
DOT Headquarters Garage Safety Bulletin

BULLETIN #: TSB-2026-03

DATE: January 21, 2026

SUBJECT: DOT Headquarters Parking Garage Access, Safety, and Conduct Policy

PURPOSE: This bulletin communicates important information on DOT HQ Garage safety and requirements.

INFORMATION:

Personally Owned Vehicle (POV) Access

DOT employees and contractors authorized to park personally owned vehicles (POVs) in the parking garage must present their DOT-issued ID/Access Card at the card reader to activate the barrier gate.

- Carpool members or passengers must present their DOT-issued ID/Access Card to a DOT Security Officer.
- The Security Officer will physically inspect and place each card on the reader to verify authorization before opening the barrier gate.

Bicycle and Personal Electronic Vehicle (PEV) Access

DOT employees and contractors authorized to park bicycles or personal electronic vehicles (PEVs)—including e-scooters, e-bikes, and electronic unicycles—must present their DOT-issued ID/Access Card to a DOT Security Officer at the 3rd Street parking garage entrance ramp.

- The Security Officer will inspect and scan the card prior to granting entry.
- Bicycles and PEVs must be parked and secured at designated bicycle racks throughout the garage.
- Bicycles and PEVs may not be brought into or stored in any other areas within DOT buildings.

Garage Safety and Conduct

All patrons using the DOT Headquarters parking garage must operate vehicles safely and comply with all posted traffic control devices, signage, and garage procedures.

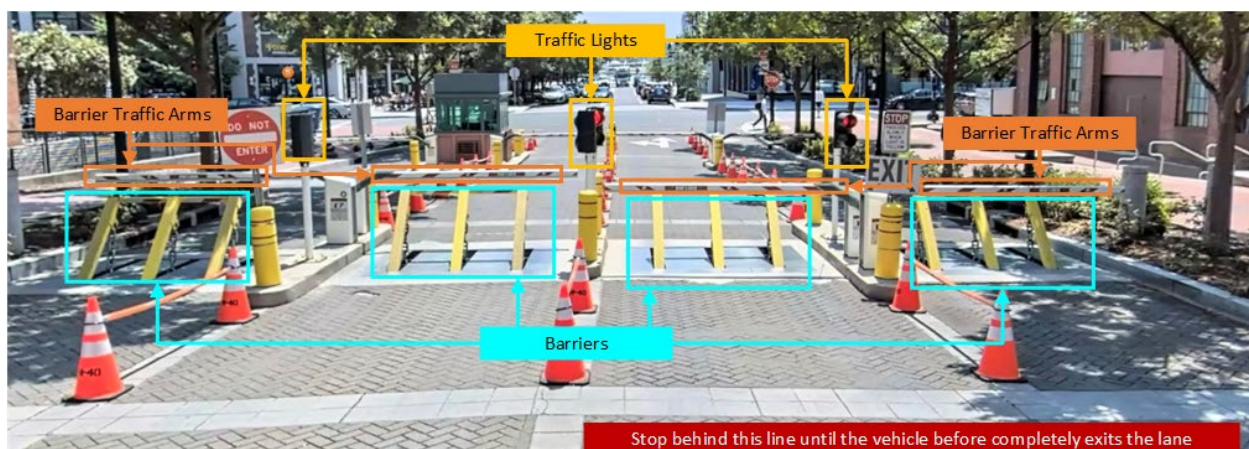
DOT Headquarters garage patrons must:

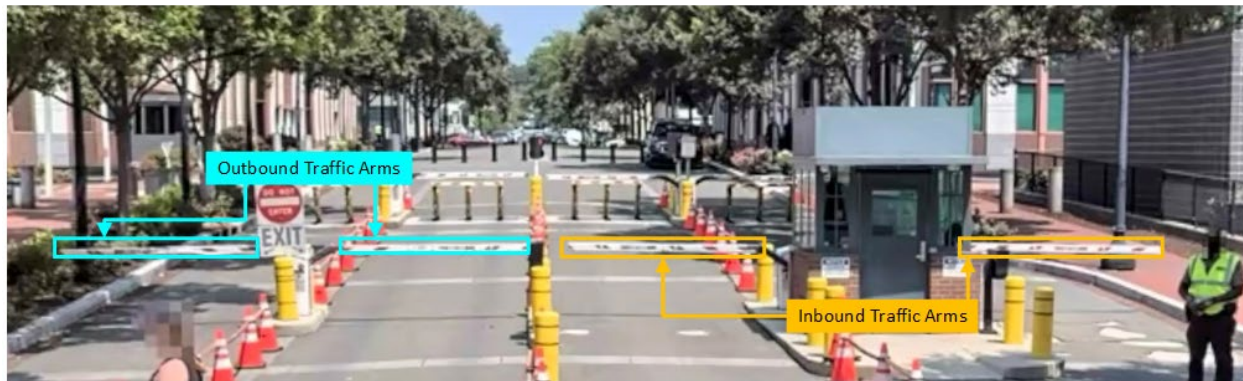
- Observe the posted 5 mph speed limit.
- Come to a complete stop at all posted stop signs.
- Obey all garage markings and signage, including traffic lanes, directional patterns, and speed limits.
- Drive cautiously at all times and park only in authorized parking spaces.
- Pull completely into tandem parking spaces, when applicable, to allow two vehicles to park.
- Follow all lawful directions issued by DOT Security Officers, parking attendants, and other authorized personnel.

Barrier Gate / Vehicle Barrier System Requirements

To reduce the risk of collisions and ensure a safe and orderly flow of traffic, drivers must exercise caution when entering or exiting through vehicle barrier systems:

- Pay close attention to traffic signals and **do not** tailgate the vehicle ahead.
- Only one vehicle per lane may enter or exit at a time.
- Each vehicle must fully clear the barrier system before the next vehicle approaches.
- Maintain a minimum distance of two car lengths from the barrier until the vehicle ahead has fully exited through the final traffic arm and the arm has fully lowered.
- Once the barrier arm has lowered, drivers may approach the barrier and proceed as directed.
- The vehicle barrier will not raise if a vehicle stops on the activation loop.





Prohibited Actions

To maintain safe traffic flow and support operational readiness, the following actions are strictly prohibited:

- **Idling or Waiting:** Stopping or waiting in travel lanes, especially at the base of ramps.
- **Improper Use of Hazard Lights:** Use of hazard lights does not authorize stopping or blocking active lanes, thoroughfares, or service entrances.

Enforcement

- Failure to comply with the governing rules of the DOT Headquarters parking garage may result in ticketing or revocation of parking privileges. When necessary, the Federal Protective Service (FPS) may monitor the garage for safe driving practices and issue moving violations.

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.