Three Diamond Renewal
Parking Permit Management
402.02.103

Purpose:
The OHSU Transportation and Parking Department (T&P) administers the annual renewal of three diamond parking permits. This process will ensure whether each member wants to remain in the parking program and allows the department to verify the member’s information and parking status. Three diamond annual parking permits expire each year on January 31.

Definitions:

**Member** – OHSU Members as defined in the OHSU Code of Conduct

**Non-Member** – Includes patients, patient companions/visitors, and all other persons who are not considered OHSU Members.

**Customers** - Refers to all categories of individuals, Members and Non-Members, who are subject to this procedure.

Procedure:

**Approving Authorities**
Three diamond parking permits are issued by the Transportation and Parking department, based on the criteria used to determine eligibility. It is the responsibility of each member in the three diamond parking permit program to notify the Transportation and Parking department of any change in status.

**Renewal Period**
Members having three diamond annual parking permits who want to remain in the program are required to renew their permit once a year. The renewal process will start on January 1 and continues through January 31.

**Payments**
Members who are not eligible for payroll deduction shall make payment arrangements at the T&P Customer Service Center at the time of renewal for
monthly, quarterly, or annual payments. Members may pay by cash, check, or credit card. Members not paying for a full fiscal year will be issued a temporary permit that is valid for the amount of time they paid for, instead of a yearly sticker.

Members that qualify for payroll deduction (See Payroll Deduction Procedure) will have a deduction on the first two paychecks of every month. The payroll deductions will continue until the member requests the deduction be stopped and all active permits are returned to the Transportation & Parking office. Payroll deductions will not automatically stop when the permit expires.

**Process for Renewal**
Members have two options to renew their annual parking permits:

1. **In-Person Renewal:**

   Members may renew their three diamond parking permit in person at the Parking Customer Service Center in the Physical Plant Building during hours of normal operation. Members must have with them:

   - OHSU Identification Badge.
   - Vehicle Registration – (original or a copy) for each vehicle that will be driven to OHSU. The vehicle must be registered to that member or the member must provide written permission from the registered owner to use that vehicle.
   - For permit holders that work less than full time, a work schedule or a letter on department letterhead from the member’s manager verifying the member’s FTE and work schedule is required.

To be able to renew the parking permit, any current and/or previous ticket fines associated with the member’s account/vehicles must either be paid or under appeal.

A Customer Service Center Public Service Representative (PSR) will enter the member’s information into T&P’s database. (See procedure-Steps for Purchase/Renewal Annual Parking Permit-link). The PSR will prepare the requested permit for the member and provide instructions on where to place the permit on the vehicle. (See procedure-Steps for entering Purchase/Renewal of Annual Parking Permit-link).
2. Online Renewal:

Members may use the online renewal system if:

- Members are current three diamond annual parking permit holders.
- Members are currently using payroll deduction for payment of the parking program.

Members must have with them:

- Parking permit number(s) - The permit number is located on the lower left corner above the Parking ID label and is alpha-numeric. Please be sure to include the permit number for each vehicle currently in the parking program.
- Vehicle license number and state

To be able to renew the parking permit, any current and/or previous ticket fines associated with the member’s account/vehicles must either be paid or under appeal. Members must log onto the Transportation & Parking website and select “Renew Your Permit” (link). Members will complete the online renewal form and submit it to the T&P department for processing.

A Customer Service Center PSR will enter the member’s information into T&P’s database (See procedure-Steps for entering Purchase/Renewal of Annual Parking Permit-link). A PSR will prepare the requested permit for the member. If the member has requested to pick up the pass, the pass will then be placed in “Will Call” in the Customer Service Center. If the member has requested delivery, the permit will be placed in “To Be Delivered”. (See procedure-Steps for entering Purchase/ Renewal of Annual Parking Permit-link)

To have the three diamond parking permit delivered, the member will need to scan and attach to an email, a copy of their vehicle(s) registration and for members working less than full time, a copy of their schedule or letter from their manager (on department letterhead) verifying their schedule.

Disqualification & Revocation

Employees with a history of extensive and/or egregious parking or parking-related violations at OHSU may be disqualified from receiving a parking permit at the discretion of the Director or Associate Director of Transportation and Parking.
A permit may be revoked due to a change in the permit holder’s role at OHSU or due to misuse of the permit.

Use Guidelines & Limitations
The 3 diamond permit may be used to access and park in 1, 2, or 3 diamond permit parking areas. The type of permit – 3, 2, or 1 diamond – will be printed on the parking permit. OHSU uses a tiered parking system, meaning, 3 diamond permit holders may park in 3, 2, or 1 diamond lots; 2 diamond permit holders may park in 2 or 1 diamond lots, and 1 diamond permit holders may only park in 1 diamond lots.

Three Diamond Parking permits are not valid in designated swing shift, disabled, patient or other reserved parking spaces or restricted areas. Please read signage carefully to avoid parking in three of the above mentioned locations.

In addition:
- It is the responsibility of the member to notify the Transportation and Parking department of any changes in their status.
- It is the responsibility of any OHSU parker to appropriately display a parking permit at all times.
- It is the customers’ responsibility to ensure that they renew their parking permits before the permit expires.
- Payroll deductions for permits will continue until the parking permit is returned to the Transportation and Parking Customer Service Center.

Members may only renew for three or fewer vehicles.

Use Restrictions
- The permit may not be loaned or transferred to any other individual.
- The permit may only be used by the individual to whom it was issued.
- Failure to properly display the permit may result in a parking ticket.
- Failure to renew the permit when it has expired may result in a parking ticket.

Suspected Misuse
Any suspected misuse of a permit shall be reported to the Transportation and Parking Department for investigation and follow up and may result in immobilization of the vehicle, fines, criminal prosecution, and HR actions up to and including termination, or other actions as necessary.
Process Management & Inquiries
The Director and Associate Director of Transportation and Parking jointly manage implementation of this procedure. Questions should be directed to the Associate Director of Transportation and Parking.