

Caduceus Permit Procedure

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Purpose

The Caduceus Permit allows for the use of the reserved Caduceus parking spaces by OHSU Members, as determined by the OHSU President's Office.

Definitions

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

Qualifying Staff - Any OHSU staff Member, generally ELT Members, that require use of a reserved Caduceus spot, as determined by the OHSU President's Office.

Procedure

The President or their designee will review the need for a Caduceus Permit and determine if the applicant is qualified, as defined above. If the President or their designee determines that the Member qualifies, an email will be forwarded to the Associate Director of Transportation and Parking (T&P) approving the permit to be disbursed.

The Associate Director of T&P will forward the email to the Customer Service Center (CSC) Manager to issue the Caduceus Permit. The permit will be noted on the Member's parking account, using the Caduceus sticker number.

The CSC Manager will notify the Member and the President or their designee, via e-mail or phone, when the permit is available, and provide information on where to pick up the permit(s). If the permit is to be picked up at the T&P CSC, the Member will need to show their OHSU ID to receive their Caduceus Permit.

Use Guidelines & Limitations

- The permit may be used to access and park in the marked and designated Caduceus Permit spaces.

Facilities & Real Estate - Department Procedures

- Any Member using a Caduceus Permit must also have an OHSU 3 Diamond parking permit.

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

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.