

SJC EMPLOYEE PARKING RULES & REGULATIONS

A. Displaying Permits/Hangtags/Decals

1. All vehicles must have a valid, facility-specific parking hangtag and decal when applicable. Vehicles with car covers are not exempt from this regulation. The parking hangtag shall be the outermost displayed hangtag, with the hangtag number visible from outside the vehicle.
2. Parking hangtags must always be displayed from the vehicle's rearview mirror while parked in an SJC employee parking facility.
3. Parking within a designated ADA parking stall requires a valid ADA permit as well as a valid parking hangtag. Both permits must be clearly displayed.
4. Motorcycles must display a parking decal on the right side of the bike's fork.
5. Failure to display a valid parking hangtag/decal for any reason will result in a parking citation. It is the employee's responsibility to ensure their hangtag is properly displayed, valid and corresponds to the employee parking facility they have been authorized to use.

B. Proper Use of Proximity Card/Hangtag

1. Proximity cards and hangtags are not transferable and are intended for use only by the employee to allow one vehicle to access the SJC employee parking facility for work-related purposes.
2. Proximity cardholders must use a single entry followed by a single exit.
3. Proximity cardholders attempting multiple consecutive entries or exits will be locked out of the parking access control system.
4. If you experience issues with your proximity card, contact the Airport's Parking Contractor using the intercom button on the parking equipment or by calling 408-441-5570.

C. Other Regulations

1. No employee shall park their vehicle for over 24 consecutive hours without prior authorization. Employees needing to leave their vehicle longer than 24 hours must call 408-441-5570 for approval.
2. No employee shall park their vehicle over or across the painted ground markings indicating a parking space.
3. No employee shall park their vehicle so that it occupies more than one (1) parking space.
4. No employee shall park their vehicle in front of driveways, doorways, or in any manner such as to block traffic, other parked vehicles, or roadways, or hinder the passage of pedestrians or vehicles.
5. No employee shall park their vehicle in fire lanes, loading zones, emergency areas or areas marked as no parking zones. No employee shall park their vehicle on lawns, landscaped areas, sidewalks or other areas not designated for parking.
6. No employee shall park a vehicle over 20 feet in length.
7. No loitering or vehicle habitation is allowed in any Airport parking facility.
8. No employee shall perform vehicle maintenance or repairs of any kind in any Airport parking facility, other than those required to allow for the vehicle to safely exit the parking facility.
9. No employee shall conduct private business on Airport property without a permit.

10. No employee shall use the Chargepoint units or power outlets in any parking facility to charge their vehicle or other devices. Chargepoint units are provided for the use of customer vehicles only. The Airport does not currently provide EV charging units for Airport employees.
11. No employee shall move or obscure barricades, signage or other directional apparatuses in any Airport parking facility.
12. Smoking, vaping, use of any other tobacco products, and the consumption of alcohol are prohibited in **all** parking facilities per City of San Jose municipal code. Smoking is only permitted in Airport-designated smoking areas.
13. Use of all Airport parking facilities is subject to the approval of Airport Operations and may be suspended or revoked for reasons including, but not limited to: vandalism or intentional damage to property, committing other crimes in an Airport parking facility, and general unsafe, dangerous, or disruptive conduct.

D. Vehicle Accidents & Damage to Airport Property

1. Accidents involving motor vehicles on Airport property, including all Airport parking facilities must be reported to the San José Police Department and Airport Operations via the Airport's Parking Contractor by dialing 408-441-5570.
2. Persons responsible for damage to Airport Property will be held accountable for all costs associated with the repair and/or replacement of the damaged property.

E. Lost, Stolen, or Cancelled Parking Permits/Hangtags

1. All lost hangtags and/or proximity cards must be reported immediately to your Supervisor and Parking Contractor at 408-441-5570.
2. A "Lost Parking Media Fee" of \$50 will be assessed for all lost and/or stolen parking hangtags/proximity cards. All additional lost media will increase \$25 from the previously charged lost media rate up to \$75 per occurrence.
3. To cancel a parking permit, a Permit Cancellation/Replacement Form must be submitted to the Airport's Parking Contractor. All cancelled permits and proximity cards must be returned immediately.

F. Parking Enforcement/Citations

1. All applicable state motor vehicle laws under the California Vehicle Code (CVC) shall be enforced within the defined permit parking areas and parking citations will be issued for violations.
2. All speed limits, California traffic rules, and posted signs must be adhered to.
3. Employees are subject to the enforcement of California State Penal Code §597.7, which prohibits leaving animals in an unattended motor vehicle under conditions that endanger the health or well-being of the animal due to heat, cold, lack of adequate ventilation, or lack of food or water, or other circumstances that could reasonably be expected to cause suffering, disability, or death to the animal. In addition to California State Penal Code enforcement, the Airport holds the right to terminate employee parking privileges if deemed appropriate.
4. All Parking and Administrative Citation appeals must go through proper authority; instructions are listed on the citation.
5. Citations and/or towing will be at the employee/vehicle owner's expense for those engaging in prohibited practices and/or violating any rules and regulations.

G. Airport Shuttle Bus Conduct

1. NO open food (including fast-food bags) or beverage containers (including disposable coffee cups) are allowed on any Airport shuttle bus. NO smoking (including vaping) or use of chewing tobacco is allowed on any Airport shuttle bus.
2. Employees must obey all directions given by shuttle bus drivers and management staff. Failure to comply may result in an Administrative Citation and/or prohibition from using the shuttles.

H. Jump-Start Assistance

1. Jump-start services are available “in parking facility” from the Airport’s Parking Contractor by dialing 408-441-5570.
2. If towing assistance is required, parking facility access for the tow truck must be coordinated with the Airport’s Parking Contractor by dialing 408-441-5570.

I. Violations

1. Violation of these rules may result in issuance of an Administrative Citation of \$100 for failure to follow Airport Rules and Regulations or potential code enforcement by the San Jose Police Department. Continued violations may lead to additional citations and/or suspension or revocation of parking privileges.
 - a. Administrative Citations are issued under the San José Municipal Code section 25.16.010.