



## **\* UPDATED \***

August 13, 2019

To: All Employees

Subject: **GUIDELINES FOR PUBLIC PARKING OF COMPANY VEHICLES**

All employees of New York City Transit and MTA Bus are required to follow all parking regulations when operating company vehicles. When performing assigned duties that requires any NYCT/MTA vehicle to be parked, employees should be guided as follows:

- Look for legal parking within a reasonable distance.
- If this is not possible and you are required to pay for a parking space, obtain a receipt, and request reimbursement from your department petty cash custodian. Petty cash funds may be used for reimbursement.

If an employee parks in an unauthorized/illegal location and the vehicle is ticketed and/or towed, payment of associated fines are the full responsibility of the employee.

**Note: In accordance with current policies, petty cash funds and/or company procurement cards cannot be used to pay fines/summonses.**

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