

# Parking Guidelines for Commercial Vehicles

Dear Employees,

As part of our commitment to maintaining a safe and organized work environment, we would like to outline the guidelines for parking commercial vehicles on company premises.

## Parking Areas

- All commercial vehicles should be parked in the designated parking areas.
- Parking in non-designated spaces is prohibited.

## Vehicle Size and Weight Limits

- Vehicles exceeding 10,000 pounds are not permitted on company property.
- Tractor trailers must park in the designated truck areas only.

## Registration and Permits

- All commercial vehicles must display a valid parking permit issued by the company.
- Permits should be renewed annually.

## Safety Regulations

- Always turn off engines when parked.
- Ensure the vehicle is secured and locked when not in use.

Failure to adhere to these guidelines may result in disciplinary action, including revocation of parking privileges. Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]