BOSTON TRANSPORTATION DEPARTMENT
OFFICE OF THE PARKING CLERK

<u>OUTSIDE AGENCY PLACARD POLICIES</u>

1. This placard is not to be used for parking for anything other than official business.
2. Placards **DO NOT** allow the vehicle to park in **City Vehicle Only** parking spaces.
3. Placards are **NOT** to be reproduced. They are issued through the Boston Transportation Department only.
4. Parking placards are issued annually. **DO NOT** use expired placards. If your placard is close to expiration, contact your BTD representative.
5. Placards must be visible on the **dashboard only, nowhere else.**
6. **DO NOT** alter the placard in any way.
7. You are responsible for your assigned placard. If you lose it, the Boston Transportation Department has the right to **NOT** issue you a second one.
8. The placard is only valid for the matching registration number to the vehicle.
9. Placards are non-transferrable. If a new registration number is assigned, you must reapply for a new placard.
10. When a violation is issued, a **VIOLATION AFFIDAVIT** must be filled out completely and signed. As well as attaching any additional information to help with the appeal process. *e.g. pictures, mapping, documentation etc.* **INCOMPLETE FORMS WILL BE RETURNED** Upon completing the affidavit, it **MUST** be turned in to the Office of the Parking Clerk along with the violation.
11. **All AFFIDAVITS must be received by BTD within 21 days of violation issuance.** Anything after 21 days will have to be handled outside this program, by the violator personally through the Parking Clerk's Office.
12. If an employee is using a different vehicle on the day of the violation they are to note this on the **AFFIDAVIT** along with the reason they are not using their usual vehicle.
13. All PUBLIC SAFETY VIOLATIONS, due to their nature, are handled in accordance with standard Office of the Parking Clerk's adjudication policies and procedures.
14. The allotted hours for placard usage are 8:00 am to 5:00 pm. Any violations issued outside of these hours will be the responsibility of the placard holder.
15. Consistent with the City of Boston's policies, rules and regulations, parking violations issued to placard vehicles, can be summarily dismissed if they were issued for the following non-public safety violation:
    a. OVER POSTED LIMIT
    b. RESIDENT PERMIT ONLY
       *PLACARD VEHICLES ARE EXEMPT FOR ONE HOUR ONLY IN "NO PARKING" AND "LOADING ZONE" AREAS. ABUSE OF THESE VIOLATIONS WILL NECESSITATE A HEARING.
16. Under no circumstance should an operator who received a violation contact a BTD office to argue/appeal a ticket. There is a protocol in place and the procedure **MUST** be adhered to by **ALL** placard holders.

17. **A copy of your valid vehicle registration must be attached to this application. Placards will not be issued without it.**

18. **ALL APPEAL HEARINGS NOT APPROVED BY YOUR LIAISON MUST BE PERFORMED DURING YOUR OWN TIME.**

19. **BTD HAS THE RIGHT TO DENY ANY REQUEST UPON INTERNAL REVIEW**

20. **BTD HOLDS THE RIGHT TO REVOKE ANY ISSUED PLACARD – ABUSE OF THIS PRIVLIGE WILL NOT BE TOLERATED**

I, _____, have read the above policies and agree to the terms and conditions. I understand that failure to comply may result in my assigned placard being revoked.

SIGNATURE _____

DATE _____

CITY OF BOSTON
BOSTON TRANSPORTATION DEPARTMENT
OFFICE OF THE PARKING CLERK

<u>APPLICATION FOR THE OUTSIDE AGENCY PARKING PLACARD PROGRAM</u>

PLEASE PRINT LEGIBLY AND COMPLETE EVERY SECTION
INCOMPLETE FORMS WILL NOT BE ACCEPTED

DATE _____

AGENCY NAME _____   AGENCY ADDRESS _____

APPLICANT'S NAME _____

APPLICANT'S HOME ADDRESS _____

PHONE # _____   ALTERNATE PHONE # _____

APPLICANT'S EMAIL _____

_____

<u>VEHICLE INFORMATION</u>   ***<u>YOU MUST ATTACH A COPY OF YOUR VEHICLE REGISTRATION TO THIS APPLICATION</u>***

YEAR _____   MAKE _____   MODEL _____   MA REGISTRATION # _____

COLOR _____

      I, _____, agree to follow all rules and regulations pertaining to parking in the City of Boston. Any violations I receive, I agree to follow the payment/appeal procedure set forth by the Office of the Parking Clerk. I have also read and signed the parking placard policy and will adhere to it.

SIGNATURE _____ _____   DATE _____

AGENCY MANAGER'S NAME _____

AGENCY MANAGER'S SIGNATURE _____   DATE _____

FORM A