



**DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT**
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(207) 430-6000

DVEM Policy and Procedure Statement 24-11

November 18, 2024

TO: All Defense, Veterans and Emergency Management Employees

FROM: Brigadier General Diane L. Dunn, Commissioner and Adjutant General

SUBJECT: Camp Chamberlain Parking

1. This policy supersedes DVEM Policy and Procedure Statement 22-03, dated October 1, 2022, subject as above. This policy will remain in effect until rescinded or superseded.

2. PURPOSE

The purpose of this policy is to outline the rules and regulations for the use of motor vehicles on Camp Chamberlain. These rules and regulations are designed for the safety, welfare and health of employees and visitors; the protection and maintenance of property; and to govern traffic on post. Cooperation and compliance with these rules and regulations by all members of this organization is essential.

3. SCOPE

This policy applies to ALL employees of the Department of Defense, Veterans and Emergency Management (DVEM) who operate personal or government fleet vehicles in the course of business. This includes civilian employees of the State of Maine and federal technicians, Soldiers, or Airmen in Title 32 training status, Title 10 federal service under DVEM control, or state status, Active Guard Reserve (AGR) program Soldiers, contractors, vendors, and visitors on DVEM property.

4. RESERVED PARKING

a. Reserved spaces are provided for the Commissioner/Adjutant General and the Deputy Commissioner in the semi-circle parking lot located in front of Camp Chamberlain. These spaces are marked accordingly.

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b. Parking in these spaces is prohibited. Vehicles found parked in these reserved spaces will be towed at the owner's expense.

5. EMPLOYEE PARKING

ALL Camp Chamberlain employees are to park in the **EMPLOYEE** parking lot located beyond the Visitor's parking lot. (See Enclosure)

6. VISITOR PARKING

The semi-circle lot located in front of Camp Chamberlain's main entrance is reserved for visitors and guests of Camp Chamberlain. (See Enclosure)

a. Parking in this lot is short term (**30 MINUTES**).

b. A list of visitors and guests must be provided to the Security staff for all upcoming training, rentals and ceremonial events to ensure proper identification and guidance for parking. Exceptions for length of stay are authorized for these events.

c. Employee parking in the visitor parking lot, without prior approval from Command Group, is prohibited and offenders are subject to being towed at the owner's expense.

7. DISABILITY PARKING

Parking spaces designated for persons with disabilities are reserved for those who have a valid disability parking permit, either in the form of a special license plate or a placard.

a. Standard Disability Parking Spaces: These parking spaces have a white wheelchair user painted over a blue background. Sometimes there is a metal sign with the same logo posted in front of the space as well or instead.

b. Van-Accessible Disability Parking Spaces: Wheelchair accessible vehicles require a larger parking space to accommodate side-entry or rear-entry ramps. The parking spaces for such vehicles are identified by white diagonal lines painted across one or both sides of the space.

c. If You DO Have a Disability Parking Permit: If you hold a disability parking permit, it is valid for any vehicle of which you are either a driver or a passenger. It does not matter who owns the vehicle as long as the permit-holder is traveling in it. In any case, you must always display your permit in a visible location.

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d. If You DO NOT Have a Disability Parking Permit: First and foremost, **NEVER** park in a disability parking space if you or your passenger do not hold a permit. If parking adjacent to a disability space, be sure you do not obstruct the striped aisles. Otherwise, those required side-entry or exit cannot use the space.

8. GATES

Access cards are required for entry through lift gates.

a. Employees WITH access cards may use either lane when entering Camp Chamberlain.

b. Employees WITHOUT access cards are to use the left lane next to the Gate House when entering Camp Chamberlain and show proper identification for entry.

c. These gates are designed for **ONE** vehicle at a time. **DO NOT TAILGATE**. The gate will close automatically after the first vehicle proceeds through.

9. SPEED LIMITS

It is important that operators of motor vehicles travel at careful and prudent speeds, having due regard for vehicular and pedestrian traffic, surface and width of ways and other conditions as applicable.

a. Maximum speed limit in Camp Chamberlain is **10 MPH**.

b. Maximum speed limit while passing troops in the PT Zone is **5 MPH**.

10. GOVERNMENT FLEET VEHICLES

a. Government fleet vehicles are not authorized to park in the Visitor Parking Lot (semi-circle lot) unless they are conducting temporary business and will only be there short term (30 minutes).

b. Exceptions to parking in the Visitor Parking Lot (semi-circle lot) are for staging of Command Group vehicles for Command staff use, to include TAG sedan and Command Group van. All others are prohibited.

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11. LOADING AREAS

a. Individuals who must unload items may park while unloading near doorways in unloading zones. The vehicle must have its emergency (flashing) lights on. These vehicles must be removed from the unloading zones and parked in an appropriate parking lot as soon as possible.

b. Loading docks are restricted to fleet, contractor or vendor deliveries, as marked.

12. MAINTENANCE/REPAIRS

a. Except for emergency repairs (i.e., dead battery; flat tire), employees shall not perform any work on any automobiles while located on Camp Chamberlain.

b. Employees shall protect the parking surface under any vehicles that leak excessive fluids.

13. MOTORCYCLE PARKING

a. Motorcycles must be parked in regular vehicle parking spaces or in the designated motorcycle parking area. (See Enclosure)

b. The motorcycle pad is intended for that use only and other vehicles are prohibited from parking on it.

c. Motorcycles are prohibited from parking in ANY striped area of ANY parking lot.

14. PARKING IN NON-DESIGNATED AREAS

a. Under NO circumstance is parking on sidewalks or the lawn permissible.

b. Parking in ANY striped area of ANY parking lot is prohibited. (See section 21)

15. POV LONG TERM/OVERNIGHT PARKING

Employees who need to leave their vehicle long term or overnight due to a temporary duty (TDY) assignment are authorized to park their vehicles in the space reserved for "Long Term/Overnight" parking. (See Enclosure)

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16. RECREATIONAL AND OVERSIZED VEHICLES

A recreational vehicle, often abbreviated as RV, is a motor vehicle or trailer which includes living quarters designed for accommodation. Types of RVs include motorhomes, campervans, caravans (also known as travel trailers and camper trailers), fifth-wheel trailers, popup campers, and truck campers.

- a. If you need to bring your RV, boat, ATV or snowmobile to work, you must park in the lot furthest from the building. (See Enclosure)
- b. Vehicles equipped with plows are to park along the tree line of the employee parking lot.
- c. Leaving an unattended recreational vehicle, boat, ATV or snowmobile is prohibited.
- d. Individual overnight stays require written approval from Command Group.

17. RIDE SHARING

Ride sharing is the practice of sharing rides or transportation, especially by commuters, typically in the form of carpooling and vanpooling. Ridesharing vehicles are to park in the employee parking lot.

18. SAFETY

- a. All military and civilian personnel who operate or ride in motor vehicles within Camp Chamberlain must wear manufacturer's installed seat belts/shoulder restraint systems in both front and rear seats.
- b. All vehicles must display current/valid registration and inspection stickers.
- c. All parts of the vehicle must be parked entirely within painted stall lines. Vehicles SHALL NOT be parked with any part of the vehicle or load extending over any portion of a sidewalk or extending into the lane of travel. Portions of the vehicle include bumpers (front/rear); trailer hitches; bike racks; etc. Doing so poses a safety hazard that could cause harm to pedestrians, hinder wheelchair accessibility; and impede winter snow removal.

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d. Employees shall exercise added caution when using the parking areas at night and report any lights out or other possibly dangerous situations to the building manager as soon as possible.

19. SNOW REMOVAL

a. During inclement weather, especially after heavy snowfall, parking conditions become hazardous, and snowbanks often reduce parking space. When these conditions exist, do not park in a manner that will impede traffic flow and increase accident hazards. The entry and POV areas will be plowed by a contractor. All other areas will be cleared by DFE personnel.

b. If you drive a fleet vehicle, please move it as early as possible the next day to an area that has been cleared. That way, when the snow removal crews return after the storm has passed, they can clean up the area completely.

c. Personnel who are TDY or will be parking vehicles overnight (to include fleet vehicles), should park in designated areas to assist us with snow removal operations. (See Enclosure)

20. SPECIAL EVENT PARKING

Special event parking is to be determined prior to an event and is subject to change at the discretion of DVEM.

21. STRIPED AREAS

Striped areas are designated for persons with disabilities accessibility, emergency vehicles, or for parked vehicle safety.

a. All striped areas around a disability parking space are designated to give persons with disabilities the space they need to get in and out of their vehicle safely.

b. Other striped parking areas are for emergency vehicles or for parked vehicle safety.

c. Parking in ANY striped area of ANY parking lot is prohibited.

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22. THEFT/DAMAGE

DVEM is NOT responsible for theft AND/OR damage to vehicles or vehicle contents while ON the premises.

a. To AVOID loss or theft, please keep vehicle locked at all times. Most thefts that occur from vehicles are from unsecured vehicles with the items taken being left in plain sight from the outside.

b. To AVOID accidental damage, please be mindful of parking too close to another vehicle.

23. VENDORS

a. Vendors are allowed to use the loading docks and/or load/unload zones.

b. Vendors must coordinate with the Building Manager for the parking of large delivery vehicles, dumpsters, roll-a-ways, or storage containers.

24. EXCEPTION TO POLICY

a. ALL Requests for Exception are to be submitted in writing to Command Group and fully describe the circumstances for justification.

b. The Request for Exception is reviewed in the order in which it is received. Submission of this request is NOT a guaranteed approval.

c. Command Group will review the request and carefully consider all the information submitted before any decision is made.

d. Notification of the decision is made in writing to the address provided. All decisions made by the approving authority are FINAL.

25. Permission to operate and park a vehicle at Camp Chamberlain is a privilege. Failure to comply with this policy may result in loss of parking privileges and/or vehicle being towed at owner's expense.

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26. Point of Contact is Command Group (207) 430-6000.

Encl

A handwritten signature in black ink, reading "Diane L. Dunn". The signature is written in a cursive style with a large, stylized "D" and "D" at the end.

Brigadier General Diane L. Dunn
Commissioner and Adjutant General