

BPA Policy 440-73

Transportation Program

Workplace Services, Equipment, and Facilities

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1. Purpose & Background

The primary objective of this policy is to facilitate compliance of BPA's Transportation Services relative to Federal Government regulations, BPA Safety requirements and Union Negotiated Agreements.

Transportation Services consists of documented programs such as Parking, Mass Transit, and other alternative commute options such as Carpools, Vanpools, and Bicycling to and from the workplace. Each program provides reference to participant eligibility, process requirements, incentives, and program subsidies.

Program options and qualifications may vary at regional locations.

For more information on parking at different BPA locations, and on specific transportation programs including commuting by bicycle, Carpool, mass transit, and Vanpool, see [BPA Transportation Programs and Guidelines](#), or visit the Transportation Programs website (<http://internal.bpa.gov/Services/Transportation/Pages/TransportationParking.aspx>).

Contact the Transportation Office at 503-230-5741, or email, TransportationOffice@BPA.gov.

2. Policy Owner

The Chief Administrative Officer (CAO) has overall responsibility for review and approval of this policy. The Workplace Services, Operations and Planning Manager oversees BPA's Transportation Program and implements the policy.

3. Applicability

This policy applies to all BPA federal employees.

4. Terms & Definitions

- A. **Unauthorized Parking:** Parking unregistered vehicles in BPA lots where registration is required; parking in reserved or assigned spaces without authorization; parking in a space designated for another use (as in a car parking in a motorcycle space), parking without a visible permit in a location where permits are required. Parking over marked parking space lines; parking in an area not marked as a parking space; one vehicle taking up more than one parking space.
- B. **Vanpool:** A qualified Vanpool consists of a group of six or more riders (excluding the driver) using a commuter highway vehicle to commute together a minimum of three or more days per week.
- C. **Carpool:** A qualified Carpool consists of a minimum of two full-time Federal employees with the primary member being a BPA federal employee. The second qualifying member must work within a five-mile radius of the primary member's duty station and commute with the primary member a minimum of four days per week.

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5. Policy

- A. BPA’s Transportation Program adheres to Federal regulations, as well as safety standards and reasonable accommodation requirements:
 - 1. Federal Executive Order (EO) 13150, Federal Workforce Transportation
 - 2. EO 13274, Environmental Stewardship and Transportation Infrastructure
 - 3. Code of Federal Regulations (CFR) 41 102-74.430, Rules Governing Conduct on Federal Property (Vehicular and Pedestrian Traffic)
- B. BPA encourages federal employees to use alternative transportation to minimize traffic congestion, improve air quality, and advance environmental standards. BPA partners with local governments and businesses to maximize public transportation benefits for federal employees.
- C. Parking allocations and transportation incentives are federal employee benefits. Program decisions are made in collaboration with BPA’s bargaining units and Labor Relations.
- D. Parking at BPA facilities is site-specific. HQ and the Van Mall covered lots require parking registration and payment of parking fees, while other sites do not. It is BPA’s policy to comply with state parking rules and regulations. Violation of federal or state parking rules and regulations may result in a notice of violation.
- E. BPA provides parking for disabled employees in accordance with Department of Motor Vehicles (DMV) state guidelines and [BPA Procedure 440-73-1 Disabled Parking](#).
- F. Participants must comply with the Transportation Program standards and procedures. Failure to comply may result in forfeiture of participation privileges including parking, bicycle incentives, ride share, public transportation, and cost-shared programs.

6. Policy Exceptions

Exceptions proposed will be reviewed by the Operations and Planning Manager.

7. Responsibilities

- A. **Human Capital Management:** Reviews BPA’s Transportation Program policies for consistency with union agreements.
- B. **Workplace Services, Operations and Planning:** Develops and implements BPA’s Transportation Program. Duties include assigning site specific transportation benefits such as parking allocations and providing funding to the Transportation Program.
- C. **Workplace Services, Commercial Facility Managers:** Coordinate BPA’s Transportation Program at commercial field sites in alignment with lease agreements and in collaboration with local municipal authorities. Site-specific benefits and parking allocations are implemented through the field facilities managers. The Transportation Program Manager communicates warnings, suspensions, or expulsions from programs.

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- D. **Accounts Payable:** Processes all claims for reimbursement (pre- or post-tax). Bicycle commuter reimbursement is completed on an annual calendar basis. Vanpool reimbursements are completed on a monthly basis.
- E. **BPA Federal Employees:** Participate in BPA’s Transportation Program voluntarily. Compliance with standards and procedures of each program is required. Failure to comply may result in an employee’s forfeiture of participation privileges in BPA’s Transportation Program.

8. Standards & Procedures

A. Parking Program

1. Program registration is required for use of the HQ 905 parking garage with a clearly visible parking permit Monday through Friday, 6 a.m. to 3 p.m. and, Van Mall covered parking lot 24/7. Providing falsified, inaccurate or misleading information on parking program registration may result in forfeiture of Transportation Program privileges.
2. The 905 Garage is open to all BPA employees post 3 p.m., Monday through Friday and 24/2 during weekends. Employees must adhere to all safety regulations governing speed limits, directional arrows, and posted signage during these times.
3. Duty Schedulers are assigned dedicated parking to support on shift duty scheduling during core and after hours.
4. Parking Program participants at headquarters cannot park in spaces labeled FWS, BIA, GSA, USGS, or Reserved (unless the reserved space is assigned to them).
5. Motorcycles and scooters are required to park in areas designated as “Motorcycle.”
6. Parking participants are assigned specific parking permits unique to each participant and cannot be used by other participants.
7. BPA employees must adhere to the requirements of parking programs at each location, including safety regulations, speed limits, directional arrows, and space allocations.
8. Vehicles identified as leaking oil, fuel, or other fluids within the HQ and Van Mall covered garages will be given a warning notice from the Transportation office. Participants are required to correct the concern within two weeks of notice. Proof of repair is required before vehicles will be re-admitted to the garage or parking lot.
9. Executive spaces 1 - 5 in the HQ garage are for courtesy use by the Executives.
10. Executive spaces 1 - 5 in the HQ garage and the 911 building Motor Pool parking may be used by employees for a maximum of 30 minutes to drop off or pick up children from the 911 Building daycare center.

- B. **Violations:** Violations can apply to all (registered / non-registered) employees and modes of transportation (motorcycles, scooters, vehicles, bicycles) at all BPA sites.

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1. Routine walk-throughs are performed to ensure compliance with program standards and procedures.
2. Violation notices are affixed to the windshield and/or sent via email. The Transportation Coordinator reviews the applicable policy with the program participant.
3. For recurrent offences the Transportation Program Manager communicates warnings, suspensions, or expulsions to participant and participant's manager. See [BPA Transportation Programs and Guidelines](#) (Section 7, pg. 25).
4. Offenses include but are not limited to:
 - a. Hit-and-run
 - b. Ignoring directional signs
 - c. Speeding
 - d. Unauthorized parking
 - e. Failure to stop at stop signs
 - f. Collision or near miss with a vehicle or pedestrian
 - g. Parking permit not visible on front or back windshield
 - h. Inaccurate information when registering for Carpool and/or Special Needs (disabled) parking
 - i. Unauthorized parking or parking in any undesignated area (applies to all motorized vehicles and bicycles)
 - j. Smoking inside or outside of personally owned or government owned vehicles in Federally-managed covered lots
 - k. No pets are allowed on government property with the exception of special needs animals
 - l. Vehicles leaking oil, fuel, or other motor fluids

C. Bicycle Program

1. Bicycle Program participants must register to receive annual reimbursement for bicycle commuting expenses and obtain access to lockers, showers, and the HQ gear storage room if duty-stationed at HQ.
2. Bicycles must be locked to designated bike racks; not to building columns, railings or other fixtures.
3. Bicyclists must follow the same safety regulations as motorized vehicles: follow directional signs, speed limits, and safety standards, etc.
4. Bicycles must not block pedestrian walkways or vehicle access.

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- D. **Motor Pool:** Federal employees must complete the Motor Pool Sign-Out Log and present a valid driver’s license upon arrival at the Motor Pool to be able to drive a government vehicle.
- E. **Vanpool:** Upon request, BPA will provide a monthly subsidy to any BPA Federal employee who participates in an approved Vanpool, established by the local transit authority. Participants must comply with federally set guidelines that define an eligible Vanpool.
- F. **Carpool:** All associated costs (parking fees, etc.) for carpooling are the responsibility of the primary contact of the Carpool. Carpools may be formed at any time during the year and must be re-certified annually.

For complete information on commuter programs rules, eligibility and guidelines, see [BPA Transportation Programs and Guidelines](#).

9. Performance & Monitoring

BPA’s Transportation Office encourages and tracks employee use of alternative commuting methods, via user surveys, program applications, and other records; standard metrics are reported through the “Transportation Program Performance and Monitoring” webpage: [Transportation Program Performance and Monitoring](#).

10. Authorities & References

- A. Executive Order 13150, Federal Workforce Transportation
- B. Executive Order 13274, Environmental Stewardship and Transportation Infrastructure
- C. Federal Property Management Regulations, Vehicular and Pedestrian Traffic, 41 CFR 102-74.430
- D. BPA’s Transportation Guideline for Applying Violations
- E. Fringe Benefits, 26 USC § 132
- F. Accessibility, 41 CFR-101-8.309
- G. BPA Procedure 440-73-1 Disabled Parking
- H. BPA Transportation Programs and Guidelines, BPA Connection (Services/Transportation & Parking)
- I. Negotiation Results Between BPA, AFGE, and PDL Regarding Parking and Mass Transit Programs, August 1998. See, Appendix A.

11. Review

This policy is scheduled for review in 2021.

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12. Revision History

Version	Issue Date	Description of Change
2.0	3/14/2016	Initial publication of Version 2.0. It replaces BPAM 1045 – Transportation Program.
2.1	1/11/2016	Updated document references to include the newly published <i>BPA Procedure 440-73-1 Disabled Parking</i> . Minor revision not subject to review; 3/14/2016 effective date not changed.

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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 1 BPA employee and one other Federal employee, and also must contribute to reducing traffic congestion and improving air quality in the 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

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Headquarters. Carpools will be afforded priority spaces, as defined in paragraph no. A.7, at anytime 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 with 3 or more 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:

A. 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.

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

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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 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.

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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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