

Alternative Car-Share Location Selection Standard Operation Procedure

Step 1: Notification

Notification of ROW or curb conflict

Step 2: Activation

Activate secondary / alternate location with appropriate signage

Step 3: Messaging

Message public and carshare users of relocation of car-share spaces

Step 4: Monitoring

Monitor status of primary and secondary car-share spaces

Step 5: Resolution

Return to primary once ROW or curb conflict is resolved

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.