

1.0 PURPOSE

This procedure establishes criteria for use of validations at the Regional Garages - 1950 Franklin and 1800 Harrison Garages.

2.0 POLICY

Any Kaiser Permanente department may purchase validations for use by employees visiting from medical centers, non-downtown Oakland Regional Offices, or non-employee guests. Parking is on a first come, first served basis. **Downtown Oakland Regional Office employees cannot use departmental validations.**

Downtown Oakland Regional Office employees can purchase employee validations for their own use. (See Employee Validation Program at the Regional Garage, Policy and Procedures, 5.12).

3.0 DEFINITIONS

0-4 Validation. Validates ticket for 0 - 4 hours of parking (1/2 day) on date of issue.

4 + Validation. Validates ticket for over 4 hours of parking (full day) on date of issue.

Employee Validation. Validations purchased and used by downtown Regional Office employees without monthly parking.

Non-Downtown Oakland Regional Offices. Berkeley, Livermore Distribution Center, Marina Way, Walnut Creek Data Center, Coliseum Distribution Center, Pleasanton IT Campus.

Visitor. Person without office or phone in a downtown Oakland Regional office building.

RESPONSIBLE PARTY

DEPARTMENT HEAD OR DESIGNEE/

MEETING CHAIRPERSON OR DESIGNEE

REGIONAL PARKING

4.0 PROCEDURES

4.1 Must complete and have on file a current Validation Recharge Authorization Form with the Regional Parking Department.

4.1.1 Your account will become inactive if validations are not purchased once a year.

4.1.2 Must have current FDA authority.

4.1.3 Update authorization form yearly.

DEPARTMENT HEAD OR DESIGNEE/
MEETING CHAIRPERSON OR DESIGNEE

4.1.4 Employees who are listed on the form are authorized for ordering and receiving validations only.

4.2 Requests validations in advance by emailing: NCAL-Regionalparking@kp.org.

4.2.1 Minimum order 30 validations no more than 150.

1950 Parking Garage (per validation)

0-4 hrs. \$ n/a

Full day \$ 10.00

1800 Harrison Garage

0-4 hrs. \$ 16.00

Full day \$ 20.00

Request must contain:

- Manager's name and department.
- Department phone number.
- Quantity required
- Name of authorized person making request.

4.3 No Large orders placed in the last quarter of the year will be processed.

4.4 Specifies type of delivery

4.4.1 Pick up in person at the Parking Department.

4.4.2 Request validations mailed.

4.4.2.1 If validations are lost, the requesting department will still incur validation charge.

4.5 If validations are picked up in the office, signs Receipt Acknowledgment Form and keeps pink copy.

REGIONAL PARKING DEPARTMENT

4.6 Will send in recharges for cost of validations after delivery at the end that month.

VISITOR

4.7 Enters garage during REGULAR hours of garage operation.

4.8 Pulls ticket from ticket dispenser.

4.9 Obtains chaser ticket (validation) for 1950 or 1800 from department for person visiting.

VISITOR	4.9.1	Insert ticket at ticket machine or Pay on Foot machine.
	4.9.2	Followed by a chaser ticket (validation) and/or credit/debit card payment.
	4.9.3	If chaser ticket is insufficient, parker pays additional fees. Parker is responsible for payment.
	4.9.4	Any excess time on chaser ticket is forfeited.
	4.9.5	All tickets pulled must pay at exit with chaser ticket or credit/debit card. No refunds.
NON-VALIDATED EMPLOYEE/ VISITOR	4.10	Pays current daily rate.
ALL PAY PARKERS	4.11	All tickets pulled must pay for parking on exit. There is no free parking.
KAISER PERMANENTE DEPARTMENTS	4.12	Cannot sell/give departmental validations to downtown Oakland Regional employees.
EMPLOYEE	4.13	Cannot use department/visitor validations (chaser tickets).
	4.13.1	Use of departmental validations can only be used for meetings/events that are held within a Kaiser Regional owned building. Outside events/meetings will not be accommodated during business hours.
	4.13.2	Departmental/Visitor validations or chaser ticket will be considered void if used by a downtown Oakland Kaiser employee.
		<u>Consequences of employee validation abuse or consistent use of insufficient validations</u>
EMPLOYEE USING DEPARTMENTAL VALIDATIONS OR CHASER TICKETS	4.14	Use of department validations is against company policy.
	4.15	If employee is on parking waiting list his/her name will be permanently removed
REGIONAL PARKING DEPARTMENT	4.16	Vehicle may be ticketed by Oakland Police and/or towed at owner's expense.

OFFICES PARKING ADMINISTRATION

RBO-5.5

1/26/21

VISITOR VALIDATION PROGRAM / VISITOR PARKING AT REGIONAL GARAGE

4 OF 4

DOWNTOWN OAKLAND REGIONAL
OFFICE EMPLOYEE WITHOUT
MONTHLY PARKING

4.17 See Policy and Procedure 5.12, Employee
Validations Program.

5.0 FORMS

- Recharge/Authorization Form
- Receipt Acknowledgment Form