fee of $10.00 will be charged.
13. Employees must comply with the directions from the security officers who are posted in the parking lots.
14. **Enforcement**

Violators may be subject to immediate ticket or other enforcement action. If building management is able to resolve a parking violation by having the violator immediately move the vehicle, DSS will endeavor to do so. This, however, is at the discretion of DSS.

The following violations will result in enforcement action at the vehicle owner’s expense:

1. Parking in a handicapped space without visibility displaying a current valid handicapped permit sign, placard or marker plate;
2. Not displaying a DSS parking decal;
3. Parking in an unauthorized or reserved area;
4. Double parking;
5. Parallel parking;
6. Overnight parking without authorization;
7. Parking on the sidewalk, entrance or exit;
8. Parking in a fire lane;
9. Blocking traffic;
10. Creating a public hazard;
11. Impeding snow removal operations;
12. Obstructing normal business operations (blocking loading dock, dumpsters, etc.);
13. Parking outside existing parking lines;
14. Driving or parking unauthorized vehicles.
15. **Liability**

**The State of Connecticut DSS is not liable or responsible for the loss or theft of vehicles or parts of vehicles, or any article or item left in an employee’s vehicle. In addition, the State of Connecticut DSS assumes no liability or responsibility for any damage resulting from vandalism or accidents in DSS provided parking locations.**

Remember that parking in a DSS facilities parking lot or garage is a privilege and abuse of it can lead to revocation of those privileges.

***The Department of Social Services will strictly enforce all parking rules and regulations.***