

**NEW ORLEANS AVIATION BOARD
CITY OF NEW ORLEANS**

**CITY OF NEW ORLEANS PERSONAL VEHICLE PARKING PERMIT USE
FOR OFFICIAL BUSINESS**

I. PURPOSE

The City of New Orleans provided NOAB with two City of New Orleans public parking permits. These parking permits allow NOAB employees to park a personal vehicle at any legal, metered located in the City of New Orleans only without paying the parking fee. The use of these permits is for official NOAB business use.

NOAB employees do not need to pay or use a permit for metered parking when using a NOAB pool vehicle.

II. STATEMENT OF POLICY

When engaged in official NOAB business, an employee may display a valid field representative parking permit while parking in a metered parking space in the City of New Orleans. The employee will not be required to pay for the use of the metered parking space for that period of time during for which they are on official business, up to a maximum of four consecutive hours (Code of Ordinance, Division 9, Sec. 154-1092).

III. PROCEDURE

To use the public parking permit, an employee must complete the permit log available from administrative offices front desk reception. By using the public parking permit, the employee is certifying that they have read and understood this policy. The employee must state the NOAB business purpose, location, date and time of permit check out, estimated date and time of use and return, and log the actual date and time of permit return.

Employees are allowed to obtain a parking permit in advance. For example, if an employee needs to attend a Civil Service class in downtown New Orleans at 8 a.m., they may obtain the parking permit the prior afternoon and return the permit as soon as practicable. The employee is still prohibited from using the permit for other non-NOAB business purposes during this period.

The employee must return the parking permit to front desk reception after they have completed their trip and write down the date and time that they returned it on the permit log.

IV. ACCEPTABLE USE

A. Examples of Acceptable Permit Uses

- To attend Civil Service training courses at City Hall or the Department of Civil

Service offices.

- To attend off-site meetings, conferences, and seminars throughout the City of New Orleans.
- To deliver and receive business documents throughout the City of New Orleans.
- To pick up and drop off supplies needed for work throughout the City of New Orleans.

B. Violations

Improper use of a public parking permit is a violation of State of Louisiana Ethics Laws and City of New Orleans Municipal Code. Employees who engage in improper use of a public parking permit will be subject to revocation of parking permit privileges and disciplinary action pursuant to New Orleans Civil Service Commission Rule IX, as well as possible civil violations.

For example, use of a public parking permit for personal errands or to attend events unrelated to NOAB business, even along the way to or from official NOAB business use purposes, is considered improper use.

V. INQUIRIES

Inquiries regarding this Policy and Procedure may be addressed to the Deputy Director of Aviation - Administration and Innovation. Employees must report a lost or stolen permit immediately to front desk reception at (504) 303-7800.

Approved:



Kevin C. Dolliole, Director of Aviation

Issued: January 5, 2018