

## EMPLOYEE PARKING LOT POLICY

1. Required placement of stickers: Car/Truck/Van: Driver's side rear bumper OR rear window on the driver's side lower corner. Motorcycle: The left front fork or front fender.
2. Employees may not park in the parking lot, regardless of employment status, until this form has been fully read and completed; a valid parking sticker has been issued, and has been permanently affixed to the stated vehicle.
3. Only employees that work in the Airport Terminal Area as a condition of employment, or Airline flight crew members, will be issued employee parking stickers.
4. There will be only one (1) parking sticker issued to an employee under normal circumstances. Employees who require an additional sticker must show that both vehicles are registered to the employee, or the employee's household. Employees may only have one (1) stickered vehicle at a time in the parking lot.
5. Should temporary authorization be required, (i.e. Vehicle breakdown, borrowed vehicle) authorization will be given by the Public Safety Department (498-4820). It is the employee's responsibility to notify Public Safety in advance.
6. Employee parking stickers are not transferable to any other person or vehicle.
7. Employee parking privileges are only extended during the term of employment, and only during employment required hours.
8. Airline flight-crew members are only allowed to park in the back (North) three (3) rows of the employee lot and are permitted to park overnight. Employees other than flight crew may park overnight in the back three (3) rows only if 1) they are commuting on days off, or 2) traveling on job related business.
9. Vehicles parked in any employee parking lot space other than the back three (3) rows, which do not have approval of the Public Safety Department, will be ticketed daily and subject to towing.
10. No vehicle may be parked in the employee lot for more ten than (10) consecutive days, unless business would cause the employee, or airline flight crew member to be gone for a longer period. In that case, the employee's supervisor is to advise Public Safety in writing on company letterhead with the number of days the employee's car will be in the lot. No vehicle will be permitted to remain in the lot for more than twenty-one (21) consecutive days. Violators will be subject to ticketing, towing, and permanent loss of parking privileges.

I have read and understand all of the above stated regulations regarding employee parking. I hereby abide by these regulations and fully understand that any violations of one or more of these may lead to ticketing, towing, or loss of my parking privilege.

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

DATE: March 26<sup>th</sup>, 2019



Green Bay Austin Straubel International Airport

Employee Parking

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Parking Sticker # (OFFICE USE ONLY): \_\_\_\_\_ VIN #: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate State: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Parking Sticker # (OFFICE USE ONLY): \_\_\_\_\_ VIN #: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate State: \_\_\_\_\_ License Plate #: \_\_\_\_\_

Parking Sticker # (OFFICE USE ONLY): \_\_\_\_\_ VIN #: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate State: \_\_\_\_\_ License Plate #: \_\_\_\_\_

OFFICE USE ONLY

Officer Initials/ #: \_\_\_\_\_ Date: \_\_\_\_\_

Verify current company ID for flight crews. Officer Initials/ #: \_\_\_\_\_

Fee amount collected: \_\_\_\_\_ Receipt #: \_\_\_\_\_