

PURPOSE:

Altru Health System has a responsibility to provide our patients and visitors with adequate and convenient parking. It is the responsibility of each employee to help with this endeavor by making the needs of our patients and visitors to be a priority.

It is the responsibility of each employee to follow the procedures set forth by the Safety & Security department.

It is recognized that establishing parking requirements is challenging, as everyone cannot have the most convenient parking. All employees are asked to respect the parking rules, so patients may have the most convenient parking, physicians can easily access the facilities and reasonably convenient parking is available for all employees. Misuse of parking privileges is disrespectful of Altru Health System Behavior Standards and will result in corrective action

POLICY:

A. Employee Parking

- a. All employees will be issued a Zone 2 parking permit and a colored map on their first day of assignment.
- b. Signs are posted in the lots indicating these areas
- c. A parking permit is required to be displayed on the front windshield, passenger side, lower level and visible to the front of their vehicle. This permit can be transferred between vehicles.
- d. Permits are issued to employees only and are not to be loaned to anyone.
- e. Parking is authorized *only* in lots designated for employee parking.
- f. Employees may receive a replacement parking permit by contacting parking@altru.org.

B. Student Parking

- a. Students will be issued an Altru parking permit. They must park in the area designated as overflow employee parking on the parking map.

C. Physician Parking

- a. Physicians will be issued a Zone 1 parking permit along with a colored map
- b. Physician parking is identified by signs
- c. Emergency Physician Parking spots are designated for temporary parking during emergent situations

D. Vendor & Contractor parking

- a. Designated spots for vendors are located by the Boiler Plant, Door BP16
- b. At no time will vendors be allowed to park in patient or physician designated parking slots.

E. Unauthorized Parking

- a. At no time is anyone allowed to park on sidewalks, loading dock area, grassy areas, driving lanes, or under canopies.

SCOPE:

1. Orientation/Training: Employees attending orientation and training sessions must park in designated employee lots.
2. Off-campus employees attending meetings or functions that are considered work time will be required to park in designated employee lots.
3. No parking is allowed in fire lanes
4. Snowplowing: When it is necessary to remove snow from the parking lots communication will be sent out to direct employees where to park. Employees may be required to move their vehicles from lots which are being plowed. Employees who drive around barricades and park in the lots being plowed, or who refuse to move their vehicles, may be subject to having their vehicles towed at the owner's expense
5. Upon employment termination, return the parking permit to your Manager, the Safety and Security Department or Human Resources.
6. Any employee who is on campus for a medical reason or visiting a patient in the facility may park in the visitor parking lot.

VIOLATIONS:

Security will issue violations to staff and students parked in unauthorized areas. Violations of this nature will result in the following:

1. Disciplinary Action
 - a. Willful or repeat violations may result in termination.
2. Copies of violations will be forwarded to the violator's manager
 - a. Refer to Altru Policy #3204

Appeal Process

All appeal requests need to be submitted by the employee within 5 business days of the violation. This process requires a written explanation sent by email to parking@altru.org. The parking committee will review the requests and their decisions are final.