



## OHSU CAMPUS SERVICES Priority Parking Procedure

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### **PURPOSE:**

To improve access to parking facilities for Members with a compelling business need, Campus Access and Commute Services (CACS) has established a procedure for by-passing the Guaranteed Daily Parking waitlist. If Priority Parking is approved, the department will pay a bi-weekly fee until the employee is called off of a wait list or until CACS is notified to cancel parking. This fee is in addition to the cost of daily parking charges and must be paid by the department. The daily parking charges must be paid for by the employee; they will accrue over the pay period and be deducted from the employee's paycheck.

### **DEFINITIONS:**

**Member:** OHSU Members as defined in the OHSU Policy No. 01-01-000 Definitions and Interpretations.

**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.

**Fiscal Authority:** An OHSU employee who is authorized to approve payment of the priority parking fee on behalf of the department.

**Approving Authority:** An OHSU employee who represents the mission and has the authority to approve priority parking requests.

**Guaranteed Daily Parking:** Pay-per-use parking model enabling employees to park in their designated garage. Entry is granted with ID badge access at gated facilities. Charges do not apply to days not parked onsite. Advance reservation is not required.

### **PROCEDURE:**

Requests for Priority Parking must be authorized by the appropriate approving authority. Please click here: [Approving Authority](#) for a current list.

### **Application Process**

If it is determined by the Member's department that there is a compelling business need for the immediate acquisition of a Guaranteed Daily Parking permit, an application can be submitted by clicking here: [Priority Parking Form](#). The approving authority for your area will review the application and approve or deny the request. If approved CACS will issue a virtual Guaranteed Daily Parking permit based on the chosen location.

### **Program Discontinuation/Transfer**

If the Priority Parker should wish to discontinue their parking, the Member and the department are responsible for notifying CACS of this change. If there is any FOB or hangtag associated with the parking location these must be returned before parking charges will be discontinued.



## OHSU CAMPUS SERVICES Priority Parking Procedure

If the Priority Parker changes departments, the department currently paying the priority fee is responsible for notifying CACS of the change. The new department must submit a new request.

### **Member Called off Waitlist**

The Priority Parking fee will be charged to the department until the Member has been called off of the waitlist or the department notifies CACS that Guaranteed Daily Parking is no longer needed.

### **Suspected Misuse**

Any suspected misuse of a permit shall be reported to CACS 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 and 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 CACS. A permit may be revoked due to a change in the permit holder's role at OHSU or due to misuse of the permit.

### **RELEVANT REFERENCES:**

### **PROCESS MANAGEMENT AND INQUIRIES**

Campus Access and Commute Services manages implementation of this procedure and any questions should be directed to them.

### **ADVISING COMMITTEE(S):**

Strategic Transportation and Parking Advisory Committee