

**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 Sects. 22500.1 and 22658.a), loss of parking privileges for one year to permanently, and possible disciplinary action. These Rules apply to City employees parking on City-owned and/or leased parking facilities.

#### **CARPOOL PERMIT CONDITIONS**

1. An approved carpool consists of at least two City employees. "City employee" as used in these rules includes employees of the Department of Water and Power. Additional members may be non-City employees. Children do not qualify as carpool members. A carpool may not exceed 6 members.
2. Carpool members must ride together to and from work a majority of your work week to be an approved carpool.
3. Carpool members must reside along a direct route to work, and must be together for the majority (50%) of the total trip distance. One member of the carpool is designated as the Primary Permit Holder ("Primary"). This designation serves only to identify the carpool and does not grant the Primary additional status or privilege. The Parking Rules apply equally to the Primary and all other members. The Primary may occasionally be provided with information applicable to all and is responsible for supplying the information to all members of the carpool.
4. Parking with a carpool permit is a group privilege with no individual ownership. Employees giving up an Individual permit to join a carpool are not guaranteed a return to Individual permit status. Fees will be charged for carpools in accordance with the "Special Memorandum of Understanding Regarding City Employee Parking and Commute Options" and amendments thereto.
5. Since all members must comply with the Carpool Parking Rules, a violation by one member may subject other members to potential penalties and permit revocation. Duplicated or reproduced permits are forgeries and parking privileges may be **permanently** revoked for all parties involved in their use. Disciplinary action may also be imposed for fraudulent use of a permit. Any flagrant or repeated violation of a Parking Rule may cause parking privileges to be revoked, up to permanently.

#### **CANCELLATIONS OR CHANGES**

6. When changes occur to a carpool, a **CHANGE FORM** must be submitted to the Employee Benefits Division/Commute Options and Parking Section (COPS) office within 10 days of the change(s). All carpool members are equally responsible for notifying Commute Options.
7. Members may not be removed from a carpool unless a CHANGE FORM is completed and signed by the member to be removed.
8. When a carpool is reduced to one member the permit must be relinquished. The remaining member has ten working days to find a new carpool member. During that period, Commute Options will issue a temporary permit.
9. Employees who are on the Waiting List for any City Vanpool managed by Commute Options or ride in a vanpool as occasional passengers, may remain as carpool members until becoming regular members of a vanpool. Once the employee is approved as a vanpool rider, he/she must be removed from the carpool.

#### **PAYROLL DEDUCTIONS**

10. Payroll deductions for parking will not be canceled until the permit has been returned directly to Commute Options along with an authorization to cancel payroll deductions. After the initial notification to request to disband the carpool, the remaining carpool member who is in possession of the permit will be given ten working days to submit a completed Change Form along with all required supporting documents to be reviewed for a new carpool member. Failure to provide a new Change Form or the permit within the ten days will result in updating charges to the remaining member to the rate of an individual permit. Parking fees will not be refunded for periods of time during which carpool members have failed to return a permit.
11. When there is an exchange of permits (i.e. from carpool to individual permit), an employee will be issued a new permit and be provided with a period of time to return the old one; if any member of the carpool fails to return the permit within the specified time frame, he/she will be billed for both permits until such time as the ineligible permit is returned.

## PERMIT USE

12. The term "parking permit" refers to "hang tag " permits and parking keycards issued as permits in various City-owned or City-leased lots, and other similar permit types that may be issued by Commute Options.
13. Permit holder(s) must present valid identification when requested by a Parking Attendant.
14. The Carpool Parking Permit must be displayed while parked by being hung on the rearview mirror, clearly and fully visible with the front of the permit facing the front window of the vehicle. Vehicles with permits which cannot be clearly seen may be subject to citation.
15. The Carpool Parking Permit may not be transferred to any person or vehicle not listed on the Carpool Application. If an unlisted vehicle will be used for more than five consecutive days (such as a rental car), Commute Options must be notified.
16. When a Carpool Parking Permit is lost or stolen, the permit holder must notify Commute Options immediately. Employees are responsible for the full cost of lost/stolen permits; costs vary by lot. If the permit/keycard is subsequently recovered it must be returned to Commute Options.

## PARKING RESPONSIBILITIES

17. Carpool members must park in the lot/level designation on the Carpool Parking Permit and may park any vehicle they choose provided they have given the vehicle information to Commute Options and it is listed in the Commute Options' permit database.
18. Finding a parking space is the responsibility of the carpool driver. If the City is in a state of unusual occurrence and no space is available, drivers should contact a Parking Attendant for assistance. Commute Options is not responsible for refunding fees paid for parking should a driver choose to park on his/her own.
19. Designated/Assigned spaces are reserved for the employees/departments indicated. Violators may be cited and/or towed.
20. Spaces marked for the disabled may also be used by authorized Disabled Carpools. The vehicle must display **BOTH** a State-authorized DMV placard and a City-authorized parking permit. If the disabled employee is not in the vehicle on any given day, the non-disabled employee carpool member(s) must park in Lot 7, as non-disabled employees may not use the DMV placard.
21. Vehicles are subject to all other parking lot rules established and enforced by Parking Services and Office of Public Safety, Department of General Services, or by management of City-leased private facilities. Personal vehicles may not be parked overnight without prior authorization from Parking Services and/or Office of Public Safety, Department of General Services or by management of City-leased private facilities.
22. Vehicles whose conditions present a nuisance or hazard to persons or property (noxious fumes, excessive noise, leakage, etc.) will not be admitted to City parking lots. Oversize vehicles may be restricted from parking where height and/or width limitations exist. The height limit for L.A. Mall parking is seven feet. Only small vehicles may park in "compact" spaces.
23. Any person operating a vehicle in a manner which potentially endangers pedestrians or other vehicles or who disobeys parking garage rules and regulations may face revocation of parking privileges, up to permanently.
24. Vehicle breakdowns or unusual occurrences on City-owned parking spaces, ramps, aisles, or driveways must be reported immediately to General Services Parking Services or Office of Public Safety.

## MISCELLANEOUS

25. Each carpool member is allowed three (3) occasional parking days per month in either Lot 7 or Piper Technical Center. There is no occasional parking in the LA Mall Garage (P levels), or any other City-owned or City-leased lot.
26. The Carpool Parking Rules may be changed, amended and/or interpreted by the City as required and in accordance with the language and intent of the Special Parking MOU. Appeals of parking rules must be made in writing to the Commute Options and Parking Section.

**Personnel Department/Employee Benefits Division  
Commute Options and Parking Section  
Room 867, City Hall  
200 North Spring Street  
Los Angeles, CA 90041  
Mail Stop 621  
Telephone Number (213) 978-1634  
Fax Number (213) 978-1590**