

**OHSU PARKING DEPARTMENT
WAITING LIST POLICY**

Currently, there is a waiting list for day shift parking on the OHSU campus. In order to acquire parking an individual must report to the Parking Office their interest in being placed on the waiting list. Only individuals eligible for payroll deduction are eligible to be placed on the wait list. All monthly fees, once called from the wait list, will be deducted from OHSU payroll. Parking fees begin immediately upon placement into the OHSU Parking program, either at the daily rate or the biweekly rate, (whichever is less). Anyone who is not payroll eligible will be subject to the OHSU priority-parking program, based on availability, which is a slightly higher rate.

Based on turnover and placement, the Parking Office will award spots as they become available through voice mail or email contact. If an individual declines a spot when their name is chosen, they will be removed from the waiting list, and their spot will be given to the next person on the list. There will be no exceptions to the sequential order in which Parking spots are awarded, except for the following:

1. Any full time staff person who can provide documentation to the Parking office that their shift does not begin until after 130PM will be placed for the duration of their swing shift assignment.
2. In the event of a shift change, from swing shift or night shift to day shift, which would require being added to the wait list, the OHSU Parking Office will consider time accrued as an OHSU parking permit holder when determining the day shift wait time. In other words, participants of the OHSU Parking Program with swing or night shift parking stickers may be considered for placement in the day shift parking program, or a higher position on the wait list for day shift parking when time spent in the OHSU Parking program is considered. Each situation is different and will need to be reviewed by the OHSU Parking Office on an individual basis.
3. Any other instance which is determined by the OHSU Parking Appeals/Review Committee to be an exception to these guidelines.

If you would like to have a walking escort to your vehicle after hours, please call Public Safety at 4-7744.