



---

## DOT Headquarters Garage Utilization and Safety Information

**BULLETIN #:** TSB-2025-09

**DATE:** July 2, 2025

**SUBJECT:** Garage Parking Utilization and Safety Reminders

**PURPOSE:** This bulletin communicates important reminders on DOT HQ garage utilization, and reminders on safe driving practice while in the garage.

**INFORMATION:** This bulletin outlines parking utilization, as well as reminders on safe driving practice while in the garage.

- The Parking Office continues to closely monitor garage usage to assess capacity in order to identify opportunities to accommodate additional employees. As a reminder, approved parkers must park at least 75% of the time. Underutilized spaces will be subject to revocation to better serve employees in need of parking access.
- To support a safe, efficient, parking experience for all users of the DOT Headquarters garage, please follow the below policies when operating your vehicle:
  - ❖ Observe the posted 5 MPH speed limit and come to a complete stop at all stop signs.
  - ❖ Follow all garage markings, including traffic signs, lanes, and directional arrows.
  - ❖ Park only in designated spaces and pull fully into tandem spaces to allow dual use.
  - ❖ Cooperate with parking attendants, security officers, and other authorized personnel.
  - ❖ At barrier entry/exit points:
    - Observe all traffic signals and do not tailgate.
    - Maintain a distance of at least two car lengths behind the vehicle ahead.
    - Only one vehicle per lane is permitted through the barrier system at a time.

Non-compliance with garage rules may result in ticketing or revocation of parking privileges. The Federal Protective Service (FPS) may monitor the garage and issue citations for unsafe driving behavior.

**CONTACT:** If you have questions regarding this bulletin, please contact the Parking and Transit Benefit Office at (202) 366-1398 or [Parking.TransitOffice@dot.gov](mailto:Parking.TransitOffice@dot.gov).