

PARKING, ENFORCEMENT & VEHICLE REGISTRATION

1. **PURPOSE:** To establish policy and procedure for parking and vehicle operations at the VA Portland Health Care System (VAPORHCS) facilities. This policy recognizes parking is limited and there are prescribed priorities for the use of parking spaces.
2. **POLICY:** It is the policy of VAPORHCS to provide safe parking facilities for patients, staff and other persons conducting business with the VAPORHCS. Individuals parking on VAPORHCS property who are not in compliance with this policy are subject to citation and removal of their vehicles at their own expense and/or loss of parking privileges.
3. **RESPONSIBILITIES:**
 - A. The **Chief, Police Service** is responsible for maintaining the orderly flow of traffic, parking, and the consistent enforcement of traffic and parking rules, regulations and laws for all areas under the control of the VAPORHCS.
 - B. The **Parking Workgroup** consists of AFGE Local 2157 and 2583 President, one representative for each SBU and a representative from research. They are responsible for reviewing requests for exceptions and appeals to the provisions of this memorandum equal union representation.
 - C. **Service Chiefs/VAPORHCS Managers** are responsible for ensuring employees within their service are aware of and comply with this policy. Encourage employees to find alternatives to parking SOVs on VAPORHCS property, such as carpooling, vanpooling, public transportation, etc. Attempt to optimize the use of limited parking resources. Endorsing employee's parking requests when a compelling necessity for parking exists, and the request supports the VAPORHCS mission.
 - D. All persons are required to comply with this policy and all regulatory signage posted on VAPORHCS property, operate vehicles in a safe manner always and park only in authorized areas. Notifying the Parking Office within Fourteen (14) Calendar Days five business days of any changes to work status, name, and/or vehicle registration.
4. **ENFORCEMENT RESPONSIBILITIES:**
 - A. VA Police Services will patrol Portland and Vancouver Division parking lots, and issue Courtesy Violations, District Court Violations, "boot" and/or tow vehicles thought to be in violation to this MCM. Police Service will maintain the parking database and issue passes or access devices as appropriate.
 - B. Parking Coordinator/Office will conduct regular audits of all parking access and logs and notify employee(s), carpool(s), department(s), and their correlating supervisor thought to be in violation to this memorandum. Parking Coordinator/Office will maintain a complete log of parking utilization and violations of this memorandum.
 - C. Parking Workgroup will review, revoke and reinstate parking privileges in accordance with this MCM 00-03.

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D. Service Chiefs/VAPORHCS Managers will counsel subordinates who violate this memorandum and initiate disciplinary action for repeat violations by their subordinates of this memorandum in accordance with the negotiated Master Agreement, Article 26 Section 4.

5. **VIOLATIONS:** Examples of violations of this memorandum may include, but are not limited to, the following:

- A. Parking on the Portland or Vancouver Divisions without first being assigned parking privileges (temporary or permanent) by the Parking Coordinator Office or through other means referenced in this document (e.g. Day Use parking registration via Vista).
- B. Sharing/loaning Proof of Registration and/or Parking Access Card with another person. They are to be used only by the individual to whom they are assigned.
- C. Parking in a space or a lot to which the employee/carpool is not assigned.
- D. Parking two or more vehicles registered to employee on the same day.
- E. Two Parking Access Cards issued to the same carpool accessing employee parking during the same time frame.
- F. Parking in a non-designated parking space or striped area.
- G. Double parking (parking over the line).
- H. Tailgating another vehicle into or out of employee parking.
- I. Entering or exiting employee parking without scanning Parking Access Card even if the gate arms are open.
- J. Any other breach of a provision of this memorandum, as determined by Portland VAPORHCS management, Parking Office, or Police Services.

Penalties for initial and subsequent violations: Employees will receive two Courtesy Violations issued by Police Services, before receiving a District Court Violation and/or be towed. Employees will be liable for any fees/fines or penalty associated with the violation. If a vehicle is parked in clearly marked emergency lane or blocking a crosswalk, a District Court Violation and/or tow will be issued by Police Services. Courtesy Violations will be purged in accordance with the VA Records Control Schedule.

- A. First and second offense, the employee will receive a Courtesy Violation.
 - 1) The offending employee's supervisor will be copied on the warning (by email).
- B. Third offense, the employee will receive a District Court Violation.
 - 1) Employees who have not been granted parking privileges:
 - a) Employee and his/her supervisor will be notified of the offense.
 - b) The employee will be barred from receiving parking privileges for a period of six months. This decision will be made by the Parking Coordinator Office and can be appealed once through the appeal process.

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- c) Employee's name will be moved to the bottom of any Parking Waitlist on which the employee appears.
- e)d) Supervisor and Employee will be notified.
- 2) Employees who have been granted parking privileges:
 - a) Employee and his/her supervisor will be notified of the offense.
 - b) The Parking Office will turn off the parking card. Employee's
 - b)c) parking privileges may be revoked for up to six months. This decision will be made determined by the Parking Workgroup by the Parking Coordinator and can be appealed once through the appeal process.
 - e)d) The employee will be required to reapply for parking following the suspension of parking privileges.
- C. Fourth and subsequent offenses within any two-year period, the employee will receive a District Court Violation and towed:
 - 1) An employee will may be permanently barred from parking on the Portland and Vancouver Division. This This decision will be made by the Parking Coordinator and can be appealed once through the appeal process.
 - 2) The employee's SBU Manager will be notified of the repeat offenses.
 - 3) Disciplinary action may be taken.

Violations involving carpools:

- A. A penalty resulting in a carpool falling below three eligible members, remaining carpool members are encouraged to recruit another carpool member(s), but will be permitted to continue to park as a two-person carpool for one month. The Parking Workgroup may approve exceptions to this rule, on a case-by-case basis.
 - B. A carpool that has been granted a two-person carpools, who receive a penalty resulting in them falling below the two eligible members, are encouraged to recruit two members or apply again for a two-person carpool; they will be permitted to continue to park on an individual basis for one month. The Parking Workgroup may approve exceptions to this rule, on case-by-case basis.
6. PROCEDURES:

All employees and volunteers are highly encouraged to use alternatives to Single Occupancy Vehicle (SOV) driving and on-site parking, such as Public Transportation, Vanpooling, and Bicycling.

Portland and Vancouver Division Parking Application and Appeal Process are diagrammed in this MCM.

All employees and volunteers who park or may potentially park at the Portland and Vancouver Divisions location must register their vehicles (including Motorized two-wheeled vehicles) with the Parking Office. Employee and volunteer vehicle(s) parked at the Portland and Vancouver Divisions are required to display the Proof of Registration, following the instructions given by the Parking Office. Failure to do so may result in losing all parking privileges permanently.

- A. Vehicle registration requires:

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- 1) Valid PIV Badge.
- 2) Completed Vehicle Registration Form.
- 3) ~~Proof of valid insurance (Police Services will validate this information if they are not able to the individual will be required to provide proof).~~
- 4) ~~3) Valid Driver's License.~~

Lost/Stolen/Misplaced/Abused Proof of Registration/Parking Access Card.

- A. Surrender Proof of Registration/Parking Access Card issued.
- B. Failure to return the parking card and/or hangtag will result in a \$50.00 fee respectively.
 - 1) If current employee-Print out the Payment for Lost Registration/Parking Access Cards. The employee will take the form to the Agent Cashier and pay the appropriate fee. Once paid the employee will bring the signed copy to the Police Services, Parking Coordinator Office, Building 101, Room 202A. The employee will be eligible for a replacement Proof of Registration/Parking Access Card once all approvals have been met.
 - 2) If separating/terminating employee-Initiate a Bill of Collection and send a copy to Police Service, Parking Coordinator Office, Building 101, Room 202A. In cases where there is no identifiable employee to bill for a lost Proof of Registration/Parking Access Card, an email will be submitted to the Chief, Police Service outlining the circumstances surrounding the loss and requesting a waiver of the appropriated charge. If the request is approved, Police Services, Parking Coordinator Office will remove the lost Proof of Registration/Parking Access Card from the Service record.
- C. The employee, to whom is assigned the Proof of Registration/Parking Access Card, must return it to Police/Parking Office in Portland Building 101, Room 202A. For Proof of Registration/Parking Access Cards not turned in, a Bill of Collection will be issued by the parking office separating serv_ice with a CC to VHAPOR ParkingOffice@va.gov for the record.
 - 1) With validation of stolen Proof of Registration/Parking Access Card (i.e. Police report), fee(s) may be waived.
- D. Report lost, stolen, misplaced, abused Proof of Registration/Parking Access Cards immediately to the Parking Coordinator Office.
- E. Broken Proof of Registration/Parking Access Cards will be replaced without cost by bringing the unusable item(s) to Police Service, Parking Coordinator Office: Portland Building 101, Room 202A.
- F. For Proof of Registration/Parking Access Cards not turned in, a Bill of Collection will be issued by the Parking office separating service with a CC to VAPOR Parking Office for the record.

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- ~~A Proof of Registration/Parking Access Card Person may be assigned by Service Chiefs and approved by the Chief of Police. This person will be responsible for maintaining a log for their Department/Service regarding staff who have been granted a Proof of Registration/Parking Access Cards. The following will need to be encompassed on the log:~~
- 2) ~~Individuals name~~
 - 3) ~~Job Title~~

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Medical Center
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- 4) Supervisor
- 5) Contact information
- 6) Justification
- 7) Proof of Registration #
- 8) Parking Access Card #

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All parking privileges are temporary, you must reapply for when your PIV badge expires or you receive a new PIV badge, as instructed below:

PARKING AT THE PORTLAND DIVISION

VA Employees assigned parking privileges are ineligible to participate in the Transit Benefit Program.

Employees are not authorized to park in parking in patient/visitor outside of the allotted time.

1. Employee Parking:

Employees may park on the Portland Division only if authorized under this memorandum in one or more of the following categories:

- A. Issued a parking access card.
- B. Member of an approved carpool.
- C. Registered for a Day-Use parking space.
- D. Responding to a medical emergency.
- E. Otherwise approved to park by the Parking Coordinator Office, in accordance with this MCM.

Any changes to work status (not limited to name change, tour of duty, new supervisor) and/or vehicle registration, individual/carpool must reapply/re-register within fourteen (14) calendar business days.

Employees who are requesting parking on the Portland Division who meet the MCM, must complete and submit a supervisor-approved Portland Division Application for Parking, Parking Statement of Understanding, and Vehicle Registration Form to the Parking Office.

- A. Describe why the employee is eligible for assignment of parking privileges under this memorandum.
- B. Include names and tour of duties (schedules) of two qualified carpool partners, if the application is for carpool parking.
- C. Obtain the employee's supervisor's approval and signature on the Parking Application.
 - 1) Supervisors sign to certify the employee is eligible for parking privileges under one or more criteria contained in this memorandum and no reasonable alternative to Portland campus parking exists.
- D. Submit the completed, signed Parking Application and other requested forms to the Parking Coordinator Office. The Parking Coordinator Office will review each application within fourteen (14) calendar business days and take appropriate actions.

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- E. An employee who submits a Parking Application and other requested forms which is approved, they will be notified by the Parking Coordinator Office to pick up his/her parking access card from the Parking Office if parking is available.
- F. If an employee's parking application is approved, but parking is not available, that employee will be informed and added to the Parking Waitlist.
 - 1) An employee will remain on the Parking Waitlist indefinitely unless there have been changes to employment status and the employee no longer would qualify.
 - 2) The Parking Waitlist will be established in chronological order by date and time of application and will be available upon request.

An employee denied parking under the provisions of this memorandum or approved and placed on the Parking Waitlist, may submit an Appeal for Parking Application through his/her supervisor and VAPORHCS Director, to the Parking Office. They can reapply ins six months if the appeal was denied.

An employee may also submit a request for an exception to this memorandum initially if he/she does not qualify for parking privileges, but has a compelling business justification and the exception supports the VAPORHCS mission.

- A. Prepare a request using the Parking Application and other requested forms to the Parking Coordinator Office. The request must support VHAPORHCS's mission, should contain compelling business justification, explain why carpooling, vanpool, and public transportation is not feasible for commuting to and from VHAPORHCS, under: "I recognize I am ineligible for parking privileges," section of the Parking Application.
 - 1) Obtain his/her supervisor's approval/denial and signature on the parking application form. Supervisors sign certifying that their employees' requests for exception or priority parking consideration have compelling business justification. (If the application is denied, this is considered a final decision for this application).
 - 2) Obtain his/her SBU Manager's approval/denial and signature on the parking application form. SBU Managers sign certifying requests for exception or priority parking consideration are in the best interests of the Health Care System, and have merit when compared to other requests submitted by employees within the same SBU. (If the application is denied, this is considered a final decision for this application).
 - 3) Submit the completed, signed parking application to the Parking Office.
 - 4) The Parking Coordinator Office will present the application at the next scheduled meeting/vote of the Parking Workgroup and will notify the applicant within a reasonable time frame.
 - 5) The Parking Workgroup will review each application and make a verdict. The Parking Coordinator Office will respond within Fourteen (14) calendar ve-business-days the outcome.
 - 6) Two Person carpool requests will be considered before individual exceptions.

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Parking Applications will be approved based on both the merit of the request and the number of available parking spaces. Approved parking request that exceeds the fixed number of employee parking spaces will result in the requesting employee's name being added to the Parking Waitlist. When enough previously issued Parking Access Cards are surrendered or revoked to make a parking space available for that employee, the Parking Coordinator Office will notify the employee to report to the Parking Office to pick up his/her parking access card.

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An employee denied parking under the provisions of this memorandum or approved and placed on the Parking Waitlist, may submit an Appeal For Parking Application through his/her supervisor and VAPORHCS Director, submitted electronically to VHAPOR-ParkingOffice@va.gov. They can reapply in six months if the appeal was denied.

The Parking CoordinatorOffice will maintain a complete record of all exception requests submitted, including:

- A. Date and Time exception request was sent to the Parking Workgroup for review.
- B. Date exception was approved or denied.
- C. Reason(s) for approving or denying the exception (if given by workgroup).
- D. Any limitations on approval (timeframe, lot assignment, etc.).
- E. Any correspondence exchanged regarding the exception request.

2. Volunteer Parking:

Volunteers are encouraged to carpool or take public transit but may park in the Patient/Visitor parking. All volunteers who park on the Portland Division must register their vehicles with the Parking Office.

3. Credit Union Parking:

The Credit Union will be issued three Parking Access Cards to general employee parking areas.

4. Vendor/Contractor Parking:

- A. Construction contractors at all Portland VAPORHCS locations are required to park as directed by Facilities Management Services (FMS).
- B. Repair, maintenance or equipment vendors (with proper ID) at the Portland Division, who have an appointment, should park where directed by the Service/Division Chief (typically behind building 100 or in Lot 6).
- C. Medical contractors are not authorized to park unless otherwise approved.
- D. Vendors requiring long-term parking (more than 15 minutes) is located Lot 7 and will need to properly display a business card on the dashboard.
- E. Facilities Management is responsible for managing who has parking access in Lot 6. The Parking Office will provide parking passes to Facilities Management Service. FMS will be required to keep a log of all issued parking passes.

5. Government Vehicle parking:

Government Vehicles are authorized to park in marked spaces in front of bldg. 101, 103, 104, and behind bldg. 100 and 1 marked place in P4 Parking Garage.

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6. Police Services:

- A. Eight assigned stacked parking spaces for a total of sixteen spaces in Lot 4 will be dedicated to Police Service. Employees assigned to these stacked parking spaces will be allocated by the Deputy Chief of Police.
- B. Police Service employees will be granted parking privileges in only the assigned spaces and may not park anywhere else.

7. Reasonable Accommodation:

- A. Employees may be granted parking privileges because of a Reasonable Accommodation Request. Any employee requiring medical accommodation for parking, for a period exceeding 90 days, must submit a Reasonable Accommodation Request in accordance with the VA Handbook 5975.1. Employees requiring medical accommodation for parking, for a period of 90 days or less, should submit a Portland Division Application for Parking detailing justification and duration for the request (no PHI), Parking Statement of Understanding, and Vehicle Registration Form to the Parking Office.

B. Reasonable Accommodation for parking must reapply annually.

C. Employees are not authorized to park in handicapped parking in patient/visitor parking while being paid by the VAPORHCS.

~~C.D. The Parking Office will ensure the LRAC has verified the employees with mobility impairments or a disability that precludes them from public transportation or carpooling.~~

~~E. Employees who are requesting parking due to workman's compensation decisions will be referred to LRAC.~~

8. Workmen's Compensation:

Employees who are requesting parking due to a workmen's compensation decisions will send the request to the Chief Human Resources Management. This request will then be sent to the appropriate individuals

9.8. Off Tour:

- A. Employees who apply for off tour parking cards will be restricted to specific hours they can access employee lots. Employees who work off tours meeting the following requirements:
 - 1) Tour of duty (schedule) begins before 6:00 AM or after 2:00 PM on a regular and reoccurring basis.
 - 2) Qualifying tour of duty (schedule) is scheduled a minimum of seven days per pay period.
 - 3) No reasonable alternatives to parking exist to support this work schedule.

10.9. Carpool Parking:

- A. Carpooling is highly encouraged for those employees who need to park on the Portland Division. The intent of VAPORHCS is to provide parking for all legitimate carpools

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organized by VA employees. Carpool members are expected to commute together to and from work daily. Abuse of any provision of this memorandum pertaining to carpools will result in loss of carpool parking privileges.

- B. Non-VA employees (Without Compensation, Fellows, Residents, ~~Interns~~ Interns, and Students) may ride with an existing carpool. ~~join a car-pool but are not eligible to form or be part of, carpools to obtaining authorization to park on the Portland Division.~~
- C. Each member of the carpool must complete and submit a supervisor-approved Portland Division Application for Parking, Parking Statement of Understanding, and Vehicle Registration Form to the Parking Office.
- D. Carpool members must all work similar tours of duty within 30 minutes of each other's start and end times.
- E. Carpool members must work on the same campus.
- F. Two-person carpools must be applied for accordingly. There will be a maximum of one hundred approved two-person carpools located throughout the employee parking lots. One hundred two-person carpools may be formed with qualifying VA employees with the priority going to employees who have direct patient care. The priority carpools will consist of two staff members who have direct patient care. Once one hundred two-person carpool has ~~been~~ reached, ~~carpools remaining a two-person application requesting to become a two-person carpool will be placed on the two-person carpool parking waitlist. The parking workgroup may add or remove from the base one hundred two-person carpools based on parking capacity and demand.~~
 - 1) ~~If there are more allotted two-person carpools than to employees who have direct patient care request other VA employees may apply for a two-person carpool with the understanding they may lose the approval if a carpool consisting of employees who have direct patient care applies.~~
 - 2) 1) Only one card assigned to the members of each carpool is permitted to access employee parking per day.
 - 3) 2) VA Police and Parking Office will audit the lots and Parking Access Cards activity lots to enforce this provision.
- G. Unlimited three-person carpools will be located throughout the employee parking lots.
 - 1) Only one card assigned to the members of each carpool is permitted to access employee parking per day.
 - 2) VA Police and Parking Office will audit the lots and Parking Access Cards activity lots to enforce this provision.
 - 3) ~~Carpools who park on the Vancouver Division and commute to the Portland Division will be assigned to park in Lot 19 while parked in Vancouver.~~

44.10. Individual Parking:

- A. Members of Executive Staff:
 - 1) Director
 - 2) Deputy Director
 - 3) Assistant Director
 - 4) Chief of Staff

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B. Division/Service Chiefs and Manager: will be assigned to Stacked Parking by the Parking Office. It will be the Division/Service Chief and Manager's responsibility to park in their assigned space every day they access employee parking and exchange contact information with their stacked parking partner.

1) Director:

- a) Compliance Officer
- b) Equal Employee Opportunity Program Manager
- c) Public Affairs Officer
- d) Veterans Experience Officer
- e) Chief, Northwest Innovation Center
- f) Chief, Health Informatics Officer
- g) Chief, Quality, Safety & Value
- h) Assistant Chief, Quality, Safety & Value
- i) Executive Assistant to the Director

2) Deputy Director SBU:

- a) Chief, Logistics & Material Management
- b) Chief, Business Office
- c) Chief, Revenue
- d) Chief, Facilities Management
- e) Chief, FMS Projections & Operations
- f) Chief, Maintenance & Repair
- g) Supervisor, Energy Section
- h) Chief, Biomedical Engineering
- i) Safety Manager
- j) Strategic Planner
- k) Housekeeping Officer
- l) Human Resources Officer
- m) Assistant, Human Resources Officer
- n) Chief, Financial Officer
- o) Accounting & Financial Officer
- p) Chief, Health Information Manager Officer
- q) Executive Assistant to the Deputy Director

3) Patient Care Services SBU:

- a) Associate Chief Nursing Officer
- b) Administrative Director, Inpatient & Emergency Division
- c) Administrative Director, Imaging
- d) Chief, Nursing Research
- e) Chief, Nursing Professional Service
- f) Chief, Sterilization Processing
- g) Associate Chief, Clinical Ambulatory Care
- h) Associate Chief, Operations Ambulatory Care
- i) Associate Chief, Acute Care
- j) Supervisory, Pharmacist, Acute Care (Inpatient)
- k) Supervisory, Pharmacist, Ambulatory Care Outpatient (Portland)
- l) Supervisory, Pharmacist, Ambulatory Care Clinics (PACT)
- m) Supervisory, Pharmacist, Ambulatory Care Clinics (Anticoagulation)

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- n) ~~Pharmacy Program Manager (Medication Safety Officer)~~
- o) ~~Pharmacy Program Manager (Formulary Management)~~
- p) ~~Pharmacy Program Manager (Inventory Specialist)~~
- q) ~~Pharmacy Program Manager (Pharmacogenomics)~~
- r) ~~Pharmacy Technician, Supervisor (Outpatient)~~
- s) ~~Pharmacy Technician, Supervisor (Inpatient)~~
- t) ~~Clinical Pharmacy, Inpatient (24-hour service)~~
- u) _____ Executive Assistant to the Deputy Director, Patient Care Services
- v) _____ Clinical RN Manger 5D, IESD
- w) _____ Clinical RN Manger 6D, IESD
- x) _____ Clinical RN Manger 8D, IESD
- y) _____ Clinical RN Manger 9C, IESD
- z) _____ Clinical RN Manger 9D, IESD
- aa) _____ Assistant Clinical RN Manager 5D, IESD
- bb) _____ Assistant Clinical RN Manager 6D, IESD
- cc) _____ Assistant Clinical RN Manager 8D, IESD
- dd) _____ Assistant Clinical RN Manager 9C, IESD
- x) _____ Assistant Clinical RN Manager 9D, IESD
- y) Clinical Director, Whole Health Division
- ee) z) Administrative Director, Whole Health Division

4) Medical Practice Group SBU:

- a) Deputy Chief of Staff
- b) Group Practice Manager
- c) Administrative Director, Chief of Staff
- d) Associate Chief of Staff, Research & Development
- e) Deputy Associate Chief of Staff, Research & Development
- f) Administrative Director, Research & Development
- g) Chief, Veterinary Medical Officer
- h) Executive Director, Portland VA Research Foundation
- i) Administrative Director, Primary Care Division
- j) Nursing Director, Primary Care Division
- k) Assistant Nursing Director, Primary Care Division
- l) Chief, Purchase Care
- m) Administrative Director, Hospital & Specialty Care Division
- n) Nursing Director, Hospital & Specialty Care Division
- o) Assistant Nursing Director, Hospital & Specialty Care Division
- p) Administrative Director, Mental Health & Neurosciences Division
- q) Nursing Director, Mental Health & Neurosciences Division
- r) Nursing Director, Operative Care Division
- s) Administrative Director, Operative Care Division
- t) Clinical Director, Rehab & Long-term Care Division
- u) Administrative Director, Rehab & Long-term Care Division
- v) Chief, Physical Medicine & Rehab Service
- w) Director, Portland Alcohol Research Center
- x) Director, Amphetamine Abuse Research Center
- y) Executive Assistant to the Chief of Staff
- y) z) Chief of Coordinated Care

5) Assistant Director SBU:

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- a) Chief, Veterans Canteen
- b) Assistant Chief, Veterans Canteen (Cafeteria)
- c) Assistant Chief, Veterans Canteen (Retail)
- d) Chief, Prosthetics & Sensory Aids Service
- e) Chief, Chaplain Service
- f) Chief, Social Work Service
- g) Operations Manager, Nutrition and Food Services
- h) Clinical Nutrition Manager & Ethics Consult Coordinator Office, Nutrition and Food Service
- i) Operations Manager, Employee Health
- j) Mobility Manager, Veterans Transportation Program
- k) Executive Assistant to the Assistant Director

6) Q&T:

- a) Portland VAPORHCS Chief Information Officer

C. OR/PACU Nursing

- 1) Operating Room Nurses
- 2) Post-Anesthesia Care Unit Nurses

42.11. Chiefs Row:

- A. Service Chiefs who are emergency responders and/or inpatient care may be issued parking hang-tag, entitling them to park in Lot #8 (aka, Service Chief Row). There are 19 spaces available for this request.

- 1) Deputy Director, Patient Care Services
- 2) Chief, Audiology & Speech Pathology
- 3) Chief, Nutrition & Food Services
- 4) Designated Learning Officer/Chief, Education
- 5) Chief, Critical Care Medicine
- 6) Chief, Employee Health
- 7) Clinical Director, Hospital & Specialty Medicine
- 8) Clinical Director, Imaging
- 9) Director, Inpatient & Emergency Care Division
- 10) Clinical Director, Mental Health & Clinical Neurosciences
- 11) Clinical Director/Chief of Surgery, Operative Care
- 12) Clinical Director/Chief of Anesthesiology, Operative Care
- 13) Chief, Pathology & Laboratory
- 14) Chief, Pharmacy
- 15) Clinical Director, Primary Care
- 16) Chief, Voluntary Services
- 17) Chief, Police Service
- 18) Deputy Chief of StaffOpen
- 19) Chief, Physical Medicine & Rehab ServiceOpen

43.12. On-call Status:

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- A. Clinical employees who have long-term on-call status (receive parking privileges only while receiving on-call pay; if not otherwise entitled to parking, employees must relinquish this parking access privilege as soon as they are no longer on-call).
- B. Employees must complete a Portland Division Application for Parking, Vehicle Registration Form, and Parking Statement of Understanding and submit them to the Parking Office.
- C. The Department must email, fax, or bring a copy of the On-Call schedule to the Parking Office every quarter (no later than the 5th of October, January, April, and July). The parking coordinator Office may audit On-Call cards at any time and may request an on-call schedule from services that have on call staff.
- D. The employee, who obtains an On-Call parking access card can still participate in a carpool, the VA Transit Benefit Program, or receiving an individual parking access card of off-tour access.
- E. Use of the On-Call parking access card when the employee is not On-Call paid status will result in loss of the card for the individual and/or all On-Call parking access cards for the department.

44.13. Medical Staff:

- A. Member of Medical Staff than is .5 FTE (must work in a clinical capacity at VAPORHCS) to include:
 - 1) Licensed Physicians
 - 2) Licensed Dentists
 - 3) Physicians Assistants
 - 4) Certified Registered Nurse Anesthetists
 - 5) Clinical Psychologist
 - 6) Optometrist
 - 7) Audiologist
 - 8) Speech Pathologist
 - 9) Clinical Pharmacy Specialist
 - 10) Clinical Pharmacist
 - 11) Advance Practice Nurses:
 - a) Nurse Practitioners
 - b) Clinical Nurse Specialists
- B. Consultant & Attending/Fee-Basis employees who work more than twenty (20) hours per week (excluding those paid using research grant funds and OHSU residents and physicians who are working at OHSU for more than two hours a day).
- C. Whenever a change of any type occurs, a new application must be submitted with the new and correct information.
- D. Non-VA employees (Without Compensation, Fellows, Residents, Interns, and Students) are not eligible for park on the Portland Division.
- D.E. Medical Staff that is less than .5 FTE will have quarterly audits.

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45-14. Emergent Need:

- A. If there is an emergent need for the agency and there would be a negative impact on patient care; an employee may be granted parking access. The employee will need to apply for parking as an exception to this MCM. The application packet will need to include the Director's Signature for Emergent Need. This parking access will be granted on a temporary basis not to exceed one year at which time the employee must reapply for parking.

46-15. Vermont Hills Family Life Center:

- A. Vermont Hills Family Life Center employees will be assigned to the three tripled stacked parking spaces in Lot 5 only and can obtain a parking card if they are assigned full time to the Portland campus.
- B. Parents of children enrolled in the Vermont Hills Family Life Center may be issued electronic gate cards specifically to access the childcare center to drop off and pick up their children:
 - 1) Parents request childcare center gate cards by submitting a Parking Application with the director's/assistant director's signature.
 - 2) Parents issued gate cards for child drop off/pick up are not permitted to park in any Portland Division parking lot using these cards for more than twenty minutes without prior approval.
 - 3) Parents can receive up to three gate cards for child drop off/pick up. One main and two emergencies.
 - 4) If the parent is an employee, the gate card(s) for child drop off/pick up do not exclude the employee from participating in a carpool, the VA Transit Benefit Program, or receiving an individual parking access card.
 - 5) Any violation of this provision of the MCM will result in immediate deactivation of the employee's childcare center gate card.

47-16. New Employee Orientation: New employees may be issued temporary Parking Access Cards while participating in the New Employee Orientation program:

- A. New employees will be granted temporary privileges, must be requested via Police/Parking Office. These privileges expire on the Friday of the first week of New Employee Orientation.
- B. New employees must park in Parking Lot 4 (behind HR) only.
- C. The temporary parking access cards must be returned to Police/Parking Office or into the drop box on the Parking Shack outside of Patient/Visitor parking no later than the following Wednesday.
- D. VA Employees assigned parking privileges are ineligible to participate in the Transit Benefit Program.

17. AFGE American Federation Government Employees

- A. AFGE Local 2157 will be provided Four (4) marked parking spaces.

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B. Four (4) Dedicated Parking Cards.

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C. Two (2) Department Use Cards.

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D. AFGE Local 2583 will have 2 Parking Cards.

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E. Spaces will be close to the union office

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18. Parking without a Parking Access Card:

A. Circumstances in which employees may park without long-term assignment of parking privileges are:

- 1) Employees may register for one of 48 "Day-Use" parking spaces available in Lot 1 and 9.
 - a) Employees must make all day-use request in Vista as soon as possible, due to the limited number of spaces (type "PARK" at the main menu prompt than following the prompts).
 - b) There is no same day day-use request available.
 - c) Vista will not allow same day or previous day cancellations.
 - d) The Police nor the Parking Office can cancel any request made in Vista.
 - e) Parking is limited to 3 days in any 30-day period not to exceed 36 days in 365 days.

B. VA Employees are authorized to park Motorized two-wheeled vehicles in one of the ten designated employee parking for motorized two-wheeled vehicles in Lot 3 (P4):

- 1) VA Employee must ride most the year.
- 2) No assignment of parking card is required to park in designated employee scooter/motorcycle parking.
- 3) Scooters/Motorcycles parked on the Portland Division must be registered with the Parking Coordinator Office.

C. Employees may use a "Department Parking Access Card" for temporary parking needs:

- 1) Employees are allotted to use the Department Parking Access Card(s) 5 times a month
- 2) Department(s) without direct patient care will be issued one Department Parking Access Card for every 50 assigned employees who do not have individual or carpool parking privileges. The card can be requested by submitting a Division Application for Parking to the Parking Office.
- 3) Department(s) with direct patient care will be issued two Department Parking Cards for every 50 assigned employees who do not have individual or carpool parking privileges. The cards can be requested by submitting a Division Application for Parking to the Parking Office.
- 4) Department(s) requiring additional parking cards greater than the allotment must submit a Division Application for Parking to the Parking Office containing strong business justification for the additional card(s) with the approval and signature of the SBU.
- 5) Department(s) denied Parking Access Card(s) under the provisions of this memorandum or approved and placed on the Parking Waitlist, may submit an Appeal

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for Additional Department Parking Access Card(s) through his/her supervisor and the VAPORHCS Director.

- 6) Department Parking Access Cards are intended to be used by employees in the SBU to accommodate occasional business and personal parking needs.
 - 7) The Service must maintain a log detailing all use of each Department Parking card using the Department Parking Access Card Log. The Service must email, fax, or bring a copy of the log to the Parking Office every quarter (no later than the 5th of October, January, April, and July).
 - 8) The Parking Coordinator Office will regularly audit Department Parking Card logs and automated gate logs to confirm compliance with this memorandum.
 - a) Use of the Department Parking Card(s) by one employee for more than five days in one month will result in that card being reviewed by the Parking Coordinator Office for possible deactivation.
 - b) The Department Manager or designee may submit a business justification for the violation to the Parking Coordinator Office.
 - c) Failure to submit a business justification or determination by the Parking Coordinator Office that use of the card constitutes abuse will result in immediate deactivation of that Department Parking Card for a period of up to six months.
 - d) Evidence of abuse of Department Parking Access Cards by any employee may result in a review of parking card use in that Department by the Parking Coordinator Office and/or the Parking Work Group, with potential temporary or permanent revocation of all parking cards assigned to the Department if abuse is determined Parking Coordinator Office.
 - e) Failure to accurately maintain a log detailing all use of each Department Parking card constitutes abuse and may result in deactivation of that Department Parking Access Card for a period of up to six months.
 - 9) The Department Parking Access Card will be attached to a light green Proof of Registration.
- D. Employees may park in designated Patient/Visitor parking during the hours:
- 1) 3:00 PM to 7:00 AM weekdays.
 - 2) 3:00 PM Friday to 7:00 AM Monday.
 - 3) 3:00 PM the day before an official holiday to 7:00 AM of the first workday following the holiday.
- E. Employees, who are patients at the Portland VAPORHCS, or visiting patients, may park in Patient/Visitor parking, but only during the time, they receive treatment or visit patients. Employees must notify VA Police Service or Parking Office (ext. 51911 or 51932) before parking in Patient/Visitor parking outside the hours noted above.
- F. Employees responding to work-related emergencies on the Portland campus, who are unable to quickly find available parking, may park in front of Building 100:
- 1) Notify the VA Police Service or Parking Office (ext. 51911 or 51932) immediately.
 - 2) Move the vehicle to an appropriate parking space as soon as possible.

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All parking privileges are temporary, you must reapply for when your PIV badge expires or you receive a new PIV badge, as instructed below:

PARKING AT THE VANCOUVER DIVISION

VA Employees assigned parking privileges are ineligible to participate in the Transit Benefit Program.

Employees are not authorized to park in parking in patient/visitor without prior approval, accept as listed below in section 10.

1. Employee Parking:

Employees may park on the Vancouver Division only if authorized under this memorandum in one or more of the following categories:

- A. An employee assigned and working on the Vancouver division.
- ~~C.A. An employee who works at both the Vancouver and Portland divisions.~~
- D.B. Member of Vanpool in Portland.
- E.C. Otherwise approved to park by the Parking Coordinator Office, in accordance with this MCM.

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Employees who are requesting parking on the Vancouver Division must complete and submit a supervisor-approved Vancouver Division Application for Parking, Parking Statement of Understanding, and Vehicle Registration Form to the Parking Office.

- A. All other procedures will be like the Portland Application.
- B. Any changes to work status (not limited to name change, tour of duty, new supervisor) and/or vehicle registration, individual/carpool must reapply/re-register within fourteen (14) calendar business days.

2. Volunteer Parking:

Volunteers are encouraged to carpool or take public transit but may park in the Patient/Visitor parking. All volunteers who park on the Vancouver Division must register their vehicles with the Parking Office.

3. Vendor/Contractor Parking:

Construction contractors at all VAPORHCS locations are required to park as directed by Facilities Management Services (FMS).

4. Government Vehicle parking:

Government Vehicles are authorized to park in marked spaces in lot 15 and in lot 19 and near the Energy Center.

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5. Police Services:

Two parking spaces will be reserved for Police service parking.

6. Reasonable Accommodation:

- A. Employees may be granted parking privileges because of a Reasonable Accommodation Request. Any employee requiring medical accommodation for parking, for a period exceeding 90 days, may submit a Reasonable Accommodation Request in accordance with the VA Handbook 5975.1. Employees requiring medical accommodation for parking, for a period of 90 days or less, should submit a Vancouver Division Application for Parking detailing justification and duration for the request (no PHI), Parking Statement of Understanding, and Vehicle Registration Form to the Parking Office.
- B. Reasonable Accommodation for parking must reapply annually.
- C. Employees are not authorized to park in handicapped parking in patient/visitor parking while being paid by the VAPORHCS.

7. Workmen's Compensation:

Employees who are requesting parking due to a workmen's compensation decisions will send the request to the Chief Human Resources Management. This request will then be sent to the appropriate individuals.

4. Carpool Parking:

C. Carpooling is highly encouraged for those employees who need to park on the Vancouver Division. The intent of VAPORHCS is to provide parking for all legitimate carpools organized by VA employees. Carpool members are expected to commute together to and from work daily. Abuse of any provision of this memorandum pertaining to carpools will result in loss of carpool parking privileges.

Non-VA employees (Without Compensation, Fellows, Residents, Inters, and Students) may join a car pool but are not eligible to form or be part of, carpools to obtaining authorization to park on the Vancouver Division.

Each member of the carpool must complete and submit a supervisor approved Vancouver Division Application for Parking, Parking Statement of Understanding, and Vehicle Registration Form to the Parking Office.

Carpool members must all work similar tours of duty within 30 minutes of each other's start and end times. Carpool members must work on the same campus.

10) All carpools must register and display a Proof of Registration.

11) VA Police and Parking Office will audit the lots and Parking Access Cards activity lots to enforce this provision.

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- A. Carpooling is highly encouraged for those employees who are assigned to the Vancouver Division.s who park on the Vancouver Division and commute to the Portland Division will be assigned to park in Lot 19 while parked in Vancouver.

9. Individual Parking:

- A. Individual employees eligible for parking privileges on the Vancouver Division include,
- 1) An employee assigned and working at the Vancouver Division.
 - 2) ~~An employee who works at both the Vancouver and Portland Divisions.~~
 - 3) 1) Member of a Vanpool in Portland.
 - 4) 2) Otherwise approved to park by the Parking Coordinator, in accordance with this MCM.
 - 5) 3) Employees assigned to Portland Division that parks at the Vancouver Division for the sole purpose of vanpooling, carpooling or other means of transportation to Portland; must apply for parking under the exception policy and will be approved only if parking is available and no Vancouver employees are on a waitlist.

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10. Parking in Patient Visitor Parking:

- A. Employees may park in designated Patient/Visitor parking during the hours:
- 1) 23:00 PM to 7:00 AM weekdays.
 - 2) 23:00 PM Friday to 7:00 AM Monday.
 - 3) 23:00 PM the day before an official holiday to 7:00 AM of the first workday following the holiday.
- B. Employees, who are patients at the Portland VAPORHCS, or visiting patients, may park in Patient/Visitor parking, but only during the time, they receive treatment or visit patients. Employees must notify VA Police Service or Parking Office (ext. 51911 or 51932) before parking in Patient/Visitor parking outside the hours noted above.

11. Vancouver Longer Term Residents:

- A. Freedom's Path residents may park in the designated parking lot behind building 26 during the peak hours. After 2:00pm there will be 52 designated parking spaces in Lot 2 which they can use until 7:00am. If a resident is parking in Lot 2 or any other non-approved Lot between the hours of 7:00am and 2:00pm, they will receive a parking ticket and/or towed at the owner's expense.
- B. SRO residents may park in the footprint of this facility or off campus. SRO resident(s) parked in any Lot other than the SRO, will be ticketed and/or towed at the owner's expense.
- C. Transplant Lodgers may park in Lots 7 and 17 for their duration of their stay. Transplant Lodgers parked in any Lot other than the Lots 7 or 17, will be ticketed and/or towed at the owner's expense.

12. Vancouver Clark County Center for Community Health:

- A. Patients at the Clark County Center and Clark County Employees may park in Lots 13 and 14 only. Patients for the Clark County Center and Clark County Employees parked in any

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Lot other than the Lots 13 or 14, will be ticketed and/or towed at the owner's expense. VA employees shall not park in Lot 13 or 14 at any time, doing so may result in being cited and/or towed at the owner's expense.

7. REFERENCES:

- VA Handbook 0730, Section 11, Parking & Traffic Control
- VA Handbook 5975.1, Section 17, Parking
- AFGE Local Supplement Agreement
- AFGE Master Agreement (2011)

8. CONCURRENCES:

Executive Leadership

9. RESCISSION: Medical Center Memorandum 132-03, dated March 29, 2010

10. FOLLOW UP RESPONSIBILITY: Chief, Police Service

11. VAPORHCS LAST REVIEWED AND APPROVED:

MICHAEL W. FISHER
Director

Distribution: C

Attachments: 14

1. PORTLAND DIVISION APPLICATION FOR PARKING
2. VANCOUVER DIVISION APPLICATION FOR PARKING
3. VEHICLE REGISTRATION FORM
4. PARKING STATEMENT OF UNDERSTANDING
5. DIRECTOR'S SIGNATURE FOR EMERGENT NEED
6. APPEAL FOR PARKING APPLICATION
7. DIVISION APPLICATION FOR PARKING
8. DEPARTMENT PARKING CARD LOG
9. APPEAL FOR DEPARTMENT PARKING ACCESS CARD(S)
10. VANPOOL MEMBER VEHICLE REGISTRATION FORM
11. MEMORANDUM FOR LOST/STOEL/MISPLACED/ABUSED ITEMS
12. PORTLAND DIVISION PARKING DIAGRAM
13. VANCOUVER DIVISION PARKING DIAGRAM
14. PARKING APPLICATION PROCESS FLOW

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VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

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Attachment 1

PORTLAND DIVISION APPLICATION FOR PARKING

Submit completed form to VHAPOR-ParkingOffice@va.gov. Questions... Call the Parking Office: 51932 or (503) 808-1932
Email: VHAPOR-ParkingOffice@va.gov.

Legal Name of Requestor: _____

Job Title: _____ Date of Request: _____

Type of Request (circle one): **Individual / Carpool / Vanpool / Exception / Other** _____

Primary Duty Station: _____ Proof of Registration Number(s): _____

Tour of Duty (days/schedule): _____

If this request is for carpool parking authorization, please list all other members of your carpool:

Name	Tour	Department	Ext.

Check one of the following boxes:

I hereby request authorization to park on the Portland campus, and attest that I meet the following criteria for parking privileges contained in MCM 00-03, Vehicle Registration, Parking and Enforcement (describe why you qualify for parking under this MCM, citing the section and sub-section of the policy that applies to you):

I recognize I am ineligible for parking privileges under criteria contained in MCM 00-03 and hereby request authorization to park on the Portland campus as an exception to this memorandum. I certify that I have a strong business justification for requesting this exception, and that I cannot take public transportation or participate in a carpool or vanpool (fully describe why you believe you should be granted an exception to policy; attach additional page, if needed):

(Signature of Employee) of _____ (Service/Division) in _____ (SBU)

Employee's Mail Stop: _____, Employee's Extension: _____

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VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

Medical Center
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Attachment 1-continued

PORTLAND DIVISION APPLICATION FOR PARKING

Check one of the following boxes:

I've reviewed this application and agree this employee meets one or more criteria for parking privileges as documented in MCM 00-03. I've encouraged this employee to consider alternate methods of commuting to and from work.

I've reviewed this request for an exception to MCM 00-03 and agree this employee has presented compelling business justification for parking privileges in exception to policy. I believe granting this policy exception is in the best interests of the Portland VAMC. I've encouraged this employee to consider alternate methods of commuting to and from work.

(Print Supervisor's Name)

Date

(Signature of Supervisor)

SBU Manager's signature is required only for requests for exception to policy:

I've reviewed this request for an exception to MCM 00-03 and agree this employee has presented compelling business justification for parking privileges in exception to policy. I believe granting this policy exception is in the best interests of the VAPORHCS. I've encouraged this employee to consider alternate methods of commuting to and from work.

I've reviewed this request for an exception to MCM 00-03 and do not agree this employee has presented compelling business justification for parking privileges in exception to policy. I believe granting this policy exception is not the best interests of the VAPORHCS.

(Print SBU Manager's Name)

Date

(Signature of SBU Manager)

Parking Office use only

For Parking Office Use, Only:

Approved / Disapproved

Authorized Signature: _____ Date Signed: _____

Parking Access Card Number(s) (if applicable): _____

Parking Access Card Type: 50 On-Call OTAM OTPM Carpool Department Reasonable Accommodation

Attached Proof of Registration Number(s) (if applicable): _____

Expiration Date (if applicable): _____

Date Parking Access Card(s) Activated (if applicable): _____

Reason for disapproval is (if applicable): _____

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VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

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Memorandum No. 00-03

Attachment 2

VANCOUVER DIVISION APPLICATION FOR PARKING

Submit completed form to VHAPOR-ParkingOffice@va.gov. Questions... Call the Parking Office: 51932 or (503) 808-1932
Email: VHAPOR-ParkingOffice@va.gov.

Legal Name of Requestor: _____

Job Title: _____ Date of Request: _____

Type of Request (circle one): **Individual / Carpool / Vanpool / Exception / Other** _____

Primary Duty Station: _____ Proof of Registration Number(s): _____

Tour of Duty (days/schedule): _____

If this request is for carpool parking authorization, please list all other members of your carpool:

Name	Tour	Department	Ext.

Check one of the following boxes:

I hereby request authorization to park on the Vancouver Division, and attest that I meet the following criteria for parking privileges contained in MCM 00-03, Parking, Enforcement, and Vehicle Registration (describe why you qualify for parking under this MCM, citing the section and sub-section of the policy that applies to you):

I recognize I am ineligible for parking privileges on the Vancouver Division under criteria contained in MCM 00-03 and hereby request authorization to park as an exception to this memorandum. I certify that I have a strong business justification for requesting this exception, and that I cannot take public transportation or participate in a carpool or vanpool (fully describe why you believe you should be granted an exception to policy; attach additional page, if needed):

(Signature of Employee) of _____ (Service/Division) in _____ (SBU)

Employee's Mail Stop: _____, Employee's Extension: _____

DLF 2/28/18
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VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

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Memorandum No. 00-03

Attachment 2-continued

VANCOUVER DIVISION APPLICATION FOR PARKING

Check one of the following boxes:

- I've reviewed this application and agree this employee meets one or more criteria for parking privileges as documented in MCM 00-03. I've encouraged this employee to consider alternate methods of commuting to and from work.
- I've reviewed this request for exception to MCM 00-03 and agree this employee has presented compelling business justification for parking privileges in exception to policy. I believe granting this policy exception is in the best interests of the VA Portland Health Care System.

(Print Supervisor's Name)

(Signature of Supervisor)

Date

Parking Office use only

For Parking Office Use, Only:

Approved / Disapproved

Authorized Signature: _____ Date Signed: _____

Parking Access Card Number(s) (if applicable): _____

Parking Access Card Type: 50 On-Call OTAM OTPM Carpool Department Reasonable Accommodation

Attached Proof of Registration Number(s) (if applicable): _____

Expiration Date (if applicable): _____

Date Parking Access Card(s) Activated (if applicable): _____

Reason for disapproval is (if applicable): _____

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RSH 2/28/18

VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

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Attachment 3

Vehicle Registration Form

Submit completed form to VHAPOR-ParkingOffice@va.gov. Questions... Call the Parking Office: 51932 or (503) 808-1932
Email: VHAPOR-ParkingOffice@va.gov.

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LAST NAME _____

LEGAL FIRST NAME _____

MIDDLE INITIAL _____ LAST 4 DIGITS SS# _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

WORK PHONE/EXTENSION _____ ROUTING SYMBOL (MAIL CODE) _____

POSITION _____ SUPERVISOR _____

EMPLOYMENT LOCATION: Portland Vancouver CBOC _____

T&L _____ (Time and Location) this can be found in Vista in the Time and Attendance (TA) menu option 5 Service Record Screen, on the upper right corner. You can also find it in VATAS under timesheet, on the right-hand side and should start with 648-_. Your supervisor and timekeeper will also know this information.)

If Applicable: Carpool Coordinator Office _____

EMPLOYMENT TYPE: Employee Student Volunteer Contractor

VA EMAIL ADDRESS _____ Tour of Duty _____

LICENSE PLATE _____ STATE _____ EXPIRATION _____

MANUFACTURER _____ MODEL _____

BODY STYLE _____ YEAR _____ COLOR _____

LICENSE PLATE _____ STATE _____ EXPIRATION _____

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BODY STYLE _____ YEAR _____ COLOR _____

LICENSE PLATE _____ STATE _____ EXPIRATION _____

MANUFACTURER _____ MODEL _____

BODY STYLE _____ YEAR _____ COLOR _____

VA DECAL # (Office Use Only) _____

PIV Expiration (Office Use Only) _____

Parking Card # (Office Use Only) _____

*Incomplete forms will not be accepted

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Attachment 4

Parking Statement of Understanding

I acknowledge I have read and understood the Parking, Enforcement, and Vehicle Registration Medical Center Memorandum (MCM 00-03), and have been granted full opportunity to discuss any question and concerns

I understand and acknowledge any violation to this MCM can result in a loss of parking privileges.

I understand and acknowledge receiving a parking access card does not guarantee a parking space.

I understand and acknowledge I will only park in assigned/stacked parking if I am authorized.

I understand and acknowledge I am to park in a marked parking space only and failure to do so may result in my vehicle being towed.

I understand and acknowledge I am not authorized to park in patient/visitor parking without prior approval from the Parking Office and may be towed if found in patient/visitor parking.

I understand and acknowledge I am responsible for the Proof of Registration/Parking Access Card that was issued to me and will be liable for fees applied for lost/stolen/misplaced/abused items.

Print Name: _____

Signature and Date: _____

Your signature on this form signifies that you have read and understood the VA Parking requirements, rules and regulations.

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VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

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Attachment 5

Director's Signature for Emergent Need

Director's signature required only for requests for emergent need:

I've reviewed the attached application and agree there is an emergent need that will have a negative impact on patient care if this employee is not granted temporary parking. I've encouraged this employee to consider alternate methods of commuting to and from work.

I've reviewed the attached application and do not agree there is an emergent need that will have a negative impact on patient care if this employee is not granted temporary parking. I've encouraged this employee to consider alternate methods of commuting to and from work.

(Print Director's Name)

(Signature of Director)

Date

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VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

Medical Center
Memorandum No. 00-03

Attachment 6

APPEAL FOR PARKING APPLICATION

Submit completed form to VHAPOR-ParkingOffice@va.gov. Questions... Call the Parking Office: 51932 or (503) 808-1932
Email: VHAPOR-ParkingOffice@va.gov.

If parking is denied under the provisions of MC 00-03, or requestor's parking application was approved but no parking is available, requestor may appeal the decision:

Legal Name of Requestor: _____

Job Title: _____ Date of Request: _____

Type of Request (select one): **Individual / Carpool / Exception / Other** _____

Tour of Duty (days/schedule): _____

I recognize I am ineligible for parking privileges under criteria contained in MCM 00-03 and hereby request authorization to park on the Portland campus as an exception to this memorandum. I certify that I have a business justification for requesting this exception (fully describe why you believe you should be granted an exception to policy; attach additional page, if needed):

(Signature of Employee) of _____ (Service/Division) in _____ (SBU)

Employee's Mail Stop _____, Employee's Extension _____

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Attachment 6-continued

APPEAL FOR PARKING APPLICATION

I've reviewed this request for an exception to MCM 00-03 and agree this employee has presented compelling business justification for parking privileges in exception to policy. I believe granting this policy exception is in the best interests of the Portland VAMC.

(Print Supervisor's Name)

(Signature of Supervisor) Date _____

I've reviewed this request in the context of all requests for exception to MCM 00-03 submitted by employees in my SBU and concur that parking privileges to this employee are in the best interests of the Portland VAMC.

(Print VAPORHCS Director's Name)

(Signature of VAPORHCS Director) Date _____

Parking Office use only

<p>For Parking Office Use, Only:</p> <p>Approved / Disapproved</p> <p>Authorized Signature: _____ Date Signed: _____</p> <p>Parking Access Card Number(s) (if applicable): _____</p> <p>Parking Access Card Type: 50 On-Call OTAM OTPM Carpool Department Reasonable Accommodation</p> <p>Attached Proof of Registration Number(s) (if applicable): _____</p> <p>Expiration Date (if applicable): _____</p> <p>Date Parking Access Card(s) Activated (if applicable): _____</p> <p>Reason for disapproval is (if applicable): _____</p> <p>_____</p> <p>For Parking Workgroup Use, Only:</p> <p>Approved / Disapproved</p> <p>Signature of Chair: _____ Date Signed: _____</p>
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VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

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Memorandum No. 00-03

Attachment 7

DIVISION APPLICATION FOR PARKING

Return completed form to P-5-POL/Parking, Bldg. 101 Rm. 202. Questions...Call the Parking Office: 51932 or (503) 808-1932 Email: vhapor-parkingoffice@va.gov

Department: _____

Department Manager: _____ Date of Request: _____

Type of Request: **Department Card:** Number of card(s) requested: _____

Current number of Department Card(s): _____

FTE: _____ Primary Location:

SBU: DIR DD COS DCOS DDPCS AD

Reason for this request:

I certify that I have a strong business justification for requesting this exception, (fully describe why the department should be granted an exception to policy; attach additional page, if needed):

_____ of _____ in _____
(Signature of Department Manager) (Service/Division) (SBU)

Department/Service Mail Stop _____, Department Manager's Extension _____

WLF 2/20/18
RSN 2/28/18

Attachment 7-continued

DIVISION APPLICATION FOR PARKING

SBU Manager's signature required only for requests for exception to policy:

- I've reviewed this application and agree this request should be granted.
- I've reviewed this application and do not agree this request should be granted.

(Print SBU Manager's Name)

(Signature of SBU Manager)

Date

Parking Office use only

For Parking Office Use, Only:

Approved / Disapproved

Authorized Signature: _____ Date Signed: _____

Parking Access Card Number(s) (if applicable): _____

Parking Access Card Type: Department Card

Attached Proof of Registration Number(s) (if applicable): _____

Expiration Date (if applicable): _____

Date Parking Access Card(s) Activated (if applicable): _____

Reason for disapproval is (if applicable): _____

WLF 2/29/18
RSM 2/28/18

VA PORTLAND HEALTH CARE SYSTEM, PORTLAND, OREGON

Medical Center
Memorandum No. 00-03

Attachment 9

APPEAL FOR ADDITIONAL DEPARTMENT PARKING ACCESS CARD(S)

Return completed form to P-5-POL/Parking, Bldg. 101 Rm: 202. Questions...Call the Parking Office: 51932 or (503) 808-1932 Email: vapor-parkingoffice@va.gov

If additional Department Parking Access Card(s) were denied under the provisions of MC 00-03, or requestor's parking application was approved but no parking is available, the requesting Department may appeal the decision:

Department: _____

Department Manager: _____ Date of Request: _____

Type of Request: **Department Card:** Number of card(s) requested: _____

Current number of Department Card(s): _____

FTE: _____ Primary Location: _____

SBU: DIR DD COS DCOS DDPCS AD

Reason for this request:

The above-mentioned Department recognizes they are ineligible for additional Department Parking Access Card(s) under criteria contained in MCM 00-03 and hereby requesting additional Department Parking Access Card(s) for the Portland campus as an exception to this memorandum. I certify that I have a business justification for requesting this exception (fully describe why you believe you should be granted an exception to policy; attach additional page, if needed):

(Signature of Department Manager) of (Service/Division) in (SBU)

Department/Service Mail Stop _____, Department Manager's Extension _____

DLF 2/20/18
RH 2/28/18

Attachment 9-continued

APPEAL FOR ADDITIONAL DEPARTMENT PARKING ACCESS CARD(S)

SBU Manager's signature required only for requests for exception to policy:

I've reviewed this request in the context of all requests for exception to MCM 00-03 submitted by Service/Department in my SBU and concur that parking privileges to this employee are in the best interests of the VA Portland Health Care System.

(Print VAPORHCS Director's Name)

Date _____
(Signature of VAPORHCS Director)

Parking Office use only

For Parking Office Use, Only:

Approved / Disapproved

Authorized Signature: _____ Date Signed: _____

Parking Access Card Number(s) (if applicable): _____

Parking Access Card Type: Department Card

Attached Proof of Registration Number(s) (if applicable): _____

Expiration Date (if applicable): _____

Date Parking Access Card(s) Activated (if applicable): _____

Reason for disapproval is (if applicable): _____

For Parking Workgroup Use, Only:

Approved / Disapproved

Signature of Chair: _____ Date Signed: _____

WLF 2/28/18
RSH 2/28/18

Vanpool Member Vehicle Registration Form

PERSONAL INFORMATION	LAST NAME _____	
	LEGAL FIRST NAME _____	
	MIDDLE INITIAL _____ LAST 4 DIGITS SS# _____	
	HOME ADDRESS _____	
	CITY _____ STATE _____ ZIP CODE _____	
	WORK PHONE/EXTENSION _____ ROUTING SYMBOL (MAIL CODE) _____	
	POSITION _____ SUPERVISOR _____	
	EMPLOYMENT LOCATION: <u>Portland</u> <u>Vancouver</u> <u>CBOC</u>	
	T&L _____ (Time and Location) this can be found in Vista in the Time and Attendance (TA) menu option 5 Service Record Screen, on the upper right corner. You can also find it in VATAS under timesheet, on the right-hand side and should start with 648-_. Your supervisor and timekeeper will also know this information.)	
	If Applicable: Vanpool Coordinator <u>Office</u>	
VEHICLE 1	EMPLOYMENT TYPE: Employee Student Volunteer Contractor	
	VA EMAIL ADDRESS _____ Tour of Duty _____	
	LICENSE PLATE _____ STATE _____ EXPIRATION _____	
VEHICLE 2	MANUFACTURER _____ MODEL _____	
	BODY STYLE _____ YEAR _____ COLOR _____	
	LICENSE PLATE _____ STATE _____ EXPIRATION _____	
VEHICLE 3	MANUFACTURER _____ MODEL _____	
	BODY STYLE _____ YEAR _____ COLOR _____	
	LICENSE PLATE _____ STATE _____ EXPIRATION _____	
MANUFACTURER _____ MODEL _____		
BODY STYLE _____ YEAR _____ COLOR _____		
VA DECAL # (Office Use Only) _____		
PIV Expiration (Office Use Only) _____		
Parking Card # (Office Use Only) _____		

Incomplete forms will not be accepted

DLJ 2/28/18
RTH 2/28/18

Attachment 11

**Department of
Veterans Affairs**

Memorandum

Date:

From: Chief, Police

Subj: Lost/Stolen/Misplaced/Abused Proof of Registration/Parking Access Card (MCM 00-03)

To: Agent Cashier

THRU: Service or Division Chief

A \$50.00 fee will be charged for the replacement of Lost/Stolen/Misplaced/Abused
hangtag/Parking Access Cards.

Date: _____

Name: _____

Last 4 of Social Security Number: _____

Proof of Registration/Parking Access Card Number(s): _____

Amount Owed: _____

Agent Cashier's Initials: _____

It is the employee's responsibility to send a copy of this completed memo and the field service
receipt showing payment to Police Service: Portland, Parking Office, Building 101, Room
202A.

Jeffrey Fletcher

Original: Agent Cashier

Copy: Police: Parking Coordinator Office

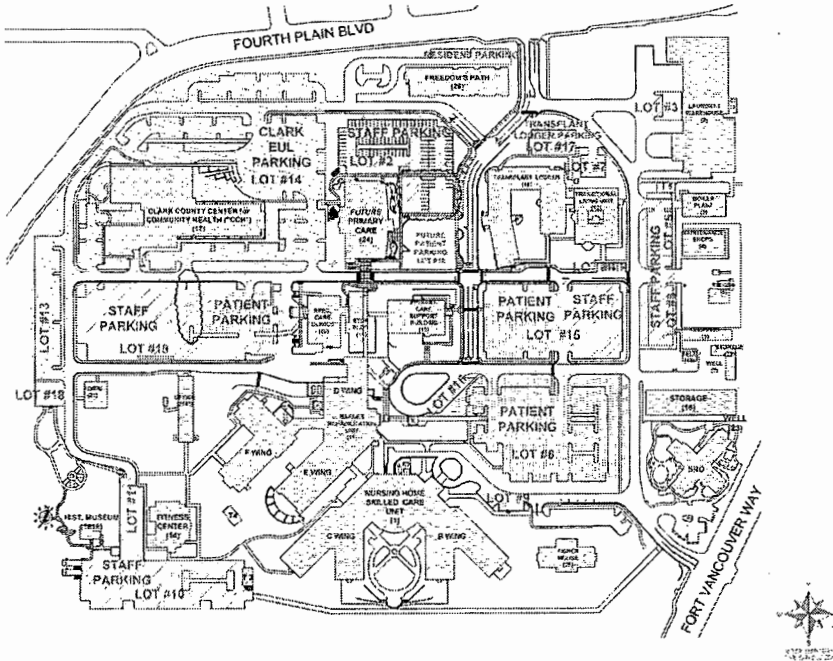
Copy: Payee

WLF 2/28/18
RSH 2/28/18

Attachment 13

VANCOUVER DIVISION PARKING DIAGRAM

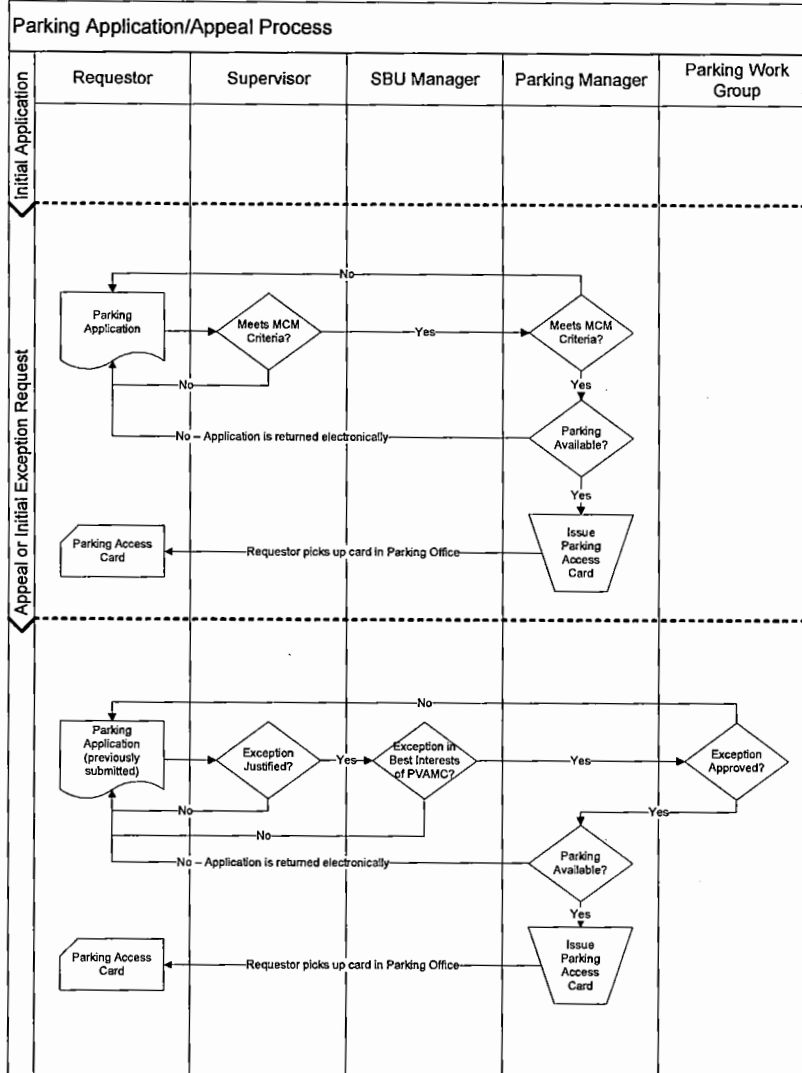
VANCOUVER CAMPUS - PORTLAND VA HEALTH CARE SYSTEM



DLF 2/28/18
RDH 2/28/18

Attachment 14

PARKING APPLICATION PROCESS FLOW



DLJ 2/28/18
RSM 2/28/18