



4080

Employee Parking and Commuting

Policy 4080

Original Adoption: 06/14/2011

Effective Date: 06/14/2011

Revision Dates:

I. PURPOSE

Minneapolis Public Schools recognizes its unique position to influence its community and educate its children regarding energy conservation, protection of the environment and reduction of urban traffic congestion. The District wishes to honor its city's commitment to sustainability and green initiatives. The District recognizes that many employees require vehicles during the day to perform their assigned duties, many of whom use their private vehicles for these purposes. The purpose of this policy is to balance the needs to educate about environmental concerns, promote behaviors that reduce the carbon footprint of the District and to provide parking for employees, visitors and students that is necessary to fulfill the educational and business purposes of the District.

II. GENERAL STATEMENT OF POLICY

- A. The administration is directed to explore employee incentives to use mass transit, bicycle commuting, motorcycle commuting, walking or ride sharing including employee funded purchases of MetroPass cards, investment in carpool or rideshare finding programs, or other alternative commuting plans. In addition the administration is directed to explore instituting flex-time and telecommuting programs for employees.
- B. The Superintendent may establish priorities in the allocation of available off-street parking at district facilities.
- C. Parking arrangements at school buildings shall be the responsibility of the principal or site coordinator in coordination with the facilities department.

III. EDUCATION SERVICE CENTER PARKING

The following provisions shall be effective only at the district administration building located at 1250 West Broadway, Minneapolis, Minnesota.

- A. The Superintendent shall designate at least three percent (3%) of available parking spaces for registered carpools.
- B. The Superintendent shall designate an employee or employees responsible for coordinating the parking program at the central facility and leading the education effort regarding district goals for increasing alternative commuting plans at the Educational Service Center facility.



- C. The Superintendent and the coordinator(s) shall promote the concepts of mass transit use, bicycle and motorcycle commuting, walking to work or school and ridesharing to all employees assigned to the Educational Service Center facility.
- D. The Superintendent or Superintendent's designee shall make provision for parking for persons with handicapped driver status as well as persons with physical restrictions.
- E. The Superintendent or Superintendent's designee shall make provision for parking for motorcycles.
- F. The Superintendent or Superintendent's designee shall make provision for bicycle parking. At least fifty percent (50%) of designated bicycle parking shall conform to Minneapolis Ordinance requirements for long-term bicycle parking. Bicycle commuting shall be encouraged by the provision of changing rooms and shower facilities for bicycle commuters.
- G. The Superintendent or Superintendent's designee shall make provision for enforcement of parking regulations and rules.

IV. RESPONSIBILITY

- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. The Superintendent's designated coordinator(s) is (are) responsible for implementing the education program at the Educational Service Center and will monitor and report regularly on the status of the commuting programs to the Superintendent. The coordinator(s) is (are) also responsible for being the liaison between the district and Metro Commuter Services and Metro Transit.
- C. Employees are responsible to consider and use alternative commuting plans as much as is feasible.

Cross References:

MPS Policy 3517 (Operation, Maintenance and Security of Buildings and Grounds)
MPS Policy 3520 (Energy Use)