

DAS PARKING APPLICATION GUIDELINES

To keep parking as orderly and accident free as possible, the following guidelines must be observed:

- All cars must be registered before being parked in any DAS parking facility.
- One (1) parking permit per person.
- When a vehicle is sold or traded, the permit must be updated.
- A \$10.00 fee will be charged for a replacement access card, and a \$5.00 fee will be charged for a parking hangtag.
- Employee's agency representative as verification of employment must sign application.
- Parking assignments are TEMPORARY and can be withdrawn at any time at the discretion of DAS or when the long-range use of any parking facility changes.
- Re-assignment to another facility will only be authorized upon return of the previously issued hangtag and revised application.

A. Parking Permits

At all parking lots that the Department of Administrative Services oversees each vehicle parked in the lots will need to have a parking permit tag displayed in them. In order to obtain a parking permit tag the following steps must be done:

1. See agency HR or parking liason to obtain a parking permit application form.
2. Fill out the application form completely and legibly.
3. Submit completed parking applications with their agency Human Resources' signature as verification of employment.
4. Not have DAS parking privileges elsewhere.

All DAS controlled parking locations are managed by either DAS Statewide Security Unit or various contract property management companies under the direction of the DAS Facilities Unit.

B. Parking Rules

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

1. Speed limit in parking lots is 5 miles per hour.
2. Parking privileges cannot be re-assigned or transferred; these privileges are solely for the use of the individual to which they are assigned.
3. 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.
4. Parking permits must be visibly displayed while utilizing any DAS Parking facility (hang tags must be hanging from rearview mirror).
5. One parking permit per employee.
6. All cars must be registered with DAS or the designated property management company as noted in the above list, before parking cars in a DAS managed parking facility.
7. Certain parking areas are "reserved" and/or "assigned," which include the carpool and vanpool areas. Employees who do not have hang tags to park in these areas cannot park in these areas.
8. Employees must park only in the appropriate area to which they have been assigned.
9. Reserved and assigned parking areas are for individuals assigned to them only and cannot be loaned or utilized by anyone else.

10. If an employee's parking area is not available for his/her use, the employee should under no circumstances park in another's assigned area until his/her parking area becomes available.
11. When a vehicle is sold or traded, the employee must remove the parking permit from the vehicle.
12. DAS reserves the right at all times to reassign individuals to other DAS parking locations.
13. Failure to comply with DAS Parking policies may result in the loss of parking privileges or other administrative action.
14. The employee must promptly report any and all changes in parking status, vehicle or driver information to their parking liaison.
15. The employee must report all lost or damaged hangtags. Replacement fees will be assessed.
16. Employees must comply with the directions from the security officers who are posted in the parking lots.

C. Enforcement

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

The following violations will result in enforcement action at the vehicle owner's expense.

1. Parking in a handicapped space without visibly displaying a current valid handicapped permit sign, placard or marker plate
2. Not displaying a DAS parking permit
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

D. Liability

The State of Connecticut is not liable or responsible for any damage or loss resulting from the use of DAS parking facilities, including but not limited to the loss or theft of vehicles, parts of vehicles, or any article or item left in an employee's vehicle; resulting from vandalism or accidents in DAS provided parking locations; and other damages and losses, even if the result of negligence on behalf of the state or its agents.

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

Signature _____

Date: _____

The Department of Administrative Services / onsite security will strictly enforce these parking rules and all other applicable laws and regulations