



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Los Angeles Department of Transportation (LADOT)
Official Mileage Vehicle Parking Placard Request

NUMBER: REF-6649.4

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PURPOSE: The purpose of this Reference Guide is to provide guidance for applying for a Los Angeles Department of Transportation (LADOT) Official Mileage Vehicle parking placard, as regulated by the California Vehicle Code and distributed by LADOT. Only LAUSD employees (not contract employees) who are eligible to receive mileage reimbursement, for the use of their personal vehicles while on District-related business, may request a parking placard.

MAJOR CHANGES: This Reference Guide replaces REF-6649.3, Official Mileage Vehicle Parking Placard Application, dated May 2, 2019.

ROUTING
All Employees
All Locations

The following changes apply:

1. Employees are required to apply for a parking placard online at <https://placard.lausd.net>
2. The annual renewal period will open during the spring of each school year. Additional application periods for new employees, updates to vehicle information, and/or replacement of lost/stolen parking placards will open for a period during the fall and winter of each school year.
3. Employees no longer need to access the online application from within an LAUSD network. The application website can now be accessed from a non-District network.
4. Instructional user guides and LADOT documents can be found prior to each application period on the Transportation Services Division (TSD) website <https://achieve.lausd.net/transportation>, the parking placards website <https://placard.lausd.net>, or by contacting the TSD parking placard administration office via email at parkingplacard@lausd.net.
5. The TSD will conduct routine mileage reimbursement verifications for existing employees applying for a parking placard.
6. The TSD website and/or the parking placards website will have the most up-to-date information.

INSTRUCTIONS: Instructions and responsibilities are as follows:

- A. Division Administrator(s) or Local District Superintendent(s) Responsibilities:



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1. The Division Administrator or Local District Superintendent shall assign a designee to be responsible for coordinating the parking placard requests for their division/office.
2. The Division Administrator or Local District Superintendent will be required to approve their employees' parking requests online at <https://placard.lausd.net>. In approving employees' parking requests, the administrator attests that the employee is in a classification that requires them to perform routine, official District-related field duties and is eligible to receive mileage reimbursement.
3. Review the *Instructional Guide for Administrators and Designees - LAUSD Online Application for LADOT Parking Placard*.

B. Department Designee Responsibilities:

1. Distribute Reference Guide 6649.4 to employees in your division/office whose job duties require them to be out in the field for District-related business, and who claim mileage reimbursement while using their personal vehicle.
2. Request that the applicable employees read the City's Parking Enforcement Policy upon receiving the reference guide.
3. Review the *Instructional Guide for Administrators and Designees - LAUSD Online Application for LADOT Parking Placard*.
4. Review the *Instructional Guide for Applicants - LAUSD Online Application for LADOT Parking Placard*.
5. Log into the online Parking Placard Application by entering your LAUSD single sign-on credentials and logging in as an Administrator. Review and update the applicant's information. If the applicant has been incorrectly assigned to your office and administrator, send the application back by clicking the "Wrong Office" button. Lastly, if you need to modify your office and/or administrator, please notify the TSD parking placard administration office at parkingplacard@lausd.net.
6. The designee will receive an e-mail notification when the parking placards are ready for pick-up. Only the administrator or designee from the Division/Office will be allowed to pick-up the parking placards. The pick-up location is:

Transportation Services Division (TSD)
Roybal Administration Suites
115 N. Beaudry Avenue
Los Angeles, CA 90012

C. Applicant's Responsibilities:

1. Review the *Instructional Guide for Applicants - LAUSD Online*



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Application for LADOT Parking Placard.

2. Go to <https://placard.lausd.net> to apply for the parking placard online.
3. Employees who have a vehicle without a license plate or with a temporary license plate must wait to apply until they have received their permanent license plate from the California State Department of Motor Vehicles.
4. Employees issued a parking placard must adhere to the following guidelines:
 - i. Comply with all restrictions and regulations set forth by the City of Los Angeles as it relates to the use of the parking placards, per the *LADOT Parking Enforcement Policy*.
 - ii. Ensure that the information on the parking placard is correct.
 - iii. Possess ONE (1) parking placard for the school year.
 - iv. Use the parking placard only if it coincides with the vehicle driven by the employee while on District business; otherwise, the employee may receive a parking citation and will be responsible for payment of citation.
 - v. Placards are available only for privately owned or leased vehicles belonging to and operated by an employee while conducting official business. Staff that have been assigned a District vehicle with exempt plates (“E plates”) are not eligible for a parking placard.
 - vi. Shred and discard expired parking placards. Using an expired parking placard may result in a parking citation to which the employee is responsible for payment.
 - vii. Employee is held responsible for any parking violation citations received. If the employee wishes to contest the violation ticket, the employee must follow instructions in the *LADOT Parking Enforcement Policy*, Section F Administrative Remedies.
 - viii. Use the parking placards only for District business. The parking placard cannot be used for non-business related (personal) parking. In addition, the parking placard cannot be used within two (2) blocks of the employee’s work address.
 - ix. Avoid parking in No Parking Zones, alleys, or commercial loading zones. Parking placards cannot be used in these areas.
 - x. Utilize the LADOT parking placard only in the City of Los Angeles (locations within LAPD boundaries). If not within the City of Los Angeles boundaries, please confirm with the local police agency before parking using an LADOT parking placard.



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- xi. Complete *LADOT Form 94-297* if the parking placard is lost, stolen, or damaged. The highlighted areas must be completed. The form must include your supervisor's investigative findings and signature. Submit a business card with your license plate number (maximum three vehicles) listed on the back. Submit the completed form to your department designee with one business card on the next available.

RELATED RESOURCES:

Related resources can be reached at <https://achieve.lausd.net/Page/17178>

- Instructional Guide for Administrators and Designees
- Instructional Guide for Applicants
- LADOT Parking Enforcement Policy
- LADOT Form 94-297

ASSISTANCE:

For assistance or additional information, please contact the TSD parking placard administration office at parkingplacard@lausd.net.