

MANAGING DIRECTOR'S DIRECTIVE NO. 49

ILLEGAL PARKING OF CITY VEHICLES

Pursuant to Executive Order No. 6-89, dated November 26, 1989, and the City/SEPTA Transit First Policy and the Policy of the Director of Finance, the following directive is promulgated:

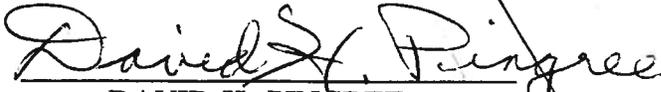
Government vehicles and personal vehicles used for official business shall be parked in a legal manner.

Tickets for traffic violations issued against these vehicles shall be paid by the employee. Requests to the Bureau of Administrative Adjudication for the administrative review of violations shall be signed by the Department Commissioner, Agency Head or designated deputy on the respective department or agency letterhead in the format provided by the Bureau. The request shall include the ticket itself, a time card or sign-in sheet for the date of violation and an explanation of the circumstances necessitating the review.

If parking regulations for a specific department have been relaxed by the Mayor, the Managing Director or the Streets Department, a copy of such order shall be forwarded to the Bureau of Administrative Adjudication with the request for review. Cabinet Officers, Commissioners and Agency heads may submit their requests directly under their own signature.

Obstruction of traffic and other safety violations, including but not limited to parking at fire hydrants, in fire lanes, at/on crosswalks, on sidewalks, in handicapped zones or double-parking, will not qualify for dismissal under this program. Municipal vehicles with flashing lights will not automatically be considered emergency vehicles. Police and Fire vehicles responding to emergencies are exempt from this Directive.

Included with this Directive is a form to be adapted by each Department for use in review requests.

  
\_\_\_\_\_  
DAVID H. PINGREE  
Managing Director



Date

Dominic M. Cermele, Director  
Bureau of Administrative Adjudication  
City of Philadelphia  
909 Filbert Street  
Philadelphia, PA 19107

Re: Vehicle Registration #:  
City Property #:  
Vehicle Owner:  
(if other than city)

Dear Director Cermele:

This employee \_\_\_\_\_, employee # \_\_\_\_\_,  
of the City of Philadelphia, Department of \_\_\_\_\_, Office of  
\_\_\_\_\_, received a parking citation.

On the date and time indicated, \_\_\_\_\_ was  
conducting official departmental business in the area of \_\_\_\_\_ on  
the date of \_\_\_\_\_ at approximately \_\_\_\_\_ A.M. P.M.

During this period, the enclosed parking violations citation # \_\_\_\_\_ was  
issued to the vehicle used by this employee in the discharge of his/her duties. Please schedule  
an administrative review of this citation.

Sincerely,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

