



OHSU CAMPUS SERVICES
Title: Special Parking Issuance and Renewal Procedure

Doc. #: 402.25.101	Category: Parking
Origination Date: 02/03/2021	Effective Date: 03/03/2023
Owner (Title): Brett Dodson, Director of Transportation and Parking Skai Dancey, Associate Vice President of Facilities Greg Moawad, Vice President Campus Services	

PURPOSE:

The OHSU Campus Access and Commute Services (CACS) administers the issuance and renewal of Special Parking permits. This process will verify whether each Member wants to start or remain in the Special Parking Program and allows the department to verify the Members’ information and parking status. Special Parking annual permits automatically renew at the start of each fiscal year. Special Parking monthly permits expire as marked based on circumstance or eligibility.

DEFINITIONS:

Member –

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

Customer -

Refers to all categories of individuals, Members, who are subject to this procedure.

Special Parking Permit – Permit issued to a Member allowing them parking privileges in a designated assigned stall on OHSU campus. Special Parking is assigned based on the need for a specific location or type of parking space due to mobility needs, care-giver status, security needs, or other OHSU recognized circumstance requiring special accommodation.

RESPONSIBILITIES:

Special Parking permits may be issued by CACS, based on the following:

To qualify for a Special Parking permit the Member will need to present a DMV issued Federal ADA placard or disabled license plate to the CACS Special Parking Coordinator. For those very limited circumstances where a Special Parking permit request is made and a DMV Federal ADA placard or disabled plate would not be granted, such as security risks, pregnancy-related medical issues, etc., the request will be considered if it is emergent. These requests must receive prior approval from the Director of CACS and, if necessary, either a designated Department of Public Safety, or OCIC representative. It is the responsibility of each Member in the Special Parking Program to notify CACS of any change in status.

PROCEDURE:

Special Parking Issuance and Renewal Procedure 402.25.101 Rev. 02.03.2021

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To inquire about obtaining a Special Parking permit, Members should contact CACS's Special Parking Coordinator by emailing commute@ohsu.edu to start the process of obtaining a Special Parking permit. The following documentation will be needed in order to obtain a permit.

- OHSU Identification Badge
- Location of work
- License plate information
- One of the following (include end date if applicable)
 1. DMV Issued ADA placard (Temporary or Permanent)
 2. Doctor's note
 3. OCIC approval
 4. Public Safety request (Public Safety will contact CACS for needs)
- For Members that are less than full time: a work schedule or a letter on department letterhead from the Member's manager verifying the Members FTE and work schedule

A Special Parking permit may be obtained for up to two consecutive weeks maximum without providing any of the aforementioned items. This is primarily used for individuals needing extra time to acquire an ADA placard from DMV.

For non-listed short-term Special Parking permit exceptions, the Special Parking Coordinator determines documentation needs.

Special Parking permits issued based on ADA placard will expire on the same date as the ADA placard expiration.

Renewing a Special Permit

If a Member needs a Special Parking permit beyond the dates that were initially requested, they may renew via the options below.

1. In Person Renewal: Members may renew their Special Parking permit in person at the CSC in the Physical Plant or Rood Family Pavilion buildings during normal hours of operation.
2. Email Renewal: Members may renew their special parking permit by emailing the CACS inbox at commute@ohsu.edu from their OHSU networked email address.

Members must provide:

- OHSU Identification Badge (if renewing in person)
- Any updated documents/ materials initially required in Special parking Permit issuances (See approved list located above)
- One of the following updated documents (include end date if applicable)
 - DMV Issued ADA placard (Temporary or Permanent)
 - Doctor's note
 - OCIC approval

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- Public Safety request

Note: All outstanding ticket fines must be paid or under appeal to be eligible to renew a Special permit.

Renewal Period

All monthly Special Parking permits must be renewed before the expiration date on the permit to ensure uninterrupted access to parking.

Payments

Members who qualify for payroll deduction will have deductions for parking processed on each paycheck. Deductions will continue until the Member contacts CACS to cancel their parking, or the permit expires. Members who are not eligible for payroll deductions may make payment arrangements at the CACS Customer Service Center at the time of purchase or renewal for monthly, quarterly, or annual permits. Members may pay by check, or credit card (Visa, MasterCard, and Discover). Members not paying in full for a fiscal year will be issued a monthly permit.

Disqualification & Revocation

Employees with a history of extensive or egregious parking or parking-related violations at OHSU may be disqualified from receiving a parking permit at the discretion of the Director 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.

Use Guidelines & Limitations

- The Special Parking permit may be used only in the assigned parking space.
- The permit may not be loaned or transferred to any other individual.

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 or fees, criminal prosecution, and HR actions up to and including termination, or other actions as necessary.

Related Links & Documents

[Products and Rates](#)

PROCESS MANAGEMENT AND INQUIRIES:

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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