

## LOS ANGELES INTERNATIONAL AIRPORT (LAX) REMOTE EMPLOYEE PARKING PROGRAM

### Employee Parking Program Description

Los Angeles World Airports (LAWA) Remote Employee Parking Program ('the Program') provides the opportunity to qualified LAX-based ('domiciled') employees to park their vehicles at various LAX employee parking lot locations for a \$60 monthly fee. In addition to parking privileges, courtesy shuttle service is available at the three main employee parking lots (see below) to transport employees to/from LAX Central Terminal Area (CTA). Shuttles run every 7-10 minutes, 24 hours a day, 7 days a week. Program eligibility requirements and enrolment procedures are discussed in detail in the following sections.

### Employee Lot Locations

There are three (3) main employee parking lots that are owned by LAWA and operated by ABM Parking: Employee Lot East, Lot West and Lot South. The locations and addresses for these lots are as follows:

#### Remote Employee Lots East, West, and South (WITH shuttle service to/from CTA)

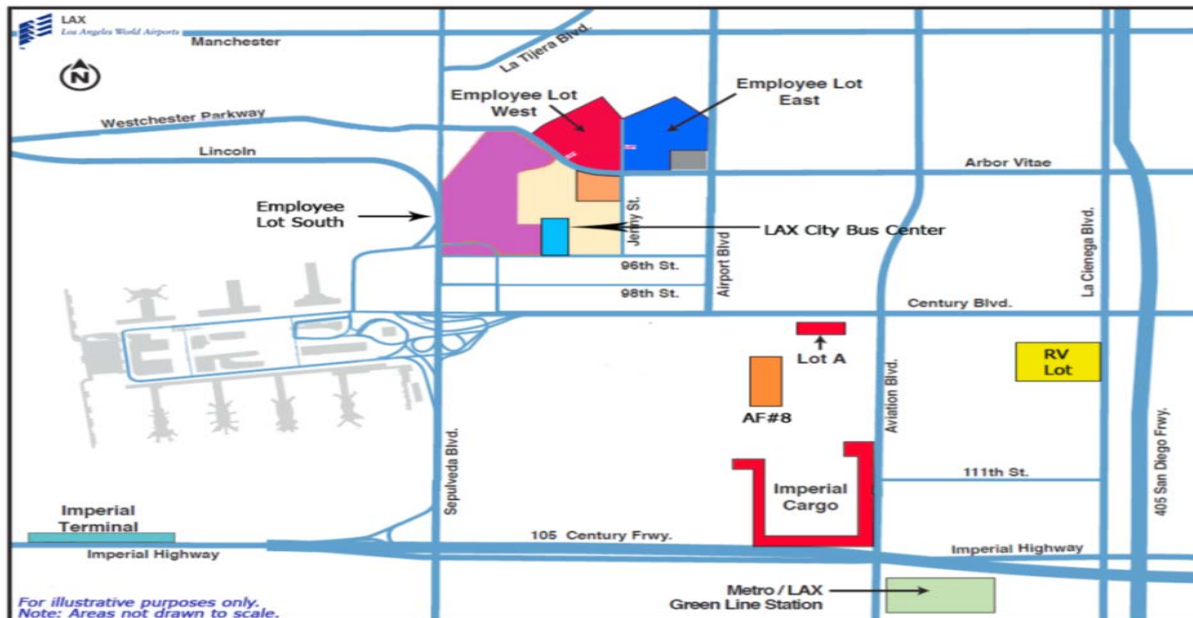
- Lot West : 6101 Westchester Parkway, Los Angeles CA 90045
- Lot East : 9100 Jenny Street, Los Angeles CA 90045.
- Lot South : 6100 Westchester Parkway, Los Angeles CA 90045.

#### Remote Auxiliary Lots (NO shuttle service)

Remote auxiliary employee parking lots are located in various locations around LAX, some in close proximity to different work locations, as follows:

- Lot A : 10010 International Road, Los Angeles, CA 90045
- Air Freight #8 : 10080 International Road, Los Angeles, CA 90045
- Imperial Cargo Center (ICC) : Block of Aviation Blvd and Imperial Highway
- Imperial Terminal (IT) : 6661 West Imperial Highway, Los Angeles, CA 90045
- Lot E - RV Parking Lot : 5450 West 111th St, Los Angeles, CA 90045

The following map shows various locations of LAWA-controlled remote employee parking lots at LAX:



### COURTESY SHUTTLE INFORMATION:

Each main lot has its own shuttle route (East-West Route) that services specific terminals in the CTA. Both East-West shuttle routes commonly serve the new Employee Lot South, for employees working at the following locations.

**Lot East:** Services additional stops at Lot South Stop #1, Lot South Stop #2, and CTA terminals (T1, T2, T3, and TBIT).

**Lot West:** Services additional stops at Lot South Stop #1, Lot South Stop #2, and CTA terminals (T4, T5, T6, and T7).

**Lot South/LAX City Bus Center:** Services Lot South Stop #2, Lot South #3, Lot South Stop #4, Metro Bay 11, Metro Bay 12, and all CTA terminals.

New Lot South Shuttle Drop-Off: Only one drop-off location for both East-West-South shuttle bus on Westchester Parkway.

Employees may track bus routes, arrival and departure times at [www.ridelax.com](http://www.ridelax.com).

### Program Eligibility Requirements

- 1. LAX-Domiciled Policy.** Only LAX-based ('domiciled') employees are permitted to park in LAWA remote employee parking lots. This policy requires all LAX employees who would like to purchase monthly permits MUST provide an LAX SIDA badge at the time of purchase. If an employee does not have a SIDA badge, he/she must provide two forms of documentation (i.e. letter from employer preferably on company letterhead, and another form of documentation) evidencing that they legitimately work at LAX. Once employees meet this basic policy requirement, they are eligible to enroll in the Program.
- 2. LAX SIDA Badge Requirement.** LAWA will not accept employees into the Program and renew parking permits if an employee has an expired LAX SIDA badge. Employees must ensure that their LAX SIDA badge is active: 1) at the time of enrolment; and, 2) subsequently, every month thereafter to purchase or renew their monthly permits. LAWA and/or ABM will not renew a parking permit and their access card/parking permit will be automatically deactivated if a badge is EXPIRED. In order to keep access cards and permits active, employees must pay the monthly fee AND ensure badge is active. Employees have the option to scan a copy of their badge and email it to ABM at [LAXEmployeeParking@abm.com](mailto:LAXEmployeeParking@abm.com) or visit ABM's office for verification. Employees that do not have an LAX SIDA badge may submit employment verification in lieu of a badge, as required in Item #1 above.
- 3. Employment Verification.** LAWA or its representative (ABM) shall have the right to verify employment status of employees periodically. If employee's termination of employment is verified, their parking keycard access will immediately be deactivated, and their parking permit will be canceled. For the Remote Auxiliary Lots (A, AF#8, ICC, IT, RV), employees' parking permit will be canceled, and may not be able to purchase their next permit.
- 4. Permit Pick-up.** Employees may be required to present their valid LAX badge and/or two forms of documentation that may include company letter when they pick-up their parking access keycard or permit to verify that they are an LAX-domiciled employee.

### How to Apply

1. Employees may enroll in the Program by visiting ABM Parking's website at <https://parkingabm.com/default.aspx>.
2. Once on the ABM website, employees may apply for a specific employee lot location under "[Find Parking](#)" link. Employee may choose the parking lot by clicking "Select" next to the desired parking lot. (Note: The sign up and application process may take up to 24 hours before payment can be accepted.)

The employee will then fill out the information fields to be placed on a **Wait List**. If a parking space

becomes available, ABM will contact the employee via email according to their position on the Wait List (see Wait List section below for details).

3. For assistance, contact ABM at (424) 273-7266 or email them under "[Contact Us](#)".

## Online Account and Monthly Parking Fee Payments

### A. INDIVIDUALS:

1. **Initial Payment.** Employees are required to make their INITIAL payment and pick-up their parking access card in-person at ABM Parking office (9100 Jenny Street, Los Angeles, CA 90045) from 7 AM-5 PM, Monday-Friday. Employees must bring their payment receipt, valid LAX badge, or two forms of documentation such as: 1) a company letter to verify that they meet the Program requirements; and, 2) another form of documentation showing that they are based at LAX when picking up their parking access cards.
2. **Online Payments.** Subsequently, all payments are required to be completed online (<https://parkingabm.com/Default.aspx>) after employees have set-up their online account. Employees have the option to set-up either: (a) ONE-TIME payment, or (b) RECURRING payments. Instructions on how to submit an on-line payment are provided on ABM website.
3. **Monthly Payments.** Employees are required to pay the required monthly parking fee of \$60 and must do so in advance. Rates are subject to change by LAWA and notification will be provided in advance. The due date for each month's fee is the last date of preceding month (no grace period). If an employee does not pay the fee by the due date, LAWA may cancel all parking privileges without notice and employee's vehicle may be subject to citation and/or towing. Impound fees are the responsibility of the vehicle owner. Employees may make payments up to three (3) months in advance.
4. **Recurring Payments.** A one-time payment is initially required in order to establish recurring payments. Employees will be able to set up recurring payments for future invoices only after they have successfully completed a one-time payment. If an employee does not have access to the Internet or a computer, they may use the computers available at ABM Parking Services Office during regular business hours. To cancel recurring payments, the employee can log into their online account, go to the Payments' sections where they access recurring payment information. Once there, the employee can click 'Delete Recurring Payment' to cancel. Employees may call (424) 273-7266 or email ABM at "[Contact Us](#)" for account and payment assistance.
5. **Cancellation.** To cancel employee parking online account, employee can login onto their account and submit a Cancellation Request. ABM will contact the employee to assist with the cancellation.
6. **Proration Not Allowed.** Employees cannot rollover to the next month the unused portion (balance) on their parking permit if they did not use it for the entire month. Employees that are on recurring payment and expect to be on leave for extended periods should cancel their recurring payment. If they fail to do so, their card will be charged for a FULL month and there shall be no refund. Employees who cancel their recurring payment due to leave for extended periods may re-enter the Program without being placed on the Wait List; provided, the leave is no longer than 6 months.
7. **Refunds.** All sales are FINAL. Payments will not be pro-rated. Requests for refund, whether full or partial, are not permitted; unless, authorized by LAWA Parking Services Office. Requests for refunds must be accompanied by proper justification that warrants the refund.

### B. GROUP/BULK PURCHASES

1. **Description.** Bulk purchases are available for companies that want to purchase multiple parking permits collectively on behalf of their employees. If a company is paying monthly fee for its employees, it shall coordinate with ABM to facilitate the process through its designated parking representative ('parking liaison').



- 2. Parking Liaison.** The parking liaison will receive paper applications to distribute to their employees. The parking representative will then submit an email list of employees and the paper applications to ABM.
- 3. Group Account.** ABM will compile a company group account based on the email list and the paper applications. Once the group account is completed, ABM will contact the parking liaison to pick up the parking permits.
- 4. Invoice Payment.** ABM will send out an invoice to the parking liaison for payment. Payments can be made by credit card or by company check only. The parking liaison is responsible for all employee parking payments.
- 5. New Employees.** The parking liaison shall ensure that their company parker list is current and shall notify ABM if there are employees that need to be added or removed from the parking system. If spaces are available and request is approved, there is a 24-hour wait period before the new employee is issued a parking permit.

## Wait List

1. Issuance of a parking permit depends on availability of parking spaces. If the number of issued parking permits reaches or exceeds maximum lot occupancy, the lot is regarded as FULL. As such, new applicants may be offered to re-apply in another parking lot that has available spaces. If all lots are full, applicants will be placed on a Wait List. The Wait List is based on a **'first come, first served'** rule. Employees need to apply only ONCE to be on the Wait List. Only their first application will be considered if employees attempt to apply multiple times. Exemptions to the Wait List are eligible employee parkers with valid handicap placards and eligible government employees.
2. If there is a parking space available, ABM will contact the employee by email according to their position on the Wait List. The employee can come to ABM Parking Services Office at 9100 Jenny Street, Los Angeles CA 90045 from 7 AM-5 PM Monday-Friday to pick up their parking access card after initial payment. Employee must bring their valid LAX/SIDA badge or two forms of documentation 1) company letter on company letterhead and 2) another form of documentation to verify that they are domiciled and eligible to park at the employee lots when they pick up their parking access permits.
3. Employees can call (424) 273-7266 for payment and account assistance. For company bulk purchases, one designated company parking representative will be responsible for the purchase and pick-up of parking access cards on behalf of their employees. For these bulk purchases, the company is responsible for verification of the employees' eligibility to park in employee parking lots.
4. For East/West/South Lot employees, the initial card activation after payment will take 24 hours.
5. For Remote Auxiliary Lots (A, AF#8, ICC, IT, RV), employees can only pick up their permits (hang tags) 24 hours after payment is made.
6. The wait list only applies to INDIVIDUAL parkers. There is no waitlist for group/bulk accounts. Companies that have group accounts are responsible for, and should regularly reconcile and update their list to ensure that it is current and the info provided to ABM is accurate.

## Employee Parking Rules

1. **Term.** The term of a parking permit is monthly and is subject to policies and procedures promulgated by LAWA, which may change from time to time, subject to CEO review. LAWA has the right to modify the Rules and Regulations.
2. **'First Come, First Served' Policy.** All parking shall be on an unreserved, 'first come, first served' basis, and no guarantee is made that parking will be available.
3. **Access Card (Key Card).** Employee will be issued a parking access card or parking permit (depending which lot they park) by ABM. Employee is solely responsible for maintaining and insuring proper use of

their key card. Employee acknowledges that the parking access card must be used upon entry and exit of the parking facility. If the parking access equipment is not working, the employee may use the red HELP button (or the security guard, if available) for assistance.

4. **License to Park, Non-Transferable.** A parking permit is issued to an employee as a license to park only; therefore, no bailment is created. Employee is granted the parking permit to park the automobile identified on their application. Parking permits/access cards are not transferable; it is intended solely for the use of the employee on the application.
5. **30-Day Limit.** Each parking permit allows employees to park in a designated parking lot for up to thirty (30) consecutive days with no daily time restrictions. Employees who plan on parking and exceed the 30-consecutive day's restriction must notify ABM in writing prior to the expiration of the 30 days. Correspondence should be submitted to ABM Parking Services Office at 9100 Jenny Street, Los Angeles, CA 90045 or emailed to parking@lawa.org. Company letterhead shall be used if the company is writing on behalf of an employee. The letter must contain the reason behind the extension. Employee acknowledges that any vehicle parked in an unauthorized area or beyond the maximum thirty (30) day limit is subject to towing at the sole cost and expense of the employee.
6. **Low Activity.** For East/West/South lot employees, LAWA may terminate their parking permit and/or deactivate their keycard that has considerably 'low activity' in any month. For purposes of definition, 'low activity' shall mean, each parking access card should have been used at least 6 times (i.e. 6 entries) in any month, or else it shall be deactivated immediately, and the parking permit shall be canceled. This rule does not apply to employees that park for multiple days without an exit. (For example, if a pilot has 3 entries on their keycard and they are gone for 15 days, they do not violate this rule.)
7. **Lost, Stolen, Damaged Key Cards.** Lost, stolen and replacement for damaged parking access cards must be reported to ABM immediately. A 'service charge' for lost, stolen, or damaged parking access card may be imposed by LAWA or ABM. For Lot East/West/South employees, the replacement fee is \$25. Employees parked in the remote auxiliary lots (ICC, Lot A, AF#8, etc.) will be charged the entire month's fee for the replacement of their permits (hangtags).
8. **Assignment or Sub-Lease.** Employee shall not assign or sub-lease any parking space. LAWA may terminate an employee's parking permit in the event of any such assignment or sublease.
9. **Cheating.** Cheating of any kind shall result in deactivation of parking access card and termination of parking permit. If employees are discovered to be sharing of parking access card with others, it is cheating and grounds for termination of parking permit. This is applicable to the 3-Strike Rule policy.
10. **Company Vehicles.** No company can use paid parking access card or permit to park its own company vehicle(s). If any company owned, operated or leased vehicle is found in any lot, the vehicle shall be cited and/or towed at owner's sole cost and expense.
11. **Facility Closures.** LAWA reserves the right to temporarily close the facility, or certain areas therein, to perform necessary repairs, maintenance or improvements. LAWA will post notice in the facility of such closures. LAWA may conduct emergency closures without prior notification.
12. **Repairs.** Repairs and installations (including, but not limited to, windshield chip repairs, cell phone or stereo installation) are not permitted under any circumstances.
13. **RVs / Oversized Vehicles.** RVs, campers, oversized trucks, and limousines are not allowed to park at the employee Lots.
14. **Vacations, Leaves of Absence.** Employees must notify ABM in writing 15 days prior to any leaves of absence or vacation. Emergency leaves shall be discussed with ABM upon return and documents may be required to substantiate the leave for purposes of reactivating their parking access card. The allowable maximum period for leaves of absence is 6 months only to be able to re-enter the Program. Employees whose leave is extended beyond 6 months shall be placed on the Wait List. Letters may be sent to parking@lawa.org or ABM Parking Services Office at 9100 Jenny Street, Los Angeles CA 90045.
15. **Termination of Employment.** Employee must surrender parking access card to ABM or LAWA Parking Services once parking permit is canceled due to termination of employment or other reasons that disqualifies an employee from the Program.

## Parking Lot Regulations

1. **Safety First.** Employee 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 vehicles. Anyone using parking facilities in a reckless manner will be cited and their parking privilege revoked.
2. **Parking Stalls.** Park your vehicles within marked stalls, "Head In" only. Compact stalls are for compact cars only. Parking in unmarked spaces is a violation and subject to the 3-Strikes Rule.
3. **Fire, Theft, Damage or Loss.** Employees should lock their vehicles when parked at the employee lots. LAWA and ABM shall not be responsible for fire, theft, damage to, or loss of, such vehicle or any items of personal property left therein. Employees shall indemnify and hold LAWA harmless from and against all loss, damage and liability, including reasonable counsel fees and costs, from, pertaining to or related in any way to the presence or use of any vehicle or contents thereof in or about the subject parking facility.
4. **Speed Limit.** Employees should observe the maximum speed limit (5 or 10 MPH) inside the parking lots.
5. **STOP Signs.** Please observe all STOP signs.
6. **Handicap Parking.** Usage of handicap stalls is strictly monitored by ABM. Vehicles without proper handicap placard may be cited and/or towed at the owner's expense.
7. **Oil Spills and Repairs.** Each monthly parker is responsible for cleanup of persistent excessive oil spills from individual vehicles. Employee is responsible for the cost of any repairs for damages incurred in the parking facility due to employee's negligence.
8. **Hang Tags (Auxiliary Lots).** Employees parking in remote auxiliary lots shall display their monthly permits (hang tags) visibly on their vehicles. Vehicles that do not display a valid hang tag are subject to immediate police citation.

## 3-Strikes Rule

All LAWA-controlled employee parking locations follow a '**3-Strike Rule**' policy. Any violation of the above Rules & Regulations, including but not limited to, employees attempting to enter an employee parking lot with NO key card, invalid key card, fake key cards, etc., are subject to this rule. The exception to this rule is if employees deliberately damage City property, damage other vehicles parked in the Employee Lots, or break any laws governing motor vehicles.

Employees found to deliberately damage City property or other vehicles parked in the Employee Lots will have their parking privileges revoked immediately and will not receive any parking refund. Additionally, the employee may be prosecuted to the full extent of the law.

This rule is applicable during an employee's employment tenure at LAX. The following progressive actions will be followed in the implementation of this policy:

- 1<sup>st</sup> Offense: Warning. Issuance of Administrative Citation by ABM (employee and vehicle info will be placed on a 'watch list').
- 2<sup>nd</sup> Offense: Police Citation. Vehicle may be towed (if necessary).
- 3<sup>rd</sup> Offense: Revocation of Parking Permit / Termination from the Program

LAWA and/or ABM reserve the right to immediately confiscate or cancel a parking permit, and ban an employee from the Program for violation(s) that pose grave threat to life and property.



## FAQ

**1. What is the backlog of requests for parking passes? Is there a waitlist for passes and if so who manages this?**

As a general policy, parking permits are sold on a 'first come, first served' basis. ABM maintains and manages an employee waitlist, which is periodically updated. If spaces become available, ABM contacts employees on the waitlist in the order it was received. The waitlist only applies to individual parkers. There is no waitlist for group/bulk accounts.

**2. What monthly review process is in place for management of the parking passes?**

ABM submits to LAWA a monthly report on the number of passes sold for each of the employee lots. LAWA staff reviews this report to ensure operational efficiency, taking into consideration lot capacity and current demand. Staff also reviews ABM's waitlist periodically as a tool to assess parking demand, and to provide an opportunity to sell additional permits if a vacancy occurs.

**3. What is the policy when an employee leaves for the return of the parking pass and re-allocation of the pass?**

Employees must surrender their parking pass to ABM or LAWA Parking Services once their permit is cancelled due to termination of employment or other reasons such as: violation of parking policies, or any abuse or misuse of its parking privileges. Parking permits are non-transferable and intended solely for the use of the employee to which it was sold. LAWA has the right to verify employment periodically. If employee's termination of employment is verified, their parking access card will immediately be deactivated, and their parking permit to park will be cancelled. There is no re-allocation, no sub-leasing and no refunds for any unused portion of the permit during the month it was last used. (In some instances, refunds are allowed for valid reasons, only if authorized by LAWA.)

**4. If a parking pass is not used (say, in a month), what is the process by which it is verified that it is still valid or needs to be re-assigned?**

There is no re-assignment of a parking pass. Since parking permits are sold on a monthly basis, monthly parking fees cannot be prorated, or otherwise adjusted, for periods during which an employee did not use its parking privileges. For example, if an employee was out and did not use its parking pass for March 15-31, he/she cannot use (or rollover) the remaining balance in March for the month of April. LAWA may also terminate a parking pass that has considerably low activity in any month. (Low activity means, each parking access card shall be used at least 6 times (i.e. 6 entries) in any month; otherwise, it shall be deactivated immediately, and the parking permit shall be cancelled.) There are, however, certain instances where an employee's parking pass is still considered 'valid', such as when an employee goes on medical, maternity and/or emergency leave. In this case, the policy requires that the employee must notify ABM in writing 15 days prior to any leave of absence. The allowable maximum period for leaves of absence is 6 months only to be able to re-enter the Program. In case of an emergency leave, the employee shall immediately notify and discuss with ABM upon return to be able to reactivate their parking access card. ABM may also require an employee to present documents to substantiate the reason for the emergency leave.

**5. Is there any priority to issuing the parking passes to actual LAX working employees vs Flight Crews who commute or are based at LAX?**

The general policy is, 'first come, first served'; provided, they meet LAWA's requirements. In 2016, LAWA implemented an 'LAX domiciled employee only' policy; whereby, only LAX-based/domiciled employees are permitted to park in LAWA remote employee parking lots. The policy requires all LAX employees who would like to purchase monthly permits MUST provide an LAX SIDA badge at the time of purchase. If they do not have a SIDA badge, they must provide two forms of documentation, i.e. letter from employer preferably on company letterhead, and another one evidencing that they legitimately work at LAX. Based on this policy, there is no distinction or priority given to pilots or flight crews. So long as employees meet policy requirements and slots are available, they are eligible to enroll in the program.

**6. How many spots are available for employee parking and how many passes are issued at this time?**

The Airport uses a formula to determine the number of passes/permits sold based on the number of spaces per lot and occupancy rate. The following table shows the current number of spaces and anticipated number of passes to be sold for each of the main employee lots:

Lot East (1,971 spaces) – 5,322 passes  
Lot West (1,980 spaces) – 5,346 passes  
Lot South (2,155 spaces) – 5,819 passes

### Lost and Found/ Emergencies

- For lost items on employee shuttles or employee lots, call LAX Police Lost and Found at (424) 646- LOST (5678). You can file for a lost item online <https://www.flylax.com/en/lax-comments-and-contact-us/baggage-lost-and-found-form>.
- If there is an emergency, please contact Airport Police (424)-646-7911.

### Parking Updates/News/Closures

- For news, updates, road closures, parking lot construction, and route changes, please visit <https://www.flylax.com/lax-parking-information#LAX-Employee-Parking>.
- ABM/LAWA will send emails with notifications and updates on parking access, shuttle changes, construction notices, and interruptions in service.
- For more information on the Employee Parking online accounts, please visit <https://parkingabm.com/FAQ.aspx>