



Employee Parking Policy and Procedures

Office Hours:

Monday - Friday

8:30 a.m. to 4:00 p.m.

Closed Holidays

(206) 787-5320

POLICY:

Employee parking and bus service is provided to active employees of airport tenants based in Seattle at Sea-Tac International Airport, or those authorized by the Port of Seattle Employee Parking Office. Port of Seattle Employee parking facilities and transportation services are available to employees that have a current program account. Employee parking and transportation are fee-based services. The parking lot is to be used in conjunction with official business duties. This excludes parking for vacations or other non-related airport business matters.

Parking cards may be obtained with the following:

- ✓ A company authorization letter is needed if your employer is paying for your parking.
- ✓ A company badge or a Port of Seattle badge.
- ✓ A Driver' s License for employer sponsored parking or a Washington State Driver' s License (required) for self-paid parkers.

Checks are acceptable for the exact amount due.

PROCEDURES:

- The lot and Proximity Card (Prox Card) are to be used only by the authorized employee customer. Prox Cards are not transferable. Unauthorized use by anyone other than the employee customer whom the card has been issued is grounds for confiscation and suspension of parking and/or transportation privileges.
- All vehicles parking in Port of Seattle lots must be currently licensed with the Department of Licensing. It is the responsibility of the employee to notify the Port of Seattle Employee Parking office of any changes in vehicle and/or license plate numbers. License plate inspections of the parking facility will be performed and illegally parked vehicles may be ticketed and impounded at owner' s expense.
- If you are going to park your vehicle for longer than 30 days, you must notify the Guard, and provide your license #, location, return date.
- Employees will not be validated for parking in the garage or any off airport parking lots.

- Port of Seattle ID, or company ID, is required to enter the lot and board the employee bus. Companies that are not provided Port of Seattle ID must have the Prox Card with them to board the employee bus.
- If there is a problem with your Prox Card, use the intercom for assistance and/or call the Employee Parking Office at (206) 787-5320 to report the problem.

VIOLATIONS:

In order to keep our lots safe and well maintained, we ask and expect our patrons to refrain from the following actions. Please be advised that any of the violations below could result in your vehicle being impounded at your expense.

- Storing or abandoning vehicles in the lot is prohibited.
- Only one vehicle is permitted to be parked in the lot at a time.
- Campers, motor-homes, trailers, and RVs are prohibited. Conversion vans and oversize vehicles that take up more than one parking space are not allowed.
- No vehicle maintenance, washing of vehicle, changing of vehicle fluids or storage of such fluids will be allowed. (Oil, Antifreeze, Brake Fluids, Transmission Fluids.) WAC 246-290.
- Do not park vehicles in the lot that are leaking any fluids.
- Do not damage any Port of Seattle property. This will be cause for prosecution. The same will apply for any employee caught breaking the entry gate and/or tampering with the card reader.

LOST/STOLEN/DAMAGED:

- Lost or stolen Prox Card must be reported in person to the Employee Parking Office immediately. There is a \$15.00 nonrefundable replacement fee* for lost or stolen cards.
- Damaged cards need to be replaced in person at the Employee Parking Office. You must bring the damaged card in with you at the time of replacement. There is a \$15.00 nonrefundable replacement fee* for damaged cards. Cards more than 2 years old may be replaced without charge.

* This fee is due upon replacement. It is not billed to your company nor waived. The replacement fee is subject to change without notice.

NSF CHECKS:

- There will be a \$20.00 per transaction fee charged on all checks returned by the bank for any reason of non-collection.

EMPLOYMENT TERMINATION:

- You must return your Prox Card to your employer or the Employee Parking office upon termination from duties associated with Sea-Tac Airport.

“ While we at all times endeavor to protect the property of our patrons, we will not be responsible for loss or damage to automobiles, or accessories thereto or anything therein contained by fire, theft or any other cause whatsoever.”



General Proximity Card Information

There is a guard on duty 24 hours a day, 7 days a week. The guard is there for your assistance.

If you forget, lose, break or are having other trouble with your card – there is an intercom at the entrance and the exit of the parking lot for communicating with the guard on duty. The guard should respond within minutes and depending on the situation, can allow you to sign in and park for the day, or let you out.

IF YOU TAKE IT UPON YOURSELF TO PARK ELSEWHERE, WE WILL NOT VALIDATE OR REIMBURSE YOUR PARKING.

Your “ Prox Card” works on an enter/exit sequence. When you use your card to enter the lot, you must then use your card to exit the lot. If for some reason (like the ones listed above) the guard lets you into the lot, then he must also let you out.

If you lost your card, there is a \$15.00 (nonrefundable) replacement fee. If your card breaks, there is a \$15.00 (non refundable) replacement fee. Bring the broken card in with you to get it replaced. In both cases, you must come to our office for your replacement card. We accept cash, checks, and credit cards (Visa, MasterCard, and American Express).

Because of the detector, a vehicle must be present when using your card at the entrance/exit of the lot. Therefore, be very careful near the gate arm if you are on a motorcycle, bicycle or on foot.

The only place your “ Prox Card” works is at the parking lot that you were assigned. Therefore, leaving your card in your vehicle is fine, but please take the following into consideration:

- Do not use the card for any other purpose other than for access control or identification.
- Do not leave it in direct sunlight, for example on the dash of a car.
- Do not expose it to extreme heat or open flame, for example clothes washers, dryers or irons.
- Do not expose it to organic solvents, thinners, mineral spirits, etc.
- Do not use it as an ice scrapper or scraping tool.
- Do not crimp, bend, or twist the card
- Do not machine wash or submerge in water

If you wear your “ Prox Card” with your ID badge, again taking the following into consideration:

- If you lose your ID badge, you will lose your parking card too.
- If your ID badge and card hang around your neck, you might get them caught in something possibly breaking or damaging both.
- If you wear an armband (which is flexible) with your ID and card, the constant pressure on your card could cause a stress crack resulting in damage or breakage. In other words, constant pressure between you, your card, and a hard surface could cause a stress crack.
- If you are careful with your card, it should last four years.

If you have any questions please call the Employee Parking office 206 787-5320.