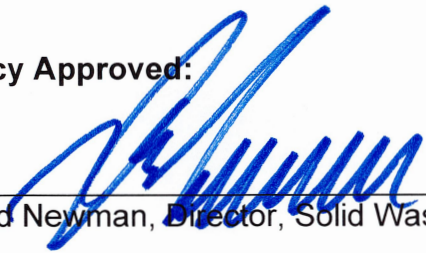




CITY OF SAN ANTONIO
**SOLID WASTE MANAGEMENT
 DEPARTMENT**

# 05-02 Alternate Parking	
Effective Date	7-1-2022
Previous Revisions:	n/a
Process Owner	Director's Office

Policy Approved:



 David Newman, Director, Solid Waste Management



 Date

I. Purpose

This policy explains where personal and City issued light-duty vehicles may be parked.

II. Definitions

Alternate Parking - parking a SWMD vehicle and/or a personal vehicle at a SWMD facility, such as brush site, service center, etc. that may not be the employee's currently assigned work location

Satellite Parking - parking a SWMD vehicle and/or a personal vehicle at a non-SWMD Department facility, such as a fire station or library

III. Policy

Employees who drive to work should park their personal vehicle at the employee parking lot for their assigned work location. City owned vehicles should also be parked at their designated work location.

The Assistant Director has the authority to approve an *Alternate Parking* location only for Supervisors, Assistant Managers, and Managers. Only the Department Director can approve requests for *Satellite Parking*.