

DEPARTMENT OF SECURITY

PARKING PERMIT APPLICATION PROCESS

All New York City Transit employees requesting a parking permit will have to provide the following information regarding their vehicle registration:

1. Year
2. Make (Ford, Chevrolet, Toyota, Nissan, etc.)
3. Type (2DSD, 4DSD, SUV, etc.)
4. Color
5. License Plate No.
6. State of Issue
7. Registered Owner (if other than NYCT employee)
8. Relationship to Employee

In addition, **vehicles must be registered in any one of five US States: New York, New Jersey, Pennsylvania, Connecticut or Delaware.** If a vehicle is registered from any other US State, US possession or territory, Canadian Province or any other country, a memo of **justification** (see attached) prepared by the employee and approved/endorsed by his/her Division Head **must** accompany the parking permit application.

Location Chiefs, who oversee NYCT sites or facilities, in addition to the current requirement to photocopy and forward employees' driver's licenses, will also photocopy the employees' registration certificates of the vehicles to be parked on NYCT property. Each employee may be allowed to list two (2) vehicles and one motorcycle.

Properly completed paperwork shall be forwarded to the Department of Security, Parking Permit Section, 130 Livingston Street, Room 5003F, Brooklyn, NY 11201, and shall include the following:

- Application for Employee Parking Permit
- Photocopy of Driver's License (Employee's name & D/L expiration date must appear. All other information on the driver's license may be blotted out.)
- Photocopy of Vehicle Registration Certificate (All information must appear, except the Vehicle Identification Number (VIN #) which may be blotted out.)
- Justification memo endorsed by the employee's Division Head (if necessary for out-of-region registrations)



DEPARTMENT OF SECURITY

RULES AND REGULATIONS GOVERNING THE PARKING OF EMPLOYEE VEHICLES ON NYC TRANSIT PROPERTY

- a) Employees parking their vehicles on NYCT property are in all respects subject to the “Rules and Regulations Governing the Parking of Employees Vehicles on NYC Transit Property.”
- b) In the presence of the employee, at any time, all vehicles including their contents, interiors and trunks are subject to search and/or inspection by authorized representatives of the NYC Transit. Any attempt to interfere, prevent or otherwise impede such search shall result in immediate withdrawal of the parking privilege and may subject the employee to disciplinary action.
- c) The Department of Security shall furnish each NYC Transit employee, who requests and is authorized, one (1) Parking Permit for their vehicle(s). Parking Permits are not transferable to any employee other than the employee to whom it was issued. The Parking Permit is to be used for any and all of the employee’s vehicles.
- d) Employees must display/present both their Parking Permit and location decal (if required) and their employee NYCT Pass to the assigned Transit Property Protection Agent. Those failing to do so will be denied access to the site involved.
- e) The Parking Permit is to be conspicuously hung from the rear view mirror and plainly visible at all times while the vehicle is parked on NYC Transit property. Failure to do so may result in vehicle being towed and/or loss of Parking Permit privilege.
- f) In addition to the standard parking permit issued to operators of automobiles, an employee owning a motorcycle, scooter, or moped shall be issued a sticker to be affixed conspicuously on the vehicle. Recognizing that the standard parking permit cannot be adequately secured to a motorcycle, employees shall use this sticker or a self-created magnet or sign to identify their parked vehicle with the assigned Parking Permit number.
- g) All vehicles must conform to New York City and State Motor Vehicle traffic laws for parking privilege eligibility.
- h) No employee shall work on his/her vehicle while on NYCT property, except for emergency repairs that shall be on his/her own time and not during their tour of duty. Prior to performing any emergency repair on NYC Transit property, an employee must obtain permission from the Location Chief.
- i) No employee shall remove his/her vehicle from NYC Transit property before completion of his/her tour of duty. However, employees are permitted to use their vehicles during major break periods such as lunch and dinner.
- j) Abandoning and/or stripping of vehicles on NYC Transit property will be cause for revocation of Parking Permit and will subject the employee involved to disciplinary action.
- k) At no time shall any employee park his/her vehicle or allow his/her vehicle to be parked in a manner that will interfere with NYC Transit operations.
- l) Illegally parked vehicles and those interfering with NYCT operations will be towed at the owner’s expense.
- m) Vehicles are not being driven at speeds in excess of ten (10) miles per hour while on NYC Transit property.
- n) Vehicles shall not be brought onto NYC Transit property before the employee’s tour of duty or remain after his/her tour of duty unless employee is required to work overtime. Vehicles shall not be permitted on NYC Transit property at any other time without permission of the Department of Security and/or the Location Chief.
- o) In the event of any changes in the information furnished on the application for a permit, the employee must give immediate notice of such changes to the Department of Security.
- p) Upon an employee leaving the service of the NYC Transit, the parking permit must be returned to the Location Chief or the affiliated Department/Division Parking Permit Coordinator for forwarding to the Department of Security.
- q) Any attempt on the part of an employee to misuse, misrepresent, defraud, sell or use other means to violate the parking privileges shall result in revocation of the Parking Permit and possible disciplinary action to the employee(s).
- r) Lost/stolen permits shall be reported to the Department of Security as soon as possible. The employee involved must follow additional requirements, as identified by the Department of Security, prior to the issuance of a replacement permit.
- s) All vehicles parked on NYCT properties must have valid state registry from any one of five US States: NY, NJ, PA, CT or DE. If vehicle carries state registration from any other US State, US possession, Canadian province or any other country, approval must be obtained from the employee’s Division Head via submission of a memo justifying the “out-of-region” registration. The parking permit application, photocopies of employee’s driver’s license and vehicle registration(s) together with the justification memo (if necessary for out-of-region registrations) properly approved/endorsed by the employee’s Division Head must be forwarded to the Department of Security, Parking Permit Section, 130 Livingston Street, Room 5003F, Brooklyn, NY 11201 for processing.

**DEPARTMENT OF SECURITY
APPLICATION FOR EMPLOYEE PARKING PERMIT**

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|------------|-------------|------------------------------|------------|
| | | | |
| BSC Number | Pass Number | Last Name (As shown on pass) | First Name |

BEFORE SIGNING THIS APPLICATION FOR PARKING PERMIT, PLEASE READ THE FOLLOWING CAREFULLY: I, the undersigned, in consideration of being permitted to park the vehicle which I am operating on NYC Transit property, do so with the express understanding that, to the fullest extent permitted by law, I will hold harmless MTA New York City Transit, its members, agents or employees, from loss and liability for any injury to my person (including death) or loss of damage to my property, regardless of the cause of such injury or loss, except to the extent such injury or loss arises out of the gross negligence or willful conduct of MTA New York City Transit or any of its members, agents or employees. NYC Transit does not assume responsibility to patrol, or protect a vehicle while on NYC Transit property. In the presence of the employee, all vehicles, including their contents, their interiors and their trunks are subject to search and/or inspection by authorized representatives of NYC Transit at any time. All abandoned or illegally parked vehicles will be towed at the owner's expense. I have received a copy of the Rules and Regulations governing the parking of Employees' Vehicles on NYC Transit property, and agree to abide by it.

| | | |
|--------------------|---------------|---|
| _____ | _____ | _____ |
| <i>(Signature)</i> | <i>(Date)</i> | <i>(Title –write out- please do not abbreviate)</i> |

If vehicle(s) is/are not registered in: NY, NJ, PA, CT or DE, then a justification memo prepared by the employee and Signed by the Division Head must accompany this application.

The following vehicle information must be supplied:

Vehicle #1: Year _____; Make _____; Type _____ (2DSD, 4DSD, SUV, etc.); Color _____; Plate No.: _____;

State of Issue: _____; Registered Owner (if other than NYCT employee): _____; Relationship to Employee: _____

Vehicle #2: Year _____; Make _____; Type _____ (2DSD, 4DSD, SUV, etc.); Color _____; Plate No.: _____;

State of Issue: _____; Registered Owner (if other than NYCT employee): _____; Relationship to Employee: _____

Motorcycle: Year _____; Make _____; Type _____; Color _____; Plate No.: _____;

State of Issue: _____; Registered Owner (if other than NYCT employee): _____; Relationship to Employee: _____

Is this your first request for a permit? _____ If **NO**, return old permit or submit G2 memo replacement due to loss, damage, promotional exchange or original never received.

Department _____ Division _____ RC# _____

Parking Location _____ Work Location (if different than Parking Location) _____

Print Supervisor's Name _____ Phone # _____

Note: This application must be approved by your Location Chief or designee before submission.

APPLICATION APPROVED: _____

| | | |
|--------------------------------------|------------------|-------------|
| <i>Location Chief (Name Printed)</i> | <i>Signature</i> | <i>Date</i> |
|--------------------------------------|------------------|-------------|

UNIVERSAL PARKING PERMIT: _____

| | | |
|----------------------------------|--------------|-------------|
| <i>Department Head Signature</i> | <i>Title</i> | <i>Date</i> |
|----------------------------------|--------------|-------------|

Forward completed application with photocopies of Driver's License, Vehicle Registration Certificate(s) and justification memo (if necessary for out-of-region registrations) to: Department of Security, Parking Permit Section, 130 Livingston Street, Room 5003F, Brooklyn, NY 11201

FOR OFFICE USE ONLY

| | |
|---------------|------|
| | |
| Permit Number | Date |

OLD PARKING PERMIT



NEW PARKING PERMIT

