

**BRAZOS VALLEY COMMUNITY ACTION AGENCY
Health Services - BVCHC**

Policies and Procedures

Policy Subject/Title: Accessible Parking

Applicability/Department: Community Health Centers

Policy:

In order to ensure that accessible parking is used only by those who need it, the enforcement procedure will be followed.

Procedure:

1. Staff will check periodically for violators who park in ADA accessible parking areas without proper identification or who park in "No Parking" zone.
2. If no driver in vehicle, notify owner of vehicle by announcing through in-house paging system, "Driver of _____ vehicle with driver's license number needs to move vehicle immediately".
3. If driver in waiting vehicle, designated safety officer or administrative person will inform driver to move vehicle and park in proper space.

Enclosure(s):