

<b>TITLE:</b> MCE CAMPUS PARKING GUIDELINES		
<b>FACILITY:</b> MEDICAL CENTER EAST	<b>FUNCTION:</b>	<b>ORIGINATING DEPT:</b> ADMINISTRATION
<b>HOSPITAL SHARED POLICY?</b> <u> x </u> Yes      ___ No		<b>EFFECTIVE DATE:</b> October 30, 2006
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<b>SCOPE</b>  MCE Parking
<b>PURPOSE</b>  To provide adequate, convenient, and safe parking for patients, visitors and staff at Medical Center East
<b>POLICY</b>  To assure adequate and safe parking for patients, visitors, volunteers, associates, physicians, and tenant associates located at Medical Center East, the following guidelines will be adhered to. Parking will be assigned as follows:  I. <b><u>A-LOT:</u></b> Physicians, Cancer Center Patients, and MCE Associates who are authorized Handicapped Parking may park in this lot. (Handicap associates must register their permit with Security)  II. <b><u>B-LOT:</u></b> Patient and Visitors only may park in this lot.  III. <b><u>C-LOT:</u></b> Tenant associates may park in this lot.  IV. <b><u>D-LOT:</u></b> Patients and visitors only may park in this lot. A designated number of spaces will be cordoned off for valet parking.

*The contents of this document rescind any previous document covering similar material.  
The online version of this document is deemed current.*

- V. **E-LOT:** Building 52 tenants, patients, visitors and students may park in this lot.
- VI. **F-LOT:** Patients and visitors only may park in this lot.
- VII **G-LOT:** Emergency Room patients and visitors only may park in this lot.
- VIII **H-LOT:** MCE associates will park in this lot.
- IX **I-LOT:** Plant Operations and other company vehicles will park in this Lot.
- X. **J-LOT:** Patients and visitors only may park in this lot.
- XI. **K-LOT:** Patients and visitors only may park in this lot.
- XII. **M-LOT:** MCE Associates and tenant associates will park in this lot.
- XIII. **N-LOT:** MCE associates and tenant associates will park in this lot.
- XIV. **O-LOT:** Same Day Services patients and visitors only will park in this lot.
- A. Associate lots are always open and all vehicles must have the appropriate color-coded parking decal displayed on the driver inside windshield.** All associates and tenant associates are required to register their vehicle with security and display a valid decal when on duty and parking on property. Parking decals will be available at any time from the Security Services Department. New associates will receive parking applications for decals during General Orientation. Tenant associates will report to Security, Suite 161 for issuance of parking decals. ***Associates working night shift are encouraged to park in H Lot for easy and safe access to the building.***
- B. Associates, tenants or volunteers may not use passenger loading or unloading zones, unless actually loading or unloading patients.
- C. Students will be issued special temporary parking placards by their advisors with an expiration date and are to park in the lower portion of E Lot.
- D. Handicapped associates and tenants of Medical Center East, or its subsidiaries may use any handicapped space on the property. Associates/Tenants displaying a universal handicap placard or tag must submit the handicap permit number and appropriate registration information to the Security Services Department to receive access to handicap parking. Handicap spaces may be used only when vehicle is used in transporting the handicapped person to whom the placard is issued. Disagreements about Assisted Parking for employees will be referred to a human resource manager for adjudication.
- E. Associates who are "On-Call" will be allowed to park in any lots except G between the hours of 5:00 PM and 7:00 AM **ONLY**. "On-Call" is defined as those hospital associates who are off campus and are subject to being called in at a moment's notice after 5:00 PM and before 7:00 AM. A list of "on-call" associates is updated daily and is submitted to Nursing Service and to Security.
- F. Parking decals will be issued to authorized personnel based on the following.

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1. Gold Decal – Physicians may park in any lot with the exception of Lot G and are encouraged to utilize parking lot A, which is specifically reserved for all physicians. Physicians will be issued access cards for this lot. Access will be denied to Lot A without an access card.
2. Green Decal - Associates of tenants are authorized to park in specifically designated areas of lots C, E, M, and N lot.
3. Red Decal - Associates of Medical Center East and its subsidiaries are authorized to park anytime in Lots H, M and N lots.
4. Pink Decal - Auxiliary volunteers are authorized to park in A Lot Only. On Volunteer Services Meeting Days, Volunteers will park in M Lot and be transported to and from M Lot by Security Services.
6. Black Decal- Pastoral Services may park anywhere while engaged in Pastoral duties.

XV. Exceptions:

A. Any deviations from or exceptions to this guideline must be approved in writing by Hospital Administration.

B. Any associate or tenant associate requesting an exception to this guideline may appeal in writing to the Security Department. An Appeals Committee will review the request and issue a decision.

XVI. Infractions:

A. Associates of STVHS, Medical Center East, and its affiliates, and associates of tenants parking in unauthorized or prohibited areas will be subject to the parking penalties described in section XVII.

B. The following will subject individuals to penalties as outlined in this policy.

1. Parking in a "No Parking Zone." (Signed or Painted)
2. Parking in a "Fire Zone."
3. Parking in a "Handicap Zone" without appropriate handicap decal.
4. Parking in an "Emergency "parking area.
5. Parking in any roadway or drive, whether or not the roadway or
6. No current decal displayed.
7. Parking or stopping in a patient loading zone unless actually loading or unloading patients.

XVII. Penalties:

1. 1<sup>st</sup> Violation - Written warning to the individual. (Copy to Human Resources for file or Tenant Administrator)
2. 2<sup>nd</sup> Violation – Wheel lock device will be attached to vehicle removable after a \$25.00 Fee.
3. 3<sup>rd</sup> Violation – Towing of vehicle at owner's expense
4. 4<sup>th</sup> Violation –Additional action to include administrative action to be determined by Human Resources or Tenant Administrator.

**APPROVAL ROUTING:**

Security Manager, Administrative Director Operations

**REVIEW HISTORY:**

**REVISION HISTORY:**

Replaces policy MCEC-10-06 P