

## **PARKING ENFORCEMENT POLICY FOR LADOT-ISSUED GOVERNMENT, MILEAGE AND CONTRACTOR VEHICLE PLACARDS**

The following is the parking enforcement policy of the Los Angeles Department of Transportation (hereinafter LADOT) for vehicles owned and operated by governmental agencies, including privately owned mileage vehicles which are pre-authorized by the public agency to be used in lieu of company or agency-owned vehicles. This policy is intended to facilitate the mission of government and business improvement districts (hereinafter BID), whose employees perform routine official field duties (e. g., construction inspection and permit and use inspection) consistent with the needs of the general public for parking availability and traffic movement. This policy applies to parking of vehicles upon any regulated portion of Los Angeles City streets or highways, or City-owned off-street parking lots, and is based on provisions of the California Vehicle Code, including Sections 4155, 21055, and 22512, etc., and the Los Angeles Municipal Code, Section 80.05, etc. Nothing in this policy shall protect the driver of any vehicle from the consequences of his or her willful disregard of the safety of others, or relieve the driver of the responsibility to use good judgment, due care, and concern for the public welfare in the parking or stopping of vehicles on public streets or highways. No exemptions shall be granted under this policy if a placard was used for non-official business or to any vehicle(s) parked so as to cause an immediate safety hazard.

### **A. DEFINITIONS**

1. **Government Vehicles** shall mean owned or leased vehicles of the United States Government, the State, or any city, county, or political subdivision of the State.
2. **Mileage Vehicles** shall mean privately owned or leased vehicles belonging to and operated on official business by an employee of a governmental agency or utility company for which the employee receives reimbursement. These vehicles are required to display a valid official mileage placard issued by the LADOT if they wish to be considered for these parking exemptions.
3. **Diplomatic or Consular Vehicles** shall mean vehicles bearing license plates issued by the Office of Foreign Missions' Diplomatic Motor Vehicle Office, United States Department of State, to qualified foreign mission personnel and their family members. Although vehicles bearing these plates are subject to parking citations, they are not subject to booting or towing for outstanding parking citations.
4. **Contractor Vehicles** shall mean privately owned or leased vehicles belonging to companies doing work for the City of Los Angeles under contract; or to a registered BID with active assessments.

### **B. IDENTIFICATION REQUIRED**

1. All government vehicles shall be properly identified. Vehicles owned by a governmental jurisdiction shall bear distinctive license plates ("E" plates, etc.) and may also display official seals and markings. Leased, unmarked, or rented vehicles operated by a governmental agency must display LADOT-issued official government vehicle placard to receive the parking exemptions provided to government vehicles by this policy.

Diplomatic or Consular vehicles are not permitted to utilize identifying placards; they must bear official Department of State-issued plates.

2. Placards:

- Must be displayed on lower left side (driver's side) windshield to be valid
- Must not cover vehicle identification number
- Must be displayed as to clearly show the name and address of the driver (business card) and the expiration date of the mileage placard
- Are only valid for the vehicles with the same license plate numbers printed on the placard by LADOT, except as indicated in Section C - 5 & 6

All privately owned mileage vehicles shall display, in a clearly visible manner, on the driver's side dashboard, an original and current official mileage placard designed, printed, and issued by the LADOT. Copies of placards, expired placards and defaced placards will not be honored.

Failure to display a valid placard, even though one has been issued to an employee of any agency, suspends the courtesies granted under Section E - 2 of this document. If a valid placard is not visible at the time the parking citation is issued, the parking citation shall not be canceled. If an employee believes a citation was issued in error, the employee may contest the citation according to the requirements of Section F (ADMINISTRATIVE REMEDIES). Any individual issued a placard who receives more than three (3) parking citations in any twelve month period for failure to properly display the mileage placard, or for parking in violation of the requirements of this policy may be subject to having the mileage placard and the privileges allowed hereunder revoked.

Lost placards must be reported to the LADOT on the Department's Form 94-297, Lost, Stolen or Damaged Equipment, Material or Supplies Certification. A copy of this form may be obtained by contacting the LADOT Vehicle Placard office at (213) 978-4400.

3. All requests to renew vehicle placards must be forwarded to the LADOT Parking Operations and Support Division, Attn: LADOT Placard Coordinator, within 45 days of the placard expiration each year. This request letter must be on agency letterhead and signed by the chief administrative officer (or designee) of the agency; and must include a qualifying certification statement. An appropriately formatted excel spreadsheet must be provided via email as an excel document, not PDF. One business card for each requested placard must also be provided. Email us at [LADOT-Placards@lacity.org](mailto:LADOT-Placards@lacity.org) to request the Placard Requirements, excel template and a sample request letter with the appropriate certification statement. All placards shall be subject to audit upon request by the LADOT. Additional documentation may be required to substantiate eligibility. Failure to submit documentation in a timely manner as requested by the LADOT may result in forfeiture of privileges afforded by this policy.

**C. ADDITIONAL RULES FOR USE OF LADOT-ISSUED PLACARDS**

1. LADOT-issued vehicle placards should be used in conducting **official business only**. They are not to be used for personal or non-official business.
2. Placard holders are only allowed to have one vehicle mileage placard with a maximum of three (3) license plates at any given time.

3. The license plate of the vehicle(s) used in the performance of official business must be reflected on the employee's mileage placard.  
In cases where an employee's mileage vehicle is in the shop for repair and the employee uses a rental or loaner vehicle to conduct official business, that rental or loaner vehicle shall be given the same courtesy exemptions as the employee's mileage vehicle, provided that documentation is submitted with any request to cancel a parking citation issued to that rental or loaner vehicle. **Acceptable documentation is a repair receipt showing the dates that the mileage vehicle was received in and released from the repair shop. LADOT will consider cancellation of a parking citation ONLY if the citation is issued within the dates shown on the repair receipt.**

4. It is the responsibility of each requesting agency to ensure that accurate information is sent to the LADOT when renewing mileage placards.

Upon receipt of newly issued mileage placard(s), it is the responsibility of the agency and employee to ensure that all information listed on the face of the mileage placard is correct. Mileage placards must not be used if it contains erroneous or incorrect information. The agency must notify the LADOT by requesting a replacement placard as soon as the error is realized. The LADOT will issue a new placard for that employee upon return of the erroneous placard.

5. In case an employee sells his/her mileage vehicle, the agency **must** notify the LADOT in writing and return the employee's mileage placard.

6. When an employee purchases another vehicle, that vehicle will have the same exemptions as their mileage vehicle for up to four (4) months from the date of purchase. This will allow sufficient time for the employee to receive their new license plate, and for their agency to request an updated mileage placard to reflect that new license plate number. **In cases where a parking citation is issued to the newly purchased vehicle within the above stated timeframe, a copy of the purchase agreement must be submitted as proof of ownership along with the request to cancel the citation, as stated in Section F (Administrative Remedies).**

## 7. **ELIGIBILITY REQUIREMENTS FOR LADOT-ISSUED MILEAGE PLACARDS**

- Government employees only
- Employee must perform official field duties on a regular basis
- Employee must receive monetary reimbursement for the use of their personal vehicle in lieu of agency-owned vehicles

### **Exception**

#### **Los Angeles City Employees ONLY**

In accordance with IRS rules for employee benefits, any employee receiving transit reimbursement from the City **IS NOT** eligible to receive an Official Mileage Placard. Contact the Personnel Department Employee Benefits Division for further information.

## **ELIGIBILITY REQUIREMENTS FOR LADOT-ISSUED CONTRACTOR PLACARDS**

- Vehicles must be privately owned or leased by companies or their employees who are under contract with the City of Los Angeles to do work for the City of Los Angeles.

**D. HOME/OFFICE PARKING VIOLATIONS**

The exemptions described in this policy **do not** apply to any employee with a mileage placard who parks closer than **two blocks** from the employee's primary work site address listed on the front of their placard. For example, if the employee's home office is 100 S. Main Street (Caltrans Building), the employee shall not park closer than the boundaries of Aliso Street to the north, 4<sup>th</sup> Street to the south, Hill Street to the west, and San Pedro Street to the east. The block of the employee's work address does not count as one block.

**Note to City of Los Angeles Employees.** It is not the policy of the City of Los Angeles to allow or provide overnight parking for any vehicle in any City facility (owned or leased).

Permit Parking Areas

An employee **residing or visiting** in an area that requires a Preferential or Overnight Parking Permit must **not** use his/her mileage placard to park on the street during the hours that "PERMIT PARKING ONLY" is being enforced, unless the employee is performing official business.

Any individual issued a placard who receives more than three (3) parking citations in any twelve month period for home/office parking violations may be subject to having the individual mileage placard revoked. The LADOT reserves the right to deny issuance of mileage placards to any employee who violated this policy and/or received more than three parking citations within the past twelve months.

**E. ENFORCEMENT POLICY**

1. **No exemption will be granted to any employee or agency while on routine business for the following restrictions at any time. It shall be the responsibility of the vehicle operator to read the signs, within the block if necessary, to ensure adherence to posted regulations. Compliance with these restrictions is essential to the orderly and safe movement of both pedestrians and vehicles:**

- Alleys
- No Parking Zones
- "Tow Away" Zones
- "No Stopping" Zones
- Red Curb
- Red Curb for Bus Zones
- No Parking for Street Cleaning
- Passenger Loading Zones (White Zone)
- Handicapped Zones (Blue Zone)
- Commercial Loading Zones (Yellow Zone)
- Fire Hydrants
- Taxi Zones
- Temporary No Parking or No Stopping Restrictions

2. **Routine Business:** Any government or contractor vehicle dedicated to work on a City of Los Angeles contract, or mileage vehicle, while necessarily in use for the routine official business of the government agency or BID, but not engaged in Emergency, Construction or Repair Work will be granted the following exemptions from posted parking restrictions, provided such vehicles are properly identified as described in Section B above:

- Time Limit parking - (1 hr., 2 hr., etc.)                      Exempted if performing official business
- Preferential Parking Districts                                      Exempted if performing official business
- Parking Meters    Government, contractor vehicles dedicated to work on a City contract, & Government Employee Mileage Vehicles are allowed to park beyond the time limit specified.

Regardless of the above exemptions, no exemption will be granted to any vehicle(s) parked so as to cause an immediate safety hazard.

**F. ADMINISTRATIVE REMEDIES**

If a parking citation appears to have been issued contrary to this policy, a letter must be directed to the LADOT at the address listed below for investigation and appropriate action. The letter must be printed on agency letterhead; it should be sent within twenty-one (21) days from the date the citation was issued; it should include specifics of the incident (circumstances, time, location, vehicle and driver information); and it must be signed by the cited employee's supervisor, or their authorized designee. A copy of the citation and the placard should also be included. Under no circumstances should a citation be delivered to a Parking Enforcement Office with a request for cancellation.

LADOT - Parking Violations Bureau  
P.O. Box 30420  
Los Angeles, CA 90030

**Contractor Vehicles**

In the case of a contractor vehicle, the head of the Department overseeing the Los Angeles City contract must request administrative review by sending a letter on their department letterhead to the LADOT - Parking Violations Bureau at the address listed above, listing therein the name of the contractor, the nature of the work being performed, the start and estimated completion dates of the project, and the boundaries of the approved construction zone for the project. **Requests for administrative review submitted directly from contractors will not be considered.**