Residents, Interns, Fellows Renewal
Parking Permit Management
402.21.101
Effective: 01/01/11
Review: 10/08/10
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Purpose:

The OHSU Transportation and Parking Department (T&P) administers the annual renewal of RIF (Resident, Intern, Fellow) 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. RIF annual parking permits expire each year on June 30.

Definitions:

RIF- Refers to Residents, Interns, and Fellows through the GME (Graduate Medical Education) Program

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
RIF parking permits are issued by the Transportation and Parking department after authorization from the Graduate Medical Education (GME) Program. It is the responsibility of each member in the RIF parking permit program to notify the Transportation and Parking department of any change in status.

Renewal Period
Residents, Interns and Fellows (RIF) having RIF 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 June 1 and continue through June 30.
Payments
RIF 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. RIF 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.

RIF 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 deductions 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
RIF have two options to renew their annual parking permits:

1. RIF Orientation Renewal:

   RIF may renew their RIF permit in person at the annual RIF orientation which is scheduled through the GME. T&P will have employees at each RIF orientation to help with the renewal process. RIF 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 RIF or they must show written permission from the registered owner to use that vehicle.
   - For permit holders that work less than full time, a work/class schedule or a letter on department letterhead from the RIF’s manager verifying the RIF’s FTE and work/school schedule is required

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

2. In-Person Renewal:

   RIF may renew their RIF parking permit in person at the Parking Customer 2 Residents, Interns, Fellows Renewal. 402.21.101 Review Date: January, 2011
Service Center in the Physical Plant Building during hours of normal operation. RIF must have with them all information as listed above.

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

Disqualification & Revocation
RIF’s 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 RIF permit may be used to access and park in 1 or 2 diamond permit parking areas only. The type of permit – RIF, 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.

RIF 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 RIF 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 RIF’s 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.

RIF’s may only renew for three or fewer vehicles.
Facilities & Real Estate - Department Procedures

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.