

Priority Parking

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Purpose

To improve access to parking facilities for Members with a compelling business need, Transportation & Parking (T&P) has established a procedure for by-passing the parking permit 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

Requests for Priority Parking must be authorized by the approving authority for a given department and T&P. Members may contact T&P to identify the approving authority for their department.

Application Process

If it is determined by the Member's department that there is a compelling business need for the immediate acquisition of an annual parking permit, the following steps will be taken to set up Priority Parking for the Member:

- Upon receipt of approval by email from the Member's department, T&P will send the requesting department the Priority Parking sign-up form.
- The requesting department shall complete the Priority Parking form. A copy of the completed form will be given to the Member along with a copy of the approval letter. Both documents are required to obtain a parking permit.
- Member is also required to provide their OHSU ID as well as vehicle

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- registration(s) for vehicles to be registered with T&P
- Upon receipt of the documents/items listed above, the T&P Public Service Representative (PSR) will then issue the permit.
- The Member's information (employee ID, permit type and deduction amount) will be submitted to the OHSU Payroll Department to begin deductions for the monthly parking fee, unless the Member's department is paying for the monthly fee in addition to the Priority fee (this must be specified on the Priority sign up form).
- T&P will begin charging the current monthly Priority fee to the department through the Oracle Internal Billing System (IBS). This fee is paid by the OHSU department requesting the Priority Parking and not charged to the Member.
- At the time the parking permit is issued, the PSR will add the new parker to the parking waitlist according to their permit type.

Program Discontinuation/Transfer

If the Priority Parker should change departments or wish to discontinue their parking, the Member and their department are responsible for notifying T&P of this change. All valid permits must be returned to the T&P office in order to stop the associated fees.

Member Called off Waitlist

The Priority Parking fee will be charged to the department until the Member has been called off of the parking waitlist. When Member is called off of the waitlist, the PSR responsible for the parking waitlist will notify T&P staff member in charge of Priority Parking to remove the Member's fee going forward.

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.

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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.