

Ivymount Parking Lot

- On-site parking spaces
 - 153 staff spaces
 - 18 visitor spaces
 - 10 accessible spaces
- The number of Ivymount staff (~300) exceeds the number of spaces available, therefore off-site parking accommodations are required

Off-site Parking

- Located at the Cabin John shopping center at the intersection of Tuckerman Lane & Seven Locks Road
 - 11325 Seven Locks Rd, Potomac, MD 20854
- Ivymount provides morning and afternoon shuttle service for off-site parkers
 - Morning Shuttle Times:
 - Afternoon Shuttle Times:
- New employees park off-site and are moved to the Ivymount parking lot based on seniority and job description (e.g., position that requires them on-site outside of shuttle times)

Parking Exemptions

- Occasional circumstances which preclude parking off-site

<u>Short Term Exemptions</u>	<u>Long Term Exemptions</u>
<ul style="list-style-type: none">• Planned early departure prior to first shuttle (e.g., doctor appointment)• Planned late arrival after 9:00 (e.g., doctor appointment)• Unplanned late arrival (e.g., arriving at off-site lot after 8:45 due to traffic)	<ul style="list-style-type: none">• Taking a class approved by Ivymount• Medical reasons• Job description

- Exemption Procedures
 - Requests for planned exemptions
 - Complete the applicable Exemption Template (i.e., short or long depending on situation) prior to date.
 - Exemption request forms are located here: K:\~Staff Resources\Outlook templates\Parking Exemptions
 - If exemption request is approved, park in a regular parking space (not visitor)
 - Unanticipated exemptions
 - Park in a regular parking space (not visitor)
 - Sign in at the front desk
 - Complete the short-term exemption form within 24 hours

Buddy System

- On-site parkers can give their spot to an off-site parker when they are absent on personal or professional leave and do not have substitute coverage
- Buddy system procedures
 - Park in a regular parking space (not visitor)
 - Sign in at the front desk and write “Buddy System-<on-site parker’s name>” under reason