



Obtaining Annual Permit

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Purpose

The OHSU Transportation and Parking (T&P) Department administers the issuance of annual parking permits to Members. This procedure provides guidelines for issuing permits to Members and how Members may use the permits.

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

Approving Authorities

Annual parking permits will be issued by T&P, based on the criteria used to determine eligibility. Members are eligible for a permit after being called off the waitlist or being approved for Priority parking. It is the responsibility of each Member in the parking program to notify T&P of any change in status.

Obtaining Permits

Once a Member is called from the Waitlist the Member will go to the T&P Customer Service Center (CSC) in the Physical Plant Building, during hours of normal operation to be issued their permit.

Annual parking is paid for through payroll deduction. If a Member is not eligible for payroll deductions they may pay in full for an entire fiscal year, or



pay in increments of 1-12 months at a time. Members that have payroll deductions will be issued an annual sticker for each registered vehicle. Members who pay for less than a fiscal year will be issued a Temporary Parking hangtag (TPR).

The sticker or hangtag must be clearly visible when the vehicle is parked on OHSU controlled property.

To purchase an annual permit, Members must have with them:

- 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.
- For permit holders that work less than full time, a work schedule or a letter on department letterhead from the Member's manager verifying

A T&P Public Service Representative (PSR) will enter the Member's information into T&P's database. The PSR will prepare the requested permit for the Member and provide instructions on where to place the permit on the vehicle.

Payments

Members that qualify for payroll deductions for payment of their parking permits will have a deduction on the first two paychecks of every month. The payroll deductions will continue until the Member requests the deductions be stopped and all active permits are returned to the T&P CSC. Payroll deductions will not automatically stop when the permit expires.

Members who are not eligible for payroll deductions are required to make payment arrangements at the T&P CSC at the time of purchase of the annual parking permit. Members can pay by cash, check, or credit card (Visa/MasterCard). Members may pay in increments from one month to the entire fiscal year. Members not paying for a full fiscal year will be issued a TPR that is valid for the amount of time they paid for.



Use Guidelines & Limitations

The Annual permit may be used to access and park in the designated area according to the type of permit that has been purchased. The type of permit—3, 2, or 1 Diamond—will be printed on the parking permit. OHSU uses a tiered parking system. This means 3 Diamond permit holders may park in 1, 2, or 3 Diamond lots; 2 Diamond permit holders may park in 1 or 2 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: there are no 1 Diamond zones at the SoWa. Parking permits may not be used at other satellite locations.

SoWa After Hours Lot Access

Schnitzer parking lot permits include badge access in order to access and depart the lot during non-operational hours.

- After the permit process is complete, pull up the Member's Diamond II profile to add access to the Schnitzer Lot.
- Select the "Access Privileges" tab.
- Under "Security Privilege Areas" select and add the code labeled SCHNITZER LOT.
- Save Diamond II profile.

New Badges with Existing Schnitzer Lot Access

- No action needed- All access transfers automatically from one badge to another under the same Diamond II account.

Center for Health and Healing (CHH) Garage permits include badge access in order to access and depart the garage during non operational hours.

New 3-Diamond CHH Permits

- After the permit is completed in TickeTrak, go to CHH Parkers Add Access form "My Computer \OHSU (X:) \Admin \Parking \ttrakw32 \CSC Daily Information \Sat. Access Badges \CHH 3 DIAMOND PARKING add access.docx"



- Fill out the form with the customer's name, issue date of the permit, expiration date of the permit, the individual's ID badge number and facility code (both can be found in Diamond II), the license plate(s) number(s) of the vehicle(s) on the permit and the state, and the individual's employee ID number.
- Click "File", select "Save As", and save the form here:
"X:\Admin\Parking\ttrakw32\CSC DAILY INFORMATION\Sat. Access Badges\CHH Parkers Access", changing the file name to the customer's first and last name, with extension .docx, EX: John Doe.docx.
- Click "File", select "Send", then select "Email". A new Outlook message will pop up with the form attached, and the file name as the subject.
- Send form to Kerry Ovall (ovall@ohsu.edu), Christine Basnett (basnett@ohsu.edu), and Debra Evenson (evensond@ohsu.edu) so they can add access.

For employees getting new badges that have existing access on their ID badge

- After the employee has received their new ID badge and their old one has been deactivated, another Add Access form will need to be completed.
- Go to the employee's Add Access Form:
"X:\Admin\Parking\ttrakw32\CSC DAILY INFORMATION\Sat. Access Badges\CHH Parkers Access", and look them up by first and last name.
- Change the ID badge number and facility code (if applicable) on the form.
- Overwrite their previous form by clicking "File" and selecting "Save".
- Click "File", select "Send", then select "Email". A new Outlook message will pop up with the form attached, and the file name as the subject.
- Send form to Kerry Ovall (ovall@ohsu.edu), Christine Basnett (basnett@ohsu.edu), and Debra Evenson (evensond@ohsu.edu) so they can add access.
- Include in the email that you are updating the badge number of an employee that currently has garage access.



In addition:

- It is the responsibility of the Member to notify T&P of any changes in their status.
- It is the responsibility of any OHSU parker to appropriately display a parking permit at all times.
- It is the Members 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 T&P.

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.
- 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.