

1.0 PURPOSE

This policy defines the criteria and steps for obtaining motorcycle parking in the Regional Garage.

2.0 POLICY

To charge employees a monthly parking fee to park in a limited number of motorcycle parking spaces which are available in the Regional Garage.

3.0 DEFINITIONS

Motorcycle. A two wheeled motor vehicle, licensed to operate on public roadways.

RESPONSIBLE PARTY

EMPLOYEE/REGIONAL PARKING DEPARTMENT

4.0 PROCEDURES

4.1 Completes all forms and processed necessary to initiate parking. This is to be done in person in the Regional Parking Department.

4.1.1 Parking must commence no later than the first day of the next month.

Conditions

4.2 Is allowed motorcycle parking only, and must use parking access card for garage entry/exit.*

Must park in a designated motorcycle parking area.

If a vehicle other than a motorcycle is parked in garage, entry must be made with ticket and the current daily rate paid.

Is not allowed to participate in transit/vanpool subsidy program.

Cannot transfer or loan parking access card.

EMPLOYEE

4.3 Cancellation. (See Cancellation of Parking Policy and Procedures, 5.3).

EMPLOYEE/REGIONAL PARKING DEPARTMENT

4.4 Failure to comply with the above rules will result in the cancellation of parking. (See Cancellation of Parking Policy and Procedures, 5.3).

5.0 FORMS

- Parking Agreement/Application

*Note: The parking equipment in the Regional Garage does not always acknowledge motorcycle entry/exits. If you experience problems please contact Regional Parking

