



## **Parking and Driving Personal Vehicles on RTA Premises**

### **POLICY STATEMENT**

**(SEC1)**

The New Orleans Regional Training Authority (RTA) maintains safe and secure working environments for its employees on RTA premises, including but not limited to administrative buildings, ancillary structures, maintenance facilities, surface lots/yards, and parking garages.

### **PURPOSE**

In support of a safe and secure working environment, the operation of motor vehicles including driving, parking, standing in, or storing of any personal vehicle on RTA premises must be done in accordance with established safety and security procedures and adhering to posted signs, notices, placards, and pavement markings. Operating personal vehicles on RTA premises is considered a privilege.

### **APPLICATION**

This policy applies to all RTA employees whether permanent, full-time, part-time and to include all contractors or visitors on RTA property. If a conflict occurs between this policy and a Collective Bargaining Agreement (CBA), the CBA will prevail.

### **ADOPTED BY:**

The RTA Board of Commissioners on XX/XX/2022, Resolution XX-XXX

### **APPROVED BY:**

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Alex Z. Wiggins  
Chief Executive Officer

Effective Date: X/XX/2022  
Date of Last Review: X/XX/2022

## **1.0 GENERAL**

RTA as owner of its properties has a vested interest in maintaining the safety and security of its employees, visitors, and assets, thus reserving the right to assign responsibilities for monitoring compliance with and enforcing rules on surface lots and in parking garages.

### **Requirements**

The operator of any personal vehicle on RTA premises must adhere to established rules, and policies related to vehicle operation. Generally, unless otherwise specified, traffic and parking rules apply equally to personal and RTA-owned vehicles.

The operator of any personal vehicle on RTA premises is responsible for obeying posted signage. Signage includes any combination of the following: signs, notices, placards, and pavement markings.

Additionally, the operator of any personal vehicle is responsible for complying with all state and local parking and traffic laws, ordinances, and regulations and is subject to established penalties for violations thereof.

At all times, employees must comply with the instructions of safety and/or security personnel related to vehicle operation. For the purposes of this policy, “operation” includes any of the following: driving, parking, standing in, and/or storing any vehicle.

The RTA-established speed limit on all surface lots and in all parking garages is 5 miles per hour.

Unauthorized personal vehicles are not allowed to be parked/stored on RTA premises to exceed 24 hours; such vehicles will be issued a citation for violation and vehicle(s) may be subject to towing at the owner’s expense and/or suspension of parking privileges.

All RTA employees must register their vehicle(s) “not to exceed (2)” in the RTA Vehicle Registration Database.

If a non-registered vehicle operator’s identity cannot be determined, as in the case of a parked and locked vehicle, RTA security personnel may place a citation on the vehicle advising the operator of the violation observed.

If the position of a parked vehicle that is clearly in violation of the Listing of Parking Violations & Penalties (attachment 1), posted signage, a parking citation will be issued, if the parked vehicle results in a hazardous condition, RTA reserves the right to remove the vehicle at the vehicle owner’s expense.

By entering onto RTA-owned premises, the owner of a non-RTA vehicle grants RTA the right to examine the exterior of their vehicle for any legal purpose, including the authorization to remove or tow the vehicle from the premises at owner's expense.

### **Breezeway Parking**

Only authorized Privately Owned Vehicles (POVs) will be allowed to be parked in the breezeway, all other vehicles will be towed at the owner's expense.

Delivery Vehicles and RTA Non-Revenue Vehicles may be parked in the breezeway only in the performance of their regular duties not to interfere with incoming or outgoing traffic.

Overnight parking in the breezeway is strictly prohibited.

Anyone who fails to adhere to rules, policies, and/or posted signage may be subject to the suspension of parking privileges, the employee's department manager will be notified via email.

The suspension of parking privileges will be the sole responsibility of the Security Department.

### **2.0 FLOWCHART**

N/A

### **3.0 REFERENCES**

N/A

### **4.0 ATTACHMENTS**

- 1 – Listing of Parking Violations & Penalties
- 2 – Parking Citation Notice

### **5.0 PROCEDURE HISTORY**

N/A

### **6.0 SPONSOR DEPARTMENT**

Security Department

Attachment 1

	PENALTIES	PENALTIES	PENALTIES
VIOLATIONS	CITATION #1	CITATION #2	*CITATION #3
<b>PARKING IN DISABLED SPOT</b>	ISSUE CITATION (NOTIFY EMPLOYEE)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR) + <b>1 MONTH SUSPENSION OF PARKING PRIVILEGES ABOARD RTA FACILITIES</b>
<b>PARKING LONGER THAN MAXIMUM TIME (24 HOURS)</b>	ISSUE CITATION (NOTIFY EMPLOYEE)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR) + <b>1 MONTH SUSPENSION OF PARKING PRIVILEGES ABOARD RTA FACILITIES</b>
<b>PARKING OUTSIDE MARKED SQUARES</b>	ISSUE CITATION (NOTIFY EMPLOYEE)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR) + <b>1 MONTH SUSPENSION OF PARKING PRIVILEGES ABOARD RTA FACILITIES</b>
<b>PARKING WITHOUT SPECIAL PERMIT</b>	ISSUE CITATION (NOTIFY EMPLOYEE)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR) + <b>1 MONTH SUSPENSION OF PARKING PRIVILEGES ABOARD RTA FACILITIES</b>
<b>PARKING IN PROHIBITED SPACE</b>	ISSUE CITATION (NOTIFY EMPLOYEE)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR) + <b>1 MONTH SUSPENSION OF PARKING PRIVILEGES ABOARD RTA FACILITIES</b>
<b>IMPROPERLY PARKED</b>	ISSUE CITATION (NOTIFY EMPLOYEE)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR)	ISSUE CITATION (NOTIFY EMPLOYEE & SUPERVISOR) + <b>1 MONTH SUSPENSION OF PARKING PRIVILEGES ABOARD RTA FACILITIES</b>

**\*NOTE: WHEN (3) VIOLATIONS OCCURS WITHIN A 12 MONTH PERIOD**

# **PARKING CITATION NOTICE**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**TIME:** \_\_\_\_:\_\_\_\_ **AM PM**

**THE FOLLOWING CITATION(S) HAS  
BEEN CITED:**

**Parking in Disabled Spot**

**Parking Longer Than 24 Hours**

**Double Parked**

**Parking Without Permit**

**Parking in Prohibited Space**

**Improperly Parked**

**Other:**

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