



OHSU CAMPUS SERVICES
Annual Parking Permits

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PURPOSE:

Campus Access and Commute Services (CACS) administers annual parking permits to Members. Annual parking permits shall only be issued if the member provides a compelling business need for this type of legacy permit with approval from the appropriate approvers. This procedure provides guidelines for issuing permits to Members and how Members may use the permits.

DEFINITIONS:

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, subject to this procedure.

Annual Parking Permit (Legacy) – Ongoing flat rate parking permit to one assigned parking location that does not require reservations. These permits are no longer issued as of December 20th, 2021.

PROCEDURE:

Should a member have a compelling business need for an annual parking permit they must submit a request for priority parking, requesting the need for an annual permit in the note field of the form. The request must be approved by the appropriate approver and CACS.

Payments

Members that qualify for payroll deductions for payment of their parking permits will have deductions beginning with the first pay period after the start of their annual parking and continuing until the member notifies CACS that they wish to stop their parking, or they are no longer employed by OHSU.

Members not eligible for payroll deductions must pay for their parking at the time of purchase. Members may purchase in monthly increments and can pay by check or with credit card (Visa/MasterCard/Discover).

Use Guidelines & Limitations



OHSU CAMPUS SERVICES Annual Parking Permits

Annual permits are facility specific and may only be used to access and park in their assigned location. Daily parking reservations must be made to park outside of the assigned parking facility and will incur additional fees.

In addition:

- It is the Member's responsibility to notify CACS of any changes in their status.
- It is the responsibility of any OHSU parker to update CACS with any changes to license plate information.

Use Restrictions:

- The permit is valid for a single vehicle per day, the vehicle must be linked to the permit.
- The permit may not be loaned or transferred to any other individual.
- The permit may only be used by the individual to whom it was issued.
- Failure to accurately update license plate information may result in a parking ticket.

Suspected Misuse

Any suspected permit misuse 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 needed.

Disqualification & 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.

RELATED DOCUMENTS/EXTERNAL LINKS:

Priority Parking Procedure
Priority 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