

Reference(s):
Distribution: Hospital-wide
Attachments: Map, Form

Effective: 12/5/2005
Replaces: 01/2004

PARKING POLICIES AND PROCEDURES

POLICY:

MCH has identified areas for parking to ensure that our patients/visitors/volunteers have adequate, available parking as close to the facility as possible, and to clearly delineate parking areas for staff physicians and others.

PURPOSE:

The purpose of this policy is to define areas for the safe parking of patients, staff, medical staff, visitors, volunteers, and others.

DEFINITION:

For purposes of this policy, the term "staff" shall refer to all employees of MCH and MHS, all members of the medical staff and their employees, contractors, students, and appropriate others.

PROCEDURE:

- Any motor vehicle parked, operated, or driven on MCH property shall be considered to be the sole responsibility of the owner/operator. MCH will not be liable for any damage incurred to any vehicle, its operator occupant(s), or any other person unless the damage is the result of an action by an agent of MCH acting in the course and scope of his/her employment.
- During emergencies, construction, or special situations, it may become necessary to temporarily suspend or otherwise modify parking regulations and locations.
- Registration: All vehicles used by staff, physicians, and student interns regardless of shift worked, must be registered with the Security Department. The Human Resource Department/Security Department will provide each individual with an identification permit that is to be displayed while the vehicle is parked on the MCH campus.
- Any individual, who wishes to park his/her vehicle on site for 48 hours or more, must have permission of the Security Department. The vehicle must be moved to I lot.
- In order to ensure that our patients/visitors/volunteers have easy access to our facilities, all hospital-registered vehicles must be parked in the areas assigned. Failure to do so will be reported to the managers of MCH/MHS, and will be treated as a performance issue (HR 4.28). For members of the medical staff and their employees, a warning will be provided. Repeat offenders will have their vehicles towed, at the offenders' expense.
- All of us have a responsibility to address parking violations through appropriate means. Anyone who observes improper use of the parking is encouraged to contact the Security Department. The Security Department will then contact that person's manager.
- Specific areas will be assigned for reserved parking only. Patients, staff or volunteers who may temporarily be disabled, or have difficulty in walking, may apply for a temporary special parking permit with the Security Department.
- A copy of the most up-to-date parking map will be shared with all staff annually. Any changes to the parking map will immediately be communicated to all staff. All new employees will receive a copy of the parking map as part of their new hire orientation. Each department will keep a copy of the most up to date parking map in the department's Administrative Policy Manual.
- Handicapped Parking: Those individuals who have a state-issued handicap plate may park in those designated spaces. B Lot will be for handicapped parking, as well as those with special permits. There will also be other designated handicapped spaces.
- Employees who, while off duty, come to the hospital for an appointment or to utilize the Wellness Center may park in

Section A. They will need to move if they then go to work.

- Employees who come in to attend hospital sponsored meetings, conferences, should park in the regular employee parking areas.
- Parking is not permitted on any access road or driveway.
- If you are involved in an accident on campus property, your car is vandalized or property stolen report it to the Switchboard who will contact Security to begin an investigation.

Parking Lot Facilities:

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| <u>Employees, and Students:</u> | D, E, F, G H, L, O (two designated rows only) |
| <u>Physicians:</u> | J lot or any lot with blue permit (with the exception of specially designated spaces, i.e., handicapped, emergency care, off-shift parking areas, etc.) |
| <u>Patients, Visitors and Volunteers:</u> | A, C, D, K, L, M, N, O |
| <u>Contractors, and all staff not working day shift.</u> | I next to Heliport |

Regulations and Enforcement

- Ticket 1 - Security will talk to the employee – information kept on Security Database
- Ticket 2 - Security will talk to the employee; a copy of the ticket will be sent to the employee’s manager and a copy will be kept on Security Database
- Ticket 3 - Vehicle will be towed at owner’s expense. Copy of ticket will be sent to the employee’s manager.

If it has been more than 1 year since a ticket has been issued, Security will begin again at Ticket 1.

Approved By: _____ Date: _____
 Chief Executive Officer

Approved By: _____ Date: _____
 Director of Engineering Services