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Requests for Reserved Parking for Disabled Persons Policy

Responsible Office: Public Safety Division

Originally Issued: December 1978

Revised: December 2004

1.0 Purpose

To provide a procedure and establish criteria for assignment of reserved disabled parking for Georgia Health Sciences University (GHSU) employees, faculty and students.

2.0 Policy

The Parking Services Bureau, Public Safety Division, is responsible for providing reserved disabled parking to employees, faculty, and students that meet the outlined disabled parking criteria. Reserved parking can be provided on a temporary or permanent basis. Reserved, disabled parking will only be provided to those persons who are unable to travel without the use of crutches, a wheelchair, or other assisting devices, or to those persons who are qualified persons with a disability for whom such accommodation is reasonable and necessary under the Americans with Disabilities Act.

3.0 Procedure

3.1 Requesters possessing a state issued disabled parking permit will be required to provide a copy of the permit to be maintained on file at the Parking Services office. The requester will be required to complete an application (see [attached form](#)) for permanent disabled reserved parking. This application will be maintained on file in the individual folder. The Public Safety Division, as a law enforcement agency, reserves the right to require additional information in all cases.

3.2 Requesters that do not possess a state issued permit, but require a temporary disabled parking permit, may contact the Parking Services office to obtain an application for special parking. The requester will ensure that the form is completed and returned to the parking office. The form requires information from the requester, the requester direct supervisor, and the department head. The requester attending physician must sign the application. In any case wherein there is a question as to whether or not the requester qualifies for disabled parking, the Public Safety Division reserves the right to refer the requester to a GHSU physician for evaluation.

3.3 Temporary, reserved parking will be issued for no more than 30 days initially, with only one additional extension being granted for another 30 days. In order for the requester to maintain the disabled parking reservation, he or she must apply for, and be granted, a permanent state disabled parking slot or be granted an exemption by the Parking Advisory Committee. Parkers not granted an exemption would have their space removed immediately if the Parking Advisory Committee denies their request. The GHSU Parking Office reserves the right to review non-permanent disability permits as necessary. Disabled parkers are required to renew their parking permits annually per the normal parking registration process.

3.4 In accordance with Georgia Law, any misuse or abuse of disabled parking permits will be reported to the Georgia Department of Public Safety.

3.5 The Parking Services Bureau shall locate approved disabled parking as near to the requester workplace as possible, or as near to an GHSU MedExpress shuttle stop, to make reasonable accommodations for the parker. A numbered permit, signed by the Parking Services Manager, will be issued and displayed by hanging on the rear view mirror of the vehicle(s) used by the requester. The hanging tag will be numbered and correspond to a numbered parking slot in the designated area. Only one slot per eligible employee will be issued.

3.6 In any case concerning a question as to whether or not the requester is qualified for a disabled parking slot, the requester may be referred to a GHSU physician for further evaluation. If the requester does not agree with the decision rendered, an appeal may be filed. All appeals will be

evaluated by the Parking Advisory Committee and a final decision rendered.

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