

EMPLOYEE PARKING PASS PROGRAM GUIDELINES & PROCEDURES

EMPLOYEES OF LOS ANGELES WORLD AIRPORTS

Under the Employee Parking Pass Program (EPP), Los Angeles World Airports (LAWA) offers complimentary parking to LAWA employees with a critical business need for immediate and direct access to the Central Terminal Area (CTA) of Los Angeles International Airport (LAX) and the Security Badging Office (SBO). Parking facilities available in the CTA are Park One, Parking Garages 1, 2A, 2B, 3, 4, 5, 6, and 7. The parking facility available for the SBO is LAX Economy Parking garage.

DEFINITIONS

Term	Definition
EPP Card	An electronic card used to access the entry and exit lanes of the CTA parking garages and the LAX Economy Garage.
Basic EPP Card	Basic EPP cards are limited to a maximum of twenty-two (22) hours per entry and restricted to park only in Park One, General Parking areas (Levels 2, 4, & 5) of all CTA garages or areas of the LAX Economy garage designated for LAX SBO employees.
Premium EPP Card	Premium EPP cards are allowed to park in designated PREMIUM parking spaces (Levels 1 and 3) and General Parking in all CTA garages and LAX Economy Parking.
LAWA Employees	Individuals currently employed by LAWA with an active LAX Identification (ID) Badge.

GENERAL GUIDELINES OF THE EPP POLICY

EPP holders must meet the following eligibility requirements:

- Current employee at LAX with an active LAX ID badge and permanently assigned to work at LAX with a critical business need for immediate and direct access to the CTA or SBO of LAX.

EPP must also comply with the general guidelines below:

- CTA Parking Availability. Parking is available on a first-come, first-served basis and no guarantee that a space will be available.
- LAX Economy Parking. Parking is available in nested areas designated for LAX SBO employees. Employees must park in the nested areas or be subject to posted parking rates for the duration of stay as applicable. Employees will have 10 minutes to enter/exit the nested parking areas to avoid being charged.
- Parking Agreements. Employees are required to execute a parking agreement inclusive of the rules and guidelines of the EPP program. Use of EPP Cards for personal travel (i.e. unrelated to official airport business) is prohibited.
- Electric Vehicle Parking. Employees are required to pay the current posted fee for EV charging. If employee's vehicle has been issued a safety recall involving battery fires and/or is recommended to be parked outside, employee's vehicle is prohibited from parking until employee's vehicle has been repaired, and proof of repair is submitted to Parking Services.
- Vehicle Services. Except for towing, vehicle services such as repairs and installations (including, but not limited to, windshield chip repairs, stereo installation, etc.) are not permitted inside the garages under any circumstances.
- Assignment and Transfer Prohibition. Unless otherwise stated under the EPP Program Guidelines, EPP cards are assigned to LAWA employees and are not assignable or transferable to other persons. EPP holder is responsible for all activity associated with his/her card and is accountable for parking fees, if applicable.
- Disabled Employees. Employees assigned to work and with a critical business need for immediate and direct access to the Central Terminal Area (CTA), with a valid state-issued disabled person parking placard are eligible for one Basic EPP Card; however, LAWA will deactivate disabled employees' Basic EPP Card upon expiration of the disability placard. LAWA will not waive Promise to Pay notes (PTP) issued to employees with expired disability placards.
- Time Restrictions. Employees parking without a valid EPP Card or parking in excess of the time or period (22 hrs. for Basic EPP and 30 days maximum for Premium EPP) allotted to the Employee's respective EPP Card, will be subject to posted parking rates for the extended duration of stay as applicable. LAWA will not waive PTPs issued to employees for amounts due for parking in excess of the Employee's

allotted time.

- Extended Leave or Non-Usage: EPP cards that have no parking activity for six consecutive months will automatically be deactivated or canceled. Employees whose EPP card is deactivated or canceled for non-usage will be required to reapply for an EPP card to be reinstated.
- Improper Use and Abuse of EPP Privileges. The parking revenue control system will issue reports of EPP card use discrepancies. Abuses and improper use may result in 1) revocation of EPP privileges; and/or 2) requirement to pay applicable outstanding parking fees. It is the responsibility of the EPP cardholder to ensure the proper use of the card and the security of the card from loss or misuse.
- Parking Garage Safety. Customer shall use the parking facility in a manner not to endanger or cause a hazard, injury, or a safety issue to others and/or their or other vehicles. Anyone using parking facilities in a reckless manner may be cited and their parking privilege revoked.
- Vehicle Tailgating. Under no circumstances is tailgating allowed at entry or exit of any parking facility. Anyone found tailgating may have their parking privilege revoked.
- Lost, Stolen, Damaged Cards. Lost, stolen, or damaged EPPs must be reported to LAWA's Parking Office (424-646-7275) or its designated representative immediately. A LAX ID badge will not be accepted in lieu of a lost or misplaced EPP card. Failure to report a lost or stolen card may result in revocation of EPP privileges.
- Vehicle License. Each EPP is associated to a vehicle's license plate number, for any changes, please contact the parking office at 310-646-2911.
- Terminated Employees. EPP cards must be immediately returned to LAWA's Parking Office upon employee's termination from duties at LAX. Failure to report an employee's termination of duties at LAX may result in revocation of employer's EPP privileges.
- Liability. Each EPP cardholder acknowledges and agrees that he/she parks his/her own vehicle and assumes all risk. LAWA does not guard or assume care, custody or control of the vehicle or its contents and is not responsible for fire, theft, damage to, or loss of, such vehicle or any items of personal property left therein.

ALLOTMENT OF COMPLIMENTARY EPP CARDS

LAWA Employees:

LAWA Employees are eligible for **one Basic** EPP Card each as necessary for conducting LAWA business, subject to demonstrating the critical need to park in the CTA or the SBO, to the satisfaction of the CEO, unless otherwise noted under "Exceptions."

Exceptions

- Executive Management. Chief Executive Officer and Deputy Executive Directors are eligible to receive one Premium EPP Card each.
- Other Management Employees. Other Director and Manager positions as authorized by the CEO are eligible to receive one Basic EPP Card each.
- International Terminal Employees. LAWA employees whose 1) report to work location is off-airport and 2) assignments predominantly include management of Terminal 3, 4, 5, 6, or Tom Bradley International Terminal, or terminal space therein, are eligible to receive one Basic EPP Card each, with prior approval of the CEO.

TIME RESTRICTIONS ON EPP CARDS

Basic EPP Cards are subject to time restrictions of up to a maximum of twenty-two (22) consecutive hours.

Premium EPP Cards are subject to a maximum of thirty (30) days with no daily time restrictions, subject to adjustment by the CEO.

- Employees are required to pay the posted parking fees for any time an employee is parked in excess of the time restriction. Upon payment, the EPP card will be reset for the employee's next use upon entry or exit.

APPROVALS AND MISCELLANEOUS FEES

CEO and the Deputy Executive Director of Mobility Planning and Strategy are authorized to consider EPP applications. The CEO or DED may limit the parking availability in the CTA or SBO parking garages or areas. The CEO may appoint an alternate designee to approve EPP Card applications.

Administrative Fees per Board Resolution 26624

- \$45 activation fee for each complimentary EPP Card, excluding LAWA employees.
- \$45 fee for replacement EPP card (i.e. lost, stolen and/or damage caused due to employee negligence).

EMPLOYEE PARKING PASS PROCEDURES

The procedures for LAWA employees to apply for an EPP card IS as follows:

PARKING LIAISON

LAWA Divisions must enroll in the EPP program by completing a Parking Liaison Form located on the following website:

https://www.lawa.org/lawa-employee-portal/-/media/lawa-web/lawa-employee-portal/lawa-media-files/lawa-forms/parking_liaison_fillable.ashx

APPLICATION

LAWA employees must complete an EPP application for each EPP request. Please

read the Rules and Regulations governing the EPP program found on the same website referenced above. EPP applications must be completed and signed by the Parking Liaison or authorized supervisor only. Completed applications along with a copy of the employee's SIDA badge must be submitted to Parking@lawa.org. All documents submitted must be legible. Walk-in applications will not be accepted.

During the application review process, EPP applicants are responsible for applicable parking fees if parking in the Central Terminal Area (CTA) Garages or the LAX Economy garage.

Parking Services Office will review each application for completeness and eligibility and the parking liaison or authorized supervisor will be notified via email within 7 business days whether the EPP request is approved or denied.

EPP applications that are approved will be issued an EPP card that is distributed by ABM Parking located at 651-3 World Way South, Los Angeles, CA 90045 (Trailer No. 3 in the CTA, lower level, across from Terminal 6 in the Trailer Park). EPP cards may be picked up Monday thru Friday during the hours of 8am-4pm. ABM's telephone number is 310-646-2911.

EPP applications that are disapproved are ineligible to receive an EPP card.

EPP users must adhere to the Rules and Regulations, failure to do so will result in loss of parking privileges in the CTA.

LOST/STOLEN/DAMAGED EPPS

Lost, stolen or damaged EPPs must be reported to the Parking Services Office immediately.

Should an EPP holder not report a lost or stolen EPP and an unauthorized person uses the EPP, the person to whom the EPP was originally issued to may be held responsible for parking fees and may result in revocation of EPP privileges.

TIME RESTRICTIONS ON EPP CARDS

Basic EPP cards are subject to time restrictions of up to a maximum of 22 continuous hours. Should an EPP holder exceed the allowable time restriction, they will be required to pay the additional time based upon the posted parking rates. Upon payment, the EPP card will be reset for the employee's next use. EPP users are encouraged to make arrangements with LAWA's Parking Operator for planned parking in excess of 22 hours per stay to address payment of fees and continuous operation of EPP card.

PROMISSORY NOTES

Promise to Pay Notes (PTPs) will not be provided to EPP holders. If you pull a parking ticket upon entry, you will be responsible for payment of parking fees upon exit.

DEACTIVATED EPPs

Deactivated or non-working EPP cards will not be honored at any parking facility and the user will be required to pay the posted parking rates.