



OHSU CAMPUS SERVICES
Departmental Zone Permit

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Owner: Brett Dodson, Director of Campus Access and Commute Services Skai Dancey, Associate Vice President of Facilities Greg Moawad, Vice President Campus Services	

PURPOSE:

The OHSU Campus Access and Commute Services Department administers the Departmental Zone Permit (DZP) program. The program allows an OHSU department to purchase a DZP permit that is specifically assigned to their department. This DZP can be used for parking needs as designated by the requesting department. DZPs are not associated with a license plate; **they must be visibly displayed in the parked vehicle to be considered valid.**

DZPs are valid until June 30th of the fiscal year in which they were issued. New DZPs must be requested each year (add link to form)

Please refer to the [DZP application form](#) for valid use locations for both Marquam Hill and the South Waterfront.

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.

PROCEDURE:

To purchase a DZP visit [Departmental Parking](#) OHSU CACS website and fill out the DZP [Application Form](#). CACS will process the request within three business days. When the DZP is ready to be picked up, the requesting department will be notified via e-mail. The current bi-weekly DZP fee will be charged to the alias provided on the DZP application and processed through the OHSU Internal Billing System.

Lost DZP Permits

If a DZP is lost or stolen, the department will be required to pay the remainder of the balance through the end of the fiscal year. If an additional DZP is required a new application needs to be submitted.

Use Guidelines & Limitations

DZPs are **not** valid in patient-parking areas, gated garages or reserved parking stalls. Please read signage carefully to avoid parking in any of the above-mentioned locations.

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DZPs are only valid when visibly displayed within the vehicle while it is parked. DZPs should be hung from the rearview mirror for best visibility.

Use Restrictions

- Failure to properly display an active DZP will result in a parking ticket.
- In the event that a DZP is forgotten or misplaced a daily parking permit is required in order to avoid a parking ticket.

Suspected Misuse

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

Disqualification & Revocation

OHSU Members and Non-Members with a history of extensive parking-related violations at OHSU may be disqualified from receiving a parking permit at the discretion of the CACS Department.

Process Management & Inquiries

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

RELATED DOCUMENTS/EXTERNAL LINKS:

OHSU Parking Code
OHSU Code of Conduct

ADVISING COMMITTEE(S):

Strategic Transportation and Parking Advisory Committee