



ADMINISTRATIVE
COMMUNICATIONS SYSTEM
U.S. DEPARTMENT OF EDUCATION

DEPARTMENTAL DIRECTIVE

OM:4-101

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Distribution:
All Department of Education Employees

Approved by: _____/s/_____
Winona H. Varnon
Principal Deputy Assistant Secretary
for Management

Parking Management

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For technical questions regarding information in this directive, please contact the Transportation Services Coordinator on 202-401-2905 or via email at OMFMSTransportationservice@ed.gov.

Supersedes OM:4-101, Parking Management dated 12/07/2007.

I. Purpose

This directive establishes the policy for the U.S. Department of Education (ED) parking program.

II. Policy

ED promotes and endorses a nontaxable parking program in an effort to provide for an equitable distribution of available parking spaces. The program is designed to encourage carpooling and to distribute parking spaces efficiently, fairly, and responsively.

III. Authorization

Federal Management Regulations (FMR) subsection-subchapter C 102-74.305.

IV. Applicability

This directive applies to all ED-controlled parking spaces in headquarters and the regions.

V. Definitions

- A. After Hours Parking—Begins at 4:30 pm daily. To access the lots, employees can use their identification (ID) or contact the security guards for assistance. (Applicable to the LBJ and UCP buildings.)
- B. AMS Sunflower System—Hereinafter referred to as “Sunflower.” The Oracle-based software system used for the on-line parking program. This system can be accessed through the EDCAPS Portal icon.
- C. Applicant--Individual applying for parking.
- D. Carpool--A group of 3 or more individuals who ride together daily to and from work.
- E. Carpool (2)--A group of only 2 individuals—a primary and a carpool member—who ride together daily to and from work.
- F. Daily Permits--One-day permit issued to a permit holder who forgot their permit or an ED employee who has a business justification. An example of a business justification could be the unavailability of public transportation if the employee is required to work late. Daily permits are limited to one day per week, not to exceed, four permits per month, per employee. Daily permits are issued only for the LBJ and UCP buildings only and are subject to availability. Special requests must be submitted at least 24 hours in advance along with a business justification. These permits cannot be issued on two consecutive days, i.e. Friday, Monday.
- G. Executive—Spaces for members of the Senior Executive Service (SES) ONLY. These permits are stamped with the word “Executive” to allow access to the Lyndon B. Johnson (LBJ) and Union Center Plaza (UCP) buildings for meetings during the work day. The Executive Permits only work in LBJ and UCP. We do not have the authority to grant access in other ED occupied buildings.
- H. Holiday/Weekend Permits—Issued to an ED employee by their respective Executive Officer when authorized to work on holidays or weekends.
- I. Permit--Document/card provided to successful applicants to indicate that they are authorized to park at ED buildings.
- J. Accessible Permits for individuals with disabilities--Permits provided to those individuals with disabilities that for all practical purposes, precludes the use of public transportation. The disability could be temporary or permanent in nature.

- K. Reserved--Spaces for presidential appointees and ED government owned vehicles.
- L. Single applicants--Spaces for single applicants that are provided upon availability.
- M. Vanpool—A vanpool, or “commuter highway vehicle” must have a seating capacity of at least 6 adults (not including the driver) and at least 80% of the mileage use must be for purposes of transporting employees in connection with travel between their homes and places of employment. For these commuting trips, the number of employees transported must be at least one-half of the adult seating capacity of the vehicle, excluding the driver.
- N. Visitor Permits--Issued to persons visiting LBJ and UCP buildings ONLY on official business (not issued to ED employees). Requested by sponsoring Executive Officer at least 24 hours in advance of visit.

VI. Responsibilities

- A. Director of Facilities and Management Services (FMS), Office of Management (OM): Oversees the Parking program for ED and approves any exceptions.
- B. Director of Management Services (MS), FMS, OM: Provides daily oversight and guidance to the Transportation Services Coordinator.
- C. Transportation Services Coordinator, (MS), FMS, OM:
 - Coordinates the distribution and payment collection for parking permits;
 - Monitors and communicates information through the OMFMSTransportationservice@ed.gov mailbox for new requests and inquiries/changes to current parking applications;
 - Maintains and communicates information regarding the number of spaces available and accessibility of the parking lots to the Sunflower Systems Administrator;
 - Notifies the Sunflower Systems Administrator of all employee exits to ensure withdrawal from the parking program;
 - Works with the Sunflower Systems Administrator, throughout the parking cycle, to determine when parking applications should be approved or wait listed based on the established criteria and space availability;
 - The Employer will take reasonable precautions to limit access to medical information to those with a need to know.
 - Receives and maintains the medical documentation from qualified personnel. Coordinator receives and maintains medical documentation regarding accessible permits for individuals with disabilities, as well as informs the Sunflower Systems Administrator when the employee’s temporary status has expired.
 - Stores medical documentation in a manner that preserves privacy and confidentiality (i.e. secured with limited access).
 - Coordinates access for those individuals requiring daily and visitor parking;
 - Confirms that new applicants to the parking program are not currently receiving transit benefits;
 - Follows-up on any discrepancies related to parking permit payments; and
 - Runs monthly transit vs. parking validation and verification report to ensure employees are not receiving duplicate benefits.

D. Sunflower Systems Administrator in Administrative Services, (AS), FMS, OM:

- Maintains the Sunflower system, including creating Sunflower user accounts for new users;
- Processes on-line applications and creates parking permits and documents based on space availability and data provided;
- Upon notification from the Transportation Services Coordinator of a vacancy, communicates the next available person who will be receiving parking permits based on the established criteria, space availability and data provided and receives their concurrence on the action to be taken;
- Electronically records payments for parking permits based on information received from the Transportation Services Coordinator; and
- Generates ad hoc reports as needed.

E. Primary permit holders/ED Employees:

- Apply on-line for parking;
- Certify that:
 - The information entered on the parking application is true and accurate;
 - They will use their parking permit for their commute to and from work; and
 - They will adhere to all parking rules and regulations.
- Communicate any changes to their parking status to the Transportation Services Coordinator throughout the parking cycle;
- Provide additional documentation, as requested, to facilitate the processing of their parking application; and
- Complete and submit a Withdrawal Form for Transportation Services to OMFMSTransportationservice@ed.gov when they are no longer eligible to participate in the parking program. .

F. Executive Officers:

- Issue and account for weekend and holiday permits; and
- Submit requests for Visitor Parking, at least 24 hours in advance, to OMFMSTransportationservice@ed.gov .

VII. Regulations and Requirements

A. Priorities for Allocation--The order of priority for parking is:

1. Official government vehicles;
2. Secretary of Education;
3. Persons with Disabilities;
4. Reserved spaces for Assistant Secretary's of Principal Offices and Executives (SES personnel);
5. Vanpools/Carpools; and
6. Other privately owned vehicles i.e., Motorcycles/Single applicants.

B. Persons with Disabilities--Shall:

1. Apply on-line and indicate their parking criteria as “disabled.”
2. Complete appropriate section of Attachment A: Accessible Parking Permit Documentation and Physician Letter and have physician complete appropriate portion of the application and the documentation requested.
3. Submit a completed Attachment A and additional physician documentation to the Transportation Services Coordinator that:
 - a. Certifies that the applicant’s disability “for all practical purposes, precludes the use of public transportation”; and
 - b. Furnishes a detailed medical description, dated within thirty days of the application, describing the specific disability.

Note: In considering whether a person cannot use public transportation, a physician must consider, among other factors, whether a person can walk short distances from a parking facility to public transportation and from public transportation to their place of work.

4. Authorize the release of medical information necessary to verify their request for an accessible parking permit. The confidentiality of personal information is maintained in accordance with the Privacy Act of 1974. In addition, the Transportation Services Coordinator maintains all medical documentation within a locked file cabinet within a secured office in which only they have access.

Note: These requirements apply whether or not applicants possess a State disability license plate or rider card. Individuals with a permanent disability must recertify their parking application annually.

- C. Persons with Disabilities (Temporary)— must provide updated medical documentation every quarter to the Transportation Services Coordinator in order to retain status. ED may waive the requirement to provide medical information for those employees who have a documented, disability and/or longer-term medical issue.

Note: If the number of spaces available to ED is reduced, or if additional spaces are required for employees with disabilities, the single permit holder with the lowest ranking in the affected parking area relinquishes its space in order to accommodate employees with disabilities.

- D. Motorcycles--Motorcycles are accommodated on a space availability basis and require permits. Permits must be visible to the parking attendant.
- E. Bicycles--Bicycles do not require a permit. Bicycle racks are located in most of the garages.
- F. Visitor Permits—issued to persons visiting ED for official business. Requested by sponsoring ED Executive Officer at least 24 hours in advance. Requests are submitted to the OMFMSTransportationservice@ed.gov mailbox. The email must include the visitor’s name, make,

model and tag number of the visitor's vehicle and a business justification. The Transportation Services Coordinator will contact the sponsoring ED Executive Officer with the approval/disapproval of the request and provide further guidance, if approved, on obtaining a visitor parking permit.

- G. Daily Permits—One-day permit issued to a permit holder who forgot their permit or to an ED employee who has a business justification. An example of a business justification could be the unavailability of public transportation if the employee is required to work late. Daily permits are limited to one day per week, not to exceed four permits per month per employee. Daily permits are not to exceed five per day per building. Daily permits are issued only for the LBJ and UCP buildings upon availability. To request a daily permit, the ED employee sends an email request to OMFMSTransportationservice@ed.gov. When practicable, allow for 24-hours notice. The email shall provide the reason/business justification for the temporary permit and shall include the employee's name, phone number, and the date parking is needed. The Transportation Services Coordinator or their representative will contact the employee with the approval/disapproval of the request and provide further guidance, if approved, on obtaining a daily parking permit.

VIII. Liability

- A. Federal Government--The Federal Government is exempt from liability and is not responsible for any loss or damage to property or injury to persons resulting from an employee's use of, or a contractor's operation of a parking facility. Individuals who park in a government facility, whether contractor operated or not, do so at their own risk.
- B. Parking Contractor
1. The parking contractor carries liability insurance for damages resulting from accidents and/or negligence of the attendants. If it is shown that the attendants were at fault, the contractor will be held liable and the permit holder will collect on the liability.
 2. Report accidents and vehicle damage to the parking attendant and/or the on-site security staff at the respective parking location before leaving the garage on the day the damage occurred; otherwise, the contractor is not liable. In addition, notify the Transportation Services Coordinator in writing as soon as possible, after reporting to the parking attendant and/or the on-site security staff.
- C. Security Services
1. Any incident and/or accident caused by neglect or improper operations of security vehicle arrest devices (barriers) which requires repair of vehicles will be the sole responsibility of the guard contract company and the Federal Protective Service (FPS) to fund the repair. If, after a thorough investigation by either FPS or Security Services or a combination of the two, it is determined that the cause of an accident is due to equipment malfunction or officer neglect, the employee would work through Security Services and FPS to get compensation for damages to their vehicle from either the contract guard company or equipment manufacturer.
 2. If the damage is to a government vehicle, then the Transportation Services Coordinator is notified and an Accident Report is completed.

IX. Monitoring and Controls

- A. ED will use internal controls and/or established procedures to safeguard against waste, fraud, abuse, mismanagement, or misappropriation of Government funds. These include:
1. Recording and accounting for expenditures to permit the proper maintenance of accounts and the preparation of reliable financial reports.
 2. All cases of suspected misrepresentation on parking applications are forwarded to the MS Director to make a final determination.
 3. Ensuring that the quarterly parking benefit to participants does not exceed the monthly tax-excludable benefit under IRS regulations.
 4. Ensuring that annual reviews and assessments are made of the management and control of the program.
 5. Ensuring that participants leaving ED or the Federal service do not continue receiving parking benefits.
 6. Ensuring the eligibility of personnel transferring between Principal Offices (POs) or to different duty locations within a PO to receive parking in the respective lot if available.
 7. Depending on the nature of a complaint, management in the appropriate office, OM, individual PO, or the OIG, will follow up on complaints that individuals are not complying with this policy.

X. Procedures for Headquarters and other ED parking facilities

A. Parking Applications

1. Parking assignments expire annually on September 30th. Each year, the Transportation Services Coordinator announces the annual parking review and enrollment period. ALL Applicants must complete a new on-line application or recertify an existing on-line application for a parking permit during the time period specified by accessing the Sunflower System through the EDCAPS Portal. New applicants to the parking program must submit a request to the OMFMSTransportationservice@ed.gov mailbox in order to have a Sunflower user account established for them before they can apply.
2. Further information on ED's Parking Program can be found on connectED .

3. The primary permit holder, or applicant, must be a full-time ED employee. Carpool/Vanpool members may work for other Government agencies or the private sector. No ED employee may be a member of more than one carpool. No ED employee receiving parking benefits can receive transit benefits.
4. Access for Federally-controlled parking facilities is normally limited to individuals with an authorized ED ID card. LBJ and UCP are Federally-controlled. For access to these facilities by a non-ED parking permit rider, the primary permit holder would need to send a notification/request at least 24 hours in advance that includes the non-ED rider's full name, phone number, make/model/tag of the vehicle and date for parking to the OMFMSTransportationservice@ed.gov mailbox, and cc: Security Services (LBJ: Chris Strambler; UCP: Kevin Williamson). The Transportation Services Coordinator will verify the rider's status and will coordinate with Security Services regarding allowed entry. Security Services will direct the guard staff on entry and exit procedures for the non-ED parking permit rider based on directions received from the Transportation Services Coordinator.

Capital Place (CAP), K Street (K St.) and Potomac Center Plaza (PCP): Nothing additional is required as these are privately run facilities and the drivers can exit the garage without going through Security.

5. On-line applications must be submitted from August 1st through August 31st. Employees who apply after the annual parking review will be placed on a wait list via the Sunflower System if all spaces have been filled.

B. Annual Assignment of Parking Permits

1. Parking applications are ranked in accordance with the policies and scoring criteria established for the Parking Program. Applications for vanpool, carpool, motorcycle, and single parking spaces are ranked using the point system shown below.
2. Applicants must indicate at least one but may indicate up to three lot preferences on their application.
3. After the applicant has been notified that they have been assigned a parking permit, each applicant and carpool/vanpool member must personally sign the parking form at the annual distribution. Each applicant and carpool/vanpool member must show a valid Federal Government ID or, if not a Federal employee, a valid driver's license.
4. Once the available parking spaces have been filled, any remaining parking applications will be placed on a wait list for their first lot preference.

Scoring Factor	Number of Points
Federal Employees	
Full-time ED employee	5
Full-time Federal employee (non-ED)	3
Part-time ED employee	½ point per one-way trip per week
Part-time Federal employee (non-ED)	¼ point per one-way trip per week
Non-Federal Employees	
Full-time carpool/vanpool members	2
Part-time carpool/vanpool members	¼ point per one-way trip per week
ED Employees	
Applications earn 3 bonus points if they have three or more full-time ED employees (including the applicant).	
Distance (One Way)	
Points for distances traveled by the primary permit holder	
1 through 10 miles	2
11 through 20 miles	3
21 through 30 miles	4
31 through 40 miles	5
Over 41 miles	6

C. Wait List

Those applicants who cannot be accommodated with a parking permit due to space availability will be placed on a wait list. As spaces become available, the following factors will be taken into consideration:

- Number of Points
- Application Date
- Date of Federal Service of the Primary Applicant (Service Computation Date).

The parking program allows for parking applications to be submitted year-round. Those applicants who recertify annually by the established parking cycle due date have priority on the wait list over those who apply after the annual parking cycle has closed.

If one space becomes available and there are two or more applicants on the wait list who have the same number of points and both applied during the same period e.g. during the annual parking reallocation, the tie breaker would be the date of Federal service of the primary applicant.

Employees with either a permanent or temporary disability and Executives will be accommodated and will not be placed on the wait list.

D. Permit Issuance

Parking permits are issued quarterly. The Transportation Services Coordinator coordinates the distribution of permits during the last month of each quarter. Permits that are not picked up at the designated distribution site will be held for two weeks unless prior arrangements have been made with the Transportation Services Coordinator. After that timeframe, the permit holder's application will be withdrawn for the rest of the parking year and the parking permit will be offered to the next applicant on the waiting list.

E. Parking Fees

ED charges a quarterly fee for each permit issued. The fee varies from year-to-year. Payments are made by check or money order only, payable to the contractor or the U.S. Department of Education (this depends on the assigned parking facility). The Transportation Services Coordinator will advise permit holders by email of the quarterly fee 30 days in advance of permit issuance.

Checks/money orders must be: (1) dated (no postdated checks), (2) made out to the proper payee, (3) for the exact amount, and (4) signed.

F. Changes in Parking Status

1. The primary permit holder must notify the Transportation Services Coordinator through the OMFMSTransportationservice@ed.gov mailbox within two working days of any changes in carpool or vanpool membership, including changes in employment, telephone numbers, home or work addresses and work schedules.
2. If the primary permit holder in a vanpool or carpool leaves ED, another full-time ED employee who's a member the carpool/vanpool can assume the primary role.
3. Failure to notify the Transportation Services Coordinator of changes in permit membership will result in forfeiture of the parking permit for the rest of the parking cycle.

G. Revocation of Parking Privileges

Parking privileges may be denied or revoked for any of the following reasons:

1. Misrepresentation on parking applications:
 - When verifying information on applications or supporting documentation for accessible applications, ED may request additional information, or obtain an independent review of an application.
 - If the Transportation Services Coordinator suspects cases of misrepresentation, they will be forwarded to the Director of MS. Those applicants who are found to have misrepresented information on parking applications will lose their permit and may face disciplinary actions.
2. Violation of Parking Regulations--Repeated violations of parking procedures may result in revocation of privileges for the remainder of the parking cycle.
3. Returned Checks--If a check is returned for insufficient funds, the permit holder must remit payment, including returned check fees, by money order or cashier's check within three business

days of notification. The permit holder will be required to pay by money order or cashier's check for the subsequent quarter's parking fee as well. If payment is not remitted within three business days of notification of insufficient funds, then parking is revoked for the remainder of the parking cycle.

4. All vehicles entering a Federal facility must have valid state licensing and current registration.

H. Forgotten, Lost or Stolen Permits

1. Forgotten Permits:

- LBJ and UCP buildings: Daily permits can be issued when a permit holder has forgotten their parking permit. Daily permit issuance is limited to one day per week, not to exceed four permits per month.
- PCP, K St. and CAP buildings: Permit holders who forget their permits will have to pay the daily rate of the parking garage for that building.

2. Lost or Stolen Permits: Must be reported immediately to the Transportation Services Coordinator via email at OMFMSTransportationservice@ed.gov, explaining the circumstances of the loss or theft before a replacement permit will be issued.

- LBJ and UCP buildings: The Transportation Services Coordinator can provide a replacement permit.
- PCP, K St., and CAP buildings: Since these are privately-owned parking facilities, a replacement permit will need to be obtained from the parking contractor. The Transportation Services Coordinator, once notified, will assist the permit holder with obtaining the replacement permit. **Please note that permit holders in these buildings may be required to pay a replacement fee to the parking contractor in order to obtain a replacement permit.**

- I. All permit holders must display a valid parking permit either on the rear view mirror or dashboard of the vehicle on the driver's side. All information on the permit must be visible. Vehicles may be ticketed if any part of the permit is obstructed.
- J. Permit holders may park only in the lot specified on the permit. RESERVED spaces are limited to those specifically authorized to park in those spaces. All unauthorized vehicles parked in RESERVED spaces will be ticketed and possibly towed at the owner's expense as Federal Protective Service (FPS) does regular checks of all ED parking facilities.
- K. Permit holders and members of their carpools are the only authorized users of the parking permit. Parking permits are not transferable except among members of the same carpool.
- L. Accessible parking spaces reserved for employees with disabilities are marked accordingly. Accessible Permits assigned to employees with disabilities authorized to park in those spaces are printed with the word "Disabled." Vehicles that are parked in any accessible space without the appropriate permit will be ticketed and possibly towed at the owner's expense.

- M. If the number of spaces available to ED is reduced or if additional spaces are required for employees with disabilities or Executives, the permit holder with the lowest ranking in the affected parking area will relinquish their permit and be placed on the wait list.
- N. The speed limit in all parking areas is five miles per hour.
- O. The FPS regularly patrols Federal parking areas. Vehicles that are parked in violation of regulations will be ticketed, booted, or towed as appropriate. Repeated violations will be grounds for revocation of parking privileges. Instructions for responding to citations are printed on the reverse side of the ticket. Neither the FPS nor the Transportation Services Coordinator can void or negotiate a citation.

Attachment A: Accessible Parking Permit Documentation and Physician Letter

U.S. Department of Education
Application for Accessible Parking

Please print or type (unless otherwise indicated)

Employee's name		
Home address		
City	State	Zip
Office telephone number	Room	
Building		
Vehicle or disability license number and state		
I certify that I have a temporary/permanent (<i>circle one</i>) disability, which, for all practical purposes, precludes the use of public transportation. I authorize the release of any information necessary to verify this request for accessible parking services.		
Employee's Signature		Date

Physician must complete certification

I certify that _____ <i>(insert applicant's name)</i> has a temporary/permanent (<i>circle one</i>) disability which for all practical purposes, precludes the use of public transportation.		
Physician's signature		Date
Physician's name		
Office address		
City	State	Zip
Office telephone number		

****NOTE – Physician must include a detailed description of the disability along with a written recommendation for parking.**

This certification concerns a matter within the jurisdiction of an agency of the United States. Anyone making a false, fictitious or fraudulent statement or representation under this certification may be subject to criminal prosecution under Title 18, United States Code, Section 1001; and/or a civil penalty action providing for monetary administrative recoveries; and/or agency disciplinary action up to and including dismissal.

(For ED staff use only)

Issue date	Permit #	Lot/garage
Approved by		

Revised 12/2010



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT

NOTICE TO PHYSICIAN:

Your patient is applying for accessible parking at the U.S. Department of Education (ED). ED has a very limited number of these parking permits available, and we make every effort to accommodate as many employees as possible.

To qualify for **permanent** parking, an employee must be classified as having a disability. An employee with a disability is one “who has a severe permanent physical impairment which, for all practical purposes, precludes the use of public transportation.”

To qualify for **temporary** accessible parking, an employee must be temporarily classified as having a specific impairment or disability as defined above. An employee with a temporary disability is required to recertify their condition every three months.

If your patient meets the definition of an employee with a disability, please complete and sign the attached form. Also attach a detailed medical description of your patient’s specific disability or impairment. If your patient needs temporary disability parking, please also include the timeframe for the disability. A qualified ED Official will review the application for final approval.

If you have any questions, please contact the Transportation Services Coordinator at (202) 401-2905 or by email at OMFMSTransportationservice@ed.gov .

Thank you for your cooperation in this matter.

Director
Management Services Division