



Special Parking Permit Issuance and Renewal

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Purpose

The OHSU Transportation and Parking (T&P) Department administers the issuance and renewal of Special Parking Permits. This process will verify whether each Member wants to start or remain in the special parking program and allows the department to verify the Members' information and parking status. Special parking annual permits expire each year in July and all other Special Parking Permits expire as marked.

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.

Special - Any person who has a need for a specific location or type of parking space due to mobility needs, care-giver status, security needs, or other OHSU recognized circumstance requiring special accommodation.

Procedure

Approving Authorities

Special parking permits may be issued by T&P, based on the following:

To qualify for a Special parking permit the Member will need to present a DMV issued Federal ADA placard or disabled license plate to the Transportation and Parking Administrative Coordinator. For those very limited circumstances



where a Special permit request is made where a DMV Federal ADA placard or disabled plate would not be granted, such as security risks, certain pregnancy related medical issues, etc. , the request may be considered if it is emergent and must receive prior approval from the Associate Director of Transportation and Parking and, if necessary, a designated Department of Public Safety representative. It is the responsibility of each Member in the Special parking program to notify T&P of any change in status.

Obtaining a Special Permit

To inquire about obtaining a Special permit, Members should contact T&P's Administrative Coordinator (x48283) to start the process of obtaining a Special permit. The following documentation will be needed in order to obtain a permit.

- OHSU Identification Badge.
- DMV Issued Federal ADA placard or license plate that is registered to that Member
- For Members that are less than full time: a work schedule or a letter on department letterhead from the Member's manager verifying the Member's FTE and work schedule

For Short term Special permit exceptions, the Associate Director of T&P will determine documentation needs.

Once approved for a Special permit a CSC Public Service Representative (PSR), or their designee, will enter the Member's information into T&P's database. **(See procedure-Steps for Purchase/Renewal Annual Parking Permit-link).**

The PSR will prepare the requested permit for the Member and provide instructions on where to place the permit on the vehicle. **(See procedure-Steps for entering Purchase/Renewal of Annual Parking Permit-link).** Special permits will be charged the same rate as a One Diamond permit.

Renewing a Special Permit

1. In Person Renewal: Members may renew their Special parking permit in person at the CSC in the Physical Plant Building during hours of normal operation. Members must have with them:

- OHSU Identification Badge.
- DMV Issued Federal ADA placard or license plate that is registered to that



Member

- For Members that are less than full time: a work schedule or a letter on department letterhead from the Member's manager verifying the Member's FTE and work schedule
- Documentation with qualifying reasons for Special parking, as determined by the Associate Director of Transportation and Parking.

To be able to renew the parking permit, any current or previous ticket fines must either be paid or under appeal.

A CSC PSR will enter the Member's information into T&P's database. **(See procedure-Steps for Purchase/Renewal Annual Parking Permit-link)**. The PSR will prepare the requested permit for the Member and provide instructions on where to place the permit on the vehicle. **(See procedure-Steps for entering Purchase/Renewal of Annual Parking Permit-link)**.

Renewal Period

Members that have annual Special parking permits are required to renew their permit every two years. All Special parking permits must be renewed before the expiration date on the permit.

Payments

Members that qualify for payroll deduction will have a payroll deduction for parking processed on each paycheck. The payroll deductions will continue until the Member contacts T&P to cancel their parking and returns all active permits to the T&P CSC. Payroll deductions will not automatically stop when the permit expires.

Members who are not eligible for payroll deductions may make payment arrangements at the T&P Customer Service Center (CSC) at the time of purchase/renewal for monthly, quarterly, or annual payments. Members may pay by cash, check, or credit card (Visa, MasterCard, Discover). Members not paying for a full fiscal year will be issued a temporary permit (TPR) instead of an annual permit that is valid for the amount of time for which they paid.



Disqualification & Revocation

Employees 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 Associate Director of Transportation and Parking.

A permit may be revoked due to a change in the permit holder's role at OHSU or due to misuse of the permit.

Use Guidelines & Limitations

The Special permit may be used only in the assigned parking space. The space number will be written on the permit and/or on the space itself.

Special permits are not valid in designated swing shift, patient or other reserved parking spaces or restricted areas. Please read signage carefully to avoid parking in one 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 customers' responsibility to ensure that they renew their parking permits before the permit expires.

Members may only renew for three or fewer vehicles.

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.

Suspected Misuse

Any suspected misuse of a permit shall be reported to the T&P Department for investigation and follow up and may result in immobilization of the vehicle, fines/fees, criminal prosecution, and HR actions up to and including termination, or other actions as necessary.



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.