



OHSU CAMPUS SERVICES  
Guaranteed Daily Parking Procedure

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**PURPOSE:** To provide OHSU Members a flexible parking permit that enables them to make daily commute choices and pay only for the days they park. Guaranteed Daily Parking permits are associated with a member’s badge and allow them to scan into parking facilities without advance reservation. Additionally, Guaranteed Daily Parking is integrated with the MyCommute program, which provides real-time transparency to accrued parking charges and/or commute incentives to promote transformation of travel behavior.

**PERSONS AFFECTED:** OHSU Members on OHSU payroll meeting MyCommute eligibility requirements

**DEFINITIONS:**

1. Guaranteed Daily Parking: Parking permit providing flexibility in cost based on usage and time of entry.
2. Eligible Member: OHSU employee meeting eligibility requirements for Guaranteed Daily Parking.
3. Single Occupancy Vehicle: A commute mode where the member drives alone
4. Appeal: formal process for disputing parking charges
5. MyCommute: OHSU program that houses Guaranteed Daily Parking permit charges and commute incentives.

**RESPONSIBILITIES:**

It is the responsibility of the member to:

1. Have their ID badge at all times to access and exit their assigned parking facility
2. Monitor parking charges and appeal disputes through MyCommute
3. Notify Transportation and Parking about any new or replacement badges to ensure consistent access
4. Member must opt into their preferred waitlist(s) and accept the parking offer before it expires

**PROCEDURE:**

**Eligibility**

1. Member must have an active network ID for OHSU log in
2. Member must have a worksite location within the TriMet service area, or a telework worksite, on their Oracle record
3. Member must be on OHSU Payroll
4. Member must have been called off a waitlist for Guaranteed Daily Parking Permit – or –
5. Member must have been approved for Priority Parking

**Access**

After the Member accepts the parking offer, their ID badge will be given badge access to enter their designated parking facility. At that point, permit issuance is complete and the Member may begin parking in the designated facility.



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### Payments

By accepting the parking offer, the Member agrees to the payroll deductions for any parking charges accrued each pay period. View **pricing table** for Guaranteed Daily Parking on rate sheet.

Parking charges are accrued throughout the pay period based on time of entry and the amount of days parked.

When the pay period closes, the Member will have the parking charges accrued within that pay period deducted from the respective paycheck.

Parking is free:

1. On weekends
2. When parking entries are after 5 P.M, but before 12 A.M
3. On OHSU observed holidays
4. Under modified or specialized operations, so long as parking has been declared free
5. On days when the Member does not park, including sick and vacation days or any day in which the member commutes to OHSU without parking

### Limitations

- Permit is valid for only one vehicle at any given time.
- Permit valid only in assigned facility. Parking outside of the permit's designation requires an hourly or daily parking permit.
- Short duration reciprocal parking access is not granted.
- Transportation and Parking cannot split payments between carpool partners. Members with Guaranteed Daily Parking permit may request their permit be configured to support carpooling. It is the responsibility of the carpool partners to alternate who badges in to their parking facility to facilitate their own payment splitting.
- Permits converted to carpool permits may only have one associated vehicle in their parking facility at any given time. Carpool permits do not support two members sharing one permit to park independently. In the event more than one registered carpool partner needs to park on campus at the same time, each additional vehicle must have a valid permit.

### 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 revocation of parking permit, immobilization of the vehicle, fines, criminal prosecution, and HR actions up to and including termination, or other actions as necessary.

### RELATED DOCUMENTS/EXTERNAL LINKS:

**Pricing Table:** <https://www.ohsu.edu/visit/rates>

### APPROVING COMMITTEE(S):

The Director of Transportation & Parking manages the implementation of this protocol. Questions should be directed to the Director of Transportation & Parking.

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