Volunteer Permits

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Purpose

The Volunteer Permit Program is intended to assist departments in facilitating OHSU parking access for their department Volunteers. Volunteer Permits are for use by OHSU Volunteers who have registered through Volunteer Services and/or have a valid OHSU Volunteer ID Badge.

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.

Volunteer – The OHSU Code of Conduct defines Volunteers as Members.

Procedure

Approving Authorities

Volunteer parking permits are issued by the Transportation and Parking (T&P) department. For Volunteers to purchase Volunteer Parking permits they must have an OHSU Volunteer ID Badge. It is the responsibility of each Member using a Volunteer parking permit to notify T&P of any change in status.

Application Process

Health Care Volunteers:

Volunteer services will provide, by email to T&P’s Event Staff, a daily list of Volunteers and their parking times needed for the following day. Volunteer parking permits will be available for pick up at the Marquam Hill Information Center (MHIC) or from the T&P Customer Service Center (CSC). If the Volunteer’s shift or day worked has changed, the Volunteer will pick up their
parking pass from Volunteer Services. Volunteer passes are sold in 2 hour, 4 hour, and all day increments.

Non-Health Care Volunteers:
Non-health care Volunteers departments may purchase Volunteer parking permits online. The department may access the on-line request form on the T&P web site on the O-Zone at the following link:
http://ozone.ohsu.edu/parking/pages/rsvp.shtml
A Public Service Representative (PSR) from T&P will fill the online order and notify the department via email that the permits are ready for pick up.
Volunteers who are self-paying may purchase Volunteer permits at the CSC.

Billing

Health Care Volunteers:
Each day the Star Park Supervisor for MHIC and the CSC Lead Worker will send the list of Health Care Volunteer parkers each day to the T&P Accounting Technician for billing. The Accounting Technician will bill the department daily.

Non-Health Care Volunteers
When placing an online order the department will enter their internal billing information and the T&P Accounting Technician will bill the department. If a Volunteer comes to the CSC to self pay for a Volunteer pass they may pay with cash/check/credit card.

Use Guidelines & Limitations
Volunteer permits are 3 Diamond permits and may be used to park in 3, 2, or 1 Diamond areas. Volunteer parking permits may be used both on Marquam Hill and at the South Waterfront (SoWa) locations but may not be used at other satellite locations.

Volunteer Parking permits are not valid in designated swing shift, disabled, patient or other reserved parking spaces or restricted areas. Signage must be read carefully to avoid parking in one of the above mentioned locations.

It is the responsibility of all OHSU Volunteer parkers to appropriately display a completed Volunteer parking permit at all times. Appropriate display of a Volunteer parking permit includes hanging it from a rearview mirror (with the written information facing out towards the windshield), or face up on the dashboard of the vehicle. In all cases, the date of use must be visible.
Volunteers will be issued Volunteer parking permits that are valid only for a certain date and each permit may be used only once. Permits may not be altered in any way and are considered not valid if altered, changed, or copied. Tampering with, making changes to, or attempting to make a correction to, or misuse of permits may result in parking tickets, fines, towing, and/or criminal penalties. Volunteers are responsible for paying any parking tickets issued as a result of pass alteration of any kind.

**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.

**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**
Volunteers 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.