

## SJC EMPLOYEE PARKING LOT ENTRY/EXIT GUIDE

### Entering

Enter at any designated lane for employees (Lot 2). The proximity or prox card reader is located on the lower right area of the machine (see Figure 1). To enter, place your prox card directly over the reader. The gate will lift to allow entry.



(Figure 1)

### Exiting

To exit, follow the same procedure as entry, place your prox card over the reader. The gate should open for exit.

### Assistance

If the gate arm fails to open for any reason, press and hold the call button as seen in Figure 2, (or call SP+ Parking at 408- 441-5570) identify yourself as an airport employee, and provide your prox card number. SP+ will open the gate after verifying the information provided.



(Figure 2)

DO NOT tailgate another vehicle when entering or exiting the parking lot. Tailgating may result in revocation of parking privileges and issuance of administrative citations. Do not share your prox card or hangtag with anyone.

At no time should employees switch lanes (unless directed by Airport Parking or Airport Operations) and pull a ticket for entry. Employees will be liable for payment on any pulled ticket.

For further information and for a complete set of parking rules and regulations, please refer to the "SJC Employee Parking Rules and Regulations." You can find a copy on [www.flysanjose.com](http://www.flysanjose.com) under Employee Parking or at the Airport Parking Office.