
		
<b>Commission scolaire English-Montréal</b>		
<b>English Montreal School Board</b>		
<b>POLICY:</b>	<b>PARKING – ADMINISTRATION BUILDING</b>	<b>CODE: BG-3</b>
<b>Origin:</b>	Buildings and Grounds	
<b>Authority:</b>	Resolution #88-12-21-8.6	
<b>Reference(s):</b>		

**POLICY STATEMENT**

The following personnel shall be authorized to use the indoor parking facilities located in the Administration Building:

- a. all Commissioners;
- b. permanent full-time employees at the level of coordinator and above whose place of work is in the Administration Building;
- c. the Director of Adult Education;
- d. those who presently have parking privileges and who do not meet the criteria indicated in 1, 2, or 3 shall continue to have such privileges until they leave the Board's employ.

Four (4) spaces shall be reserved for Board trucks and/or Central Alarm vehicles.

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<b>PROCEDURE:</b>	<b>PARKING – ADMINISTRATION BUILDING</b>	<b>CODE: BG-3.P</b>
<b>Origin:</b>	Buildings and Grounds	
<b>Reference(s):</b>		

**PURPOSE**

To provide the procedures to be followed regarding the assignment of parking spaces in the Administration Building.

**PROCEDURE**

The Director of Buildings and Grounds shall be responsible for:

1. ensuring that eligible persons and/or groups are assigned to designated spaces;
2. ensuring that such spaces are clearly designated by appropriate signs;
3. ensuring that all eligible persons receive, upon payment of a \$10 deposit\*, a coded garage sensor card to permit entry;
4. ensuring that the aforesaid card is returned when persons leave the Board’s employ, and deposit returned.

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\* Please note that subsequent to the adoption of this policy, the \$10 deposit no longer applies.