

**MERCY HOSPITAL
Parking Regulations - AD_P003
Administrative Policy**

<i>Approval By: Senior Leadership Team</i>	<i>Effective Date: 05/93</i>
<i>Chair: Tom O'Connor, President</i>	<i>Reviewed Date:</i>
	<i>Revised Date: 07/99, 04/02, 04/04, 04/05, 08/06 10/07</i>

PURPOSE

In order to maintain safe and efficient parking, regulations will be established and maintained.

POLICY STATEMENT

Safe and adequate parking space will be provided for patients, visitors, employees and physicians. Non-compliance with the following policy may result in serious penalties. See Section IV (Enforcement).

PROCEDURE

- I. **Permits:**
All employees, students and volunteers are required to have a Hospital parking permit affixed to or hanging from their rear view mirror, or visibly displayed on their dash.
 - A. Employees and students may obtain parking permits from the Security office (located near the employee entrance at each site).
 - B. Volunteers may obtain parking permits from Volunteer Services.
 - C. Employees who drive a vehicle without a permit such as a rental car must notify Security at the start of the shift.

- II. **Parking Areas:**
 - A. **Visitor Lots:** Reserved for patients, visitors only. Employees who are off duty may park in this lot as a patient or visitor.
 - Location (1) North side of the hospital
 - (2) East side of the hospital (lots 1, 2 ,& 3)
 - (3) South side of hospital (lot 4)

 - B. **Physician Parking:** Special parking areas are designated for physicians at Mercy hospital. These are the only areas in which physicians should park and are accessed only with the physician's photo ID. Photo IDs are available through the Security Office at either hospital.
 - Location (1) South side of the Heart Center
 - (2) West side of the hospital near the Emergency Department
 - (3) South side of the Dakotah Street lot

 - C. **Handicap/Disabled Parking:** A state handicap/disabled permit is required.
 - Location (1) North side of the hospital near the Emergency Department, and
 - (2) East side near the Main Entrance.

MERCY HOSPITAL
Parking Regulations - AD_P003
Administrative Policy

Page 2

- D. Outpatient Parking:** A permit must be displayed on the car dashboard. Outpatient permits are available through Security or the outpatient departments.

Location East side of the hospital near the main entrance.

E. Employee Parking:

1. All employees must park in the employee lots (see third shift exception below): No employee or student, regardless of department or status, shall park in the front of the hospital or in areas designated for patients or visitors.
2. **"2:00 PM to 11:00 PM Employee lot"**: This lot is for second shift employees who leave after 9:00 PM Day shift employees may use this lot if they move their cars before 2:00 pm. Afternoon employees who come in prior to 2:00 PM may park in this lot, however, they must sign in and note their vehicle permit number or license plate number on the clipboard located outside the security office. Second shift employees who leave before 9 PM, may move their car into the 2 PM-11 PM lot after 5:00 PM.

This area is outlined in Blue striping.

Location North side of employee lot.

3. **Third-Shift Parking:** Third shift employees may park in either the employee lot, 2-11 lot or in the Doctors Dakotah lot after the arm goes up after 9pm. This gate will stay up for third shift employees until 12:30 am. Employees should not park in the space reserved for Physicians. Third Shift employees working a double including the following day shift, are expected to move their cars after 8 am to the employee lot. Call Security if you can not.
4. **On Call Parking:** Employees on-call should follow parking rules for the shift for which they're called and park in an available space for that shift.
5. **Compact Car Only Parking:** These spaces were developed to increase the view of crossing traffic in certain areas of our lots.
Cars that are allowed to park in the "Compact Cars Only" stalls:
 - Any mid-size, compact or sub compact cars with
 - A roofline of less than 5 feet from the ground, and
 - Parked so that it completely fits inside (or extends less than) the length of the parking stripe which defines the space.Cars that do not meet the requirement of the "Compact Cars Only" stalls:
 - Any car parked so that it extends beyond the length of the stripe defining the space, and/or with
 - A roofline extending 5 feet or more above the ground, and/or
 - Any car deemed by the enforcing officer to be a full sized sedan, van, mini-van, truck of any size or SUV of any size

Vehicles which do not meet the requirement to park in the "Compact Cars Only" parking spaces face the same enforcement penalties as other violations which may result in a fine or a tow.

MERCY HOSPITAL
Parking Regulations - AD_P003
Administrative Policy

F. Restricted Areas:

- Contractor/Vendor Spaces
- All Grass Surfaces
- Areas marked as Unauthorized
- Parking beyond marked areas (ends of rows)
- Lots being plowed
- Physician lots
- 2:00 PM-11:00 PM (2nd shift) lots
- Employee of the Month
- Active Ride
- CRNA Parking
- On-Call Parking
- CES Parking

G. Unauthorized Employee Parking Areas:

- Fire lanes
- Health Care/Professional Building lots (except for employees who work in those buildings)
- Visitor Lots
- Radiation Therapy spaces
- Ambulance Only spaces
- Emergency Department spaces/lot
- Health Care/Outpatient Pharmacy spaces
- Loading Dock
- Patient Pick-Up areas

H. Other Special Parking Issues:

1. Exercise Facilities - Employees coming to the hospital to use exercise facilities should park in the employee lot only.
2. Employees Who Travel - Employees traveling between Mercy and Unity for meetings, seminars, education or other work related functions must park in the employee lot or seminar parking area if it has been so designated.
3. Snowplowing - The maintenance department has procedures for plowing. Signs are placed designating where employees should park while the lot is being plowed. Employees are expected to cooperate and park where the signs indicate or move their cars from lots being plowed. **Employees who drive around the signs and park in the lot being plowed or refuse to move their cars will be subject to being towed away at owner's expense.**
4. Electrical Outlets - Parking spaces that have plug-in electrical outlets are open to all employees on a first come first serve basis. There is not a requirement to use the plug-ins to park in these spaces.

IV. Enforcement

The Security Department is responsible for enforcing the parking policies and procedures. Enforcement will be conducted without warning. Employee vehicles parked in areas other than designated employee parking will be towed away at owner's expense. Employees may complete "Payroll Deduction Waiver" which will authorize the hospital to deduct a fine rather than tow the vehicle. Waivers must be on file in the security office at the time of the offense.

NOTE – Employees who do not cooperate with the snow removal efforts will be towed, not fined. (See "Snowplowing" above.)

**MERCY HOSPITAL
Parking Regulations - AD_P003
Administrative Policy**

Payroll deducted fines - Fines levied for parking in “restricted areas” will cost the employee \$25.00. Parking violations in “unauthorized areas” will result in a \$50.00 fine. All fines will be held until the end of the next work week before being sent to payroll. This period allows for any necessary correction that the employee can validate.

Important Note – *Employees who do not display a valid hospital parking permit on their rear view mirror risk being towed for a parking violation rather than being fined if Security cannot identify the owner and therefore can not determine if you have signed the “no tow” waiver or not.*

<i>SPONSOR: Philip Patterson, VP OPERATIONS</i>	
<i>SPONSOR:</i>	

Key Words to assist with on-line search: *car, fine, permit, towing*