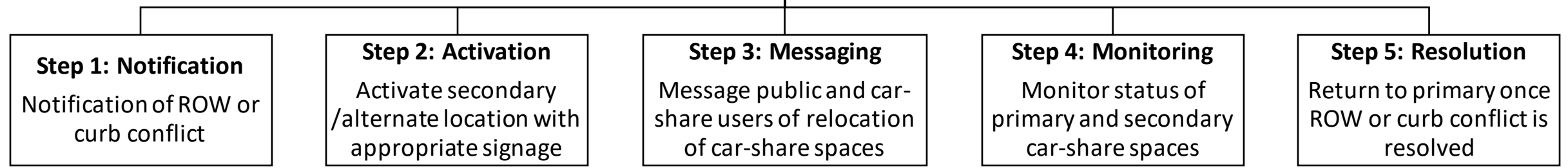


**Alternative Car-Share  
Location Selection  
Standard Operation  
Procedure**



- Step 1: Notification**  
**Source:**
  - a) Arlington County Permit Office or other responsible party provides notification of changes to public right-of-way (ROW) or curb conflict that impacts any of the car-share locations to Department of Environmental Services (DES) Parking team
  - b) Vendor provides notification to DES Parking team of observed car-share location conflict providing pictures, date, time and responsible party.
  
- Step 2: Activation**  
*First, DES Parking team provides information related to public ROW conflict to Vendor (if notification provided in advance to DES Parking team) and directs secondary location to be activated. Total of 2-3 preidentified and pre-agreed locations for each primary location. Next, DES Operations and Vendor coordinate to install temporary signage (including "Car-share Only" language, date, time, duration).*
  
- Step 3: Messaging**  
*DES Parking team communicates change internally to DES units and Arlington County Police Department.*
  
- Step 4: Monitoring**  
*DES Parking team and Vendor monitor primary and secondary locations for utilization or other potential conflicts or issues.*
  
- Step 5: Resolution**  
*DES Parking team confirms conflict at primary location has been resolved and coordinates reactivation of primary location and deactivation of secondary location.*