

DZP Annual Renewal

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Purpose

The OHSU Transportation & Parking Department administers the Departmental Zone Permit program. The DZP program allows an OHSU department to purchase a permit that is specifically assigned to their department. This permit can be used for the parking needs of a Member as designated by the requesting department. The DZP is not required to have a license plate linked to it and must be visibly displayed to be considered valid.

DZP permits expire annually at the end of the fiscal year and must be renewed if the department wishes to continue use of a DZP.

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.

Procedure

A department wishing to renew a DZP should go to the OHSU Transportation & Parking website and fill out the DZP renewal application. Once the DZP renewal application is completed, it should be submitted to T&P. The current monthly DZP fee will be charged to the alias account provided on the DZP renewal application and processed through the OHSU Internal Billing System. When the DZP is ready to be picked up, the requesting department will be notified via e-mail.

Lost DZP Permits

Should a department lose their DZP, they will be required to pay the remainder of the balance through the end of the fiscal year.

Facilities & Real Estate - Department Procedures

Use Guidelines & Limitations

The DZP may be used as a valid permit in the following parking areas:

- 1 Diamond
- 2 Diamond
- 3 Diamond

DZP permits are **not** valid in designated swing shift, disabled, patient or other reserved parking spaces or restricted areas such as, but not limited to Zones specified for day pass use and access controlled facilities. Please read signage carefully to avoid parking in any of the above mentioned locations.

In addition:

- It is the responsibility of any OHSU parker to appropriately display a parking permit at all times.
- It is the department's responsibility to ensure that they renew their parking permits before the permit expires.
- Internal billing for DZPs will continue until the parking permit is returned to the T&P Customer Service Center.

Use Restrictions

- 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 & 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

OHSU Members and Non-Members with a history of extensive and/or severe 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 & Parking jointly manage implementation of this procedure and any questions should be directed to them.