



## **NNS Parking & Transportation Frequently Asked Questions**

(updated June 29, 2021)

### **ZONE PARKING**

#### **1. What is zone parking?**

Zone parking means that all spaces in a zoned parking area are available to all employees with a hangtag for that zone. Parking is on a first-come, first served basis as there are no longer spaces reserved for individuals. The only reserved spaces are at the Hill Family Health Center – these spaces are reserved for staff and patients. Handicap and expectant mother spaces also are reserved for those with an appropriate hangtag.

#### **2. Why is NNS implementing a company-wide zone parking system?**

Zone parking allows NNS to maximize available parking across the shipyard and ensure spaces are available for NNS employees. The zone system requires contractors and leased employees to park in Zone C, located at Hidens off Warwick Boulevard. Sailors and government personnel will be required to park in areas assigned to U.S Navy/government.

#### **3. With the company-wide zone parking system, how many zones will there be and who will be assigned to each zone?**

The majority of the NNS workforce will be assigned to Zones A or B. Below is a list of zones:

- **Zone A** (located shipyard-wide)  
Master Shipbuilders, group riders of 3 or more (one hangtag per group), and salaried employees level 4 (exempt and non-exempt) and above including foremen, construction supervisors, superintendents, supervisors, managers and directors.
- **Zone B** (located shipyard-wide)  
Hourly employees and salaried employees levels 1-3.
- **Zone C** (located at Hidens)  
Contractors and leased employees. This lot will also serve as overflow parking for NNS employees (all zones). No hangtag is required to park in this parking lot.
- **Zone 1 and 2** (located at Bldg. 902 and 903)  
Employees working in Bldg. 902 and 903.
- **Zone 4** (located at Brooks Crossing)  
Employees working in Bldg. 888 (Brooks Crossing).
- **Zone 11** (located between Bldg. 520 and the *Dorothy*)  
Executive area.

Visit the [Parking and Transportation website](#) for additional information.



**4. Where can I view a parking map?**

An NNS parking map is available on the NNS to Go app, MyNNS and the [Parking and Transportation website](#).

**5. How does NNS determine who is assigned to each zone?**

There are several determining factors the company considers when assigning employees to a zone including, job title, work location, time served and commuting arrangements. The majority of NNS workforce is assigned to Zones A or B – these zones are located across the shipyard.

Master Shipbuilders, employees who have 40 or more years of continuous service, are assigned to Zone A, along with group riders who are commuting to work. Employees who work in a building not located on NNS main campus may receive a hangtag specific to their work location (Bldg. 902/903, Brooks Crossing, etc.) and some employees working offsite may not need a hangtag at all (West Park, NetCenter, etc.).

**6. Is the zone system enforced on second and third shift?**

Zone parking will not be enforced from 2:30 p.m. through the end of second shift, however, hangtags must be displayed (clearly visible) and parked legally. Violators are subject to towing at the owner's expense

**7. Is the zone parking system enforced over the weekend?**

Employees who report to work on Saturday or Sunday can park in any space in any NNS lot (including parking garages) and will not be towed. This does not include privately-owned paid parking lots, Navy, HII Health Center, handicapped, expectant mother, and Commute with Enterprise spaces. Parking enforcement will be reinstated at 3 a.m. every Monday.

**8. Where should I park if my zone is full?**

NNS does not anticipate employees to have issues with finding a parking space within their assigned zone. However, if your zone is full, please see the guidance below:

- Employees assigned to Zone A can park in Zones B or C.
- Employees assigned to Zone B can park in Zone C.
- Employees assigned to Zone 1 can park in Zones 2 or C.
- Employees assigned to Zone 2 can park in Zone C.
- Employees assigned to Zone 4 can park in Zone C.
- Employees working at offsite locations such as NetCenter and West Park should plan to park in Zone C when driving to NNS' main campus and use the NNS shuttle service.

**9. With the zone parking system in place, are spaces still reserved 24/7?**

The only reserved 24/7 spaces are located at the HII Family Health Center – these spaces are reserved for staff and patients. Handicap and expectant mother spaces also are reserved for those with an appropriate hangtag.



**10. Will parking at VASCIC be impacted by the new zone system?**

Parking at VASCIC will continue to be operated by Huntington Ingalls Industries' corporate office. NNS employees working at VASCIC will be provided with parking credentials for the garage on an as needed basis.

**11. If I am driving a motorcycle to work, do I need a special hangtag?**

No, motorcycles parked in a designated motorcycle parking space at NNS do not require a hangtag.

**12. Do handicap parking spaces at NNS require a hangtag?**

Any vehicle parked in a designated handicapped space must have an authentic DMV-issued handicap license plate and/or valid hangtag (issued to employee). All handicapped spaces are on a first-come, first-served basis.

**13. With zone parking, does NNS still have expectant mother parking? If so, will the process for applying for these hangtags change?**

NNS will continue to provide parking for expectant mothers. The application process will remain the same with the addition of including your work location to provide a parking space as close as possible. To apply, email [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).

**14. Are hangtags required for all zones?**

Yes, with the exception of Zone C. Individuals parking in Zone C, which is located at Hidens, will not require a hangtag as the parking area is intended for NNS badged leased employees and contractors. Zone C will also serve as an overflow lot for all other zones that NNS employees are assigned.

**15. Can I let a co-worker use my hangtag if I am working remotely or out of the office for other reasons?**

No. Hangtags are not to be sold, transferred, or given to any other employee, Navy personnel, suppliers, contractors or any non-NNS employee. Violators are subject to revocation of all company parking privileges and additional disciplinary measures as appropriate.

**16. Can I park in my assigned zone if I am driving an oversized vehicle?**

All oversized vehicles are required to park in Zone C, located at Hidens or in the Bldg. 903 Zone B surface lot in the painted "oversize vehicles," which is located on the North end of the parking lot. Oversized vehicles that are parked on NNS property outside of Zone C or Bldg. 903 surface lot will be towed at the owners' expense.

**17. What is considered an oversized vehicle?**

Any vehicle that doesn't fit completely inside a parking space (length and width) leaving room for vehicle doors to open 12 inches on both sides, and providing the same for vehicles parked beside them. The vehicle should also not extend into any roadway or parking lot isle, and no tow connections extending into other spaces or outside the length of a space used



by an oversized vehicle. Please send questions regarding oversized vehicles to [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).

**18. If I park in Zone C, can I walk to shipyard gates?**

To ensure the safety of all employees, those who park at Hidens are encouraged use the company's shuttle services. For more information about NNS shuttle services, [visit the NNS Parking and Transportation website](#).

**19. If I park in Zone C, should my zone hangtag still be displayed in my vehicle's dashboard?**

Individuals parking in Zone C are not required to have a hangtag.

**GENERAL INFORMATION**

**1. Where can I view a parking map?**

An NNS parking map is available on the NNS to Go app, MyNNS and the [Parking and Transportation website](#).

**2. Who should I contact to report parking violations?**

Contact NNS Security at (757) 380-4031.

**3. Does NNS own any pay parking lots?**

No. All pay parking lots in the vicinity of the shipyard are private property not owned by NNS. All parking lots on NNS property are available to employees with the proper credentials (zone hangtag).

**4. Does Security monitor company-owned lots?**

Yes. NNS Security patrols company-owned parking lots and garages 24/7.

**5. Do I need a hangtag to park on NNS property?**

All parking areas at NNS require a hangtag with the exception of Zone C. If you are visiting NNS, you are required to sign in with Security at the building you are visiting. The sponsor of your visit can provide additional information about this process.

**6. If I have a safety concern or witness an incident on company property, who should I contact?**

In the event of an emergency, call (757) 380-2222 immediately for NNS Security. Emergency call boxes are also located in many of the company's parking lots and/or shuttle stops. For non-emergency situations, employees should call (757) 380-4031. To report Environmental Health and Safety (EH&S) concerns call: (757) 688-5523 (first shift); (757) 688-8301 (second shift); (757) 380-4031 (third shift).



**7. If I do not feel safe walking to my vehicle alone, what should I do?**

Employees are encouraged to walk with a co-worker when walking at night or before daylight. However, employees who must walk alone to their vehicle and feel unsafe doing so should contact the Newport News Shipbuilding Security Command Center at (757) 380-4031. If available, an officer will patrol the vicinity of your destination.

**8. If my vehicle breaks down or if an accident occurs on company property, what should I do?**

Employees experiencing a car issue while at work should call a roadside service provider for non-emergencies or NNS Security at (757) 380-4031.

**9. Are parking regulations enforced over the weekend?**

Employees who report to work on Saturday and Sunday can park in any space in any NNS lot (including parking garages) and will not be towed. This does not include privately-owned paid parking lots, QuadMed, Navy, and handicapped spaces.

**10. Is my vehicle at risk of being towed if I do not properly display my hangtag or park in a zone to which I'm not assigned?**

Yes, not adhering to company parking regulations puts your vehicle at risk for enforcement by NNS Security – this includes towing of the vehicle.

**11. What is the definition of an oversized vehicle according to NNS parking guidelines? Where should oversized vehicles park on NNS property?**

An oversized vehicle either exceeds 22.5 feet in length, 96 inches in width from driver side to passenger side – and 7 feet in height (for garages) or extends into any roadway, parking lot isle, or outside the length of a parking space used by the vehicle.

All oversized vehicles are required to park in Zone C, located at Hidens or in the Bldg. 903 Zone B surface lot in the painted “oversize vehicles,” which is located on the North end of the parking lot), to ensure NNS is able to maximize parking availability in company-owned parking lots. Oversized vehicles not parked in Zone C or in the Bldg. 903 Zone B surface lot in the painted “oversize vehicles” are subject to towing at the owner’s expense.

## **HANGTAGS**

**1. Where should I display my hangtag?**

Hangtags should be displayed in a location easily visible through the windshield of the vehicle. Preferably, hanging from the rearview mirror with the decal information facing outward.



**2. Why is it important that hangtags are visible?**

There are occasions where Security needs to contact the owner of a vehicle parked in an NNS parking lot. To do this, Security must have access to the employee's hangtag. The barcode on the hangtag allows Security to obtain the employee's name, department, supervisor, etc. and also allows the company the opportunity to contact the employee in a timely manner.

**3. What do I need to have displayed on my vehicle to park in a handicapped space?**

Any vehicle parked in a designated handicapped space must have an authentic DMV-issued handicap license plate and/or valid hangtag (issued to employee) and an NNS-issued Zone hangtag. Although employees meeting this criteria are not required to park in the proper zone, a zone tag must be displayed for security purposes. All handicapped spaces are on a first-come, first-served basis.

**4. What if I get to work and realize I don't have my hangtag?**

If an employee forgets their parking hangtag, they can park on the city street or in Zone C, located at Hidens, which does not require a hangtag. Vehicles without a hangtag displayed are subject to towing at the owner's expense.

**5. Can employees have more than one hangtag?**

Employees are only eligible for one hangtag. The only exception is employees who have a group rider hangtag that commute via a 15-passenger van.

**6. Does NNS keep track of employee hangtags?**

Yes. All employee parking information is stored in an NNS database, which accounts for all parking hangtags valid on NNS property. Hangtags are assigned to employees and remain on record until it is returned. If a hangtag is returned, the hangtag will be removed from the employee's parking record and deleted from the database. If the hangtag is no longer in the employee's possession (lost, stolen, etc.) the decal will remain in the parking database with the outcome of the hangtag documented. After an employee has three outstanding hangtags on their record, a warning is placed on the employee's record, with risk of further action, up to and including denial of any future NNS parking privileges.

**7. What should I do if I lose my hangtag? How long will it take to get a replacement?**

To report a lost/stolen hangtag or request a replacement, complete the Hangtag Request Form, located on the MyNNS Parking & Transportation website. Employees without computer access should ask their supervisor to complete the form on their behalf or print a copy of the form to submit – forms can be scanned and sent to [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com) or mailed through Yardmail (Parking Solutions in Bldg. 103-1, Dept. O45). Replacement hangtags are typically obtained the same day it is reported. The employee and/or their supervisor can make arrangements to pick up the hangtag by emailing [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).



**8. What if my hangtag has deteriorated over time?**

If an employee has a hangtag that has deteriorated over time, Newport News Shipbuilding will replace the hangtag upon request. If the hangtag is broken or in many pieces, all pieces of the hangtag should be returned, so that the hangtag can be removed from the employee record. To request a new hangtag, complete the Hangtag Request Form, which is available on the MyNNS Parking and Transportation website. Employees without computer access should ask their supervisor to complete the form. For questions, email [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).

**9. Can I let a co-worker or non-NNS employee borrow my hangtag?**

No. Hangtags are not to be sold, transferred, or given to any other employee, Navy personnel, suppliers, contractors or any non-NNS employee. Violators are subject to revocation of all company parking privileges and additional disciplinary measures as appropriate.

**10. Do leased employees, contractors or government personnel receive hangtags?**

No. Only NNS employees receive an NNS parking hangtag. However, the company is contractually required to provide designated parking to Navy personnel. In these Navy-designated parking areas, the Navy has its own hangtags. NNS does not provide parking to contractors, they are authorized to park in Zone C, located at Hidens.

**11. Do I need a hangtag to park in a motorcycle space?**

No. Motorcycles parked in a designated motorcycle parking space at NNS do not require a hangtag.

**12. How can I request a hangtag if I am an expectant mother?**

Visit the Parking and Transportation website on MyNNS to request an expectant mother hangtag. If you have additional questions, please email [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).

**GROUP RIDER/COMMUTE WITH ENTERPRISE**

**1. How many employees need to ride together to qualify for NNS' group rider program?**

Three employees must commute together in the same vehicle to qualify for an NNS group rider hangtag. Employees opting to group ride will forgo their individually assigned hangtag. Instead, the group will be assigned one Zone A hangtag. **Employees who elect to be a group rider are required to work on the same shift. If shift assignments change, the group will be required to turn in their group rider hangtag and get an individual assigned zone hangtag.**

When members of the group rider need to commute to work individually, they will need to park in Zone C, which does not require a hangtag. All groups must re-register through the MyNNS Parking and Transportation site to become a group rider at NNS.



**2. Are members of a group ride arrangement able to obtain a hangtag for their personal use?**

No, employees opting to group ride will forgo their individually assigned hangtag. Instead, the group will be assigned one Zone A hangtag. When members of the group need to commute to work individually, they will need to park in Zone C, which does not require a hangtag.

### **HRT GoPASS365**

**1. Who is eligible to receive an NNS-provided GoPass 365? How can I apply?**

All employees are eligible for an NNS-provided GoPass365. To apply, employees should complete the GoPass365 waiver on MyNNS. Instructions for submission are printed on the form.

**2. Is the HRT GoPass365 only good for transportation to and from work?**

No. Employees can use the HRT GoPass365 on any HRT method of transportation (bus, light rail, ferry, etc.) – unlimited, 24/7.

**3. How long is the HRT GoPass365 valid?**

Passes are distributed on an annual basis and are valid for one fiscal year (July 1 – June 30).

**4. Is there a minimum number of times I am required to use my HRT GoPass365?**

Employees with a Newport News Shipbuilding-provided HRT GoPass365 passes are required to swipe their pass at least 14 times per month. If this requirement changes, NNS will communicate this change to all employees with NNS HRT GoPass365 passes.

**5. Will employees who meet NNS-provided HRT GoPass365 requirements be given a pass for the following year?**

Employees who meet the required usage (14 rides per month) will automatically be qualified to receive another pass for the following year. The employee must fill out and sign a current waiver form and pick up their new pass.

**6. How many GoPasses does NNS distribute to employees?**

In 2020/2021, Newport News Shipbuilding will distribute 1,250 passes to employees. If the number of employees requesting passes exceeds the number of passes NNS has to distribute, a lottery system will be used to determine which employees will receive passes. Employees who met NNS-provided GoPass365 requirements from the previous year will automatically be given another pass for the following year.



**7. How can I get on the NNS HRT GoPass365 wait list?**

Send an email to [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).

**8. What if an employee doesn't meet the requirements for maintaining an NNS-provided HRT GoPass365?**

Employees with passes must use the pass a minimum of 14 times per month. This means the pass must be swiped for at least 14 rides on any HRT method of transportation (bus, light rail, ferry, etc.). Individual usage is tracked via monthly reports from HRT. Employees who do not meet the requirements will forfeit their pass.

**9. What if I receive a pass and can no longer use it or decide I'm no longer interested in the service?**

Send an email to [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com) for instructions on how the pass can be returned. All returned passes will be redistributed to NNS employees currently on the HRT GoPass365 wait list.

**10. If all NNS HRT GoPass365 passes have been distributed, can I purchase a pass on my own?**

No. Unfortunately, individuals cannot purchase HRT GoPass365 – the passes can only be purchased by companies.

**11. What if I lose my pass or it stops working?**

Send an email to [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).

## **SHUTTLE SERVICES**

**1. Can anyone ride the shuttle?**

Anyone with an NNS badge (contractor or employee) can ride the shuttle. However, some shuttle parking locations require NNS hangtags. These lots are clearly marked with which hangtags are permissible.

**2. Are employees required to wear a mask on NNS shuttles?**

In accordance with Centers for Disease Control and Prevention (CDC) guidance, individuals who are not fully vaccinated are required to wear a mask.

**3. How often are NNS shuttles cleaned and sanitized?**

NNS shuttles are sanitized multiple times daily as necessary. Shuttles are cleaned weekly unless otherwise necessary.

**4. Why can't the internal and external shuttle routes be combined?**

Due to NNS security requirements, the internal and external shuttle routes must remain separate.

**5. How long is the wait between shuttles?**

During peak travel times (5 a.m. to 8 a.m. and 2 p.m. to 5 p.m.), the average time spent waiting for a shuttle is approximately 10 minutes. During non-peak travel times, the average wait time is approximately 10-15 minutes. Please note that the internal shuttle observes “no drive times” (noon to 12:10 p.m., 3:30 to 3:40 p.m. and midnight to 12:10 a.m.), which is a requirement for all vehicles traveling inside shipyard gates.

**6. Why aren't there additional stops on the external shuttle route?**

All external shuttle stops must be approved by the city of Newport News. In order for a location to be approved as an official shuttle stop, the stop must have a pullover area for the shuttle that does not impede traffic. This requirement is put in place to ensure the safety of all passengers.

**7. Can I request to have the shuttle drop me off at a location not included on the route?**

No. Shuttles are required to remain on their designated route to ensure the cycle time for all shuttles remain consistent. Additionally, in order for a location to be approved as a shuttle stop, the stop must have a pullover area for the shuttle that does not stop or impede traffic. This requirement is put in place to ensure the safety of all passengers.

**8. What if I need to leave early, but getting back to my parked vehicle is too far of a walk?**

NNS has multiple full-time shuttles that run continuously on standardized route system 24 hours a day.

**9. Who manages NNS' shuttle services?**

Maintenance Planning is responsible for all NNS shuttle services – both internal and external. Shuttle drivers consist of NNS employees and/or professional drivers hired by the company. All drivers are required to have a valid driver's license and all bus drivers are permitted to drive a large vehicle in the state of Virginia.

**10. Are food and/or beverages permitted on the shuttle?**

No. Passengers are asked not to consume food and/or beverages while riding the shuttle for the convenience of other passengers and to ensure vehicle cleanliness.

**11. Do shuttles run during inclement weather?**

Safety is Newport News Shipbuilding's top priority – in the event of inclement weather, shuttles will continue to operate until it is deemed to be unsafe.

**12. If I have a concern about NNS' shuttle services or a driver, who should I contact?**

Send an email to [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).



## TAXI SERVICES

**1. What is the service time and typical wait time after calling for a taxi?**

Taxis are offered Monday through Friday from 7 a.m. to 3:30 p.m. and 4:30 p.m. to 11:30 p.m. The average wait time is approximately five to 15 minutes. The taxi service is for transporting employees to and/or from offsite NNS locations (examples: VASCIC, Net Center and West Park). Services will transport to and from a NNS gate. No specific building drop-off provided. A passenger/s may use the internal shuttle service to get to a specific shuttle stop inside the yard.

**2. What is the taxi phone number?**

To request a ride, call (757) 846-7730.

**3. Does the taxi go to Net Center or other off-campus NNS buildings?**

Yes. The taxi services is intended for all NNS buildings to include VASCIC, NetCenter, West Park, Bldg. 600 and Brooks Crossing.

**4. Does the specialized shuttle service HII's Technical Solutions Division buildings in Newport News or Virginia Beach?**

No. The specialized shuttle only services the NNS campus.

**5. Can I call a taxi for a group? If so, what is the max number the taxi can transport?**

Yes. The taxi can accommodate up to 10 passengers. When requesting a taxi for a large group, please ensure the driver is aware of the group size.

**6. Can I request a taxi several hours in advance of my ride?**

Yes. Employees can request same day rides in advance.

**7. Can I request a taxi take me to the parking lot?**

Taxi services are intended to transport employees to meetings being held in locations in which the distance is too far for the employee(s) to walk. However, the specialized shuttle will pick up employees from a marked shuttle route stop and transport them to Hicens and/or other company parking areas when the internal/external shuttle is not in service; the taxi will not pick up employees from the parking lot.

Questions not included in this document should be sent to NNS' Parking and Transportation team at [ParkingSolutions@hii-nns.com](mailto:ParkingSolutions@hii-nns.com).