

# ADA Parking Accommodation Request

## Definition and Purpose

This defines the process that must be followed before special parking accommodations will be granted by GT Parking and Transportation Services (PTS). GT PTS will only consider requests that are submitted through the appropriate Georgia Institute of Technology disability accommodation policy and procedures.

## Rules and Regulations

Anyone with a disability that requires a special accommodation for parking must contact the appropriate campus resource for ADA accommodations.

- Faculty/staff and visitors should contact the Office of Human Resources.
- Students should contact the Disability Services Program through the Office of the Dean of Students ADAPTS-Disability Service Program 353 Ferst Drive, Suite 210, Smithgall Student Services Building 404-894-2563 (V), 404-894-1664 (TDD), 404-894-9928 (FAX).
- ADAPTS-Disability Service Program and EHS will coordinate a decision with the Institute’s ADA contact to approve, modify or deny a request in accordance with ADA requirements.
- GT Parking and Transportation Services Procedure:
  1. Decisions are based on a case by case basis.
  2. Decisions are dependent on coordination/input from appropriate Disability Consultant.
  3. Approved parking accommodations will be reviewed periodically with ADAPTS and EHS to determine current needs.
  4. When the person who receives the parking accommodation leaves campus, the accommodation is cancelled. If the accommodation involves a specific space (in a specific location) PTS will determine the appropriate designation and usage of the space.

## Restrictions

- ADA spaces are not reserved spaces for individuals but for all those requiring special accommodations.
- To reserve a personal space, a permit applicant is required to follow the same procedure as all faculty and staff (see “Department or Personal Reserved Spaces at [www.pts.gatech.edu](http://www.pts.gatech.edu).)”

## Related References

GT Disability Accommodation <http://www.ohr.gatech.edu/ers/disability>  
ADA Information for employees <http://www.ohr.gatech.edu/ers/disability>  
Environmental Health and Safety <http://www.ehs.gatech.edu/organization>  
ADAPTS-Disability Services Program <http://www.adapts.gatech.edu/>

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