



# West Virginia Department of Transportation Policy: **Capitol Complex Parking Lot Administration**

*Issued by the Secretary of Transportation*

**Policy No: DOT 1.11**

**Issue Date: 02/01/2019**

**Revised: 06/21/2023**

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## **1.0 PURPOSE**

This policy governs assignment, payment, proper use, and the termination of use of parking spaces for the West Virginia Department of Transportation (WVDOT) employees at the Capitol Complex, Building 5. Instructions are also included for the assignment of temporary, accessible parking spaces. Exceptions to this policy may occur as directed by the WVDOT Cabinet Secretary. Final decisions for any special requests will be made at the discretion of the WVDOT Cabinet Secretary. All parking is administered and assigned by the WVDOT Parking Coordinator; all requests and questions must be sent to the WVDOT Parking Coordinator.

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## **2.0 SCOPE**

This policy applies to any WVDOT employee assigned to the Central Headquarters (Building 5) who is interested in obtaining a parking space and any WVDOT employee that visits Building 5. The WVDOT's users are expected to be familiar with and to comply with this policy.

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## **3.0 PARKING LOTS AND ZONES**

### **3.1 WVDOT PARKING LOTS**

- A. Piedmont Parking Lot (Piedmont) consists of three (3) zones that will be assigned based on seniority, an assigned executive area, and an area designated to accommodate temporary needs of employees.

1. Zone A – 61 Parking Spaces

- a. Roadside - Even spaces 10 through 30 and even spaces 92 through 104

- b. Trackside - Odd spaces 13 through 97

2. Zone B – 62 Parking Spaces

- a. Roadside – Even spaces 106 through 178

- b. Trackside – Odd spaces 99 through 147

3. Zone C – 60 Parking Spaces

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- a. Roadside – Spaces 180 through 223
    - b. Trackside – Odd spaces 149 through 205
  - 4. Piedmont Executive Assigned – Roadside – Even spaces 32 through 60
  - 5. Piedmont Temporary Assigned – Roadside – Even spaces 62 through 90
  - B. General Parking Zone (General) consists of three (3) parking lots.
    - 1. Sidney Parking Lot
    - 2. McClung Parking Lot
    - 3. Greenbrier/Washington Street Lot (beside 7-11)
  - C. Chiller Building Parking Lot consists of Thirteen (13) executive parking spaces.
    - 1. Front of Chiller Building – Spaces A through H
    - 2. Alley beside Chiller Building – Spaces I - M
  - D. State Car Lot
- 3.2 WEST VIRGINIA DEPARTMENT OF ADMINISTRATION (DOA) LOTS
- A. Laidley
  - B. Accessible Parking Lot 8
  - C. Parking Building
- 3.3 BUILDING 5 CURB PARKING – NO PARKING ZONE

The curb in front of Building 5 is a “no parking” zone. This zone is under the administration of the City of Charleston. Vehicles in this zone must have a valid permit issued by the City of Charleston. Employees should be aware that any citations received on state or personal vehicles will be the responsibility of the employee.

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### 4.0 POLICY

#### 4.1 PIEDMONT PARKING WAITING LIST

Permanent WVDOT employees whose physical work location is Building 5 of the Capitol Complex, will be automatically added to the parking database upon employment. The ranking of employees on the waiting list will be based upon their total years of permanent state service (date of employment as recorded in personnel records). If you transfer from another agency, those service years will count. Employees on the waiting list may experience a regression of their ranking as a result of additions of employees with more years of service.

#### 4.2 WVDOT LOT PARKING SPACE ASSIGNMENT

- A. All WVDOT employees and visitor parking is administered by the WVDOT Parking Coordinator.
- B. All WVDOT employees hired or transferred to Building 5 on the Capitol Complex, upon request for parking, will be assigned to the General Parking Zone. The General Parking Zone is allocated to employees by permit and is a first come first served parking lot. Spaces are unassigned.
  - 1. Employees will be reallocated to the appropriate Piedmont Tenure Zone automatically as spaces become available.
- C. The Piedmont Parking Lot has three (3) tenure parking zones. Employees will be advanced to each zone based on their tenure and space availability in each zone. The employee with the highest tenure in each zone will be advanced to the next zone as spaces become available. Employees allocated to Zone A are no longer eligible for reassignment.
- D. Piedmont temporary assigned parking zone is reserved for employees with special parking needs. The WVDOT Parking Coordinator may require documentation for parking assignments in this zone depending on the nature of the request. Temporary parking assignments will be reviewed monthly, and employees may be reassigned to other parking zones at the discretion of the WVDOT Parking Coordinator and the availability of parking spaces.
- E. Executive parking assignments will be made to employees in the Cabinet Secretary's office, Chiefs, and employees reporting directly to the Cabinet Secretary. Additional assignments may be made at the discretion of the Cabinet Secretary. These assignments are by position and when the employee leaves the position for which the assignment was made must

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relinquish the parking assignment. The employees will be reassigned to the appropriate parking zone based on their tenure and upon availability.

### **4.3 WVDOT PARKING DATABASE UPDATES AND REASSIGNMENTS**

- A. Employee years of service will be updated monthly from wvOASIS and any previous service will be automatically credited.
- B. Employees will be automatically reassigned to the appropriate parking zone based on years of service and space availability.

### **4.4 DOA LOT PARKING ASSIGNMENTS**

Employee's assigned spaces in the DOA administered parking lots may use these spaces subject to West Virginia Code §5A-10-3a and any rules promulgated by the DOA. A signed DOA Parking Space Use Agreement must be signed by the assigned employee. The agreement can be obtained by contacting the DOT Parking Coordinator. All DOA issued parking will be coordinated through the WVDOT Parking Coordinator.

#### **A. Accessible Parking for Employees**

The assignment of all accessible parking spaces for employees at the Capitol Complex (including WVDOT employees) on the DOA lot is allocated by the DOA. DOA requires that each request be submitted to them by the parking coordinator of each agency with the required documentation.

To apply for accessible parking, an employee must submit a copy of the employee's valid accessible parking permit and corresponding accessible registration card issued by the Division of Motor Vehicles (DMV). Upon receipt of the request, the WVDOT Parking Coordinator will provide the information to the DOA. The WVDOT Parking Coordinator will coordinate with DOA and advise the employees of their accessible parking options. Upon availability, temporary parking accommodation may be made at the discretion of the WVDOT Parking Coordinator based on need and space availability.

Employees assigned to accessible parking spaces will be required to keep on file with the DOA and WVDOT Parking Coordinator, a valid copy of their DMV issued accessible parking permit. Periodic checks will be conducted by the DOA and WVDOT Parking Coordinator. Employees may be requested to provide updated documentation. Failure to provide updated

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documentation will result in the employee's removal from the accessible parking assignment.

The required documentation will be kept on file by the WVDOT Parking Coordinator and supplied to DOA upon request.

### B. Other DOA Parking Assignments

DOA lots are operated by the DOA with a block of spaces assigned to each agency for internal assignment. Parking assignments on DOA parking lots or zones will be made as needed at the direction of the Cabinet Secretary or his or her designee and administered by the WVDOT Parking Coordinator.

## 4.5 TEMPORARY EMPLOYEE PARKING

Parking for temporary employees (including co-ops and summer workers) will be made in the General Parking Zone based on space availability at the time the request is made and at the discretion of the WVDOT Parking Coordinator. If no parking space is available, temporary employees may be referred to the Laidley Visitor Parking. Temporary employees may check back periodically to inquire about General Parking Zone availability.

## 4.6 TERMINATION OF PARKING

Employees must relinquish their parking space upon termination of permanent and temporary employment.

- A. Parking placards should be collected upon termination and immediately returned to the WVDOT Parking Coordinator.
- B. Only the WVDOT Parking Coordinator has the authority to allocate parking spaces.
  - 1. Placards should not be reassigned by any other WVDOT employee under any conditions.
  - 2. Unauthorized distribution of parking placards will result in disciplinary action.
- C. Previous WVDOT employees returning to work under contract or temporary employment must relinquish parking at the end of permanent employment.

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1. Parking reassignment may be requested and upon availability will be reallocated to the General Parking Zone or referred to the Laidley Visitor Lot (refer to Section 4.5 TEMPORARY EMPLOYEE PARKING).

### **4.7 PARKING FEE**

In accordance with 148 CSR 6 Legislative Rule change, the agency is responsible for parking fees associated with employees' parking spaces at the Capitol Complex. The WVDOT will prepare and submit monthly parking reports to DOA for all spaces allocated to the agency. The WVDOT Parking Coordinator will process monthly invoice payments to DOA for allocated employee parking spaces. Parking at the Capitol Complex is free to employees.

The agency assumes no responsibility for parking citations incurred by employees for parking illegally.

### **4.8 VISITOR PARKING**

Visitor parking requests will be issued by the WVDOT Parking Coordinator based on availability for "OFFICIAL USE ONLY". Visitor parking will be first come first served. In the event the visitor parking spaces are full, the parking guard will direct visitors to an alternate parking lot.

A. All visitors must check in with the Parking Guard upon arrival. If the guard is not present, contact the WVDOT Parking Coordinator or Office Services Division at 304-558-2857. Contact information will be posted at the DOT Piedmont Guard House for visitors.

1. Visitors requiring parking accommodation for less than 2 hours may report directly to the Parking Guard with no advance notice required. The Parking Guard will issue a temporary permit to display on the dash of the visitor's vehicle. The Parking Guard will direct the visitor to a Piedmont Visitor Space or alternate location based on availability. The Parking Guard will maintain a daily log of visitors.
2. Visitors requiring parking accommodation for over two (2) hours must submit an email request to the WVDOT Parking Coordinator three (3) days in advance. If space is available and your request is approved a temporary permit will be emailed and should be printed and displayed on the dash of the visitor's vehicle.

Requests should be emailed to the WVDOT Parking Coordinator and should contain the name and company of the visitor along with

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the date, arrival time and expected duration of the visit. Additionally, please mention any special accommodation that should be considered.

3. WVDOT employees from other work locations are not considered visitors and are not permitted to park in the visitor parking spaces. WVDOT employees should park in the State Car Parking Lot located on Sidney Street. When possible, employees from other work locations should carpool to training and meetings in Building 5. Under no circumstances should employees park in an assigned space or in the "no Parking Loading Zone" on Piedmont Street.
3. Consultants working in Building 5 are not considered visitors or employees. Consultants should be directed to the visitor parking at Laidley Field (shuttle service is provided by DOA).
4. Abuse of the visitor parking privileges may result in denial of future visitor parking requests.

### 4.9 LEAVE OF ABSENCE

Employees on Leave of Absence for more than thirty (30) days will be required to notify the WVDOT Parking Coordinator of this status so that a temporary assignment of the parking space can be made. Upon return from Leave of Absence, the employee originally assigned the parking space will regain the use of the space.

### 4.10 RULES GOVERNING USE

The following rules govern the use of parking spaces on the WVDOT Parking Lots only. Questions concerning the use of DOA administered spaces should be directed to the DOA Parking Coordinator.

- A. Piedmont Tenure Parking Spaces are assigned with the expectation that the employee assigned to the space will be the user.
  1. WVDOT employees will not sublease their assigned spaces to other employees or to anyone else.
    - a. The assigned employee may allow another employee to temporarily use the assigned space as long as no payment is made by the borrower to the assigned employee and all rules are obeyed by the borrowing employee.

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- b. Employees that carpool may provide the name of the carpooling employee(s) and obtain an additional decal for the alternate vehicle(s). However, if more than one (1) employee drives the alternate employee(s) will not be permitted to park on the lot. Only one (1) carpooling employee may occupy the lot at a time. The assigned employee retains the space.
- B. Official WVDOT issued placards (with assigned space numbers where applicable) must be displayed on the vehicle in the location designated by the WVDOT Parking Coordinator. Parking placard types and display locations may vary by lot.
- C. If a parking placard is lost, stolen, damaged or destroyed, the employee must contact the WVDOT Parking Coordinator for a replacement.
- D. Each space is assigned for use during working hours, Monday through Friday. However, the WVDOT reserves the right to use spaces in the event of an emergency. Should such a situation arise, employees will be notified in advance, and every effort will be made to find alternative parking.
- E. The WVDOT assumes no responsibility for damage or theft to vehicles or their contents while parked on any of the parking lots.
- F. All vehicles must be parked within the stripes of the assigned spaces. Any vehicle not parked between the stripes or within the properly assigned space, may be issued a citation, towed, or both cited and towed at the owner's expense.
- G. If an unauthorized vehicle is parked in an employee's assigned space, please contact the Parking Guard for a temporary assignment. Then notify the WVDOT Parking Coordinator, giving the vehicle license plate number and description.
- H. Failure to follow any of the above-mentioned regulations could result in a loss of parking privileges or disciplinary action.

### 4.11 EXCEPTIONS

The Cabinet Secretary or his or her designee may, when deemed in the best interest of the Agency, make exceptions to this policy in order to efficiently manage the Agency's operations. Exceptions to this policy are valid only if formally granted by the Cabinet Secretary or his or her designee.



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### 5.0 ENFORCEMENT AND AUTHORITY

5.1 The WVDOT and DOA parking guards will periodically conduct inspections and violation notices will be affixed to vehicles for, but not limited to, the following violations:

- A. No placard.
- B. Duplicate placard (Two or more vehicles on the lot with the same number).
- C. Wrong Space (Exception is bad weather).
- D. Unauthorized use of parking spaces.
- E. Traveling in the wrong direction on the parking lot.
- F. Entering the parking lot through exit gates.
- G. Unofficial parking placard.

5.2 Violations of the parking rules on WVDOT Parking Lots will be documented with the following actions taken:

- 1. First Offense - Employee is notified and appropriate corrective action requested.
- 2. Second Offense – Employee and Division Director are notified.
- 3. Third Offense – Employee, Division Director, and Commissioner are notified.
- 4. Fourth Offense – Cabinet Secretary, or his or her designee, is notified. May result in loss of parking privilege.

Serious parking offenses may be referred to the Agency designee for disciplinary action.

5.3 Employees assigned spaces in the DOA Lots are to follow the rules and policies promulgated by the DOA under the authority of West Virginia Code §5A-4-1a and shall be subject to a citation.

Additionally, the WVDOT or DOA Cabinet Secretary has the authority to cause the removal of improperly parked vehicles at the owner's expense.

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Questions concerning the proper use of DOA administered spaces should be directed to the DOA Parking Coordinator.

#### 4.4 DOT Parking Coordinator Contact Information

Lori Suite  
Executive Administrator/DOT Parking Coordinator  
Office of the Secretary  
Capitol Complex Building 5, Room 110  
1900 Kanawha Boulevard, E.  
Charleston, WV 25305  
304-414-7101 | [Lori.A.Suite@wv.gov](mailto:Lori.A.Suite@wv.gov)

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## 6.0 RELEVANT MATERIALS / DOCUMENTS

6.1 [West Virginia Department of Administration, Real Estate Division, Parking Section](#)

6.2 Department of Administration Legislative Rule [148 CSR 06](#) Parking

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## 7.0 APPENDICIES

7.1 APPENDIX A - General Parking Zone Map

7.2 APPENDIX B – Piedmont Parking Zones

7.3 APPENDIX C – Laidley Visitor Parking

7.4 APPENDIX D – Chiller Building Executive Parking

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## APPENDIX A – GENERAL PARKING ZONE





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### APPENDIX B – PIEDMONT PARKING ZONES



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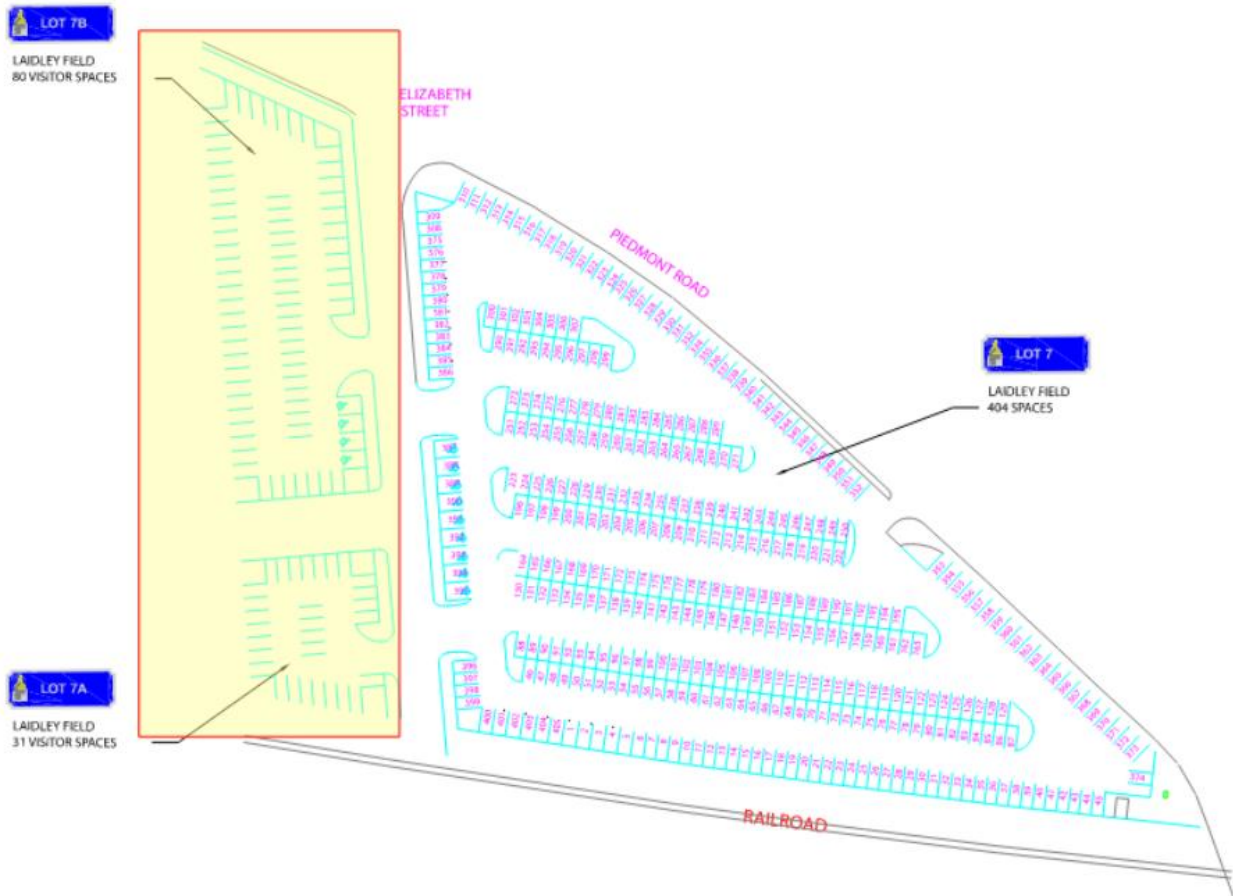
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### APPENDIX C – LAIDLEY VISITOR PARKING (YELLOW HIGHLIGHTED AREA ONLY)



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### APPENDIX D – CHILLER BUILDING – EXECUTIVE PARKING



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### **8.0 CHANGE LOG**

December 17, 2018 –

- Changed format per Policy and Procedure work group.
- Changed Piedmont, Lot H, into two zones (Zone A and Zone B).
- Changed Zones based on tenure per section 4.3 of this policy.
- Changed years of permanent DOT service to years of combined permanent DOT service to page 2 under 4.1.
- Added exception to policy on page 5 under 4.10.
- Violation added to page 5 number 4 under section 5.0 Enforcement and Authority.
- Fourth Offense of violations added to page 5 under section 5.0 Enforcement and Authority.

June 21, 2023 –

- Major changes were made, substantially rewriting the policy.

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Approved by:

  
\_\_\_\_\_  
Jimmy D. Wriston, P.E.  
Secretary of  
Transportation  
Commissioner of  
Highways

  
\_\_\_\_\_  
Date

\*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.