


<b>SUBJECT PARKING REGULATIONS</b>	<b>POLICY NUMBER 10.07</b>	
<b>POLICY MAINTENANCE ADMINISTRATOR:</b> Director, Division of Administrative Services		
<b>PURPOSE/SCOPE:</b> To establish the vehicle parking policy at the Neil Kirkman Building.		

**I. AUTHORITY**

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213, as amended.

Section 316.1955, Florida Statutes, Enforcement of parking requirements for persons who have disabilities.

Section 553.5041, Florida Statutes, Parking spaces for persons who have disabilities.

2010 ADA Standards for Accessible Design, [Washington, D.C.]: Dept. of Justice.

ADA Accessibility Guidelines, [Washington, D.C.]: U.S. Access Board.

**II. RELATED POLICIES**

MP 3.02, Americans with Disabilities Act Compliance for Employment Applicants and Current Members

MP 3.06, Disciplinary Process

MP 3.10, Americans with Disabilities Act Compliance for Customers

MP 3.11, Title VI and Other Related Non-Discrimination Authorities

**III. DEFINITIONS**

A. Contractor – Person or entity that enters into a contract to sell commodities or contractual services to the department.

B. Designated Member Parking Spaces – Parking spaces provided for members and Leon County Tax Collector’s Office staff that are assigned to the Neil Kirkman Building, and members not assigned to the Neil Kirkman Building that are visiting the building in their official capacity.

<b>Executive Director</b> SIGNED ORIGINAL ON FILE	<b>Origination Date</b> 04/01/1989
<b>Page</b> 1 of 3	<b>Effective Date of Latest Revision</b> 10/09/2017

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

<b>SUBJECT</b>  <b>PARKING REGULATIONS</b>	<b>POLICY</b>  <b>10.07</b>	<b>PAGE</b>  <b>2 of 3</b>
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- C. Designated Visitor Parking Spaces – Parking spaces provided for the general public and/or any department contractors or vendors visiting the Neil Kirkman Building who have not been assigned a reserved parking space.
- D. Reserved Parking Spaces – Parking area or space designated for a specific use and/or assigned in writing to an individual/organization for exclusive use of that individual/organization.
- E. Vendor – Person or entity that sells or offers to sell commodities or contractual services to the department.
- F. Visitor – The general public and/or any department contractor or vendor not assigned a reserved parking space.

**IV. POLICY**

Members and Leon County Tax Collector’s Office staff must park in designated member parking spaces only (to the east and north of the Neil Kirkman Building). Members and Leon County Tax Collector’s Office staff are prohibited from parking in the reserved parking spaces or designated visitor parking spaces located on the south side of the building (front entrance).

Visitors (including contractors and vendors) to the Neil Kirkman Building must park in designated visitor parking spaces and are prohibited from parking in designated reserved member parking spaces.

Members and Leon County Tax Collector’s Office staff that have a valid disabled parking permit/plate, may park in the spaces marked for persons who have disabilities located on the east side of the Neil Kirkman Building. Members and Leon County Tax Collector’s Office staff are prohibited from parking in the visitor-designated parking spaces on the south side (front entrance) for visitors who have disabilities.

Visitors (including contractors and vendors) displaying a valid disabled parking permit/plate may park in the visitor-designated spaces marked for persons who have disabilities located on the south side (front entrance) of the Neil Kirkman Building and are prohibited from parking in designated spaces for members who have disabilities.

All members and Leon County Tax Collector’s Office staff are expected to follow all posted traffic signs and speed limits when on department property, including parking

STATE OF FLORIDA  
Department of Highway Safety and Motor Vehicles

<b>SUBJECT</b> <b>PARKING REGULATIONS</b>	<b>POLICY</b> <b>10.07</b>	<b>PAGE</b> <b>3 of 3</b>
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lots. Members and staff must drive and park with consideration for others and must refrain from aggressive behavior.

Members who violate this policy may be subject to written notice(s) of violation with progressive disciplinary action and/or having their vehicle towed at the member's expense.

The Division of Administrative Services, Bureau of Office Services may assign reserved parking spaces as appropriate. The front desk security staff must be notified by the member assigned the reserved space when authorizing another member to utilize the space on a temporary basis.

**V. ROLES AND RESPONSIBILITIES**

The Division of Administrative Services is responsible for managing and monitoring parking at the Neil Kirkman Building, which includes the following:

1. Issuing directives as necessary.
2. Constructing, posting, and maintaining signage and markings.
3. Issuing written notification(s) of parking violations to a member and his or her designated chain of command and, when necessary, the Bureau of Personnel Services. The notifications will include the member's name, the make, model, tag number, and a photo of the vehicle in violation, and the nature, location, date, and time of the violation.
4. Assigning and identifying reserved parking and maintaining an up-to-date record of such assignment.

The Chief of the Bureau of Office Services, the Director of the Division of Administrative Services, or designee may initiate a request for towing at the owner's expense.

A member who sponsors or initiates a large group meeting with outside attendees should notify the Chief of the Bureau of Office Services three business days prior to the meeting date.

**VI. PROCEDURES**

A detailed map of the Neil Kirkman Complex parking lot is provided here and at the Division of Administrative Services Intranet homepage.

The process for handling parking violations is provided here.