

## **Parking and Towing Policy**

Since it is the mission of the Brockton Housing Authority to provide a safe and pleasant environment for all its residents, it is necessary that the BHA develop and implement a comprehensive parking and towing policy for all developments. It is essential for the safety of our residents that we provide fire lanes that are clear in times of emergency and resident parking spaces are not taken by unauthorized visitors. We also need to be sure that our residents have first priority for parking and that they are safe as they enter and leave the property. It is important that we establish a sense of fairness and equally important that we establish a process of knowing who belongs on BHA parking lots by establishing a set of rules. Therefore....

Residents of the Brockton Housing Authority must register all motor vehicles belonging to those members of the household who are on the lease. Each vehicle registered must be insured and inspected as required by law. Stickers will be issued to no more than one (1) vehicle per licensed operator. All vehicles must be parked in accordance with the rules of the parking and towing and policy, especially as it relates to fire safety, snow removal and trash collection. All residents who violate any part of the parking code will have their vehicle removed from BHA property at their own expense.

### **Resident Parking**

There will be designated resident parking.

There will be designated parking for residents with an official handicapped placard from the Registry of Motor Vehicles. (This will be kept on file at the Main Office.)

When circumstances require there will be designated parking for residents with motorized scooters, who are required to leave the scooter in the spot, while they are operating the motor vehicle. Residents requiring these spots will request a spot at the manager's office and the manager will keep a list.

The processing for registering vehicles with the BHA and receiving a sticker is the following:

1. Registration will take place at the Central Office of the BHA.
2. A copy of the registration of each vehicle to be registered and a driver's license is requested.
3. Vehicles must be registered to the resident at their BHA address.
4. All new residents will have thirty (30) days to make appropriate change of address on their registration.

5. For those thirty (30) days they will be issued a temporary parking permit with an expiration date.
6. After completing the registration process, residents will receive a BHA sticker from the BHA.
7. Residents will place the sticker in the upper left corner of the rear windshield.

### **Visitor Parking**

There will be a designated appropriate parking area in each development for our visitors. Each of these areas may vary according to limitations of each development.

Visitors may not park in designated resident parking.

Resident parking is restricted to vehicles with a BHA-issued sticker. All others will be towed at their own expense.

### **Overnight Guests**

Guests who stay longer than three (3) days need to obtain a visitor's pass from the regional office or the closest site manager's office.

Guests must park in the designated visitor's parking area.

### **Work Vehicles**

Work vehicles are vehicles that residents bring home at night and are essential for their job. They must be parked in the designated visitor's parking lot.

In order to register the vehicle, the BHA residents need to bring the following documentation to the Property Manager's Office.

Letter from employer with the following information:

Type of vehicle (under three ton)

Name and address of Company

Phone number for verification

Emergency phone number

Permission to have the vehicle overnight.

When all paperwork is verified, a parking pass is issued.

Any questions regarding this Policy on appropriate appeal, areas to park should be brought to the attention of the Asset Manager.

### **Staff Parking**

BHA staff need to park in designated staff parking areas as determined on a site-by-site basis whenever possible.

## **Enforcement of the Parking and Towing Policy**

Vehicles will be ticketed or towed for the following reasons:

- Fire lane violations
- Handicapped parking place violation
- Improperly registered non-registered vehicle
- Uninsured vehicle
- Vehicle not properly inspected. All vehicles must have current and valid inspection stickers
- Inoperable vehicles (leaking fluids, flat tires)
- Improperly parked as outlined in the parking and towing policy

For these and all other city and state code violations, vehicles will be towed at the owner's expense.

## **Towing Procedure**

When a car is towed for any of the violations outlined in this policy, designated security Personnel must adhere to the following process:

1. Determine who the owner of the vehicle is, either by plate number, the VIN or by the BHA parking permit number;
2. Fill out a T3 form in triplicate;
3. One (1) copy of T3 form will be delivered to the police station before the vehicle is towed; one (1) copy will be given to the tow truck driver; and the third copy will be sent to the Security Coordinator to be Kept in the Tow Book.

## **Appeal Process**

Any resident who is denied a parking sticker or parking pass has the right to appeal to the Chief Operating Officer within (10) ten business days of the denial. Upon request the Brockton Housing Authority will provide the facts upon which the determination was made.

It is in the interest of all residents to know about and to understand the need for a comprehensive parking policy. It is the purpose of this policy to provide legal and safe parking for all BHA tenants.