

 <b>Environment, Health &amp; Safety Office Administrative Procedures</b>	<b>Procedure #:</b> EHS-04-001.2
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<b>TITLE:</b> <b>EHS Office Parking Procedures</b>	<b>Approved:</b>  <b>Title:</b> <i>Louis DiBernardinis</i> <hr/> Director, EHS
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## EHS Office Parking Procedures

### 1. Purpose / Background

MIT is strictly limited by City of Cambridge regulations regarding the number of vehicles that may be parked on campus. As a result, MIT has developed a formal program of controlling parking on campus to maintain compliance with City regulations. Parking on campus at MIT must be considered a privilege and not a right of employment.

The MIT Parking and Transportation Office annually determines the number of parking spaces allocated to each office or department. The Parking Coordinator within each department then distributes the parking passes to employees and others within the department or office. The EHS Office Parking Coordinator follows the procedures described in this SOP to distribute parking privileges.

### 2. Scope

This SOP addresses the procedures used within the EHS Office to distribute parking privileges to EHS Office employees and visitors. Please refer to the Parking and Transportation Office for general questions or issues regarding MIT's parking policies.

### 3. Prerequisites

N/A

### 4. Procedures

#### 4.1 Guidelines for Assigning Annual Permits

The EHS Parking Coordinator follows the guidelines below, in descending order of priority, in distributing parking privileges:

- Employees receive priority consideration for parking privileges, and generally only employees are eligible for parking stickers. Within employees, the priority ranges from full time regular employees, to part-time regular employees, to term employees, to voucher employees. Consultants are generally not eligible for parking privileges; exceptions will be considered by the Parking Coordinator and, if necessary, the EHS Office Director.
- Individuals with an irregular schedule - Individuals who, on a regular basis, have disjointed work schedules that result in irregular arrival and departure times and/or frequent automobile trips using their own vehicle during the day should be assigned to more convenient lots. This pattern is most common among faculty members, medical staff and senior research staff.
- Distance from M.I.T- Distance is based on normal morning rush hour time to MIT via public transportation rather than distance per se. The farther away an individual lives the greater the opportunity he/she should have to obtain a parking permit. For example, persons living within a 15-minute walk of the Institute or a 30-minute ride on public transportation should not normally be given a permit. In no case should a permit be issued to an employee living in close proximity to MIT (for example, 100 Memorial Drive). Someone living in an MIT facility is eligible for residential parking.
- Seniority - Individuals with the longest, continuous service to MIT should be given consideration before new employees, all other factors being equal. For example, an employee who lives in Arlington with 10 years of service should receive more consideration than another employee from Arlington with 10 months of service.
- Senior Staff Assignments – senior administrative staff with irregular schedules should be given first consideration for permits to Main, Northeast area, East areas, and Kresge parking lots). Permits issued to less senior staff, support and service staff should be to other appropriate facilities, whenever possible.
- Need to use personal car for work related activities - Individuals with regular work related duties that might involve trips between campus and off-site facilities, collaborating institutions, alumni activities, etc. should be assigned to more convenient lots.
- Personal circumstances - Individuals who might require off campus trips during the day because of personal responsibilities, such as children in day care or school, chronically ill dependents or close relatives, elderly parents, community responsibilities, should always be given special consideration.
- Individuals who have medical conditions that would not necessarily qualify them for a Medical Parking Permit should be assigned allocated spaces closer to their worksite if possible. Such an individual must make an appointment with Dr. David Diamond in the Medical Department (E23-209) and present documentation substantiating the severity of their impairment that requires special consideration.

Such assignments based on medical need would be included in your Department's total allocation.

## **4.2 Guidelines for Assigning Temporary Parking Privileges**

Temporary or occasional use parking privileges are available via the “parking day pass” system. These passes are intended for occasional use by employees, consultants, guests, or others who do not hold parking stickers. Day passes are available from the Parking Coordinator by paying the current fee. Guests may be eligible for passes with the EHS Office absorbing the cost.

## **5. Roles & Responsibilities**

**Parking Coordinator** - The EHS Office Parking Coordinator is responsible for soliciting interest among the staff in acquiring parking privileges, approving and distributing parking stickers.

**Director, EHS Office** - The EHS Office Director will mediate any disagreements and serve as judge for any appeals that employees may wish to make regarding any decision of the Parking Coordinator.

## **6. Training**

There are no training requirements for EHS Office parking protocols.

## **7. Monitoring Requirements**

N/A.

## **8. Record Management**

The Parking Coordinator maintains the records necessary to operate the parking program within the EHS Office.

## **9. References**

MIT Parking and Transportation Office  
<http://web.mit.edu/parking/>