



Employee Parking Program (NEPL) Terms and Conditions

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

For the convenience of NEPL parkers, three shuttle stops are available for both pick-up and drop-off. The shuttle bus runs every 10 minutes from each stop; however, service frequency may be adjusted based on operational conditions.

The employee parking lot has an on-duty guard on the premises 24 hours per day, 7 days per week for the safety and security of our parkers. SEA shall not be responsible for fire, theft, damage or loss of vehicle or any personal property.

Program Eligibility Requirements

SEA Eligibility Policy - Only SEA-based (domiciled/ crew-based) employees are permitted to park at the NEPL. We require that all NEPL permit applicants, Self-Paid and Employer-Paid, provide an SEA SIDA badge at the time of pickup. If the employee does not have a SIDA badge, i.e., a flight crew member, he/she must provide verification of local employment or qualification with their application. e.g., a letter from the employer on company letterhead, signed by an authorized signer, that verifies they are legitimately employed by SEA, along with badge requirements.

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

- ❖ 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 monthly 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 our discretion.

NSF Checks - There will be a \$40 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*** transferable. 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.

Riders Pass (R-Pass) - Allows access only to the employee shuttle from main terminal stops and bus stops along Air Cargo Rd. You must show your R-Pass plus a valid Port of Seattle badge or employer-issued ID to board the shuttle.

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

Vehicle - Employee vehicles must be registered with the Employee Parking office, licensed with the Department of Licensing, and maintain current, valid tabs. It is the employee's responsibility to notify the Employee Parking Office of any changes to 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 have expired, or a license plate is not displayed.
 - Unauthorized vehicles parked in ADA stalls.
 - Non-electric vehicles parked in the electric stall or electric vehicles parked in an electric stall, but not being charged.
 - Parking in a stall prohibits the operation or is an impediment to traffic.

10 Day Limit - Parking permits allow employees to park for 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 the reason for the extension. The 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.

Vehicles parked over 30 days will be considered abandoned and will be subject to tow/impound without additional notice at the owner's expense.

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

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 circumstances is tailgating allowed at entry or exit at the parking facility. Employees who are found tailgating will have their parking privileges terminated.

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 space, and only electric vehicles can park in those spaces. EV charging stalls are limited and intended only for active charging. Failure to comply with these rules may result in the revocation of your parking privileges.

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 and work-related duties only.

- ❖ **NO vacation or personal use parking allowed**

- ❖ **Do NOT store or abandon your vehicle**

- ❖ **Only authorized employees with valid credentials are permitted to ride the employee shuttle. Minors, family members, and friends are not permitted on the employee shuttle.**

Fire, Theft, Damage or Loss - 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 that does not endanger or create a hazard, injury, or safety issue for 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 who drives above the speed limit will have their parking privileges at the NEPL revoked.



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 the unused portion to the next month if they did not use the parking permit for the entire month.

No Refunds - All sales are final

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>

Flexport Payment Link:

[Port of Seattle Airport - Welcome to the SEA Parking Customer Portal \(t2hosted.com\)](#)

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.

Employee Parking Office

EmployeesParking@portseattle.org

(206)787-5320

