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Owner: *Denise Gilbert: Plant Operations Assistant*
Policy Area: *Security Dept.*
References:
Applicability: *WA - Kadlec Regional Medical Center*

Parking Policy, 1313.00

PURPOSE:

Provide a safe and efficient environment for patients, visitors, and employees on the Kadlec Regional Medical Center (KRMC) Campus.

POLICY:

The KRMC vehicle parking policy focuses on the safety and convenience of patients, visitors, and employees. Employee adherence to this policy is mandatory and the KRMC Security department provides enforcement. Parking on the KRMC Campus is at the owner's risk, as KRMC is not liable for damage to vehicles.

PROCEDURES:

Patients, visitors, and employees have color coded assigned parking areas (**see attached map**):

- **Patient/Visitor Parking (Yellow):**
 - Parking Garage Floors 1-3
 - ED Patient between Corrado and Goethals
 - Orchard Pavilion bordering Swift Blvd.
 - 1100 Goethals, Neuroscience Center
 - 1096 Goethals, Ambulatory Surgical Center
 - 780 Swift, Richland Medical Center
 - 800 Swift, Corrado Building
 - 833 Swift, Infectious Disease
 - 875 Swift, Kadlec Northwest Orthopaedics
 - 945 Goethals, OPIC

- **Employee Permit Parking (Green):**
 - Gillmore/Gravel area
 - 950 Swift, Kadlec Child Care Center
 - Lifechurch 7 Lot
 - No employee parking in church lot 7:00 AM – 5:00 PM Sundays
 - **Church Special Events** – This parking lot may be closed to employees during special events (weddings, funerals, etc.). Employees will be notified via email and posted signs.
 - 945 Goethals, OPIC exterior parking stalls (945 Goethals, OPIC employees only)

- 875 Swift, Kadlec Northwest Orthopaedics (875 Swift, Kadlec Northwest Orthopaedics employees only)
- **On-Call Parking (Blue):**
 - On-call Parking is reserved for staff responding to an emergency; not for staff called in to cover a shift.
- **Physician Parking:**
 - Reserved for Physicians only (Blue).
 - Physician lot adjacent to Mountain Pavilion restricted to the following:
 - Physicians
 - Kadlec and Providence system subsidiary companies
 - Community Board members
 - Executive Team members
 - Exceptions to above authorized list can only be requested by VP or above.
 - If physician parking lots becomes over utilized, which results in routine over-crowding, access will be reduced by removing access to individuals within the groups in reverse order.
- **Parking Garage (Floors 4-5 Employees ONLY)**
 - Parking garage floors 4-5 are designated for employees whose shift ends after 8:00 PM.
 - Parking garage floors 4-5 allow short term parking for employees visiting KRMC on business and allows employees to park up to but not exceed three (3) hours. Employees whose primary work location is not KRMC can use short term parking for work related business.
 - Employee parking may be altered if patient/visitor parking demand exceeds the allotted parking capacity.
 - Employees are not permitted to park below the gates or park illegally above the gates.
- **Parking Gates**
 - Employees utilizing/leaving the parking garage are required to use their employee badge to swipe and enter/exit the parking garage
 - Approach the gates with caution; ensure your vehicle does not impact the parking gates or barriers.
 - Swipe your badge to enter/exit.
 - Depart the gates with caution; ensure your vehicle does not impact the parking gates or barriers.
 - If an employee is having difficulties operating the gates, they will contact Security at ext. 4710 or 509-727-2952 for assistance.
- **Employee Vehicle Registration:** KRMC Employees are required to register their vehicles with Security and obtain a KRMC parking permit decal. It is the employee's responsibility to register/obtain a parking decal when a new vehicle is purchased.
- **Employee Noncompliance:** Employee/contractor vehicles which are improperly parked or not registered will result in a citation and/or towing of the vehicle at the owner's expense. Parking violation data is recorded/maintained by KRMC Security.

- **First Violation:** Will result in the employee receiving a citation; this is an educational opportunity for the employee.
- **Second Violation:** Will result in the employee receiving a citation. The employee's manager will receive a notification requesting assistance with the violation to ensure future cooperation.
- **Third Violation:** Will result in the employee receiving a citation and vehicle towing/impoundment at the employee's expense.
 - Subsequent violations will continue to result in further citations and vehicle towings/impoundments at the employee's expense.
- **Parking in garage**
 - **Illegal Parking Violation:** Will result in employee receiving a citation and vehicle towing/impoundment at the employee's expense.
 - **Short Term Parking Violation:** Will result in the employee's short term parking access to be revoked. Employee must contact the Manager of Safety and Security before their access to the parking garage can be reinstated.

- **Kadlec Clinic Locations:** Kadlec Clinic managers will determine where Kadlec employees, patients, and visitors will park. They will utilize local law enforcement and towing companies to enforce their local parking policies.

Attachments

[Employee_Parking_map_July2017_V1.pdf](#)
[Vehicle Registration FM 1-8-2016.docx](#)

Approval Signatures

Approver	Date
Kirk Harper: CNO	10/2020
Heather Shipman: Executive Assistant	09/2020
Donald Pate: Sr Mgr Facilities Ops	09/2020
Jacob Raleigh: Safety Security Program Mgr	09/2020
Denise Gilbert: Plant Operations Assistant	09/2020

Applicability

WA - Kadlec Regional Medical Center