Environment, Health & Safety Office **Administrative Procedures**	**Procedure #:**	EHS-07-001.3
	Date Issued:	07.18.07
	Date Revised:	MM/DD/YR **Revision No**.
TITLE: **Use of Parking Placards**	**Approved:** **Title:**	Louis DiBerardinis Director, EHS
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The Parking and Transportation Office requires that each user of the MIT parking placards is aware of the following restrictions:

- The EHS ***"All Lots"*** parking placards are NOT valid on any vehicle without a current MIT parking sticker;
- The EHS ***"All Lots-No Permit Required"*** placard is the exception. It is restricted for use by individual(s) who are on-call and DO NOT have a parking sticker. Please see the receptionist to sign out/in if needed for the period that you are on-call;
- Non-emergency situations (guests, vendors, consultants) request a "Day Pass" from Personnel Administrator;
- Vehicles using the placard must park in legal parking spaces designated by either white or yellow lines;
- Parking placards can ONLY be used in an area other than an individual's parking sticker. They are not needed if you park in an area covered by your sticker.
- Parking placards do NOT authorize the user to park on sidewalks, fire lanes, drive aisles, reserved or HP spaces. Individual is responsible for paying any parking tickets that he/she incurs. Should there be a dispute about the validity of the ticket, the individual must resolve this issue with the Parking and Transportation Office.
- Placards are NOT to be used for "All day parking" in more convenient locations.

The EHS Office staff is responsible for the proper usage of these placards. They are to be used for departmental business purposes. Should any individual be found to abuse the privileges of a parking placard, our department may face the loss of the placards. The individual may face the loss of all parking privileges.