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## **DOT HQs Parking Announcement**

### *A message from the parking office:*

Please read this important parking office communication for information on how to park at the DOT HQs building. With the commencement of the phased workforce building re-entry, the parking office is implementing a new parking reservation process that will maximize the use of parking spaces in the garage and service the rising demand for parking by DOT HQs personnel.

Starting April 18, 2022 all HQs personnel registered with the parking office and approved to park in the garage will use a new parking reservation system. All monthly and daily parking permit holders will be required to use this system to reserve parking prior to parking in the HQs garage.

Please read the below parking bulletin for guidance on the parking reservation process. Thank you for your attention to this important communication.

## **DOT HQs Garage Parking Reservations**

**BULLETIN #:** TSB-2022-03

**DATE:** April 6, 2022

**SUBJECT:** Headquarters Garage Parking Space Reservations

**PURPOSE:** This bulletin provides guidance on how DOT HQs personnel, approved to park in the garage, will reserve parking spaces in the HQs garage.

**BACKGROUND:** The parking office is taking steps to maximize parking spaces in the garage to accommodate the increase in demand for daily parking.

**INFORMATION:** Starting April 18, 2022, all approved monthly and daily permit holders will use a new parking reservation system to reserve a parking space in the HQs garage.

**ACTION:**

1. Starting April 7<sup>th</sup>, HQs personnel approved to park in the HQs garage will have access to the parking reservation system at: <https://dotparking.usedirect.com/DOTpasses>. Monthly and Daily permit holders will set-up their accounts and begin reserving parking spaces, in advance, for the period of April 18<sup>th</sup> – May 31, 2022. Prior to April 18<sup>th</sup>, parking reservations are not required, and parking will remain available on a first come first served basis.

Starting April 18<sup>th</sup>, parking spaces must be reserved prior to entering the garage and spaces will remain available to reserve until the garage reaches capacity. Please note the reservation process does not reserve a specific parking space, but rather ensures a space within the garage is available to all approved parkers upon entering the garage.

2. To start reserving parking spaces, approved monthly and daily permit holders must follow the attached step-by-step guide and set-up an account in the new parking reservation system: <https://dotparking.usedirect.com/DOTpasses>



Parking Reservation  
Account Setup.pdf

Some information from approved parking applications was used to pre-populate the reservation system to ensure only approved parkers have access to reserve spaces.

2. Once accounts are established, approved monthly and daily permit holders should reference this guide to reserve parking spaces:



Reserving DOT HQs  
Parking Guide.pdf

**Q&A SESSIONS:** The Parking office is participating in HR's Future of Work Reentry briefings and will hold (2) sessions for DOT HQ parkers to field questions.

- Tuesday, April 12<sup>th</sup> (10:00am – 11:30am) [Click here to join the meeting](#)
- Wednesday, April 13<sup>th</sup> (1:00pm – 2:30pm) [Click here to join the meeting](#)

**CONTACT:** If you have any questions please contact your modal POC or email the Parking Office at [parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov).