POLICY STATEMENT:

Any motorized vehicle operated on the property of Altru Health System is subject to all regulations governing parking on Altru property. Parking may be restricted in areas to specific designations. Parking enforcement may be conducted year-round, 24 hours per day.

PURPOSE:

Altru Health System has a responsibility to provide our patients and visitors with adequate and convenient parking. The regulation of parking is intended to protect patient, visitor, employee, volunteer, vendor, and contractor mobility; use available parking space in the best interests of Altru Health System; and maximize parking area consistent with land needs of the Health System function, topography, financial feasibility, and maintenance of the campus.

POLICY SCOPE:

The Altru Health System parking policy applies to:

All employees, volunteers, vendors, contractors, students, visitors, patients, and affiliates.

DEFINITIONS:

**Fire Lane:** An area specifically designated by sign(s) and/or street markings containing the phrase "Fire Lane" and/or designated by a red painted curb and/or street markings. Fire lanes are reserved for use by emergency vehicles for emergency access to Altru facilities.

**Hash Marks:** Any area that has street paint creating hash marks to restrict parking with the intent to improve pedestrian or vehicle mobility.

**Motor Vehicle:** An automobile (e.g., car, truck, pickup, etc.), a motorcycle (e.g., motor-driven cycle, scooter, moped, etc.) or any other self-propelled vehicle designed for running on land but not on rails or water.

**No Parking Zone:** An area specifically designated by sign(s) and/or street markings containing the phrase "No Parking" and/or designated by a yellow painted curb and/or street markings.

**Parking:** The standing of a motor vehicle, whether occupied or not.

**Parking Citation:** A citation for violation of Altru’s parking policy, and notice of right to appeal within 7 calendar days of the date of violation.
OVERVIEW:

The intent of this policy is to establish clear rules and ensure safe and effective parking on Altru property. Unauthorized and/or illegal parking reduces the amount of available parking and is unfair to those who properly adhere to parking regulations.

Any motorized vehicle operated on the property of Altru Health System is subject to all regulations governing parking on Altru property.

All employees must comply with parking rules and regulations as part of employment. It is the responsibility of each employee to read, understand, and abide by the regulations. Failure to comply with the parking rules and regulations may result in a parking citation being issued.

All employees who park on Altru property must register their vehicle(s) with Safety & Security and display a parking permit in their vehicle at all times when parked on Altru property. A parking permit does not guarantee a parking space. Parking enforcement is conducted by the Safety & Security department and/or its designees. Altru’s parking rules and regulations do not differ during holidays.

LIABILITY FOR PROTECTION OF MOTOR VEHICLES NOTICE:

Altru Health System, its officers, and employees, are not liable for the care and/or protection of any motor vehicle or its contents at any time while it is being operated or parked on/in any area of Altru Health System. Theft or damage that occurs should be reported to the local law enforcement responsible for that jurisdiction.

PROCEDURES:

Motor vehicles may be parked only in areas designated as parking areas by signs or street/pavement markings. Motor vehicles may park only in areas or spaces for which the permit is valid. Parking is prohibited in areas posted or marked as "fire lane," "no parking," and in areas not designated as parking areas by signs or pavement markings. Motor vehicles parked in violation of these regulations may receive a citation, or the vehicle may be towed and/or relocated, and/or impounded at the owner’s expense and risk.

In the absence of a sign inside or outside a lot refer to the Altru Parking Map located on the AltruLink website to determine the regulations for that lot.

PARKING PERMITS:

Permits will be issued to any employee of Altru Health System. Permit designation will be made by the Safety & Security department. Permits are required to be affixed and displayed in the lower passenger side of the vehicle’s windshield. The permit number must be visible and not obscured.

Vehicle information must be entered into the parking portal on the Altru Service Portal. The parking portal can be found under the “Other” tab, and then under Parking, “Update/Confirm Vehicle Data”. Replacement permits can be obtained by contacting parking@altru.org.
PARKING POLICY #5211
Location: AHS System-wide
Reviewed/Revised Date: 10/2019
Author: Safety & Security
Content Expert: Parking Committee

PARKING ZONES:

Zones are signed at the entrance and/or within lots. Subject to modification at any time, the parking permit classifications and parking zone privileges are shown in the parking map located on the AltruLink website.

- **Patient/Visitor**: Zone(s) specifically designated for patients, or those visiting patients, of Altru Health System. Employees/contractors/students MUST not park in these zones unless they are a patient/visitor during the times parked. [Zone designated 24/7.](#)

- **Zone 1**: Zone(s) specifically designated for but not limited to Providers, Directors, executives. Employees must have a Zone 1 permit to park here. Any other permit in combination with a traveler’s permit is valid in Zone 1 parking behind the 1300 Columbia Building. [Zone designated 24/7.](#)

- **North Zone**: Zone(s) specifically designated for employees with a primary job location of either Building 860 or the Cancer Center. Employees must have a North Zone permit to park here. Employees with any Altru permit may park in this zone from Friday 5PM until Monday 7AM when vehicles MUST be parked in their correct zone.

- **South Zone**: Zone(s) specifically designated for employees with a primary job location of either FMC or Building 1300. Employees must have a South Zone permit to park here. Employees with any Altru permit may park in this zone from Friday 5PM until Monday 7AM when vehicles MUST be parked in their correct zone.

- **Zone 2**: Zone(s) specifically designated for any other employee that does not qualify for a permit above, and for student parking. Employees must have a Zone 2 permit to park here. Employees with any Altru permit may park in this zone from Friday 5PM until Monday 7AM when vehicles MUST be parked in their correct zone.

NO PARKING ZONES AND FIRE LANES:

No parking zones and fire lanes are designated as such for safety reasons and/or ease of mobility for both vehicles and pedestrians. Any vehicle found to be parked in a no parking zone, or a fire lane may be cited even if the driver remains in the vehicle.

ADA ACCESSIBLE PARKING SPACES:

Vehicles with a state-issued ADA hangtag and/or license plates are authorized to park in any marked ADA accessible parking space. The ADA hangtag should be displayed clearly, with the expiration date and hangtag number visible to the front. A mandatory $100 citation will be issued to any vehicle found parked in violation in ADA spaces.

Individuals must contact their state Department of Motor Vehicles (DMV) to request an ADA Accessible parking permit and/or license plate.
PROOF:

The issuance of a citation constitutes sufficient evidence that a violation of Altru’s parking policy occurred at the location, date, and time referenced on the citation.

It is impossible to determine whether or not a citation was on the vehicle when the driver/owner returned. A presumption will henceforth be made: a citation placed upon a vehicle is presumed to still be there when the driver/owner returns.

ISSUANCE:

A vehicle may be issued multiple citations for multiple violations at one time.

Based upon information obtained from Altru and the State Department of Motor Vehicles (DMV), the driver and/or registered owner may be held responsible for any citation on Altru Health System property.

Employees are expected to adhere to all policies and procedures as part of employment here at Altru Health System. A citation that is proven to have been issued to an employee/employee’s vehicle will be forwarded onto HR and a Performance Improvement Plan (PIP) will be triggered in Saba. Willful or repeat violations may result in disciplinary action up to and including termination.

CITATION TYPES:

The following citations may be given on Altru Health System property:

**Parked Other Than Assigned:** Any vehicle issued a permit for one zone/area and is found to be parked in a zone/area that is not assigned by their permit shall be found in violation.

**Parked In Patient/Visitor:** Any vehicle owned or operated by an employee/contractor/student/vendor that is found to be parked in patient/visitor parking shall be found in violation. *An exception only occurs when that person is a patient themselves, or when visiting a patient. Follow appeals process if a citation is written.*

**Parked In No Parking Zone:** Any vehicle parked in an area specifically designated by sign(s) and/or street markings containing the phrase "No Parking" and/or designated by a yellow painted curb and/or street markings shall be found in violation.

**Parked In Fire Lane:** Any vehicle parked in an area specifically designated by sign(s) and/or street markings containing the phrase "fire lane" and/or designated by a red painted curb and/or street markings shall be found in violation.

**Parked In Hash Marks:** Any vehicle parked in an area that has street paint creating hash marks to restrict parking with the intent to improve pedestrian or vehicle mobility shall be found in violation.
PARKED ON SIDEWALK/CROSSWALK: Any vehicle parked upon a sidewalk and/or within a crosswalk in any way to impede pedestrian mobility shall be found in violation.

PARKED ON GRASS/LAWN/DIRT: Any vehicle that is parked upon grass/lawn/dirt that is not marked with either signage and/or paint as a designated parking area shall be found in violation.

OCCUPIING MULTIPLE SPACES: Any vehicle that is parked in a way that it is taking up multiple spaces shall be found in violation.

APPEALS:
All appeal requests need to be submitted by the employee within 7 calendar days of the date of violation. Substantial and valid evidence that the parking violation was not committed, or that it occurred due to circumstances beyond the customer’s control must be present for an appeal. Valid documentation of the evidence must be provided when the appeal is submitted. Any information provided in an appeal that is found to be false will result in an automatic denial. Appeals that are submitted beyond the 7-calendar day period or appeals that contain inappropriate, crude, or threatening language will not be considered. All appeals must be sent by email to parking@altru.org. The parking committee will review the requests and their decisions are final.

CONTRACTORS/VENDORS:
Contractors and vendors rendering services at any Altru Health System location must also adhere to the parking policy. Parking in patient/visitor parking is prohibited unless they are a patient/visitor during the times parked. Contractors and vendors may park in zone 2 parking lots or use designated contractor/vendor parking spaces. A number of these spaces are located behind the Boiler Plant, on Altru’s main campus.

PARKING LOT MAINTENANCE/SNOW REMOVAL:
Parking lot maintenance will try to be scheduled to impact the least amount of people as possible. However, portions of, or entire lots may need to be closed to effectively complete maintenance. Advance communication will be given whenever possible if a lot will be closed partially/entirely. When it is necessary communication will be sent out to direct employees where to park. Employees may be required to move their vehicles from lots. Employees who drive around barricades/cones/signs and park in the lots, or who refuse to move their vehicles, may be subject to receiving a parking citation and/or having their vehicles towed at the owner’s expense and risk.

When removing snow from Altru parking lots, the grounds department must meet the transportation and mobility needs of the Altru community and work with available resources to maximize safety and ensure business continuity. Priorities have been set to make snow removal as efficient and effective as possible. Cooperation from the Altru community is required to accomplish this task. Advance communication will be given whenever possible if a lot will be closed due to snow removal. 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/cones/signs and park in the lots being plowed, or who refuse to move their vehicles, may be subject to receiving a parking citation and/or having their vehicles towed at the owner’s expense and risk.