

BPA Policy 440-73

Parking and Commuting

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1. Purpose & Background

Employees have the responsibility to transport themselves to the worksite. Bonneville Power Administration (BPA) provides parking and commuting programs for employees who work at a BPA work site. BPA recognizes that different facility locations have varying space availability for vehicle parking, bicycle parking, and mass transit opportunities.

This policy provides guidance and requirements for BPA employees' participation in BPA's parking and commuting programs consistent with federal government regulations, BPA's safety requirements, union-negotiated agreements, and sustainability initiatives.

BPA's parking and commuting programs are also an element of employee recruitment and retention. Accessible, safe parking helps employees feel safe while on site at a BPA facility. BPA's alternative commuting programs (carpooling, vanpooling, mass transit, and bicycling) encourage employees to use modes of transportation that have less impact on BPA's limited parking capacity, reduce BPA's parking costs, and help BPA meet sustainability targets.

2. Policy Owner

The Chief Administrative Officer (CAO) owns this policy. The Director of Facilities has overall responsibility for its implementation and may approve associated procedures. Changes to Appendix A may be published on approval by the Director of Facilities.

3. Applicability

This policy applies to all BPA-provided parking areas and commuting programs supported by BPA, including field sites.

4. Terms & Definitions

- A. **Carpool:** An arrangement in which a BPA employee and at least one other federal employee are commuting to work together.
- B. **Vanpool:** An arrangement in which a group of people travel together in one van. A qualified BPA vanpool consists of a group of six or more participants (excluding the driver) using a commuter highway vehicle to commute together a minimum of 3 or more days per workweek.

5. Policy

Employees have the responsibility to transport themselves to their worksites. Employees travel to work by car or bicycle, on foot, via mass transit, or any combination. For employees who work at a BPA work site, BPA provides parking and commuting programs as a benefit to employees, to aid in employee recruitment and retention, and to provide cost

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savings and environmental benefits to BPA. BPA also provides alternative commuting programs with incentives to encourage participation among all eligible federal employees. Parking and alternative commuting programs are provided consistent with the following requirements.

- A. **Authority to provide parking and commuting programs:** All parking and commuting programs offered broadly to BPA employees shall be provided through BPA-sponsored programs only. Employees may coordinate parking and commuting outside any of these programs but shall do so consistent with this policy.
 - 1. Workplace Services shall establish and maintain all parking and commuting programs at BPA.
 - a) Transmission Service District Managers shall coordinate parking resources at district field sites to ensure compliance and consistency with this policy.
 - b) BPA’s Local Reasonable Accommodation Coordinator shall coordinate with the Workplace Services organization for additional parking or commuting accommodation, as needed.
 - 2. Workplace Services shall manage construction project impacts to parking resources to ensure adequate advance communication to employees.
- B. **Parking Programs:** BPA provides both free and fee-based parking options for BPA employees at most BPA facilities. Failing to follow parking requirements constitutes unauthorized parking and may result in discipline.
 - 1. **Parking is an amenity at BPA facilities.** All employees who park on BPA-owned or leased property are required to follow all policies outlined in [BPA Commuting Program Requirements](#).
 - a) At times, parking may be constrained or limited due to construction, an Incident Management Team activity, or another action that may alter the availability of and access to parking facilities.
 - b) Parking spaces may be designated or allocated based on BPA facility needs or other criteria.
 - c) Any vehicle that does not fit in a standard parking space is prohibited.
 - d) Vehicles may not be parked across more than one standard parking space.
 - e) Non-government vehicles (e.g., personal vehicles) may not be parked at a BPA-owned or leased facility overnight or when the employee is not in work status.
 - 2. **Parking costs/fees are shared by BPA and the employee for parking at some BPA facilities.** Parking cost subsidies and incentives are federal employee benefits administered by Workplace Services in collaboration with BPA’s management and the bargaining units.

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3. **BPA parking programs adhere to federal, state and local regulations.**
 - a) BPA parking programs shall be provided consistent with BPA safety standards and reasonable accommodation requirements.
 - b) BPA provides parking for employees with disabilities in accordance with applicable state regulations and BPA Procedure 440-73-1, *Disabled Parking*.
4. **BPA monitors parking lots:** BPA conducts ongoing random audits of parking facilities throughout its service territory to ensure all employees are aware of and in compliance with parking requirements and guidelines as described in [BPA Commuting Program Requirements](#).
 - a) Violation of parking requirements and guidelines will result in a notification to the employee and the employee’s supervisor.
 - b) Recurring violations may result in a loss of parking privileges.
- C. **Commuting programs:** BPA provides or participates in commuting programs to reduce single occupancy vehicle use and demand for parking. Commuting programs include: bicycling, carpooling, mass transit, and vanpooling.
 1. **Program Registration:** Commuting programs require employee program registration. Registration information is found in [BPA Commuting Program Requirements](#).
 2. **Local government and transit agency coordination:** BPA partners with local government and transit agencies to maximize mass transportation opportunities for qualified BPA employees.
 - a) Mass transit is provided for the benefit of the commuting public including buses, trains, light rail, streetcars, and ferries. Individual rideshare vehicles or taxis are not included in this definition.
 3. **Commuting expense reimbursement:** Reimbursement policies under qualified commuting programs are found in [BPA Commuting Program Requirements](#).
 4. **Emergency Ride Home:** BPA provides emergency rides for commuters who do not drive a single occupancy vehicle to the workplace in Portland, Vancouver, Seattle, and other workplace locations where services are available.
 5. **Amenities for program participants:** BPA provides amenities such as bike racks, lockers, shower facilities, etc. to support program participants where facility access exists.

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6. Policy Exceptions

The Reasonable Accommodation office may require a workplace adjustment or a parking or commuting accommodation to meet individual employee needs.

7. Responsibilities

A. Workplace Services Business Operations and Services

1. Develops and implements parking and commuting programs.
2. Manages and oversees parking programs for BPA Headquarters (HQ), Ross and Vancouver Mall (Van Mall) worksites.
3. Manages and implements commuting programs for HQ, Ross, Van Mall and Seattle offices.
4. Coordinates annual program assessments with Labor Relations.
5. Provides support and guidance to District Managers.
6. Maintains [BPA Commuting Program Requirements](#).

B. Workplace Services Facilities Operations and Maintenance

1. Coordinates parking resources at HQ, Ross, Van Mall, and leased sites in alignment with lease agreements and in collaboration with local municipal authorities.
2. Provides maintenance for parking facilities at BPA-owned facilities and coordinates with property management for leased sites.
3. Ensures that traffic signage and/or directional arrows are sufficient to promote safety at all BPA-owned or leased sites.

C. Workplace Services Facilities Planning and Projects

1. Coordinates construction project impacts to parking resources with Facilities Operations and Maintenance and Business Operations and Services to ensure adequate advance communication to employees.
2. Provides coordination of maintenance or upgrades to parking facilities at BPA-owned facilities where connected to construction projects.

D. Transmission Field Services District Managers

1. Coordinate parking resources at district field sites to ensure compliance and consistency with this policy.
2. Provide maintenance for parking facilities or coordinate maintenance with Workplace Services Facility Operations team.

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E. Employee and Labor Relations

- 1. Reviews BPA Policy 440-73, *Parking and Commuting* and accompanying [BPA Commuting Program Requirements](#) for consistency with negotiated agreements.
- 2. The Local Reasonable Accommodation Coordinator shall coordinate with the Workplace Services organization for additional parking or commuting accommodation, as needed.

F. Sustainability Program

- 1. Tracks participation in and benefits of alternative commuting programs.
- 2. Develops initiatives with Workplace Services Business Operations and Services to increase employee engagement with commuting programs.

G. Finance Department – Accounts Payable and Payroll

- 1. Processes payroll deductions for parking fees at employee sites with employee-paid parking.
- 2. Processes claims for reimbursement for commuting expenses.

H. Organizational supervisors

Supervisors are responsible for ensuring that their employees are aware of and comply with this policy.

I. Program participants

Program participants are responsible for following the [BPA Commuting Program Requirements](#).

8. Standards & Procedures

Employees shall adhere to all safety regulations governing speed limits, directional arrows, posted signage and information as contained in [BPA Commuting Program Requirements](#).

9. Performance & Monitoring

- A. BPA’s Commuting Office oversees and tracks parking and commuting use and compliance for the Portland, Vancouver, and Seattle offices.
- B. The Commuting Office partners with the BPA Sustainability Program to encourage and track employee use of commuting methods to support standard metrics reported through the Department of Energy Sustainability Dashboard and the Commuting Program Performance and Monitoring web page as described in BPA Procedure 720-1-1, Sustainability Performance Data Collection and Reporting.
- C. District Managers monitor field sites for compliance with [BPA Commuting Program Requirements](#).

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10. Authorities & References

- A. Executive Order 13150, *Federal Workforce Transportation*
- B. Executive Order 13274, *Environmental Stewardship and Transportation Infrastructure*
- C. 41 CFR 102-74.430, *Vehicular and Pedestrian Traffic. What is the policy concerning vehicular and pedestrian traffic on Federal property?*
- D. 26 USC 132, *Certain Fringe Benefits*
- E. 41 CFR-101-8.309, *Accessibility*
- F. Negotiations Results between BPA, AFGE, and PDL Regarding Parking and Mass Transit Programs, August 1998 (see Appendix A)

11. Review

This policy will be reviewed at least every 3 years by the Director of Facilities for appropriate content, accuracy and completeness.

12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
1.0	08/10/11	Supersedes policy dated 08-26-04.
2.0	06/04/15	Migration of content to new policy format
3.0	07/28/2021	Re-written to conform to new BPA policy content requirements

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Appendix A: Negotiations Results between BPA, AFGE, and PDL Regarding Parking and Mass Transit Programs – August 1998

Restructure parking program (at BPA Headquarters) and mass transit program (for all employees) as follows (effective October 1998, except as stated otherwise below):

A. Parking:

1. BPA will provide parking for employees through a combination of Headquarters basement parking and off-site parking leased by BPA at the Lloyd Center Tower. It is understood that BPA is not obligated to exceed the current number of spaces leased from the LCT (i.e., 205 spaces).
2. Employees who use bicycles and drive motorcycles will continue to be provided space to do so, free of charge, in the Headquarters basement. Bicyclists are permitted to use shower facilities at no charge
3. The present rules for post-3:00 p.m. parking in the Headquarters basement remain unchanged. Such parking will continue to be at no charge.
4. Except for visiting employees and those covered by paragraphs nos. A.2 and A.3 above, all employees participating in the parking program will be charged fees for parking, through payroll deduction, regardless of where they park at a biweekly rate. The biweekly rate will be set at an amount intended to recover the full cost to BPA to operate the parking program, which will be estimated on a fiscal year basis. This cost is defined as the leasing costs of off-site parking spaces and the cost of staff and overhead that manage the parking program. The cost of such overhead shall not exceed the annual salary of a single GS-5, step 1 employee. In addition, management will provide the bargaining units with an annual accounting for the cost/fee determinations at their request. If total fees collected exceed the total costs, as defined above, any surplus will be applied to offset the costs for the ensuing year.
5. The amounts charged in paragraph no. A.4 above for carpools will be for each carpool spot rather than each participant in a carpool. The amount will be deducted from the lead BPA employee listed on the carpool application, and such lead person will be responsible for collecting any pro rate share among other members of the carpool. Upon withdrawal from a carpool by the lead BPA employee, the carpool permit will be revoked unless it is assumed by a new or current member (BPA employee) in the same carpool, who will assume the payroll deduction obligation.
6. A carpool must have a minimum of BPA employee and one other Federal employee, and also must contribute to reducing traffic congestion and improving air quality in the

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Portland area. The primary member must be a BPA employee working in the Lloyd Center area. The second qualifying member must be a Federal employee working within a 5-mile radius of BPA Headquarters. Carpools will be afforded priority spaces, as defined in paragraph no. A.7, at any time that they are formed. A carpool must continue to have the minimum number and type of participants noted above; a maximum grace period of two pay periods is allowed to replace riders to satisfy minimum requirements. Carpools without required members will no longer be assigned spaces, but will become part of the daily over-allocation to maximize use of the HQ basement. In addition to the pass provided to the lead member of the carpool, each member of the carpool will be given a pass upon request by such member.

7. HQ basement spaces will be allocated in the following priority order:

Management will retain up to 43 spaces, at its discretion, to use for the following business purposes: (1) vendor parking when needed; (2) employees with temporary disabilities that do not warrant assignment of long-term spaces; (3) a single space for the Administrator; (4) a limited number of spaces for use by executives under the existing “In-Out” procedures; (5) employees who work management-directed tours of duty that are frequently extended [i.e., 2 or more times per week] for 1 or more hours on an ongoing basis [i.e., expected to last more than 2 pay periods], when such extensions require working until 6:30 p.m. or later); (6) employees who must use their personal vehicles to accomplish BPA work on a frequent [12 or more days per month] and ongoing basis and (7) any other valid business purpose.

Where practical, it is understood that management will minimize the number of spaces needed for employees in this category. This will be accomplished by taking into account the maximum number of employees expected to be on duty at any one time during day-shift hours during the Monday-Friday workweek (thereby requiring covered employees to park in designated spaces).

It is also understood that unused spaces, if any, in this category, will be made available for other uses specified below, until such time as they are needed for the purposes listed above.

It is also understood that management will provide affected unions quarterly time and attendance data for employees covered under A.7.A.5. above. If the unions believe such spaces are being used inappropriately, it is understood that any resulting disputes can be pursued through the appropriate negotiated grievance procedure.

B. Handicapped employees.

C. Carpools.

D. All remaining employees who participate in the open parking program.

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8. HQ parking spaces for employees covered in paragraphs A.7.C. and A.7.D. will be assigned on a daily basis. Spaces for employees covered in paragraphs A.7.A. are a separate block, assigned on a daily basis. Spaces for employees covered in paragraph A.7.B. are assigned either on a daily basis or a dedicated basis, with the understanding that management will endeavor to minimize the number of spaces assigned on a dedicated basis.

9. It is understood that management will over-allocate spaces to maximize use of all lots. Over-allocation will be adjusted based on observed usage in each lot. It is understood that if space in the LCT is unavailable, BPA will ensure that alternative parking is provided at BPA expense in the closest public lot that is available at the time of such need. If it becomes necessary, due to re-allocation, to move an employee out of the basement, it is understood that they will be moved to the front of the line for the next rotation to the basement, with management retaining the right to limit their subsequent time in the basement to an amount that, when combined with the prior time before being moved out (due to re-allocation), equals 12 months.

10. Assignment to Lots. Except for employees covered by paragraphs A.7.A. through 7.C., employees will be rotated through the basement from the off-site lot once each year, according to their turn in line based on the date they last parked in the basement since October 1996. New “open parking” program participants are placed at the bottom of the list of current off-site participants as of the date they apply to enter the program (which is permitted at any time, subject to paragraph A.1.).

11. Employees may terminate their participation in the program at any time, without regard to reason (dropping in and out will be discouraged).

12. BPA will continue to provide permits and card keys for day parking in the LCT, when requested by employees participating in the mass transit program. This privilege may be invoked by any such participant up to a maximum of 2 instances per month.

13. It is understood that when management negotiates or renegotiates contracts with service providers (who provide services to BPA in the Lloyd district area), BPA will strive to ensure that parking in the HQ basement will not be included in the contract unless the contractors’ vehicle(s) is (are) needed in the performance of work. It is also understood that BPA will continue to strive in its service contracts (e.g., NSRI) to negotiate language that requires the service provider or its employees to pay for parking for its handicapped employees, at a rate equal to that paid by BPA employees.

B. Transit Program:

1. BPA will contract with TriMet for participation in their PASSport annual pass program. Employees who choose to participate will pay 15% of the per capita cost of the annual

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pass, except that “honored citizens” (i.e., age 65 or more and as further defined by Tri-Met) will be given free passes.

2. Employees not participating in the transit program can purchase a PASSport from BPA for 25% of the cost of the annual pass to BPA.

3. PASSport will be implemented at the beginning of October – a TriMet questionnaire (generating required transit data for TriMet) will be sent to all employees during July and a Transit Fair will be conducted to explain the program in August.

4 BPA will explore with C-Tran the possibility of having C-Tran establish service between the Ross campus and the Lloyd Center district, in exchange for BPA permitting C-Tran to use space in the ABC parking lot as a Park and Ride lot. (BPA will attempt to convince C-Tran to provide such service during both peak usage hours and during other hours to accommodate employees who work unusual hours.) If successful, it is understood that BPA will insist on an escape clause that permits BPA to unilaterally eliminate the arrangement if the space is needed for employee parking or other business needs, if the arrangement is not cost-effective, or otherwise does not meet BPA’s business needs. Before eliminating such an arrangement, BPA will consider if other areas at Ross can be made available.

5. All other features of the current program remain the same, including transit procedures at locations other than Portland (Seattle, Spokane, Washington, DC). However, it is understood that BPA will explore the possibility of collaboratively establishing passport-type programs at such other locations.

C. General:

1. It is understood that AFGE, PDL, and management will jointly offer and present group briefings to interested employees to explain the new programs.

2. It is understood that prior “chitholders” will not be afforded any preference in the new program.

3. Federal employee parents will be allowed a brief time to park in the HQ basement to drop off and pick up their children at the Holladay day care center.

4. It is understood that the rules for the new parking and mass transit programs will be posted on BPA’s Intranet site, as well as the names of all parking program participants. In addition, it is understood that management will maintain and provide to the Union, upon request, the names of employees parking in the basement under paragraph A.7.A.5. and A.7.A.7.

I:/Negotiation Results Between BPA.doc (10/23/98)

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