



Seattle-Tacoma
International
Airport

Employee Parking Program (NEPL) Terms and Condition

Port of Seattle Employee Parking facilities and transportation services are provided to active qualified employees of tenants based at Sea-Tac International Airport (SEA). Included with parking privileges, a courtesy bus service is provided to and from the airport and the North Employee Parking Lot (NEPL).

For the convenience of NEPL parkers, three shuttle stops are available for pick up and drop off. The bus service runs in 10 min intervals; however, it is subject to adjustment based on any changes in operational conditions.

The NEPL has an on-duty guard on the premises 24 hours per day, 7 days per week for the safety and security of our parkers.

Program Eligibility Requirements

SEA Eligibility Policy - Only SEA-based (domiciled/ crew base) employees are permitted to park at the NEPL. All NEPL permit applicants Self Paid and Employer Paid must provide a SEA SIDA badge at the time of pick up. If the employee does not have a SIDA badge i.e., flight crew member he/she/they must provide verification of local employment of qualification with their application. i.e., letter from the employer on company letterhead authorized signer - evidencing that they legitimately work at SEA along with badge requirements.

SEA SIDA/Work Badge Requirement - Work badge or documentation showing legitimacy of employment must be shown along with another form of identification upon parking permit pick-up (i.e., Port of Seattle badge, airline crew badge in conjunction with driver's license or passport).

- ❖ The Port of Seattle will not accept employees with expired SEA SIDA badges into the program. All forms of identification must be active and valid to obtain parking.

Term - The parking permit is issued on a monthly basis and is subject to the policies and procedures implemented by the SEA Employee Parking Office. SEA has the right to modify the Terms and Conditions at its discretion.

Employee Parking Program (NEPL) Terms and Condition Cont.

NSF Checks - There will be a \$35 per transaction fee charged on all checks returned by the bank for any reason.

Nontransferable - The assigned parking permit is to be used by the authorized employee only and is ***not*** transferrable. Unauthorized use by anyone other than the employee is grounds for confiscation, and suspension of parking and/or transportation services.

Badge - A valid Port of Seattle badge or employer issued ID is required to board the bus.

First Come, First Served - All NEPL parking is on an unreserved 'first come, first served' basis.

Vehicle - Employee vehicles must be licensed with the Department of Licensing and maintain current and valid tabs. It the responsibility of the employee to notify the Employee Parking Office of any changes in vehicle registration.

****Illegally parked vehicles may be cited and/or impounded at the owner's expense. ****

- ❖ Vehicles are considered illegally parked when/if:
 - The vehicle is not registered with the Employee Parking Office.
 - The vehicle's tabs are expired, or a license plate is not displayed.
 - Unauthorized vehicles parked in ADA stalls.
 - Nonelectric vehicles parked in the electric stall or electric vehicles parked in an electric stall, but not being charged.
 - Parking in a stall prohibiting the operation, or an impediment to traffic.

10 Day Limit - Parking permits allow for employees to park up to 10 consecutive days. **Employees who expect to exceed the specified restriction must notify the Employee Parking Office in writing prior to the expiration of 10 days.** The letter must include contact information, vehicle description, and reason behind the extension. Letter does not guarantee an extension will be granted and the employee acknowledges that any vehicle parking in an unauthorized area or manner is subject to towing at the owner's expense.

Abandoned Vehicles - Employee parking will reach out to owners of vehicles left in the lot after the grace period with no prior notice. Failure to respond will result in vehicle being considered abandoned and subject to towing/impound without additional notice at the owner's expense.

No Parking Activity - SEA may terminate a parking permit if account has no activity within a 90-day period.

Employee Parking Program (NEPL) Terms and Condition Cont.

Lost, Stolen, Damaged Access Cards - Lost or stolen cards must be reported to the Employee Parking Office immediately. A \$15 nonrefundable replacement fee will be charged for the lost, stolen, or damaged parking permit.

- ❖ The replacement fee is subject to change without notice.

Vehicle Tailgating - Under no circumstance is tailgating allowed at entry or exit at the parking facility. Employees who are found tailgating will result in termination of parking privileges.

Facility Closure - SEA reserves the right to temporarily close the facility, or certain areas within, to perform necessary repairs, maintenance, or improvements. The Employee Parking Office will post notices for such closures. SEA reserves the right to conduct emergency closures without warning.

Vehicle Repair - 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.

Permitted Vehicles - Campers, motorhomes, trailers, and RVs are prohibited. Conversion vans and oversize vehicles that take up more than one parking space are not allowed. No camping allowed at the NEPL.

EV Vehicle Station (Charging Station) - Vehicle must be plugged in while parked at a charging station spaces, and only electric vehicles can park on those spaces.

Parking Limits - Only ONE vehicle is permitted in the lot at a time.

Vacation/Leaves of Absence - The parking lot is to be used for official business duties only.

- ❖ **NO vacation or personal use parking allowed**
- ❖ **Do NOT store or abandon your vehicle**

Fire, Theft, Damage or Loss - The Port of Seattle nor SEA shall not be responsible for fire, theft, damage or loss of vehicle or any personal property.

Safety - Employees shall use the parking facility in a manner not to endanger or cause a hazard, injury, or safety issue to others and/or their vehicles. Please observe all stop, caution, and speed signs. Anyone using the parking facility in a reckless manner will be cited and their parking privileges revoked.

Speed Limit - 10mph throughout the entire NEPL lot. Anyone that drives above the speed limit will have parking privileges at the NEPL revoked.

Employee Parking Program (NEPL) Terms and Condition Cont.

Termination - Employee must surrender parking permit to the employer or the Employee Parking Office upon termination of employment or other reasons that disqualifies an employee from the Parking Program.

Initial Payment - Employees are required to make their **first** payment and pick up their NEPL parking permit in-person at the Employee Parking Office. Employees must bring their two forms of identification and their payment method when picking up their parking card.

Online Payments - First payment must be made in person at the customer service window. Subsequent payments are available to be made online.

Proration Not Allowed - Parking is a singular payment. Employees will be unable to rollover to the next month for the unused portion if they did not use the parking permit for the entire month.

No Refunds - All sales are final

Parking Rates - Rates are determined by the Port of Seattle and are subject to change.

Self-Paid Online Account and Monthly Parking Payments

Employees must enroll in the program by visiting the Employee Parking Website at:

<https://www.portseattle.org/employee-services/airport-employee-parking>

Payment Link - [Port of Seattle: ePayments \(portseattle.org\)](https://www.portseattle.org/employee-services/airport-employee-parking)

Once on the Airport Employee Parking page, employees may apply for a North Employee Parking Lot parking permit under the 'Online Employee Parking Application' tab.