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Owner: *Blain King: Lead Security Officer*
Policy Area: *Security*
References:
Applicability: *WA - Providence St. Mary MC*

Staff Parking, 8439.1710

POLICY

The parking and traffic regulations for the Providence St. Mary Medical Center (PSMMC) campus will be enforced under the traffic laws of the State of Washington as well as this policy. The Security Department of PSMMC will be responsible for such enforcement as indicated by the following guidelines.

PROCEDURE

1. Parking for dayshift employees who are working Monday – Friday is to be in designated employee parking lots or on streets located off the main campus. Employees may also park in the Billing Center parking lot.
2. Parking for evening and night shift employees is to be in the designated area for these shifts.
3. Security is available to escort employees from the building to their car at any time.
4. Students assigned to PSMMC for clinical rotations are required to park in the appropriate employee parking lots based upon shift.
5. Volunteers providing services for PSMMC are requested to park in the area designated for evening and night shift personnel.
6. Temporary Disability Parking Permits may be issued to any employee with a temporary disability (i.e., broken leg) when presenting appropriate documentation from their personal physician to Employee Health Services.
7. If an employee is in need of Disabled Parking on a permanent basis, they must obtain a Disabled Parking Permit from the State of Washington.
8. Employees called into work after hours or on the weekends may park in the designated parking areas for evening or night shift personnel.
9. Designated employee parking is:
 - Day shift employees designated parking lots include the 7th Street lot, loading dock lot, select area under the heliport, and designated areas in the Chase Medical Complex lot. See attached campus map.
 - Evening and Night shift employees designated parking is in the east parking lot. See attached

campus map.

- Employees that work evening or night shift may also park in the Loading Dock parking lot if stalls are available.

Employees are prohibited from parking in other areas on the campus.

10. For employees that work unusual shift hours, whatever shift the employee starts work will be the designated parking area. For example, an employee that works 11:00am to 7:00pm will park in the designated employee day shift parking areas.
11. Employees are allowed to park in the recreational vehicle (RV) stalls at the Chase Medical Complex. Patient family members with an RV, however, have priority to use these stalls for short term parking.
12. Under no circumstances will parking be allowed that blocks egress on campus walk ways.
13. Employees are asked to respect our neighbors. Do not park in parking areas that do not belong to PSMMC.
14. Designated motorcycle parking is below the helipad.
15. Violations to this policy will result in the following:
 - **1st Violation:** A citation will be issued and the vehicle may be immobilized by placing a 'boot' on the tire. The placing of the boot will require that the employee contact the Security Officer in order to have the device removed.
 - **2nd Violation:** The vehicle will be towed at the employees expense.
16. Any incidents involving vehicles on the campus property (accidents, thefts, etc.) must be reported to the Security Officer immediately.
17. The parking regulations will be presented to new employees during General Orientation.

— Eve/Night Shift

— Day Shift



Attachments:



[image1.jpeg](#)

[Parking Map Dec 2011.pdf](#)

Approval Signatures

Approver	Date
Mari Tupper: Executive Assistant	03/2014