

### Carpool Permit Purchase

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#### Purpose

The OHSU Transportation and Parking Department (T&P) administers the issuance of all types of annual carpool parking permits. The issuing process will verify each Member's qualification for joining the parking program. Carpool annual parking permits are issued by calling Members from the carpool waitlist.

#### 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

##### **Eligibility**

Carpool parking permits are issued by T&P, based on the criteria used to determine eligibility. Members can convert to a carpool parking permit if they currently have an annual parking pass, or can be called off the carpool waitlist when permits are available. 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 who want to remain in the carpool parking program are required to renew their permit once a year (See Carpool Annual Renewal Procedure).

##### **Payments**

All Members in the carpool must qualify for payroll deduction or all Members will be required to pay in full. Members may pay in increments from one month

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to the entire fiscal year.

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 purchase, for monthly, quarterly or annual payments. Members may pay by cash, check or credit card (Visa/MasterCard). Members not paying for the full fiscal year will be issued a temporary permit that is valid for the amount of time for which they have paid.

Carpool Members that qualify for payroll deductions (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 have been returned to the T&P CSC. Payroll deductions will not automatically stop when the permit expires.

## **Process for Purchase**

Members may purchase their carpool parking permit in person at the T&P CSC in the Physical Plant Building during hours of normal operation. All Members using the carpool permit must be present when the permit is issued. Members must have the following:

- Their 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
- A schedule showing that Member's work at least 50% of the time together

To be able to purchase the Carpool parking permit, any tickets associated with the Member's account/vehicle(s) must be either paid or under appeal

If the above requirements are satisfied, a T&P Public Service Representative (PSR) will enter the Member's information into the T&P database. The PSR will prepare the carpool permit for the Members with instructions on where to place the permit.

## **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

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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. 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 the T&P of any changes in their status.
- It is the responsibility of any OHSU Member to appropriately display the carpool parking permit at all times.
- It is the Member'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 T&P CSC.
- Members may only register up to 3 vehicles per account.

Carpool permits are assigned to a primary Member within the carpooling group. If that Member leaves the carpool, the permit will be reassigned based on the following processes:

Members that already have single driver annual parking may opt to create a carpool, as long as the eligibility for carpool is met. That Member will become the carpool's primary Member. Additional Members who join the carpool will remain on the waitlist for annual parking. If the primary Member wants to return to single driver annual parking, the primary Member will retain their parking rights in the parking zone they originally were granted and the additional Member(s) will remain on the waitlist. If the primary Member leaves OHSU, the remaining Members will be assigned a carpool permit with a new primary Member. If the carpool was a 2 Member carpool, the remaining Member will have 30 days to form a new carpool or the carpool will dissolve.

When a carpool is formed by a Member being called off of the carpool Waitlist, that Member becomes the primary Member. If the primary Member leaves

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OHSU, the remaining Members will be assigned a carpool permit with a new primary Member. If the carpool was a 2 Member carpool, the remaining Member will have 30 days to form a new carpool or the carpool will dissolve.

If the carpool totally dissolves, the permit will be returned to T&P and be assigned to the next carpool group.

## **Use Restrictions**

- The permit may not be loaned or transferred to any other individuals.
- The permit may only be used by the individuals 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.