

**JET PROPULSION LABORATORY**  
**PARKING AND TRAFFIC REGULATIONS**  
**FOR**  
**SUPPORT SERVICE CONTRACTS**  
**PERFORMED AT**  
**JET PROPULSION LABORATORY**  
**4800 Oak Grove Drive**  
**Pasadena, California 91109**

**Dated: 1/06/2003**

1.0 Who Must Comply With These Requirements

All employees, contractors, and non-JPL personnel who are required to park in JPL parking lots and/or drive on Laboratory roadways.

2.0 General

2.1 All persons who drive a vehicle on Laboratory premises shall have a valid driver's license and vehicle registration in their possession.

2.2 Operators of motor vehicles and bicycles shall obey all posted traffic controls, including stop signs, crosswalks, one-way street designations, disabled-only parking spaces, etc., as well as comply with all state and local traffic regulations.

2.3 No person shall drive a motor vehicle or bicycle on Laboratory premises in a manner that endangers personnel or property, or impedes traffic flow.

2.4 Operators of all types of vehicles shall watch for other vehicles, pedestrians, and wildlife.

2.5 All vehicle operators shall have at least one hand on the wheel or handlebars at all times.

2.6 Motorcycles shall be parked in designated motorcycle areas.

2.7 Bicycles shall be parked in bicycle racks.

2.8 Motorcycle riders shall properly wear approved safety helmets on Laboratory property as required by California State Law.

2.9 Riders of bicycles, mopeds, motorized cycles, and/or scooters shall properly wear safety helmets (ANSI Z 90.4, Snell, CPSC, or ASTM 1447 approved) while on Laboratory property.

2.10 Personnel shall not use non-motorized scooters, 'razor' scooters, skateboards, roller skates, or any kind of other skates on the Laboratory.

2.11 Security officers shall have the right to conduct searches of vehicles on the Laboratory at any time.

*Note: Stop signs are posted at vehicle gates for safety purposes at these congested locations, and to permit Security Officer surveillance of inbound and outbound vehicle interiors.*

*Note: Pedestrians should not walk in the street where sidewalks are available.*

3.0 Operating Speeds

- 3.1 The speed limit in all parking lots shall be 10 miles per hour, unless otherwise posted.
- 3.2 The speed limit on all Laboratory roadways shall be 20 miles per hour, unless otherwise posted.

4.0 General Parking Regulations and Provisions

- 4.1 Individuals shall park no more than one vehicle on Laboratory property at any given time.
- 4.2 Authorized parking spaces shall be designated by concrete wheel stops (headstones) and/or markings on the pavement.
- 4.3 Authorized parking spaces for a person with a valid California Disabled Person placard and a JPL Medical Permit shall be designated by blue squares with white wheelchair markings.
- 4.4 Disabled parking shall be authorized by Occupational Health and Protective Services.
- 4.5 Parallel parking shall be in the direction of traffic flow.
- 4.6 When parked on a grade, a vehicle's front wheels shall be turned toward the curbing or edge of the roadway, the engine turned off, the parking brake set, and the transmission left in gear (if manual) or in park (if automatic).
- 4.7 Wheels on large vehicles and heavy equipment that are parked on a grade shall be blocked with wheel chocks.
- 4.8 Vehicle parking duration shall be limited to 24 hours unless prior arrangements have been made with Protective Services.
- 4.9 Parking for greater than 24 hours shall be limited to business purposes only.
- 4.10 Vehicles parked for more than 24 hours without authorization shall be subject to JPL citation, and after 72 hours, citations and towing by the Los Angeles County Sheriff's Department with towing and impound fees paid by the owner.

5.0 On-Lab Parking

- 5.1 On-Lab parking hang tags shall be issued to eligible personnel (see below).
- 5.2 Parking hang tags or passes shall be displayed at all times while the vehicle is parked on-Lab.

*Note: Display of hang tags and passes are not required during off-hours. (Off-hours are after 4:30pm, weekends, and holidays).*

*Note: Remove hang tag from sight when operating vehicle off-Lab.*

- 5.3 Hang tag holders shall park their vehicles only in designated parking spaces.
- 5.4 Hang tags shall be non-transferable.
- 5.5 Loaning a hang tag or identification badge, receiving such a loan, or altering a hang tag or an identification badge for any reason, including to acquire on-Lab parking privileges, shall be considered a security violation, and may result in disciplinary action up to and including termination.
- 5.6 Lost or stolen hang tags shall be immediately reported to the Parking Coordinator.
- 5.7 The Laboratory has five color-coded parking areas, with reserved parking hang tags color-coded to coincide with the parking area assigned to the authorized user (see 5.13).

The color coding shall be as follows:

Green – All Lab perimeter lots.

Blue – Lot west of Building 180.

Silver – Mariner Road, east of the mall, north of building 198, and the parking lot east of Building 302.

White – Under 167 Cafeteria.

Red – Under Building 301.

Vanpool and three-person carpools – In the user's designated space only.

- 5.8 Persons authorized to park on-Lab but not assigned to a color-coded area shall park in spaces as identified by white or unpainted headstones and/or markings. (Excluding lot under Building 167.)

- 5.9 Persons issued a color-coded hang tag shall park in their designated areas only.
- 5.10 Persons with a valid Red, Blue, or Silver tag unable to find parking in their assigned color shall be permitted to overflow into a Green lot.
- 5.11 No parking overflow shall be allowed from Green into Silver, Red, Blue, or White lots.
- 5.12 All vehicles except those engaged in parallel parking shall park head-in.
- 5.13 Personnel shall receive colored lot parking privileges as follows:
- Those in the job classification of Fellow, Principal, Chief Scientist, Chief Technologist, Line, and Program/Project Manager Level II or III.
  - (2) Staff Assistant/Lead Secretary to the members of the Executive Council.
  - Employees who have 25 or more years of continuous service with JPL/Caltech.
  - Individuals with a disability, as determined by Occupational Health Services.
  - Vanpool and three-person carpools, as designated by the Ridesharing Office.
- 5.14 Personnel shall receive unassigned on-Lab non-colored (Tan hang tags) parking privileges as follows:
- Those in the job classification of Line and Program/Project Manager Level I
  - Senior Level A
  - Administrator IV
  - Two-person carpools, as designated by the Rideshare Office.
  - Those requiring medical permits (see 7.9, below).
  - Those holding Expeditor, Service, and Special Use passes, according to the regulations in 6.0, below.
  - Persons riding “Street Legal” motorcycles or motorbikes, who possess a JPL picture badge, are authorized to park on-Lab in designated motorcycle parking areas.

Persons driving electric automobiles (EVs), who possess a JPL picture badge and a pass from the JPL Rideshare Coordinator.

## 6.0 Special Parking Regulations and Provisions

6.1 Major buildings shall be provided with parking spaces marked (variously) "Service," "30 Minute" (Special Permit Only), or "1 Hour" (Special Permit Only).

6.1.1 Spaces designated "Service" shall be for the use of Laboratory service vehicles, delivery vehicles, service subcontractors, and certain individuals with a disability whose duties take them to several buildings.

6.1.2 "Service" or any limited time space shall be for the use of personnel from off-Lab sites (such as Goldstone) or those holding Special Visitor passes.

*Note: These personnel may also park in the Visitor Lot or Visitor Annex.*

6.1.3 Limited time spaces shall be for the use of personnel holding valid Expeditor passes.

6.1.4 Expeditors shall not park in "Service" spaces.

6.2 Under no circumstances shall vehicles displaying Expeditor passes park in limited time spaces in excess of the posted time limit.

6.3 Service personnel and holders of Special Visitor passes who expect to remain on-Lab all day shall park in the Visitor Lot or Visitor Annex.

6.4 Caltech faculty and staff shall, upon showing proper identification, be permitted to park in the "Caltech Only" spaces in the Visitors Lot.

6.5 JPL Retirees shall park in the Visitor Lot, or Visitor Annex.

## 7.0 Issuance of Special Parking Cards, Passes, and Permits for On-Laboratory Parking

7.1 **Vehicle Access Permit (JPL Form 3873) with "Delivery"** circled shall be issued to persons making commercial deliveries on-Lab.

7.1.1 **Service** shall be circled and issued to non-employees providing service/construction on-Lab.

- 7.1.2 Both types (Delivery and Service) shall be issued at vehicle access gates.
- 7.1.3 The permits shall be displayed on the vehicle dashboard and returned at the same vehicle gate from which they were issued.
- 7.2 **Vehicle Access Permit (JPL Form 3873) with “Entry Permit”** circled shall be issued at the south and main gates to personnel desiring to enter the Laboratory for short periods of time (20 minutes or less) for delivery and/or pickup purposes.
  - 7.2.1 The permit shall be displayed on the vehicle dashboard.
  - 7.2.2 Parking shall be limited to Service or limited time spaces and/or loading zones.
  - 7.2.3 Entry permits shall be returned at the same vehicle gate from which they were issued.
- 7.3 **Expeditor Passes** shall be issued to JPL or contractor workforce after a written request (with justification) is submitted by a Directorate, division or project office and approved by the Manager of Security and Protective Services or designee.
  - 7.3.1 Expeditor passes requested by projects for line employees shall require line management concurrence.
  - 7.3.2 The passes shall be displayed on the vehicle dashboard.
  - 7.3.3 Parking shall be restricted to limited time spaces.
  - 7.3.4 Once the expediting function is finished, the vehicle shall be returned to its regularly designated parking location.
  - 7.3.5 Expeditor passes shall not be used to park on-Lab when not expediting.
- 7.4 **Temporary Project Passes** shall be issued to Project personnel working special assignments or irregular hours.
  - 7.4.1 The Parking Coordinator shall issue Temporary Project Passes based on a written justification with Directorate or Division concurrence.
  - 7.4.2 Temporary Project passes requested by Projects for line employees shall require line management concurrence.
  - 7.4.3 Passes shall be displayed on the vehicle’s dash.

- 7.4.4 Parking shall be authorized in Unassigned spaces only.
- 7.5 **Performance Based Parking Hang Tags (Yellow)** shall be issued by the Parking Office to each Directorate based on a predetermined allotment.
  - 7.5.1 Each Directorate shall determine who is issued the performance based hang tag in their organization based on eligibility guidelines.
  - 7.5.2 Hang tags shall be displayed on the vehicle.
  - 7.5.3 Parking shall be authorized in Unassigned spaces only.
- 7.6 **Lottery Parking Hang Tags (Orange)** shall be issued by the Parking Office to winners of a Laboratory conducted lottery.
  - 7.6.1 Hang tags shall be displayed in vehicles while on-Lab.
  - 7.6.2 Parking shall be authorized in Unassigned spaces only.
- 7.7 **Special Visitor Passes** shall be issued by the Parking Coordinator based on a written justification, submitted by the Directorate, division or project office and controlled at the off-Lab complex from which the JPL or contractor workforce are visiting.
  - 7.7.1 The pass shall be displayed on the vehicle dashboard.
  - 7.7.2 Parking shall be limited to service and/or limited time spaces only.
  - 7.7.3 Special Visitor Passes shall be available only to individuals with off-Lab offices.
- 7.8 **Transit Passes** shall be issued at the East or South Gate for those employees who wish to drive through the Laboratory for access to either off-Lab (east or west) parking lots.
  - 7.8.1 The Officer shall log the Transit Pass with the employee's badge number and vehicle license numbers.
  - 7.8.2 The employee shall surrender the Transit Pass at the other gate within 10 minutes.
- 7.9 **Medical Parking Permits (JPL Form 3773)** shall be issued to those individuals who have been confirmed by Occupational Health Services (OHS) as being disabled or in need of medical parking.

7.9.1 OHS shall determine both the duration and the authorized location of the allowed parking.

**Note:** *The key criteria for qualifying for a medical parking permit is whether there is a medical condition that significantly impairs the ability to walk short distances and that cannot be accommodated by the shuttle bus system.*

7.9.2 **Short-term Medical Parking Requests** shall be used for employees with specific injuries or conditions that temporarily or severely impair the ability to walk, including, for example, fractures or orthopedic surgery requiring casts or crutches.

7.9.3 An OHS nurse or physician shall evaluate requests for short-term medical parking to determine the amount of time needed.

**Note:** *Temporary parking for less than two weeks can be granted without a doctor's note when the condition is obvious.*

7.9.4 All requests longer than two weeks, including extensions, shall have a doctor's note supporting on-Lab parking and its expected duration.

**Note:** *A form is downloadable at <http://eis.jpl.nasa.gov/medical/drform.html> that explains to the external physician JPL's medical parking requirements and suffices as the required documentation when completed by the doctor and submitted to OHS.*

7.9.5 **Chronic Medical Parking Requests:** Employees with medical conditions that affect the ability to walk shall be first directed to use the shuttle bus system that serves the Laboratory, including the East Lot. See the [Shuttle bus schedule](#).

7.9.6 An employee with a medical disability who cannot use the shuttle shall provide documentation from their physician stating why the employee is unable to use the shuttle bus and therefore must have on-Lab parking. An expected duration of the need is required.

7.9.7 Permits shall be issued up to a maximum of one year, but are renewable with the appropriate documentation. *The downloadable form at <http://eis.jpl.nasa.gov/medical/drform.html> will suffice once completed by the doctor and submitted to OHS.*

7.10 For those individuals who have authorized on-Lab parking and must leave the Laboratory in a borrowed vehicle, temporary drive-on passes shall be obtained from any security officer-attended gate upon leaving.

7.10.1 The pass shall be valid for one entry only.

7.10.2 The pass shall be returned to the gate where issued upon returning to the Laboratory.

## 8.0 After-Hours On-Laboratory Parking

8.1 After-hours on-Lab parking privileges shall be extended to all JPL employees and contractors with valid JPL picture ID who are required to work odd hours and/or weekends. This includes even those personnel who do not regularly have on-Lab parking privileges.

*Note: Display of hang tags and passes are not required during off-hours. (Off-hours are after 4:30pm, weekends, and holidays).*

*Note: A memo for this privilege is not required. As always, personnel who park on-Lab after hours must comply with all traffic and parking regulations.*

8.2 The hours for after-hours on-Lab parking shall be:

**Monday through Friday:** From 4:30pm to 4:00 am. Vehicles may be on-Lab before 4:00 am and must be off-Lab before 8:00 am if no on-Lab parking permit has been issued.

**Weekends and holidays:** 24 hours a day. Vehicles must be off-Lab by 8:00 am on the next workday.

## 9.0 East and West Parking Lots

*Note: A security officer is on duty at the east gate during the standard workweek (Monday through Friday) from 5:30 am to 8:00 pm. A security officer is on duty at the west gate 24 hours a day, seven days a week.*

- 9.1 Persons using the east parking lot shall park only in clearly marked vehicle spaces.
- 9.2 Only vehicles meeting the size definition of at least 18 feet bumper-to-bumper, or 8 feet wide as a minimum may park in the over-sized vehicle spaces.
- 9.3 Persons using the west parking lot shall park only in clearly marked vehicle spaces.
- 9.4 Parallel parking shall only be in the direction of the flow of traffic.
- 9.5 Vehicles arriving after the west lot reaches maximum capacity (typically by 8:00am) shall be directed to the east lot via the Lab's south gate.

#### 10.0 Consequences for Violating These Requirements

Motorists and cyclists parking improperly are subject to JPL citation and/or citation and towing by the Los Angeles County Sheriff's Department. Those who violate traffic laws are also subject to JPL citation. Individuals who lose their parking privileges as the result of receiving JPL citations and/or these requirements **must surrender their Laboratory badge to Security and Protective Services in Bldg 310-108B** for the required period. Parking privilege suspension is in effect between 4:00 a.m. and 4:30 p.m. on regular business days only. During off-hours, weekends and holidays, those persons in the suspension mode may park on the property/on-Lab. Parking and traffic citations are not subject to the JPL Grievance procedure. Security will notify the individual of proposed dates for which the individual will have their parking privileges suspended after notification of their Line Management.

##### 10.1 Parking Violations:

First Citation: Written notification from Security to the individual and their supervisor.

Second Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 2 working days.

Third Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 5 working days.

Fourth Citation and each subsequent citation within one year: Loss of parking privileges on JPL or JPL controlled property for 10 days. Written warning from Protective Services that further violations could result in permanent

loss of JPL parking privileges. A copy of this warning will be sent to the individual's line management.

#### 10.2 Traffic Violations:

First Citation: Loss of parking privileges on JPL or JPL controlled property for five working days.

Second Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 20 working days.

Third Citation within one year: Loss of parking privileges on JPL or JPL controlled property for 50 working days. Written warning from the Manager of Security and Protective Services that a fourth violation may result in disciplinary action up to and including termination.

*Note: In contractor personnel cases, the Manager of Security and Protective Services will send copies of citations to the individual's JPL line management, and the Acquisition Division. It shall be the responsibility of the contractor to enforce comparable discipline, consistent with this policy, and it is the responsibility of the Acquisition Division to implement such contractual arrangements. Copies of citations issued for additional violations within one year will also be sent to the individual's cognizant JPL line management.*

#### 10.3 Other Consequences:

Individuals who commit violations in rapid succession shall be subject to the penalty associated with the total number of such violations.

Loss of parking privileges will be during a period of time the individual is regularly scheduled to work at the Laboratory and not at the convenience of the individual (i.e., when on travel or vacation).

All appeals of parking and traffic citations shall go to the Supervisor of Protective Services. Requests will be reviewed by the Supervisor of Protective Services, the Parking Coordinator, and the Manager of Security and Protective Services before the final decision is rendered to the requestor.

Unauthorized use of another person's parking hang tag shall result in the loss of the use of the hang tag and may result in the loss of on-Lab parking privileges for both the

unauthorized user and the person to whom the hang tag was assigned.