

Entry to the 1800 Harrison Garage is at 17th and Harrison Streets in Oakland. Regular hours of garage operation are from 7:00 A.M. to 7:00 P.M., Monday through Friday. Entry after 4:00 P.M. and on weekends/holidays is by ID badge access only. The height limit in the garage is 6' 2" and the speed limit is 5 mph.

1.0 PURPOSE

This procedure establishes the rules which must be followed when parking in the Regional Garage and acquaints parkers with miscellaneous garage information.

2.0 POLICY

To provide a paid parking space in which Kaiser employees, visitors, etc. can park. All monthly parkers are required to fill out and sign a Parking Agreement/ Contract prior to the programming of ID badge for access.

Monthly parking is available to employees who work in a downtown Oakland Kaiser Regional Office Building which is owned by the organization and work in the office 4 days or more a week.

All downtown Oakland Kaiser Regional Office employees, KP-IT and Program Office employees who park in a Regional parking facility must pay for parking.

All non-downtown Oakland Kaiser employees working 16 hours or more per week in the Oakland Regional Offices are considered downtown Oakland Kaiser Regional Office employees for the purposes of parking.

There is no reserved parking at any Kaiser Regional facility.

Validated parking See RBO 5.5.

3.0 DEFINITIONS

Downtown Oakland Kaiser Regional Office buildings owned by the organization.

- 1950 Franklin St.
- 1800 Harrison St.
- 2000 Broadway

KP-IT. Kaiser Permanente Internet Technology

NCal. Northern California

P.O. Program Office

RESPONSIBLE PARTY

4.0 PROCEDURES

GARAGE PARKER

4.1 Each person can park one vehicle in the garage at a time.

MONTHLY PARKER

4.2 Must use ID badge to enter/exit the garage.

4.2.1 If ID badge access is not working properly, parker is requested to call the Regional Parking Office.

4.2.2 If you forget your ID badge, you will need to pull a ticket.**4.2.3 If you pull a ticket, you must pay to exit.****4.2.4 No refunds.**

ALL PARKERS

4.3 Compact cars should not be parked in full-sized stalls.

4.4 Full-sized cars should not be parked in compact stalls.

4.5 Must park vehicle between inner lines of parking stall. Can back in parking stalls.

MONTHLY PARKER

4.6 Cannot loan or transfer ID badge to another person. (See Cancellation of Parking, Policies and Procedures 5.3, Section 4.8).

4.6.1 Will result in immediate cancellation of parking.

4.6.2 Cannot apply to waiting list for one year.

4.7 Payroll Deduction**4.7.1 Automatic payroll deduction from 2nd paycheck of the month.****4.7.2 Deduction is pretax and nonrefundable. No refunds.****4.7.3 Cancel parking by the 5h of the month as you pay one month in advance.****4.7.4 Notify parking if you leave on leave of absence (LOA) as HR will make you inactive and no parking payments will be received.**

MONTHLY PARKER	4.8	Can trade parking with parker at another Regional Offices parking location.
	4.8.1	Must notify Regional Parking and complete necessary paperwork.
	4.8.2	Both employees must retain parking/employment a minimum of six months.
DAILY PARKER/VISITOR	4.9	Parking fee is due upon exit by validation chaser ticket or credit/debit card.
	4.9.1	All tickets incur fees at ticket pull 24/7.
	4.9.2	Free parking after 4:00 P.M. is available only by card access. (See Night Hours Parking, Policy and Procedures, 5.8).
ALL PARKERS/REGIONAL PARKING	4.10	All Parkers are expected to leave the garage daily.
	4.11	Cannot store vehicle in garage.
MONTHLY PARKER	4.11.1	If business travel is requiring you to leave your vehicle in the garage overnight, an email to the parking mailbox is needed 1 week in advance.
	4.11.2	If approved, authorization form will be sent to you to place in your vehicle.
ALL PARKERS	4.12	Will be warned for first infraction of garage parking rules except in Sections 4.7.
	4.13	Repeat offenders may be ticketed and/or towed by the Oakland Police Department.
	4.14	If vehicle obstructs flow of traffic in garage it may be towed without warning.
	4.15	Cannot leave pets in unattended vehicle.
KAISER EMPLOYEES	4.16	Cannot expense or be reimbursed for parking fees incurred in any Regional parking location if you reside in a downtown Oakland KP office.
MONTHLY PARKER/REGIONAL PARKING	4.17	Violation of this policy will result in immediate cancellation of parking.
KAISER DEPARTMENTS	4.18	Cannot reimburse Regional employees for parking fees incurred in any Regional parking location.

- DISABLED PARKER
- 4.19 Disabled Stalls
- 4.19.1 Must have disabled license plate, or current state issued disability placard (must hang from mirror) in order to park in disabled stall.
- 4.19.2 Vehicle without of state disabled placard must have license plate issued from same state.
- MONTHLY PARKERS
- 4.20 Parking will be cancelled for any employee who moves out of a downtown Oakland Regional Office Building.
- 4.20.1 Parker must notify Regional Parking by email ASAP regarding move date.
- MONTHLY PARKERS
- 4.20.2 Parker will have (60) days to find alternative parking.
- 4.21 Parking will be cancelled if parker does not park for 3 months regardless if on leave of absence.
- 4.21.1 If extension is needed, employee can pay out of pocket for up to 3 months to remain a monthly parker.
- 4.22 Must work in downtown Oakland 4 days a week to retain parking.
- ALL PARKERS
- 4.23 Consistent disregard of parking rules and regulations may result in the cancellation of monthly parking.
- 4.24 Must fill out, sign and return Parking Agreement/Update as requested.
- 4.24.1 Failure to do so in a timely manner will result in deactivation of parking card until form is received by Regional Parking.
- SPECIAL PARKING AREAS:
- 4.25 Motorcycle Parking Area. (See Motorcycle Parking, Policy and Procedures, 5.10).
- 4.26 Bicycle Parking Area. (See Bicycle Parking, Policy and Procedures, 5.11).

ALL PARKERS

4.27 Oversized vehicles prohibited from entry.
Vehicle restrictions are as follows:

- Trucks with dual rear wheels
- Trucks with full size double cabs
- Trucks with extra cabs and 8' beds
- Any vehicle with a trailer
- Any vehicle that exceeds 6,000 lbs.
- Any vehicle over 6'2" high