Purpose

The OHSU Transportation and Parking Department (T&P) administers the annual renewal of Carpool parking permits. The renewal process will verify whether each Member wants to remain in the parking program and allows the department to verify the Members’ information and parking status. Carpool annual parking permits expire each year on September 30.

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**

Carpool parking permits are issued by T&P, based on the criteria used to determine eligibility. Carpool Members must ride together 50% of their trips to OHSU. It is the responsibility of each Member in the carpool parking permit program to notify T&P of any change in status.

**Renewal Period**

Members having carpool 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 September 1 and continues through September 30.
Payments
All Members in the carpool must qualify for payroll deduction or all Members will be required to pay in full. Carpool Members that are not eligible for payroll deductions are required to make payment arrangements at the T&P Customer Service Center (CSC), 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 (TPR) that is valid for the amount of time they paid for, instead of a yearly hangtag.

Members that qualify for payroll deduction 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 T&P office. Payroll deductions will not automatically stop when the permit expires.

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

1. In Person Renewal:

Members may renew their carpool parking permit in person at the T&P CSC during hours of normal operation. One Carpool Member may renew for the group, provided they have all necessary paperwork. Members must have with them:

- OHSU Identification Badge.
- Vehicle Registration (original or a copy) for any vehicle that has not previously been registered in the OHSU Parking Program. The vehicle must be registered to that Member or the Member must provide written permission from the registered owner to use that vehicle.
- Schedules for each Carpool Member

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

A T&P Public Service Representative (PSR) will enter the Member’s information into T&P’s database. The PSR will prepare the requested permit for the Member
and provide instructions on where to place the permit on the vehicle.

2. Online Renewal:

Members may use the online renewal system if the Members are current Carpool Member’s and are using payroll deductions for payment of the Carpool permit.

Members must submit:

- 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(s) 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 will complete the online renewal form and submit it to the T&P department for processing.

A PSR will enter the Carpool Member’s information into T&P’s database and prepare the requested permit for the Members. If the Members are going to pick up the pass, the pass will then be placed in “Will Call” in the CSC. If the Member’s have requested delivery, the permit will be placed in “To Be Delivered”.

To have the Carpool parking permit delivered, the Members will need provide schedules and/or notes from their Managers confirming schedules.

**Use Guidelines & Limitations**

The type of permit 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.
Parking permits may be used both on Marquam Hill and at the South Waterfront (SoWa) locations, within their respective Diamond zones, for up to 3 hours at a time in the reciprocal parking area. Please note that there are no 1 Diamond zones at the SoWa. Parking permits may not be used at other satellite locations.

Carpool 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 one of the above mentioned locations.

In addition:
- It is the responsibility of the Member(s) to notify 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 T&P CSC.

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.
Disqualification & Revocation

Members 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 Transportation & Parking Department. A permit may be revoked due to a change in the permit holder’s role at OHSU or due to misuse of the permit.

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.