



## OAKLAND MEDICAL CENTER SPORADIC PARKING REGISTRATION

If you carpool, vanpool, bicycle, walk, or use transit (bus, BART, train, ferry) at least three days a week to commute to Oakland Medical Center, you can register to purchase sporadic parking cards to park in the Howe Street visitor garage. Employees can purchase a maximum of seven parking cards per month, as calculated by the Commuter Services department.

Name \_\_\_\_\_ City where you live \_\_\_\_\_

Employee ID # \_\_\_\_\_ Email \_\_\_\_\_

Department \_\_\_\_\_ Work Phone \_\_\_\_\_

# of days per week you work at OMC? \_\_\_\_\_ # of days per week you drive alone to OMC? \_\_\_\_\_

# of days per week you use carpool, vanpool, transit, walk or bicycle to work? \_\_\_\_\_ Supervisor Phone # \_\_\_\_\_

Supervisor Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

(Email from supervisor required, see policy)

1. Do you have monthly parking privileges (parking programmed on your access card)? \_\_\_\_ Yes \_\_\_\_ No

2. Mark an "X" in each box to show how you commute to work each day during a typical week. For days you do not work, please mark an "N/A" in the box. If you 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							
Vanpool							
Transit							
Bicycle							
Walk							
Drive alone							

### Vehicle Information

Your Vehicle #1 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License plate #: \_\_\_\_\_

Your Vehicle #2 Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

License plate #: \_\_\_\_\_

4. How many weekdays per month would you like to be approved to park at Oakland Medical Center in the Howe Street visitor garage at \$4/day? Parking is free on weekends. (Please do not include weekend parking in your number) \_\_\_\_\_

**Please read the policy and sign on the reverse side**

## Sporadic Parking Policy

### To be eligible to participate in the Sporadic Parking program, employees MUST:

- Register for the program at least one week prior to the sporadic parking sales date to be eligible for that month's sales.
- Be on Kaiser Oakland Medical Center payroll and physically report to work at Oakland Medical Center.
- Commute to and from work by carpool, vanpool, transit, bicycle, or walk to work at least three days per week.
- Carpool, vanpool, transit, bicycle, or walk to work at least three days a week for at least two weeks prior to signing up for the program.
- Use the sporadic parking passes for his/her own commute to work.
- Use the sporadic parking passes for parking in the Howe Street visitor garage exclusively.

### Who is NOT eligible:

- Temporary workers, contract workers.
- Employees who work fewer than three days a week/four weeks a month at OMC. For example, employees who are on extended vacation, disability, maternity, or who are on medical leave.
- Employees who have monthly parking privileges (parking programmed on access card).
- Employees whose home cost center is based out of OMC, but who report to work at another facility.

### Procedures

- The employee's manager must email the Commuter Services department to confirm the employee is eligible to participate in the program. This must be done at least one week prior to the sporadic parking sales date.
- The number of sporadic parking cards that an employee is allowed to purchase will be determined by the Commuter Services office and will be based on the employee's commute schedule and the amount of parking that is available.
- Sporadic parking will be sold during the first four days of the month at the Commuter Services office, located in the Security office.
- Parking will be sold between the hours of 9:00am-5:00pm and will be sold on a first come, first served basis.
- Employees who purchase sporadic parking must be on the master list, must show employee ID, must sign to acknowledge receipt of the sporadic parking cards, and must print his/her name on the front of each card before leaving the Commuter Services office.
- Employees will be allowed to purchase parking cards one time each month. For example, if an employee purchases parking cards on the first day of the month, that employee is not eligible to purchase parking cards on the second day of the month.
- Sporadic parking cards are sold on a first come first served basis. If an employee does not purchase parking cards within the assigned dates, the employee forfeits the ability to purchase parking for that month.
- Before exiting the garage, employees must show his/her badge to the cashier and surrender the parking card.
- The cashier will validate the employee's parking if the name on the badge matches the name on the parking card.

**I have read and fully understand the Sporadic Parking 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: \_\_\_\_\_

**This sentence must be typed and emailed to the Commuter Services department by the applicant's manager or supervisor to validate this application. This email must be received at least one week prior to the sporadic parking sales date.**

I ( <i>Manager Name</i> ) state that ( <i>Employee Name</i> ) works ( <i># of days</i> ) per week. ( <i>Employee Name</i> ) states that he/she currently uses ( <i>Commute mode</i> ) to commute to and from work ( <i># of days</i> ) per week. This employee is eligible to participate in the Sporadic Parking program.
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Employees who do not supply the confirmation email from their manager are not eligible to participate in the program. Emails should be sent to: [Jackie.H.Stiasny@kp.org](mailto:Jackie.H.Stiasny@kp.org). For more information on Commuter Services, go to [www.Eco-Thrive.com](http://www.Eco-Thrive.com). Please return this completed registration form to the Commuter Services office, located in the Parking/Security office.