

Procedure for Requesting a Temporary Medical Parking Permit

Department of Public Safety
University of Massachusetts Dartmouth

An individual requesting a temporary medical parking permit must:

- Disclose his/her disability as it concerns temporary medical parking needs.
- Complete a Temporary Medical Parking Permit Eligibility Form.
- Provide the medical certification specified in the Temporary Medical Parking Permit Eligibility Form that specifically addresses the need for a temporary medical parking permit. This completed Temporary Medical Parking Permit Eligibility Form must be submitted to the Parking Manager at the Department of Public Safety.
- If necessary, participate in a conversation with the Parking Manager/designee within the Department of Public Safety.
- Request a temporary medical parking permit, as needed, within the established timeframes designated by the Department of Public Safety, following all of the steps outlined above.

The Parking Manager/designee within the Department of Public Safety will:

- Review the submitted Temporary Medical Parking Permit Eligibility Form.
- Request additional information/clarification from the individual and/or evaluator/medical provider as necessary to process the temporary medical parking permit request.
- Determine eligibility.
- If necessary, participate in a conversation with the individual to learn as much as possible about the request.
- Decide what temporary medical parking permit will be granted for a specified period.

When there is a Disagreement

If any staff, student or visitor challenges the decision made by the Parking Manager/designee at the Department of Public Safety regarding a request for a temporary medical parking permit, the University will make every effort to resolve the issue within five (5) business days by the following procedure:

1. This person must, within two (2) business days of receipt of the Parking Manager's decision on the temporary medical parking permit request, present to the ADA Coordinator, or designee, within the Office of Equal Opportunity, Diversity & Outreach, a written statement that reflects the disagreement about his/her requested temporary medical parking permit. He/she should clearly express their concerns about the Parking Manager's decision. The issues expressed must be outlined in detail, along with what may be some alternatives.
2. The ADA Coordinator, or designee, will attempt to resolve the issue within three (3) business days of receiving the written disagreement statement. Every effort will be made to resolve the disagreement as expeditiously as possible. The ADA Coordinator's decision is final.

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