

VEHICLE PARKING

It is the policy of Regional West Medical Center to regulate vehicle parking to provide optimal parking for patients and visitors, while at the same time, maintaining a safe and secure environment for employees, physicians, tenants, and students to arrive at or depart from the workplace. Vehicle parking is regulated in designated areas at the Medical Center, North and South Plazas and St. Mary's Plaza, and use of those parking areas should be in compliance with the guidelines defined below.

Responsibility: Students, Program Officials

Standard: Environment

A. GENERAL PARKING AND TRAFFIC REGULATIONS

1. Regional West Health Services will designate lots for use by various individuals or groups of individuals, and such designations will be communicated via signage, maps, this policy, and other general forms of communication.
2. The Regional West Medical Center Security Department has primary responsibility for ensuring the day-to-day attainment of the goals of this policy, and the Vice President of Human Resources of Regional West Health Services, is the administrative representative responsible for facilitating resolution of any conflicts arising from this policy.
3. Vehicles owned and operated by Regional West Health Services, Regional West Physicians Clinic, and Regional West Medical Center employees, non-physician tenants, and students, must display the appropriate parking tag as defined below and must park in the appropriate Regional West Health Services parking lots.
4. Vehicles shall not be parked at any time:
 - Within an intersection
 - On a crosswalk, sidewalk, or on the lawn
 - Along painted yellow or red curbs or lines
 - In any area designated as a "Fire Lane"
 - In any area not designated as a parking area
 - In a space designated by signage, including temporary restrictions
 - In a handicapped zone without proper identification; or
 - In the ambulance bay access areas
5. Freight loading zones are reserved for the exclusive use of commercial vehicles during loading or unloading processes. Any vehicles stopping in these zones shall not remain longer than necessary to load or unload.

6. Passenger loading zones are reserved for the exclusive use of vehicles during the process of loading or unloading of passengers. Vehicles in passenger loading zones shall not be left unattended for longer than ten (10) minutes.
7. If a vehicle is found to be inappropriately parked in a restricted area (as defined in #4, #5 and #6 above), Security staff will make reasonable efforts to locate the owner and have the vehicle moved. Vehicles in these areas that pose an immediate safety or security threat will be subject to towing.
8. Regional West Health Services and affiliates assume no liability or responsibility for damage caused by a third party to any vehicle parked in or on parking lots.
9. Special circumstances that impact availability of parking lots (construction, special events, etc.) may result in short-term changes to these parking guidelines; such variations will be communicated via normal Regional West Health Services, Regional West Physicians Clinic, and Regional West Medical Center communication processes, in advance when possible.

B. STUDENT PARKING GUIDELINES

1. Students who enter into education affiliations with Regional West Health Services, Regional West Physicians Clinic or Regional West Medical Center are expected to park in employee designated parking areas at all times. Students who will be at Regional West Health Services facilities for more than thirty (30) days will be expected to obtain and display a Student Parking Permit.
2. Each student meeting the above criteria will, as part of the orientation to, and/or initial affiliation with, Regional West Health Services and affiliates, obtain a parking permit on or before the first day of the education affiliation.
 - a) To obtain a parking permit, the student must furnish the following information via his/her education affiliation contact person to the Human Resources Department:
 - Student Identifying Number (Social Security Number, Operator's License Number, etc.)
 - Vehicle Year and Make
 - Vehicle Model

- Vehicle Color

- b) If a student routinely uses more than one (1) vehicle to drive to work, an additional permit(s) may be issued.
 - c) If a student has any change in the information provided (e.g. a new vehicle, change in color, etc.) he/she must notify the Human Resource Office immediately.
 - d) The Regional West Health Services Human Resource staff is responsible for entering the vehicle information provided by students into the appropriate software application for use in administering the provisions of this policy.
3. Students are required to keep a green Regional West Parking Permit attached to the inside rear-view mirror of their vehicle, or displayed on the left-hand side of the dashboard, with the barcode facing outward at all times when parking at the hospital during their class or clinical time.
 4. If a student loses his/her parking permit, it is the student's responsibility to contact the Human Resources office immediately to obtain a new permit; there will be a \$5.00 charge for each replacement permit issued.
 5. At the time the student affiliation ends with the sponsoring institution, the student must turn in all parking permits issued to him/her prior to the final day of the affiliation per Regional West Policy.
 - a) If a student does not turn in the issued parking permit(s) to the Human Resource Office, a charge of \$5.00 per permit will be invoiced to the school with which the student is affiliated.
 - b) If the student turns in the permit(s) following the generation of the invoice, the \$5.00 will not be returned.
 6. It is the responsibility of each student to obtain, maintain, and properly display a Regional West parking permit as defined above; failure to do so will not exempt the student from enforcement guidelines defined below.

C. SHORT OR LONG TERM DISABILITY PARKING

1. Individuals requiring parking assignments close to the hospital for medical reasons, on a temporary basis (12 weeks or less), should contact the Regional West Medical Center Security Department at #1449, who will verify such requests

and issue a permit consistent with the documented physician-ordered restrictions. Students with a short-term disability permit must park in the spaces designated for such use or in regular student designated parking lots.

2. Any student requesting a special parking assignment on a permanent basis (generally 12 weeks or more) due to a medical disability must qualify for a state-issued handicapped permit.
3. Students in possession of a state-issued permit must park in a blue handicap parking space, or in regular employee designated parking lots.

D. DESIGNATED PARKING AREAS

1. Employee/student parking areas include:

a) West Employee/Student Parking Lot

That area East of Avenue B, south of 42nd Street and north of the Ambulatory Surgery Center. There are designated parking areas restricted to physician use and for Regional West Medical Center-owned vehicles.

b) North Employee/Student Perimeter Parking

The perimeter row only of north-facing parking spaces located in the lot that extends from Avenue B on the west to the spaces designated for RV parking on the east end of that same lot.

c) North Plaza North Parking Lot

The lot located north of the North Plaza and which is adjacent to the RV parking on the west, and which extends towards Ruggier Drive on the east. Note: This lot is a dual-purpose lot; north-facing spaces only may be used by employees, and south-facing spaces are for medical staff use only.

d) East Employee/Student /Tenant Parking Lot

That area east of Ruggier Drive and north of the Air Link hangar/Regional West Medical Center warehouse. The east portion of this lot will also be used for parking of Regional West Medical Center vehicles, including trailers.

e) South Plaza/South Main Lot Perimeter Employee/student /Tenant Parking

The perimeter row of east- and south-facing parking spaces from Dock Drive on the east to Avenue B on the south.

f) South Employee/student/Tenant Parking

The area south of Ruggier Drive and east of Avenue B.

g) St Mary's Plaza Employee /Student Parking

The two north rows of parking in the lower-level are reserved for guests and

visitors of departments/units housed in St Mary's Plaza. Employees and/or student working/studying in St Mary's Plaza building must park in upper level (north) lot. Overflow parking for employees and/or students is designated as the parking spaces along 36th Street, and/or parking next to the driveway located southwest of St Mary's Plaza.

h) Ambulatory Surgery Center Parking Lot

Students are not allowed to park in the lot east and south of the Ambulatory Surgery Center (ASC).

E. SHIFT CHANGE SECURITY

If students are concerned about their security when walking to, or from, the parking lots, they are encouraged to call the Regional West Medical Center Security Department and ask for an escort or monitoring via the campus camera system.

F. ENFORCEMENT PROCEDURES

1. Enforcement of the provisions of this policy will be carried out by Security officers at such times, and in a manner, that best ensures the attainment of the goal of providing the best experience for patients and visitors.
2. Although discretion will be utilized regarding enforcement activities, students are expected to comply with the parking guidelines at all times
3. Students are encouraged to monitor parking and take informal steps to hold each other accountable for compliance; beyond those efforts any violation should be reported to Security by calling #1449. Security officers will also monitor the parking lots as part of their regular rounds and take steps to enforce the policy accordingly.
4. Violations of this policy include:
 - a. Failure to park in the designated parking area
 - b. Failure to properly display the appropriate parking permit.

NOTE: Failure to properly display parking permit and parking in an unapproved area will result in an advanced level of discipline for a single violation.

5. In cases where a **student** is found to be in violation of the provisions of this policy, the following steps will be taken:

First Offense: The security officer will notify the Human Resource Assistant, who will contact the Program Director and/or Department Director, who will in turn instruct the student to move his/her vehicle to the appropriate parking area at the earliest possible time.

Second Offense: The security officer will notify the Human Resource Assistant, who will contact the Program Director and/or Department Director, who will in turn instruct the student to move his/her vehicle to the appropriate parking area at the earliest possible time. The Program will be formally notified of the policy violation via the Regional West Health Services Human Resources Department.

Third and Subsequent Offense: The security officer, with approval from the Chief Operating Officer, will make arrangements to have the student's vehicle towed by a commercial service. The student and the Program will be notified of the action and the student will be responsible for towing and storage charges resulting from this action.

G. OFF CAMPUS PARKING

1. Each student is expected to follow the parking policy of the clinical educational setting while at that clinical educational setting.

Signature
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Reference: Hospital Policy 304.5.03

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