

1.0 PURPOSE

This policy defines the criteria and steps for obtaining disabled parking in Regional Offices parking facilities and using designated disabled parking spaces. **This only applies to available disabled parking spaces in the parking lots.**

2.0 POLICY

To provide a paid parking space in which Kaiser employees can park in a designated disabled parking space. All monthly parkers are required to fill out and sign a parking Agreement/Contract prior to programming 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.

3.0 DEFINITIONS

D.M.V. Department of Motor Vehicles

Doctor's Certificate of Disability. Form obtained from DMV that gives a full description of an individual's illness or disability. Used to obtain disabled placard.

Disabled License Plate. License plate issued in lieu of placard for permanently disabled individuals.

Disabled Placard. Placard issued by Department of Motor Vehicles to individuals with short- or long-term disabilities.

Temporary Parking Placard. Placard for temporary disabilities. Valid for up to six months. Issued by D.M.V.

<u>RESPONSIBLE PARTY</u>	4.0	PROCEDURES
DISABLED INDIVIDUAL/MONTHLY	4.1	Information and Rules for the parking garage/lot must be observed. Can be reviewed on Regional Parking website: http://ncalrbo.kp.org
DISABLED INDIVIDUAL/ HEALTH CARE PROVIDER	4.2	Requests his/her physician, licensed chiropractor or licensed optometrist to fill out a <i>Doctor's Certification of Disability</i> to obtain a disabled placard.
DISABLED INDIVIDUAL	4.2.1	Form obtained from DMV office or website.
	4.2.1.1	Completed form mailed or hand carried to DMV address on form.
D.M.V.	4.3	Issues disabled placard.
DISABLED INDIVIDUAL/REGIONAL PARKING		<u>Temporary Disabled Parking</u> – Not to exceed one month.
	4.4	Presents disabled placard with registration, doctor's request for parking and fills out paperwork for obtaining parking.
	4.4.1	Must include end date for parking
MATERNITY/REGIONAL PARKING		<u>Temporary Maternity Parking</u> – Not to exceed three months/ 90 days (3 rd trimester).
	4.5	Presents physician's written request for temporary disabled parking.
	4.6	Must pay in advance for parking with credit/debit card.
DISABLED INDIVIDUAL/REGIONAL PARKING		<u>Extended Disabled Parking</u> – Over one month
	4.7	Presents disabled placard with registration, doctor's request for parking and fills out paperwork for obtaining parking.
	4.6.1	Must include end date for parking
	4.8	Upon expiration must resubmit copy of renewed disabled placard/registration and current doctor's note.

DISABLED PARKER

4.9 Is charged current fee for monthly parking and ID badge is programmed for parking.

4.10 Placard must hang from rearview mirror.

4.11 Must park in designated disabled stalls.

PARKER WITH EXPIRED PLACARD/
NO VISIBLE PLACARD

4.12 Can be cited by the Oakland Police Department.