Application for Employer-Paid Parking
To determine eligibility based on three trips or more per week

To be completed by the immediate supervisor and second-level removed supervisor:

Employer-paid parking in downtown work locations is provided only to employees who use their personal vehicles for City business **three times per week or more**.

If an employee is eligible under this provision and requires parking, please complete and submit this application with signatures by both the immediate Supervisor and second-level removed Supervisor.

- Does/will the employee use their personal vehicle for city business three times per week or more?
  
  Yes__________________       No__________________

- Describe the frequency and how/why the vehicle is/will be used for city business.

Please complete the following to allow for processing of this application.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Number:</td>
<td></td>
</tr>
<tr>
<td>Workplace Location:</td>
<td></td>
</tr>
<tr>
<td>Phone No. (w)</td>
<td>Work Mailing Address:</td>
</tr>
<tr>
<td>Email Address (w)</td>
<td>Dept/Division/Section:</td>
</tr>
<tr>
<td>Vehicle Licence Plate Number(s):</td>
<td>DEPTID to be Charged:</td>
</tr>
<tr>
<td>Preferred Parking Location:</td>
<td>Is the employee entitled to parking by virtue of a Collective Agreement, if yes, which Agreement:</td>
</tr>
</tbody>
</table>
I CONFIRM THAT THE EMPLOYEE’S POSITION REQUIRES/WILL REQUIRE THE USE OF A PERSONAL VEHICLE THREE TIMES PER WEEK OR MORE.

_____________________  _______________  ________________
Immediately Supervisor’s Name  Date    Supervisor’s Signature

____________________________  ____________________  _____________________
Second –level removed Supervisor’s Date    Second-level removed Name         Supervisor’s Signature

To be read and signed by the employee (either at the time of application or when the permit is issued):

I UNDERSTAND THAT -

• Upon approval, every attempt will be made to locate me in the preferred parking location but this cannot be guaranteed.
• The issuance of a parking permit is contingent upon the continued use of my personal vehicle at least three times per week for city business. The assessment of vehicle use will be, at a minimum, yearly. This assessment will be based on the mileage claims submitted by me.
• Should my vehicle use fall below the three times per week requirement, the permit will be rescinded. I will be given two weeks notice to make alternate travel arrangements, or to arrange to commence paying for my parking.
• Should I move to another position in the organization or my current job duties change resulting in vehicle trips dropping below three times per week, the permit will be rescinded.

__________________                                  _________________
Signature of Employee                                       Date

The original signed form must be submitted to Liz Booth, Hamilton Municipal Parking System, 80 Main Street West, at Summers Lane.

June 8, 2005