



Transportation & Parking

Vehicle Immobilization

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Purpose

To establish the guidelines for Transportation & Parking responses to vehicle owner/operator's suspected misuse of Oregon Health & Science University parking areas or failure to follow the OHSU parking code.

Definitions

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

Non-Member - Patients, patient companions/visitors, and all other persons who are not considered OHSU Members.

Procedure

Immobilization may be used in egregious circumstances such as, but not limited to:

- Owner/operator believed to have egregious parking violations in amounts due equal to \$300 or more
- Owner/operator who has three or more outstanding tickets
- Owner/operator who has received four or more tickets within a 6 month period
- Permit believed to be stolen, misappropriated, or altered
- Owner/operator who has an extensive or egregious parking history

While Immobilization is in Effect:

- All OHSU parking rights are suspended until the outstanding balance for all tickets is resolved
- Owner/operator may not purchase parking for any OHSU controlled property
- Owner/operator is not eligible for any other transportation privilege until the amount is resolved



Initial Owner/Operator Contact and Actions

The owner/operator will be contacted via email and/or phone immediately following immobilization. They will be asked to contact T&P to discuss resolution.

After contact T&P Management and/or the Enforcement Supervisor will determine the fines owed and next steps to fulfill payment and arrange for release of the vehicle.

The vehicle will remain immobilized until the balance due is resolved through payment:

- If the amount due **has gone** to collections, the owner/operator must pay outstanding balance in full before the immobilization device will be removed from the vehicle.
- If the amount due **has not gone** to collections, the owner/operator may pay in full or set up payroll deductions to be paid within 6 months or in increments of no less than \$50 to pay the outstanding balance and have the immobilization device removed from the vehicle. The payroll deduction option is dependent on T&P manager authorization and owner/operator account history.
- If payroll deductions are **already in place** to resolve previous ticket balances, the owner/operator must pay the outstanding balance in full before the immobilization device will be removed from the vehicle.

Once the vehicle immobilization has been resolved through payment, any tickets that had been applicable for appeal may be appealed by submission of an appeal form to T&P. If any difference in payment due results from the appeal process that difference will be refunded to the owner/operator at the conclusion of the appeal.

After-Hours Owner/Operator Contact and Actions

After-hours resolutions of immobilizations are assisted by the Department of Public Safety. When the owner/operator of the immobilized vehicle contacts DPS to resolve an immobilization, DPS staff will:

- Verify the balance has been paid or appealed via documented proof provided by the owner/operator
- Remove the immobilization device from the vehicle and return it along with the device keys to T&P



Follow-Up Actions

- If the owner/operator of the vehicle is an OHSU employee, an investigative written report will be forwarded to HR and the employee's manager for review and appropriate employment action.
- If the owner/operator is not an OHSU employee the report will be forwarded to the Dean/Director/Division Head/Unit Leader responsible for that person.
- If the owner/operator is a Non-Member of OHSU (e.g. vendor) the main office of the company involved will be contacted.
- Repeat offenders may have their parking privileges revoked.

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.

Related Documents

[OHSU Parking Code](#)

[Policy 07-20-001, Traffic and Parking on Campus](#)

[Ticket Appeals Procedure](#)

[Ticket Types and Associated Fees](#)