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Administrative Procedure # A - P - 2

Subject: Issuance of Daily Park Pass and Collection Box Maintenance

Effective Date: July 1, 2014

Revision Date: July 1, 2018

Procedure Statement:

To issue park passes to the public for daily parking on State Parks and to control the cash received from the sale of these park passes.

Definitions:

Vehicle – Any wheeled conveyance for the transportation of persons or materials, which conveyance is powered by a motor, including but not limited to automobiles, trucks, motorcycles and scooters, and golf carts, but excluding motorized wheelchairs

Van - Any vehicle that has a passenger capacity of 13 -30 people

Bus – Any vehicle that has a passenger capacity of greater than 30 persons.

Rates:

Vehicle – \$5.00

Van (13-30 passengers) – \$30.00

Bus (30+ passengers) – \$70.00

Georgia Disabled Veterans must purchase daily passes from within park office in order to receive the reduced rate. Appropriate “ID” (VSO Form 22 or Certificate of Eligibility) is required.

There is not a Senior Citizen discount rate for daily passes.

EXEMPTIONS

A. School groups, including vocational schools, colleges and universities, accompanied by one or more teachers.

- B. Daily lodge restaurant users.
- C. Individuals attending one-day conferences at lodges (not including overnight guests).
- D. Government, delivery, and service vehicles where the drivers or passengers are conducting business with authorized representatives of the department.
- E. Visitors to historic sites where admission is charged.
- F. Visitors for special events sponsored or co-sponsored by an outside group or community organization, at the discretion of the site manager.
- G. Golfers parked at golf course parking lots, where a portion of the greens fees is applied to the parking pass program.
- H. A ParkPass is not required for vehicles transporting participants to and from Hunter Safety Classes held on State Parks. It is permissible for the vehicle to remain on the park during class times without a parkpass being displayed. If this creates a parkpass compliance issue for your park, issue the driver a day-use pass at no charge.

Procedure:

Daily park passes can be purchased from collection boxes located at designated site locations and the park office. Guest should remove envelope and park pass from box, then put the appropriate amount (cash or check) into envelope and drop it into collection box.

Purchased at park office

- A. Guest comes in to purchase a daily park pass
- B. Using Active, ring up pass in the sales screen using the park pass daily item in the drop down box.
 - i. If guest is a Georgia disabled veteran with a VSO 22 card, select the "PARKPASS DLY VET" option. This item will ring up with a 25% discount.
 - ii. Bus – use the "PARKPASS DLY BUS "
 - iii. Van- use the "PARKPASS DLY VAN"
 - iv. Active Military/Veterans—use the "PARKPASS DLY ACTIVE MILITARY/VET"
 - v. Rx for Fitness Guest—Use the "PARKPASS DLY RX FITNESS"

Collection box maintenance procedure

- A. Boxes should be serviced on a regular schedule based on factors such as use, time of year, location, etc. Boxes should be collected on a weekly basis or more frequently if warranted.
- B. Park passes should be placed in collection box dispenser(s) in sequential number order if possible.
- C. Two staff persons must collect the secured moneybox. One of the two staff persons should be one of the sites "A-Team" (Park Manager, Assistant Manager, Enforcement Ranger, etc.) However, it is permissible for 1 staff person to collect the locked internal money boxes if they remain locked.
- D. Two or more staff persons (one staff person must be A-Team) must be present to unlock

the internal money box and count the contents of each internal moneybox.

- E. Once counted, revenue from collection boxes should be entered in Aspira/Active as Park Pass Box Collection item #22255. Please follow the below instructions and also use the link to access the Desk Level Procedure on Staff Resources.

<http://explore.gastateparks.org/Files/GeorgiaParks/2018/EnteringparkpassboxcollectionsintoActive.pdf>

- i. Select the "PARKPASS COLLECTION BOX" item from the product drop down box.
- ii. Divide money collected by \$5.00 fee and enter quantity to the last full number of passes collected into Active. For Example. \$24 dollars was collected. \$24 divided by \$5.00 equals 4.8. Therefore 4 passes would be entered totaling \$20. Then enter a separate line for 1 pass and do a fee adjustment for \$4.00 to enter the total amount collected.
- iii. Ensure that receipt of the transaction is placed with daily closeout materials.

Procedure for kiosk operation

- A. Issue change fund, day passes and kiosk report.
- i. Day passes for the self-serve boxes and for the Kiosk booth must be stored in a secure location.
 - ii. In advance of issuance, in the park office, staff must count and verify all tickets in each box are present. This can be done in the off-season or when shipments of new passes are received, etc. rather than waiting until the beginning of a Kiosk Attendants work day.
 - iii. Any skipped or missing tickets should be verified by Park MOD and notated on the box of the affected sequence of numbers.
 - iv. The Park MOD should notate the missing numbers on the Kiosk form 62 each day when the daily park pass supply is issued to the Kiosk Attendant at the start of their shift.
 - v. Park MOD should randomly enter the Kiosk booth to ensure the kiosk is being properly operated. Park MOD should ensure there are no other tickets in the Kiosk that are out of sequence from the boxes issued.
 - vi. Issue passes in sequential order.
- B. Keep first and last pass envelope sold for the day
- i. Keep these with parks copy of the weekly report for audit purposes.
- C. Reconcile the cash box
- i. Remove change fund.
 - ii. Count remaining money.
 - iii. Subtract beginning pass number from the ending pass number then add 1. This equals the number of passes sold.
 - iv. Number of passes sold X cost per pass should equal the funds counted after removing the change fund. (If not, you will have to enter a short or over entry to correct)
 - v. Complete the kiosk report for the day.
 - vi. Park management needs to verify the report weekly.
- D. Record revenue received in Aspira/Active in the "sales" screen.
- i. Go to Retail and use the item drop down and select the "PARKPASS DAILY" item from the product drop down box. Enter Quantity of parkpasses sold

- and verify cash collected.
- ii. Complete the transaction and place money into the cash drawer.
 - iii. Attach receipt to the kiosk report. Ensure that completed report is attached to weekly report each week.

Authority: (if applicable)

O.C.G.A. 12-3-9

O.C.G.A. 12-3-10-Q

DNR RULES-- 391-5-3

Attachments:

Attachment 1 – Park Pass Kiosk Report Form 62

References:

PRHS O-P-1 Park Pass Operations

PRHS A-R-7 Revenue Collection Ledger