



**OAKLAND MEDICAL CENTER
PARKING ASSURANCE PROGRAM REGISTRATION**

If you currently pay for Day shift monthly parking, you can temporarily cancel your monthly parking and join the Parking Assurance program. Parking Assurance program members have 90 days to try bicycling, walking, carpooling, BART, bus, train, or vanpooling to work. If you try an alternative to driving alone at least three days a week, you can reinstate your monthly parking assignment when notification is given within 90 days of joining the Parking Assurance program.

Name _____ City where you live _____

Employee ID # _____ NUID # _____

Department _____ Manager Name _____

Email _____ Work Phone _____

- How long have you had monthly parking at Oakland Medical Center? _____
- How do you plan to commute to work each week during Parking Assurance program membership?
For days you do not work, please mark an "N/A" in the box. If you plan to commute to work using more than one mode in a day, please mark all modes that apply.

	Sunday	Monday	Tuesday	Weds.	Thurs.	Friday	Saturday
Carpool							
Transit							
Bicycle							
Walk							
Vanpool							
Drive alone							

PARKING DEPARTMENT VERIFICATION. TO BE FILLED OUT BY PARKING DEPARTMENT ONLY

Name of employee: _____
Current parking assignment: _____
Method of parking payment: Payroll deduction or Check
Date employee quits monthly parking program: _____
Expiration Date of Parking Assurance program (90 days): _____
Termination of program: Date: _____ Reason: _____
Employee proves alternative commute mode use: (Y/N) Parking reinstated: (Y/N)

Please continue and sign on the reverse side

Vehicle Information

Your Vehicle #1 Year: _____ Make: _____ Model: _____ License plate #: _____

KP Parking Decal Color: _____ Number: _____

Your Vehicle #2 Year: _____ Make: _____ Model: _____ License plate #: _____

KP Parking Decal Color: _____ Number: _____

Requirements

To be eligible to participate in the Parking Assurance Program, employees MUST:

- Have Day shift monthly parking at Oakland Medical Center and currently pay for parking using payroll deduction.
- Be on Kaiser Oakland Medical Center payroll and physically report to work at Oakland Medical Center.
- Commute to and from Oakland Medical Center by carpool, vanpool, transit, bicycle, or walk to work at least three days per week during Parking Assurance Program membership.
- Employees must enroll in the Parking Assurance program at the time they cancel monthly parking.
- Employees must track how they commute to work and be able to prove they used a commute alternative during Parking Assurance program membership. Only employees who can show proof of using a commute alternative during program membership can have parking reinstated.

Exclusions

Employees cannot use the program to suspend monthly parking:

- During an extended vacation, disability, maternity, or medical leave
- While temporarily assigned to work at another location
- While driving to work and parking at another location
- During favorable weather conditions and plan to reinstate parking during unfavorable weather conditions

Procedure

- Employees must use an alternative to driving alone to commute to Oakland Medical Center at least three days a week during Parking Assurance program membership.
- Membership in the program automatically expires 90 days from enrollment date.
- Employees can cancel program membership any time prior to the 90 day expiration date to enroll in commuter programs or to request parking.
- The deadline to cancel Parking Assurance program membership to request Day shift monthly parking is 90 days from the Parking Assurance program enrollment date.
- Employees must track how they commute to work and be able to prove they used a commute alternative during Parking Assurance program membership. Only employees who can show proof of using a commute alternative during program membership can have parking reinstated.
- Employees who need onsite parking on days they do not use a commute alternative can register in the Sporadic Parking program to purchase Sporadic Parking in the Howe Street visitor garage, as long as the employee uses a commute alternative at least three days a week. The Sporadic Parking program expires when Parking Assurance program membership expires.
- When an employee cancels monthly parking, payroll deduction will stop when processed by the Payroll office.
- If an employee reinstates monthly parking, payroll deduction will start when processed by the Payroll office.
- Employees can enroll in the Parking Assurance program once every three years.

I have read and fully understand the Parking Assurance program policy. I will immediately inform Commuter Services of any changes in my employment and/or commute status. I understand that falsification of claims or willful misrepresentation of commute alternative information to obtain any available incentive/parking may result in disciplinary action, up to and including termination. Anyone found abusing the program will be subject to Kaiser Permanente disciplinary measures and will forfeit his/her eligibility to participate in all Commuter Services programs indefinitely.

Employee Signature: _____

Date: _____