

State of Utah	REF. NR-99-A-12	PAGE 1 of 2
DEPARTMENT OF NATURAL RESOURCES	EFFECTIVE DATE 04/19/99	
POLICIES AND PROCEDURES	REVISION DATE	
SUBJECT: Parking Policy		
Kathleen Clarke, Executive Director		

I. PURPOSE

The purpose of the Department of Natural Resources parking policy is to optimize parking for employees and visitors. The enforcement of this policy is critical so that contiguous apartments and businesses do not utilize the limited space. DNR encourages employees to rideshare, utilize public transportation, telecommute where feasible and use other forms of trip reduction to conserve energy and reduce pollution along the Wasatch front. The purpose of the trip reduction committee (TRP) is to assist in reducing single passenger commutes to the DNR offices. Each division has a member representative on the TRP committee and should contact that person for more information.

II. POLICY

- A. General parking. The majority of the parking at the DNR complex is general parking. Employees will be issued a tag for general parking which must be displayed on the rear view mirror of the vehicle. General parking pass vehicles will not be allowed to park in visitor, reserved, disabled or rideshare parking stalls.
- B. Reserved parking. Reserved parking has been limited. Employees with reserved parking passes should park in the reserved stalls but may park in general parking as well.
- C. Rideshare. Rideshare designated stalls are available on the West side of the building and on the North side of the new section of the building. Parking passes will be issued to employees who ride share to the DNR complex with employee(s) working at this complex. Passes will not be issued to employees who ride share with individuals outside of the DNR complex. Ride share passes will also be honored in the "general" parking area. Rideshare parking should not be used on days when the employee drives alone.

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- D. Visitor parking. Visitors should park in the designated visitor parking area on the south side of the building. Visitors are defined as those who are transacting business at DNR and are not DNR employees. DNR employees are not considered visitors regardless of geographic location. Employees who are not located in Salt Lake City but frequently travel to DNR will be issued a visitor pass which is good in general parking only. It is suggested that each region be issued a pass for travel to Salt Lake City. Employees may park in visitor parking long enough to pick up a temporary pass at the reception desk if they do not have one.
- E. Monitoring and parking enforcement. Enforcement of parking standards is the responsibility of Capitol Security. They will issue tickets for those parking improperly. These tickets will go to the 9th Circuit Court for follow-up and prosecution. The policy will be effective August 26, 1996. Warning tickets will be issued during the week of the August 26. All tickets issued after September 1, 1996, will go to the court system.
- F. Miscellaneous. Employees may not park in area's where the curb has been painted red or in designated motor pool parking.

DEPARTMENT OF NATURAL RESOURCES
RIDESHARE APPLICATION

Name _____

Division _____

Weekly Frequency Of Rideshare _____

Rideshare Participants:

Name	Division
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1.

2.

3.

4.

5.

6.

7.

8.

Rideshare passes will be issued to each rideshare participant but rideshare parking should not be utilized on days when the employee drives alone.

I have read and understanding the DNR parking policy and agree to comply with the policy. I currently participate in a qualified rideshare program and will return the issued parking pass if my status in this program changes.

Employee Signature _____

Supervisor's Signature _____

Date: _____