

COLUMBIA NETWORK • PeaceHealth Southwest Medical Center		Title: Caregiver Parking		
		Dept: Security		Category: MC-OPS
Effective: 3/18/2015	Next Review: 3/18/2017	Document #: 403.351.1	Version #: 1	Page #: 1 of 7

The statements of this policy are not to be construed as a contract or covenant of employment. They are not promises of specific treatment in specific situations, and are subject to change at the sole discretion of PeaceHealth.

SCOPE: This policy applies to all PeaceHealth [caregivers](#), students, temporary agency personnel, medical staff, and vendors.

PURPOSE: To identify specific, dedicated parking locations for medical staff, students, temporary agency personnel, vendors and caregivers while visiting or reporting for work at PHSW campus and Off Site locations.

POLICY: PHSW provides designated parking spaces for patients, visitors, medical staff, volunteers, temporary agency personnel, vendors, and caregivers. Refer to the [Parking Lot Maps](#) for more information

1. Parking on the Medical Center Campus

- 1.1. Caregivers, students, temporary agency personnel, and medical staff arriving between the hours of 3:00 am – 5:00 pm are required to park in the North caregiver parking lot.
- 1.2. Caregivers, students, temporary agency personnel, and medical staff arriving between the hours of 5:00 pm - 3:00 am or on weekends may use the North caregiver parking lot or Physician's Pavilion parking garage, excluding areas dedicated to patient or physician parking (an assigned parking permit is not required during these hours).

1.3. *Physician's Pavilion*

- 1.3.1. PH caregivers and physicians who park in the Physician's Pavilion must display a parking permit decal issued by the Security Department.
 - 1.3.1.1. Caregivers may park in designated spaces marked with the PHSW logo on level A north end only.
 - 1.3.1.2. Physicians may park on level B of the parking garage in the stalls marked Medical Staff.
- 1.3.2. Caregivers, students, temporary agency personnel, and medical staff parking in the Physician's Pavilion parking garage in accordance with the above times without a permit must leave the parking garage no later than 7:00 am Monday-Friday. When a shift requires work past 7:00 am, person must move their vehicle from the parking garage prior to 7:00 am OR park only in the North caregiver parking lot.

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1.3.3. Caregivers using the Physician's Pavilion parking structure must not park in areas dedicated to patient or physician parking.

1.3.4. The 92nd Avenue East and North entrances to the Physician's Pavilion parking structure is closed on weekends, holidays, and nightly at 10:00 pm, and re-opened at 5:30 am. Both West entrances remain open.

2. RideShare Parking. Caregivers who carpool and whose vehicles have been registered with Human Resources may park in the designated Rideshare spaces in rows 7 and 8 in the North caregiver parking lot:

2.1. Only on the days the caregiver carpools;

2.2. Only for actual Rideshare Permitted vehicles;

2.3. Ride Share placards are required; refer to the "[Rideshare Identification and Parking](#)" policy.

3. Administration Building Parking Lot. Only caregivers who have an Administration parking permit may park around the Administration building.

4. Short-Term Parking

4.1. Two-hour parking is available west of the Administration building and thirty minute parking is available west of the Firstenberg Tower.

4.2. Caregivers, students, temporary agency personnel, and medical staff who are at the Medical Center campus longer than two (2) hours must park in the North caregiver parking lot.

5. Street Parking. In consideration of the Medical Center's neighbors, medical center caregivers, students, temporary agency personnel, and medical staff park in designated parking lots on property owned and/or operated by PHSW and not park in the neighborhoods.

6. West Lot. Caregivers, students, temporary agency personnel, and medical staff must not park in the B lot (west parking lot of the Firstenberg tower) unless their business at the Medical Center takes 30 minutes or less to complete (30 minute spaces are provided).

7. Parking for Disabled Caregivers. Caregivers with Americans with Disability Act (ADA) permits are allowed to use the following in order of preference:

7.1. Handicapped parking

7.2. Patient parking

7.3. **Other PHSW Parking Locations**

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7.3.1. Caregivers, students, temporary agency personnel, and medical staff working at other PHSW locations such as Ray Hickey Hospice House, etc., park in the designated parking areas for those buildings.

7.3.2. Caregivers, students, temporary agency personnel, and medical staff at the Memorial Campus park in the West parking lot.

7.3.2.1. Evening and night shift caregivers, students, temporary agency personnel, and medical staff may park in either the North or South parking lots.

7.3.2.2. Caregivers, students, temporary agency personnel, and medical staff arriving to work at Memorial Campus between 3:00 pm on Friday through 3:00 pm on Sunday may park in the North, South, or West parking lots.

8. Vendor Parking. Vendor parking are designated adjacent to the loading dock on the north side of the Mother Joseph Building.

9. Permit Parking

9.1. Parking Permits are issued by the Security Department.

9.2. Parking in the following locations is allowed by permit only:

- Administration Building
- Cancer Center
- Physician's Pavilion Parking Structure
- Medical Physician's Building Parking Structure

10. Family Birth Center Lot. Caregivers, students, temporary agency personnel, and medical staff do not park in the Family Birth Center lot.

11. Towing/Impounding of Vehicles

11.1. Any vehicle which is not identified as belonging to a caregiver or volunteer which is left in a parking lot or garage space for a period of seven (7) days without the permission of PHSW Security is towed by a PHSW designated towing/impounding company.

11.2. Vehicles blocking yellow or red-marked zones indicating emergency access fire lanes or safety designated areas are towed immediately at the vehicle owner's expense.

11.3. Vehicles may be towed from the medical center campus any time they impede the efficient operation of traffic and parking.

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11.4. Any motor vehicle which has broken down on medical center property is immediately reported to the PHSW Security department. Major repairs to vehicles on medical center property are prohibited.

11.5. Vehicles subject to and pending tow are issued a tow warning by the Security department.

11.5.1. Caregivers or volunteers contact the Security department immediately or within 48 hours of the date of the notice affixed to the vehicle. If contact is not made within 48 hours, the vehicle will be towed and impounded.

11.5.2. Every effort is made to make contact with the owner(s) of the vehicle through a search of the patient registry, caregiver roster, and community phone book.

11.6. All charges for towing and/or storage are the responsibility of the owner of the vehicle.

12. Miscellaneous Parking Parameters

12.1. Spaces are designated near entrances for disabled parking; vehicles must display the legally required placards.

12.2. Caregivers with medical staff privileges may park in medical staff designated parking areas.

12.3. Caregivers, students, and temporary personnel may request a special parking permit to allow for limited duration parking in patient or visitor parking.

12.3.1. Permits may be issued for health or special work related access issues. Special permits for health concerns require a physician's recommendation.

12.3.2. Permits are not issued for more than one year duration and must have approval by security.

12.4. The speed limit for all roads at PHSW facilities is 5 mph.

12.5. Caregivers, students, temporary personnel, and medical staff are expected to drive vehicles in an orderly and prudent manner in the interest of pedestrian and vehicle safety.

12.6. The basic driving rules of Washington State apply to vehicles at all times.

12.7. PHSW assumes no liability for theft, damage, or vandalism to vehicles or personal property on Medical Center property.

13. Caregivers Vehicle License Plate Information Registration

13.1. Caregivers are required to submit license plate information at the time of hire.

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13.1.1. Caregivers are required to notify PHSW of any changes to this information in order to keep the PHSW license plate data base current.

13.1.2. License plate information may be updated on the PHSW intranet.

13.2. Failure to comply with license plate registration may result in corrective action, up to and including termination.

14. Parking Violations

14.1. Security notifies caregiver's immediate supervisor in writing of any caregiver parking violation.

14.2. When a caregiver is a patient and has received a warning citation for parking in patient parking, caregiver may give the ticket to their manager, who then contacts Security. All correspondence must be directed through the manager.

14.3. Managers are responsible for coaching and counseling caregivers for parking violations.

Ticketing	Corrective Action
First ticket	Oral counseling
Two tickets within a rolling 12 month period	Oral warning
Three tickets within a rolling 12 month period	Written warning
Four tickets within a 12 month period	Suspension
Five tickets within a 12 month period	Termination

DEFINITIONS:

Caregiver – Every caregiver is a valued member of this team and so we refer to all employees as “caregivers” in order to recognize the important care giving role of everyone in the organization.

RELATED DOCUMENTS, RESOURCES, & REFERENCES:

Other:

- [Medical Center Parking Lot Map](#)
- [Memorial Campus Parking Lot Map](#)

Policy Documents:

- [Correction Action](#) (PHSW)
- [Rideshare Identification and Parking](#) (PHSW)

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HELP: For questions about this policy, or assistance with understanding your obligations under this policy, please contact the Security.

End of Policy

Any pages after this page contain only data and tracking information about the development and life cycle management of this document. They do not contain information necessary for caregivers to do their job or comply with this policy.

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ORIGINAL VERSION

	Name	Title	Facility	Date
Author	Unknown			NA
Responsible Party	Debbie Luchau	Dir Human Resources Interim	SJMC-CN	NA
Reviewed By	Theresa Colletto	HR Partner	PHSW	
Approved By	Laurie Lemieux	Sys VP OE/VP Culture People CN	PH-SYS	8/27/2014
Replaces:				

REVIEWS

(*NC = No Changes, MC = Making Changes)

V#	Name	Title	Changes*		Facility	Date
			NC	MC		

REVISIONS

V#	Name	Title	Facility	Date
Responsible Party	Jerry Parkman	Supervisor Security Services	PHSW	NA
Revised By	Jerry Parkman	Supervisor Security Services	PHSW	3/2/2015
Reviewed By	Rachel Borsch	HR Partner	PHSW	3/10/2015
	Dan Huhta	Risk Manager	PHSW	3/10/2015
Approved By	Brian Evans	Director of Guest Services	PHSW	3/18/2015
Revision Summary	Updated from PHSW caregivers to PH caregivers. Added students, temporary personnel, medical staff, and vendors.			
Replaces	Transitioned from HR policy 403.52.13 to Security policy			

V#	Name	Title	Facility	Date
Responsible Party				NA
Revised By				
Reviewed By				
Approved By				
Revision Summary				
Replaces				

V#	Name	Title	Facility	Date
Responsible Party				NA
Revised By				
Reviewed By				
Approved By				
Revision Summary				
Replaces				