

## **SJC EMPLOYEE PARKING RULES AND REGULATIONS**

### **A. Displaying Permit/Hangtag**

1. All vehicles must have a valid, facility specific parking hangtag.
2. Parking hangtags **must always be displayed from the vehicle's rearview mirror** while parked in an SJC employee parking facility.
3. The parking hangtag number shall be visible from outside the vehicle.
4. Parking within a designated handicap parking stall requires a valid ADA permit be displayed as well as a valid parking hangtag. This will require two permits to be displayed.
  - a. The parking hangtag shall be the outer most displayed hangtag.
5. Vehicles with car covers are not exempt from this regulation.
6. Motorcycles must display a parking decal.
7. Motorcycle decals must be displayed on the right side of the bike's fork.
8. **Failure to display a valid parking hangtag/decal for any reason will result in a parking citation.** It is the employee's responsibility to ensure their hangtag is properly displayed, valid and corresponds to the employee parking facility they have been authorized to use.

### **B. Proper Use of Proximity Card/Hangtag**

1. Proximity card and hangtags are not transferable and are intended for use by the owner to allow one vehicle access into the SJC employee parking facility.
2. Proximity card cardholders must use a single entry followed by a single exit.
3. Proximity cardholders attempting multiple consecutive entries or exits will be locked out of the parking access control system.
4. If you experience entry or exit issues of your proximity card, contact the Airport's Parking Management Company using the intercom button on the parking equipment or by calling **408-441-5570**.
5. **Misuse of issued proximity card may result in issuance of an Administrative Citation of \$100 for failure to follow Airport Rules and Regulations. Continued misuse may lead to suspension or revocation of parking privileges.**

### **C. Prohibited Practices**

1. No employee shall park their vehicle over 24 consecutive hours without prior authorization.
2. Employees needing to leave their vehicle longer than 24 hours must call **408-441-5570** for approval.
3. No employee shall park their vehicle over or across the painted ground markings indicating a parking space.
4. No employee shall park their vehicle so that it occupies more than one (1) parking space.
5. No employee shall park their vehicle in front of driveways, doorways, or in any manner such as to block traffic, parked vehicles or roadways, or hinder the passage of pedestrians or vehicles.
6. No employee shall park their vehicle in fire lanes, loading zones, emergency areas, or areas marked as no parking zones.
7. No employee shall park their vehicle on lawns, landscaped areas, sidewalks, or other areas not designated for parking.
8. No employee shall park a vehicle over 20 feet in length.
9. No vehicle habitation is allowed in any Airport parking facility.
10. No loitering is allowed in any Airport parking facility.

11. No employee shall perform vehicle maintenance or repairs of any kind in any Airport parking facility.
12. No employee shall conduct business of any kind on Airport property.
13. No employee shall use the power outlets in any parking facility to charge their vehicle or other devices.
14. No employee shall move barricades, signage or other directional apparatuses in any Airport parking facility.

#### **D. Vehicle Accidents**

1. Accidents involving motor vehicles on Airport property, including all Airport parking facilities must be reported to San Jose Police Department and Airport Operations via the Airport's Parking Management Company by dialing **408-441-5570**.
2. Persons responsible for damage to Airport Property will be held accountable for all costs associated with the repair and/or replacement of the damaged property.

#### **E. Lost, Stolen, or Cancelled Parking Permits/Hangtags**

1. All lost hangtags and/or proximity cards must be reported immediately to your Supervisor and Parking Contract Management Company at 408-441-5570
2. A "Lost Parking Media Fee" of \$50 will be assessed for all lost and/or stolen parking hangtags/proximity cards. All additional lost media will increase \$25 dollars from the previously charged lost media rate up to \$75 dollars per occurrence.
3. To cancel a parking permit, a **Permit Cancellation Replacement form** must be submitted to the Airport's Parking Contract Management Company.
4. All cancelled permits and/or proximity cards must be immediately suspended and returned to the Airport's Parking Contract Management Company.

#### **F. Enforcement/Parking Citations/Administrative Citations**

1. All applicable state motor vehicle laws under the California Vehicle Code (CVC) shall be enforced within the defined permit parking area and parking citations will be issued for violations.
2. All speed limits, California traffic rules and posted signs must be adhered to.
3. All citations issued to vehicles will be the responsibility of the registered owner of the vehicle. All citation appeals, directions and procedures are noted on the citation.
4. **Do Not** bring a citation into the Airport's Parking Contract Management Company or Airport Operations to have the infraction waived. All appeals go through proper authority, instructions are listed on the back of the citation.
5. Citations and/or towing will result at the owner's expense for those engaging in prohibited practices and/or violating any rules and regulations.
6. Administrative Citations are issued under the San Jose Municipal Code section 25.16.010. Failure to comply with any of the Airport's Parking Rules and Regulations may result in the issuance of a \$100 Administrative Citation to the parking permit holder and a notification to your immediate Supervisor.

#### **G. Shuttle Bus**

1. NO open food (including fast-food bags) or beverage containers (including disposable coffee cups) are allowed on any Airport shuttle bus.
2. NO smoking (including vaping) allowed on any Airport shuttle bus.

#### **Additional Information-Jump-Start Assistance**

1. Jump-start service applies to "in parking facility only" and is available from the Airport's Parking Contract Management Company by dialing **408-441-5570**
2. If towing assistance is required, gate entry and exit of the tow truck must be coordinated with the Airport's Parking Contract Management Company by dialing **408-441-5570**