

Preferential Parking Guide



Preferred parking is a benefit for employees who share the ride to work, in which they have access to special parking spaces. Carpool and/or vanpool-only parking spaces can be designated in premier locations within your parking deck, such as near the building entrance or in a covered area. Providing dedicated spaces, along with your onsite rideshare program, helps make ride-sharing more convenient and attractive to your employees.

Who Can Park in the Carpool/Vanpool Only Parking Spaces?

Only vehicles with two or more carpool or vanpool participants should be allowed access to the preferred parking spaces. Employees should not have access to use the designated parking spots on days that they drive alone.

Employers can determine who can use the designated spaces and how to monitor them. Parking spaces can be available on a first-come, first-served basis or reserved on a monthly basis. Depending on the number of spots and employees that plan to share the ride, you may also host a drawing to determine which rideshare groups can use the spots.

Monitoring Options

- ▶ **Hangtags/Permits:** Employees who register to carpool or vanpool will be issued an individual permit. The driver and riders must display their permits on the dash the days they carpool and park in the designated spaces. If security is not able to identify more than one permit on the dash, the vehicle parked in the space will receive a citation. OR, each registered carpool will be assigned a number, and only one vehicle from the carpool may be parked in a reserved spot at any one time. If two cars displaying permits with the same permit number are parked in reserved spots, they will receive a citation.
- ▶ **Daily Hangtags/Permits:** If security staff are stationed at the entrance to the parking lot, a daily carpool parking permit will be issued when vehicles with two or more carpooling employees enter. Permits are only valid for the date listed and are to be discarded upon exiting the facility.
- ▶ **Employee Self Reporting:** Employees who have registered to use the preferred parking spaces will be required to log their carpool trips on the Georgia Commute Options website, and submit a monthly log to your HR representative or Property Management representative. Daily use of the parking spaces will be based on the honor system if security is not available to monitor.

Implementation Tips

- ▶ Assign parking spaces in a premier location within the parking lot such as close to the building entrance or in a covered area. If employees experience traffic and extended wait times upon leaving the lot at the end of the day, consider assigning spots with easy access to an exit.
- ▶ Install carpool and vanpool parking only signs to designate preferred parking spots.
- ▶ Contact your parking provider for assistance with space designation and monitoring.
- ▶ Consider hand-selecting employees that currently share the ride to use the preferred parking spaces. Having spaces that are full will generate interest among other employees.