



DEPT. OF ADMINISTRATIVE SERVICES

State Building Division

State of Nebraska Parking Policy

Summary:

This parking policy is promulgated under authority of Neb. Rev. Stat. § 81-1108.16 for the effective and efficient administration of state government. It supersedes all prior versions of this policy.

A blue ink signature of Jason Jackson, consisting of stylized, overlapping loops and a long horizontal stroke at the end.

Jason Jackson, Director, DAS

A blue ink signature of Brent Flachsbart, written in a cursive style with a horizontal line at the end.

Brent Flachsbart, Administrator, SBD

1. Eligibility:

All state government vehicles, elected officials, employees, job applicants, and appointees are eligible for state parking access. Other guests may be granted access upon the request of an agency director, board chair, or their designee.

2. Applications:

The Application for vehicle (Appendix A) and bike (Appendix B) parking is available on the Administrative Services State Building Division (SBD) website. The completed form is sent to SBD to the attention of Parking Services by email to assbd.parking@nebraska.gov, interagency mail, USPS mail, or in person to the First Nebraska Administration Building, 1526 K St. Suite 160. SBD will acknowledge receipt and update the requestor.

3. Approval Authority:

Requests for parking will be considered at the discretion of the State Building Division Administrator or their designee.

4. Prioritization:

Parking approval is issued at the discretion of SBD in the following order of priority:

- a. State vehicles
- b. Elected officials
- c. Agency heads
- d. Appointees serving at the pleasure of agency heads
- e. Permanent state employees based upon date of request
- f. Temporary employees
- g. Other guests

5. Parking Approval Offers:

SBD will notify the employee of a parking offer when a parking space is available. Employee has 5 business days to accept. If accepted, SBD will then coordinate with the employee to obtain their AVI sticker or hang tag for garage or lot access and process the payroll parking deduction. Once the payroll deduction has been completed, SBD will notify the employee's agency HR.

If parking is not available in the employee's preferred lot, SBD may offer parking in a lot where space is available. If this is not the employee's preferred lot and the offer is accepted, at the employee's request, their name will remain on their preferred list. If an offer is rejected, the employee's name will be moved to the preference list for a lot of their choice.

6. Cancellation:

Parking access can be cancelled at any time at the discretion of State Building Division or at the request of the employee.

To terminate a parking assignment, employees should complete the "Parking Cancellation Form" (Appendix C) on the SBD website and submit to SBD to the attention of Parking Services by email to assbd.parking@nebraska.gov, interagency mail, USPS mail, or in person to the First Nebraska Administration Building, 1526 K St. Suite 160. Parking access to the assigned garage will cease at the end of the business day on the date of cancellation. Hang tags or proximity (prox) cards must be returned to SBD before SBD can cease deductions. SBD will notify the employee's agency HR by emailing a scanned copy of the fully executed "Parking Cancellation Form". An employee may reapply 90 days from the date of relinquishment and will be added to the preference list.

Termination of State employment will result in parking privileges being automatically relinquished. Hang tags or prox cards, if issued, should be returned to SBD or a charge equal to their replacement cost will be assessed.

7. General Policies:

- a. All lots are open parking except 1630 J St, 1645 K St, 1604 H St, and 501 IMS garage which are assigned by parking spot.
- b. Parking hang tags (tag) or AVI stickers must be visually displayed inside the vehicle. Hang tags must be either hanging from the rearview mirror or placed on top of the vehicle's dashboard. AVI stickers must be permanently affixed to the windshield near the rearview mirror. If a hangtag is forgotten, a clearly dated note, which includes your name and work number must be placed visibly on the dash of the vehicle.
- c. Replacement, deteriorated, lost or stolen tags should be reported immediately to SBD and a replacement tag will be issued to the requestor. The fee for the replacement tag will be processed as a one-time payroll deduction. (See appendix B for rate schedule)
- d. SBD reserves the right to close, either temporarily or permanently, any portion, or all, of any SBD controlled parking garage or lot at any time.
- e. All parking areas are operated on an over-sell basis. The percentage of over-sell is determined by SBD based on occupancy levels. No guarantees of a parking space shall be expressed or implied.
- f. The use of any parking garage or lot is at the owner's risk. SBD is not responsible for personal injuries or liability for loss resulting from fire, theft, vandalism, or damage to any vehicle or article left therein.
- g. Employees may park in the garage or lot they are assigned on weekends.
- h. Employees requiring their personal vehicle to be parked overnight or more than 48 consecutive hours must e-mail the estimate time, duration, and vehicle information to the NSP Capital Security Division, nsp.capitalsecurity@nebraska.gov or 402-471-2400, or the Omaha State Office Building Security staff.
- i. Lists are maintained for future parking assignments by SBD. Applicants are added to the wait list and parking is assigned at SBD discretion.
- j. Parking access may not be subleased or shared by the assignee to other individuals and are not transferable except for carpools (see section 13, carpool policy).
- k. Motorcycle parking is allowed in spaces designated for motorcycle parking, unless all designated motorcycle stalls are unavailable another vacant stall may be used. Stickers and fees for such spaces are required. Motorcycles should be doubled up in stalls where possible.
- l. Bicycle parking is not allowed in garages or lots and only where appropriate bicycle racks are located.
- m. Only one vehicle per employee may be parked at a time

8. Rates/Payments:

The rates for all parking assignments will be determined in accordance with Neb. Rev. Stat. § 81-1108.17 (Appendix D)

All assignments for State owned vehicles may be billed to and paid for by the agency through the interagency Billing Transaction (IBT) process.

If an employee needs to update vehicle information for a change of vehicle driven to work or would like an additional AVI sticker for a same employee-owned additional vehicle, submit the "Vehicle Updates, Additional AVI Stickers & Permits Form" (Appendix E) to SBD.

Employee's utilizing private parking may be able to utilize payroll deduction. Contact SBD to determine if the parking facility has been designated for payroll deduction and then submit the "State of Nebraska Tax

Exemption Parking Plan Employee Election to Participate Form” (Appendix F) to SBD to initiate payroll deduction.

9. Termination or Revocation of Parking Permits or Spaces:

SBD reserves the right to suspend or terminate an employee’s parking privilege at any time. Upon suspension or termination of an employee’s parking privilege, the parking hang tags or prox cards, if issued, should be returned to SBD or a charge equal to their replacement cost will be assessed.

10. Violations:

Violations include but are not limited to:

1. Parking without proper authorization and/or State and local registration laws
2. Parking in a marked “No Parking” area, TSB pool vehicle spot, sidewalk, driveway or other unauthorized area
3. Failure to permanently attach sticker or display hang tag
4. Driving the wrong direction
5. Backing into a garage parking stall
6. Driving in an unsafe manner
7. Not abiding by the posted speed limit
8. Violating vehicle height restrictions
9. Not parking within the lines of the stall
10. Transferring, sharing, or duplicating parking hang tag or prox card with anyone other than to whom it was issued
11. Parking or attaching a bicycle, motorcycle, scooter, or other means of conveyance to State property not specifically designed for such purpose
12. Any other violation of this policy
13. Any violation of State law or agency policy

11. Enforcement:

Enforcement may be administered by SBD, NSP Capital Security Division, Omaha State Office Building Security staff, or other authorized law enforcement agencies.

Violations of parking facility rules and/or policies may result in:

- Warning
- Citation
- Vehicle immobilization
- Towing of vehicle at the owner’s expense
- Revocation of parking privileges
- Discipline

12. Accessible Parking:

To request Accessible parking submit the “Accessible Parking Request Form” (Appendix G) to SBD. Accessible parking hang tags or accessible plates must be displayed while the vehicle is parked in any accessible marked stall.

SBD will comply with the ADA standards for accessible design as published by the US Department of Justice and shall create accessible spaces according to the table in Section 4.1.2 (5) of these standards.

13. Carpools:

A carpool is defined as two or more State employees who commute to work in the same vehicle on a regular basis and who mutually agree to share one garage or lot assignment. Violation of this policy may result in the revocation of all members of the carpools' parking privileges.

The employee to whom the Carpool assignment is issued will:

1. Be designated as the point of contact person for the carpool
2. Submit the "Carpool Registration Form" to SBD (Appendix H)
3. Be responsible for the actions of all members of the carpool
4. Have the parking fee deducted from their payroll
5. Notify SBD of any changes in membership of the carpool, and at such time, a new carpool registration form must be completed
6. All members must complete a parking application form

Each member of the carpool is subject to all parking policies. Violation of any parking policy may be assessed against the contact employee.

14. Visitor Parking:

Visitor access to parking may be available for employee's not assigned in Lincoln and at the discretion of the State Building Division Administrator. An Agency requesting visitors should submit the "Visitor Parking Request Form" (Appendix I). Agencies requesting visitors will include billing information for the request. Executive level visitor requests will go to the Building Division Administrator for approval.