

# CONVENTION PARKING ATTENDANT INSTRUCTIONS

Table of Contents	
	Paragraphs
Safety.....	2
Dress and Decorum.....	3
Parking Attendant Meeting.....	4
Assignments.....	5
Elderly, Disabled, and Drop-Off Areas.....	6
Monitoring Parking Areas.....	7
Dealing With Disruptive Individuals.....	8
Emergencies.....	9

1. The Parking Department oversees all parking facilities controlled by the convention and is responsible for the safety of pedestrians and vehicles in the parking area(s). Parking attendants should be exemplary spiritual men, known for demonstrating the fruitage of the spirit. (Gal. 5:22, 23) They should always be kind and provide direction in a helpful way, encouraging attendees to comply with parking arrangements.

2. **Safety:** Parking attendants should be alert at all times to any potentially dangerous or unsafe situations. These could be due to defects in pavements or sidewalks. Parking attendants must not direct vehicles onto or off public streets. They should direct vehicles only within the convention parking premises, and even there, extreme caution should be exercised so that no one will be injured and no property will be damaged. Children should not be allowed to play in the parking areas. Parking attendants should assist attendees to cross traffic safely within the parking areas.

3. **Dress and Decorum:** All parking attendants should wear at least a dress shirt, tie, and slacks, and must wear a *Parking* (CO-19d) badge card. The use of high-visibility safety vests is recommended. Each parking attendant is responsible to bring his own sun protection and rain protection. Parking attendants should also stay hydrated, especially when the heat is excessive.

4. **Parking Attendant Meeting:** Before the parking areas open on the first day of the convention, the parking overseer will meet with all parking attendants. He will review these instructions and the parking plan. He will also review the emergency procedures so that all parking attendants will know their duties in the event of an evacuation or other emergency. The meeting will conclude in time for all parking attendants to assume their assigned positions no later than 15 minutes prior to the opening of the parking areas.

5. **Assignments:** Parking attendants should make wise use of the spaces provided within the parking areas. They should fill all parking areas efficiently by directing vehicles in an orderly fashion. If poor direction is given by the parking attendants or if parking areas are poorly staffed, traffic may back up on local streets or highways, creating traffic congestion and dangerous driving conditions that may draw the attention of the authorities. Systematically filling parking areas requires thorough advance planning and good communication among parking attendants. Each parking attendant should know where the flow of cars should go in order to fill each space safely. Parking attendants should not use wands or pointers. Hand gestures are understood more readily.

6. **Elderly, Disabled, and Drop-Off Areas:** Parking attendants should direct only those with government-approved placards or license plates for the disabled to park in spaces legally marked as reserved for them. No one else should be allowed to park in these spaces. If anyone parks in these spaces without a placard or license plate for the disabled, he may be subject to a fine. Other areas may also be designated by convention oversight as (1) parking or (2) drop-off areas for the elderly and disabled. These areas will be included on the parking plan. Parking attendants should make cer-

tain that these areas are used only for the elderly and disabled and should ensure the safety of such ones. Drivers who are dropping off such individuals should not be allowed to impede traffic by needless delays.

**7. Monitoring Parking Areas:** In addition to providing direction on where to park, parking attendants should be very alert and aware of who is entering the parking areas. If they see suspicious individuals, parking attendants should approach them in a friendly manner to discern their intentions. If necessary, they should advise the attendants in the facility to be aware of such ones. During the sessions, it is important to monitor the parking areas in pairs. The presence of the parking attendants is a strong deterrent to vandalism and theft. Parking attendants should inform the parking overseer or his assistant immediately if they observe such activity. The facility's security personnel or the police should be contacted if the situation warrants it. Brothers should exercise extreme caution so that none are injured or their safety jeopardized.

**8. Dealing With Disruptive Individuals:** If a person begins to act in a disorderly manner, parking attendants should intervene. If order cannot be restored, they can kindly ask the person to leave the premises and should immediately inform the parking overseer or his assistant. **At no time should a parking attendant initiate physical contact with a disorderly individual.**

**9. Emergencies:** Parking attendants on duty will be informed when an ambulance has been called to the facility. A clear route to the best point of entry to the building should be maintained during the time that the ambulance is on-site.