



OHSU CAMPUS SERVICES  
Do Not Ticket Log

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**PURPOSE:**

The Do Not Ticket Log (DNTL) may be requested when an OHSU Member has the need to park outside of OHSU's regular parking guidelines. This service may be requested in the following circumstances:

**Patient coverage:** Vehicles associated with OHSU Members on campus for patient purposes. Self-coverage for patient appointments for qualifying employees is available on MyCommute.

**Held over (AFSCME and ONA only):** Available for union members when held over from a night shift extending into pay-to-park hours. Provides coverage until 12pm the following day in non-patient and non-reserved parking areas.

**Courtesy coverage – charge added (request will only be granted once every six months):** May be granted in circumstances such as the following; failure to reserve parking prior to arriving on campus and/or failure to park in lot associated with reservation.

**Courtesy coverage – no charge:** May be granted in circumstances such as a change in license plate on a pre-existing reservation.

**Parking displacement:** When an individual with an assigned stall, reservation, or lot assignment is displaced.

**DEFINITIONS:**

**Member:** 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, who are subject to this procedure.

**Pay-to Park-Hours:** Monday through Friday, from 8am to 5pm.

**PROCEDURE:**

In the event an OHSU Member needs to park outside the regular OHSU Parking guidelines they must request DNTL coverage. There are two options to request coverage:



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OHSU members who are payroll eligible may self-request patient parking coverage when coming to OHSU as a patient or patient visitor in MyCommute.

- Daily parking reservations cannot be created for the same day in combination with patient parking coverage
- MyCommute patient parking should not be used for non-members; coverage should instead be requested by phone or email

Members who do not qualify for MyCommute DNTL coverage or are not requesting patient parking coverage may email [commute@ohsu.edu](mailto:commute@ohsu.edu) or call and leave a voicemail at 503-494-8283. Please provide the following information to the Campus Access and Commute Services Office:

- First and last name
- Employee or student ID number
- Reason for parking outside of guidelines – no personal health information needed
- Vehicle license plate number and state of issuance
- Location where vehicle is parked, including level if parked in a garage
- A phone number at which the Member can be reached

### Use Guidelines and Limitations

1. Members may not be covered on the DNTL for the following reasons:
  - a. Parking in Patient Parking during pay to park hours unless actively being seen as a patient or parked as a patient visitor
  - b. Parking in any 24/7 Restricted and/or Reserved space or zone
  - c. Member has outstanding parking tickets
  - d. Member has outstanding fees
  - e. Member is called in to work an earlier shift than their regular schedule
  - f. Member has exceeded their allotted courtesy coverage
2. In the event the Member does not utilize one of the DNTL options and does not have a valid permit they will be subject to a warning and/or ticket.
3. In extenuating circumstances where DNTL coverage is provided and a balance is owed, any fees incurred are due and payable the same day. Parking fees can be paid at the Customer Service Center or online. OHSU employees on payroll will have any balance owed for coverage added to their MyCommute account and will be processed via payroll.
4. ONA and AFSCME Members – Campus Access and Commute Services will follow the guidelines set in the current ONA and AFSCME contracts, please see the applicable contract for details.
5. May not be used to augment coverage already designated by current permit.

Do Not Ticket Log Procedure 402.03.101 Rev. 11.09.2021

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**Suspected Misuse**

DNTL coverage is subject to audit for any misuse. Suspected misuse of the DNTL shall be investigated and may result in cancellation of DNTL coverage, immobilization of the vehicle, fines, and/or HR actions up to and including termination, or other actions, as necessary.

**Disqualification & Revocation**

Members with a history of extensive or egregious parking-related violations at OHSU may be disqualified from receiving a parking permit (including DNTL coverage) at the discretion of the CACS Department. 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:**

Parking Coverage  
Parking for Patients and Their Visitors  
Policy No. 01-01-000

**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