



Advisory # 2019-A-015

Subject: Parking Reminder for Airport Employees

From: Customer and Terminal Services

Contact: Groundside Operations, 416-776-5482

Date: 2019-02-26

With Toronto Pearson's parking facilities becoming increasingly busy, our Groundside Transportation Services division is reminding all employees who have parking privileges about the terms and conditions associated with using our parking facilities.

Please use employee parking facilities during **work hours only and while on company business**. These facilities are not intended for use when employees are on personal business or vacation. Please be mindful of these limitations and considerate to fellow employees. Also, as a reminder, we have set up a family and friends discount for parking using promo code FAM2019YYZ to save 25% off Daily Park Garage.

Any misuse of a parking permit, tag, card, or other related parking token issued by the GTAA or its agents may result in the loss of parking privileges at any time. Please read the attached *Parking Permit Terms and Conditions of Issue* for more information.



Toronto Pearson

**EMPLOYEE PARKING
TERMS AND CONDITIONS OF ISSUE
TORONTO - PEARSON INTERNATIONAL AIRPORT**

As a holder of a parking permit, tag, card, or other related parking token issued by the Greater Toronto Airports Authority (GTAA), or it's agents, I understand, agree to and will abide by the following Terms & Conditions of Issue:

- a) That the parking permit, tag, card, or other related parking token issued to me is the property of the GTAA and must be returned to the GTAA upon cancellation of my parking privileges, or upon demand. Permits must not be tampered with or written on at any time.
- b) That I will safeguard the parking permit, tag, card, or other related parking token at all times and immediately report the loss/theft of the same to the Airport Parking Permit Office at (416) 776-2820 or email to parkingpermit@gtaa.com. Lost charge will apply.
- c) That I am subject to **non-refundable** administrative fees due to loss/theft or failure to return upon cancellation the parking permit, tag, card, or other related parking token.
- d) That I will use the parking permit, tag, card, or other related token to park only a private passenger vehicle in an area designated by the GTAA, and in accordance with the "Rules and Regulations" in effect at any time. I will not transfer, sell, rent, loan, or permit unauthorized use of the parking permit, tag, card, or other related parking token. Any misuse of the parking permit, tag, card, or other related token may result in the loss of parking privileges at any time.
- e) That I will abide by all traffic and regulatory signage and ground markings. Failure to do so may result in receiving enforcement tickets and/or towing at my expense.
- f) That I will utilize designated parking area during my **working hours only**. The use of the GTAA employee parking facility is strictly for company business only and not intended for use when on personal business or vacation.
- g) That the parking permit, tag, or other related parking token will be displayed on the rear view mirror or dashboard with the tag number clearly visible from the exterior of the vehicle where applicable. If the parking permit, tag, or other related token is not displayed as required, the vehicle may be tagged or towed, at owner's expense.
- h) That the GTAA assumes no responsibility for loss or damage to the vehicle and/or its contents while it is parked or if it is towed pursuant to paragraph (g) above.
- i) That if I intend to park in the employee parking facility for more than 7 days in order to fulfill my work duties, I am required to notify GTAA Groundside Operations Office at (416) 776-5482 or email groundsideoperations@gtaa.com. Failure to notify the GTAA may result in my vehicle being removed from the facility (or tagged & towed at owner's expense).
- j) I will abide by all signs, Airport Operations Bulletins, GTAA Rules & Regulations, and other such directives pertaining to employee parking generally and at the parking lot I am assigned.
- k) That vehicles are not to be stored on GTAA property and if found in violation vehicle will be tagged and towed to the Airport Compound. All fines received are at the owner's expense which will be subject to non-refundable fees.
- l) I will notify and provide to the Airport Parking Permit Office documentation requested by the GTAA of any changes in my name or vehicle information within 7 business days of any such change.
- m) That I will be subject to parking permit renewal process as scheduled by the GTAA.

Name: _____ Date: _____
(Print)

Signature: _____

Company Name: _____

Permit/Tag/Card Number: _____