



OHSU CAMPUS SERVICES
Guaranteed Daily Parking Procedure

Doc. #: 402.27.101	Category: Parking
Origination Date: 04/27/2021	Effective Date: 06/14/2023
Owner: Brett Dodson, Director of Campus Access and Commute Services Skai Dancy, Associate Vice President of Facilities Greg Moawad, Vice President Campus Services	

PURPOSE:

To provide OHSU Members with 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 allows them to scan into an assigned parking facility 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.

PERSONS AFFECTED:

OHSU Members on OHSU payroll meeting MyCommute eligibility requirements

DEFINITIONS:

Guaranteed Daily Parking: Parking permit in an assigned gated facility with daily charges based on usage and time of entry

Eligible Member: OHSU employee who meets eligibility requirements for Guaranteed Daily Parking

Single Occupancy Vehicle: A commute mode where the member drives alone

Parking Charge Appeal: Formal process for disputing parking charges

MyCommute: OHSU program that houses Guaranteed Daily Parking permit charges and commute incentives

RESPONSIBILITIES:

It is the responsibility of the member to:

- Have their ID badge at all times to access and exit their assigned parking facility
- Monitor parking charges
- Appeal discrepancies through MyCommute

PROCEDURE:

Eligibility

Must be an OHSU Member on OHSU Payroll who is MyCommute eligible.

1. Eligibility for MyCommute is determined by the following:

Guaranteed Daily Parking Procedure 402.27.101 Rev. 04.27.2021

This document can be printed for use. The printed version is not subject to revision control and is for reference only.



OHSU CAMPUS SERVICES Guaranteed Daily Parking Procedure

- a. Must have OHSU Network access
 - b. Must have a work or campus location within the TriMet Service Area – or – telecommute
2. Member must have been called off a waitlist for Guaranteed Daily Parking Permit – or – 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.

Payments

By accepting the parking offer, the Member agrees to the payroll deductions for any parking charges accrued each pay period. View pricing for **Guaranteed Daily Parking** on O2.

Parking charges are accrued throughout the pay period based on time of entry and the number 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 charges are processed pre-tax through payroll deduction, up to the amount allowed by the IRS. Any parking charges that exceed this maximum will be processed post-tax.

Parking is free:

- On weekends
- When parking entries are after 5 P.M, but before 12 A.M
- On OHSU observed holidays except in the instance of floating holidays
- Under modified or specialized operations, so long as parking has been declared free
- 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

Waitlists

Guaranteed Daily Parking waitlists are location specific.

Limitations

- Badge access allows for only one vehicle to scan in at one facility at any given time
- Badge access is valid only in Members assigned facility
- Reciprocal parking is not available. Parking outside of the assigned facility requires an hourly or daily parking permit
- Campus Access and Commute Services (CACs) cannot split payments between carpool partners

Cancellation

Guaranteed Daily Parking Procedure 402.27.101 Rev. 04.27.2021

This document can be printed for use. The printed version is not subject to revision control and is for reference only.



OHSU CAMPUS SERVICES
Guaranteed Daily Parking Procedure

Six months of inactivity may result in cancellation of program access.

Suspected Misuse

Any suspected misuse of a permit shall be reported to CACS 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:

Guaranteed Daily Parking

PROCESS MANAGEMENT AND INQUIRIES

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

ADVISING COMMITTEE(S):

Strategic Transportation and Parking Advisory Committee