
Employee Parking Policy

This **Employee Parking Policy sample** is ready to be tailored to your company's needs and should be considered a starting point for setting up your employment policies. May also be called **Company Parking Policy**.

Policy brief & purpose

Our **parking company policy** outlines our parking provisions for employees and [visitors](#). We 'll explain our criteria for allocating parking space and establish rules for using our parking premises.

Scope

This policy applies to all employees who operate company or personal vehicles in the course of business, including permanent, temporary, contract employees, interns and volunteers.

Policy elements

Our parking policy revolves around:

- Our criteria and procedure for allocating parking spaces
- Preserving a safe and clean parking lot
- Rules for managing parking spaces

Criteria and Procedure for allocating parking spaces

We'll reserve a few parking spaces for executives and employees who drive company vehicles. Parking space for large company vehicles (e.g. trucks) may be separate from our employee parking lot.

We'll allocate our remaining parking spaces according to the following priority:

1. Permanently or [temporarily disabled](#) employees and pregnant women
2. Night shift workers
3. Other full-time and part-time employees
4. Contract employees
5. Interns/Trainees
6. Volunteers

We'll assign parking spaces according to these priorities until they are exhausted. We may reserve a few spaces for visitors that we'll clearly mark with signs.

Employees who want to receive a parking spot, should file their request with our [*HR department/facilities manager.*]

Our company may grant a permit for a specific spot that may require payment at a small rate per year.

Preserving our parking lot

We expect drivers to maintain a clean and safe parking space, as they maintain their working spaces. The following rules apply at all times:

- No littering is allowed.
- Drivers must respect others' property.
- Drivers shouldn't speed, turn carelessly or drive irresponsibly.
- Employees shouldn't conduct maintenance or repair jobs to their cars while they parked in our lot, except if they can not start them.

Managing Parking spaces

Parking spaces aren't permanent benefits. We can withdraw them anytime as a result of [disciplinary action](#) or needs of people with higher priority. This benefit is valid only as long as employees are employed by our company.

Each employee can't have more than one parking space and they can not transfer their space to another person (employee or non-employee).

This policy does not restrict off-site parking. But, employees are not allowed to:

- Block front or back entrances
- Park at spaces reserved for the disabled
- Obstruct loading/unloading of company vehicles
- Occupy spaces reserved for visitors during operating hours
- Park [company cars](#) illegally or at high-risk spaces (e.g. near construction sites)

If a vehicle is left unattended for more than one month, it may be towed and the vehicle's owner will have to pay storage and removal fees.

We won't assume any liability for theft, vandalism, fire or damage regarding an employees' vehicle.

Disciplinary Consequences

Any employee who is found parking in unauthorized or prohibited areas or in other ways disregard this policy will receive a warning and a written reprimand. Repeat offence will result in retraction of parking benefit. If the employee continues to disrespect this policy or in cases of serious offences, they will face disciplinary consequences up to and including termination.

Disclaimer: This policy template is meant to provide general guidelines and should be used as a reference. It may not take into account all relevant local, state or federal laws and is not a legal document. Neither the author nor Workable will assume any legal liability that may arise from the use of this policy.