



Deposit Transportation

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Purpose

To ensure safe and timely delivery of the daily deposits from the Transportation & Parking (T&P) Office to the Cashier's Office.

Definition

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

Procedure

Deposit Transportation

- Deposits will be taken daily (M-F) from the T&P Office to the Cashier's Office.
- Two T&P employees must always be present when transporting a deposit to the Cashier's Office. The employees must remain together throughout the entire transport process - from the time the deposit leaves the T&P Office, until the deposit is given to the staff at the Cashier's Office. Varied routes and times will be taken from the T&P Office to the Cashier's Office.
- Before the T&P employees leave the T&P Office, one of the transporting employees will alert Public Safety dispatch, via telephone, that a deposit transport is occurring, and obtain a time check at the start of transport. This will alert Public Safety that a deposit transport is in progress, but does not in any way dispatch Public Safety to the area. When the deposit is delivered to the Cashier's Office, one of the transporting employees will call Public Safety and get a time check for the end of transport.
- During transport the T&P employees will not engage in any activity including coffee breaks, lunch breaks, or any other activities that could delay the transport. If the T&P employees encounter a life threatening emergency the employees must call Public Safety.



- The T&P employees should never put themselves in any danger trying to protect the deposit from being stolen. If the deposit is stolen, report the incident to Public Safety immediately.
- All deposits, once put in a sealed plastic deposit bag, will be placed in an inconspicuous bag for transport. Deposits/change orders will only be transported in an inconspicuous bag.
- Any deposit slips/paperwork from the Cashier's Office will be transported back to the T&P Office and filed appropriately.

Process Management & Inquiries

The Director and Associate Director of Transportation & Parking jointly manage implementation of this protocol. Questions should be directed to the Associate Director of Transportation & Parking.