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Owner: Chase Walters: Director,
Education
Policy Area: Security Dept.
References:

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):**
 - Primary is parking garage
 - ED Patient between Corrado and Goethals
 - Orchard Pavilion bordering Swift Blvd.



- **Employee Permit Parking (Green):**
 - Gillmore/Gravel area
 - Church 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.
 - Parking Garage
 - Fourth floor from 6:00 PM - 7:30 AM

- **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 (Blue):**
 - Reserved for Physicians only.

- **Employee Vehicle Registration:** KRMC Employees are required to register their vehicles with Security and obtain a KRMC parking permit decal. This is normally accomplished upon HR new hire processing. 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 will result in a citation and/or towing of the vehicle at the owner's expense.
 - The first citation is an educational opportunity for the employee. Citation data is recorded/maintained by KRMC Security.
 - The second citation results in a notification to the employee's manager, requesting assistance with the situation.
 - The third incident will result in vehicle towing at the employee's expense.

Attachments:

-  [Employee_Parking_map_October2016_V2.pdf](#)
-  [Vehicle Registration FM 1-8-2016.docx](#)

Approval Signatures

Approver	Date
Chase Walters: Director, Education	10/2016

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