

General Questions

The employee lot I normally park in is full. Can I park in the visitor lot and move my vehicle later?

→ No, if the employee lot you normally park in is full, you must park in another employee lot. The Employee lot West of the hospital on 11th Ave S. is an overflow lot. You cannot park in patient/visitor parking at any time while on shift.

What do I do if I'm visiting a patient or I am a patient myself?

→ If you are not on shift and are here for other reasons and receive a violation, please contact your immediate supervisor and explain. Your supervisor can send a void message to parking@altru.org with the ticket information and verify that you were not on shift. Once we receive verification, we will clear the violation.

I have an appointment for part of my day but will also be working part of the day. Can I park in the patient parking area the entire time?

→ No. You may park in patient/visitor parking for your appointment only. Once the appointment is completed you will need to park in designated employee lots. Any time you are on shift (being compensated) you will need to park in designated employee lots.

Do I need to display my parking permit?

→ Parking permits are to be displayed on the inside of your windshield, passenger side, lower corner and visible from the outside.

I left my parking permit in a different vehicle. I thought I needed a permit to park in the employee lot so I parked in a patient space. Why did I get a ticket?

→ Employees must park in designated employee lots at all times while on shift. Even if you do not have a permit displayed, you still must park in the employee lot.

Do I need a permit for my motorcycle? Where can I park?

→ No, a permit is not needed. However, motorcycles need to park in employee lots. There are designated areas for motorcycles to park. Please refer to the **parking map** for locations.

Parking Designations

I come to the main campus often for meetings. Will there be special parking for me?

→ Department Directors have provided a list of employees that will be considered “travelers”. Special parking permits and parking areas are identified for these staff members.

Where should I park if I come in for orientation, special classes, or training?

→ Employees attending orientation, education classes or special training are to park in the designated employee lots. If you are being compensated, i.e. receiving wages, you are considered on shift. Parking in patient/visitor parking is strictly prohibited.

Allowable Deviations

When I leave work, it is often dark and I don't feel safe parking in the back of the buildings. Why can't I park in front?

→ Patients and visitors with early morning appointments and surgeries require adequate parking. All shifts need to park in the employee lots. Security officers patrol the parking lots at key shift times.

If I'm on-call, can I park anywhere I want?

→ "ON CALL" is defined as being called in from home for emergencies. Regular scheduled on-call hours are not considered "ON CALL". Please refer to your manager for parking instructions for ON CALL employees

Violations/Enforcement

I just started working here and was very nervous and forgot where to park. Can my ticket be forgiven?

→ Some consideration is given to new employees based on length of employment. Please contact your Manager for more information

My spouse / significant other / etc. was borrowing my car and dropped it off in a patient space. Were they supposed to park it in the employee lot also?

→ Yes. Vehicles being picked up by family members or repair garages, etc. must be parked in designated employee lots only. It is up to the employee to ensure they are informed where to park the vehicle.

Please refer to the **Parking Policy** for more information