

Request For Parking Privileges: BI-WEEKLY PAYROLL DEDUCTION

Applicant's Personal Information:

** ALL FIELDS REQUIRED. INCOMPLETE FORMS WILL NOT BE PROCESSED **

INPUT PRIMARY
WORK SITE:
(see reverse page)

Title (circle one): DR. MR. MRS. MISS MS.

LAST NAME: _____ FIRST NAME: _____

Employer / Affiliation: PHC PHSA VCH FHA Employee ID # _____ Dept.: _____

Work Phone #: _____ Ext.: _____ Mobile/Home Phone #: _____

Work Email: _____ Personal Email: _____

Office Address: _____ (Street) _____ (City) _____ (Postal Code)

Home Address: _____ (Street) _____ (City) _____ (Postal Code)

Applicant's Vehicle Information: *The registered pass holder may park only one (1) vehicle at any one time.*

MAKE OF VEHICLE: _____ MAKE OF VEHICLE: _____

License Plate Number 1: _____ License Plate Number 2: _____

CRITERIA – Applicant Must Meet ALL Requirements

- ✓ Regular Part Time or Regular Full Time employee
 - ✓ Must be paid by one of the Health Authorities: FHA, PHC, PHSA or VCH Payroll
 - ✓ Job location must be at a PHC, PHSA or VCH facility (see Primary Sites on reverse page)
- (PHC, PHSA or VCH staff who work at a FHA facility must contact FHA Parking Administration Office at parking@fraserhealth.ca)

Important: Change in employment status **automatically disqualifies** the Passholder from this program. **Parking privileges must be CANCELLED immediately & parking hanger returned to the Parking Administration office.**

- Examples of employment status change are as follows:
- **LEAVE** – medical, maternity/paternity, education etc.
 - Employment status change – CASUAL, RETIREMENT or TERMINATION
 - Facility transfer to job location outside of PHC, PHSA or VCH Parking Administration's jurisdiction

FEES (SUBJECT TO CHANGE)

\$20.00 Refundable Advance Deposit

A one-time charge from the Passholder's payroll. Deposit is refunded when parking privileges are officially cancelled and pass returned. Passes not returned AND received at Parking Administration will forfeit the deposit

\$40.00 Non-Refundable Replacement Fee

Only required if parking pass is lost/stolen and requires replacement
 Fee is per occurrence
 Returned damaged **valid** pass will be replaced at no charge

Bi-Weekly Payroll Deduction Rate

Parking Pass entitles staff to a reduced parking fee at their primary work site
 The current bi-weekly parking fee will be deducted from the Passholder's payroll every pay period
Payroll parking deductions continue UNTIL pass is officially cancelled & pass returned to Parking Administration office
 Bi-weekly deductions are NOT adjusted for vacation periods.
 Parking rates are subject to change at any time
 Applicant is responsible for payment of any incurred parking arrears

I confirm that all information provided on this form is accurate and that I have read, understood, and will abide by the Terms and Conditions (see reverse page) associated with the parking pass.

Applicant's Signature: _____ Date: _____ Employment Status: Regular Full Time Regular Part Time

PARKING ADMINISTRATION OFFICE USE ONLY:

Pass 1:	PP Start: _____ /20_____	Bi-Weekly Rate: \$ _____	Date Issued: _____
Pass 2:	Deposit Code/Mode: _____	Payroll Code: _____	Issued by: _____

PRIMARY PARKING SITES

(DESIGNATED LOTS
ONLY)

PHSA FACILITIES

- BCC&W
- BCC&W – SVH Heather Street Lot

- TERMS AND CONDITIONS (SUBJECT TO CHANGE) (Applicant retains this page for your records)

RESTRICTIONS

- Passholder CANNOT assign or transfer this agreement without the prior written consent of Parking Administration, which consent may not be unreasonably withheld
- Passholder is limited to one [1] parking pass per parking program
- Passholder is responsible for remembering to display parking pass in vehicle when parked at primary site
- If the pass is not **clearly displayed in vehicle**, the Passholder must pay the **PUBLIC daily rate at the meter**

CHARGES/PAYROLL PARKING ARREARS

- Parking Administration deducts bi-weekly for use of one parking pass
- Payroll does not pro-rate a pay period
- Applicant is responsible for deductions & repayment of any outstanding parking arrears

CONDITIONS

- Parking pass does not guarantee reserved parking
- Parking Administration reserves the right at any time to refuse parking at the Passholder's primary location
- Parking Administration will endeavor to relocate the Passholder to another available location for the period that the Passholder's primary location is unavailable
- Passholder is subject to the Terms and Conditions displayed on all signs in the parking facility
- Parking Administration conducts random audits to uphold the integrity of the parking program
- Parking Administration is not responsible or liable for any injury, death, property damage, theft or disappearance occurring in, on or about the parking facility to the Passholder or anyone claiming under or through the Passholder

CANCELLATION OF PARKING PRIVILEGES, ISSUANCE OF VIOLATION TICKET and/or TOWING OF VEHICLE AT OWNER'S EXPENSE

- Unauthorized transfer of parking pass
- Vehicles not displaying a valid parking pass
- Vehicles not paying for the parking stall when required
- Vehicles impeding pedestrian walkways, doorways, fire lanes, or any other access ways
- Noncompliance to parking Terms and Conditions

CHANGES, CANCELLATIONS AND REFUNDS

- It is the responsibility of the Passholder to contact Parking Administration for ALL changes pertaining to employment status, site location and/or parking payment charges and LOST hanger issues
- To cancel Payroll Deduction parking privileges; Passholder must notify Parking Administration, request a **Cancellation Form and commence process for returning parking pass** to Parking Administration
- Bi-weekly deductions will ONLY cease upon receipt of the passholder's Cancellation Form AND return of the parking pass
- LOST HANGER – if you lose your parking hanger you must immediately contact Parking Administration
- Refund of deposit, if any, will be processed upon return of parking pass
⇒ Parking Administration does not prorate a pay period

APPLICATION PROCESS

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| <ol style="list-style-type: none"> 1) Complete the form electronically and print to sign 2) Send form to Parking Administration office
Fax: 604-3269 or
Email: parking@phsa.ca

Mail: PARKING ADMINISTRATION
c/o BCC & W
Shaughnessy Bldg. Room AB 100
4500 Oak St., Vancouver, BC V6H 3N1 3) Ensure that your contact information is accurate and complete.
Parking Administration may need to communicate with you. | <ol style="list-style-type: none"> 4) Phone Parking Administration office to confirm application was received: 604-875-2000 local 6687 5) Upon receipt of the completed and signed application form we verify eligibility and then a parking pass will be mailed to your home address: <ul style="list-style-type: none"> ▪ Payroll Deduction – on or before the next pay period 6) Parking Administration does not pro-rate a pay period. You will be deducted based on the date of the hanger issuance |
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Please contact Parking Administration if you do not receive the parking pass within seven (7) business days. Note that we DO NOT send parking hangers to a hospital address and we do not have control over the delay in delivery via external mail service.

It's best to pick up your parking pass at our office.