

Hospital-wide Procedure: **Parking Regulations**  
**Reference #: AD\_P003**

**Origination Date:** 05/01/1993  
**Next Review Date:** 12/9/2016  
**Effective Date:** 12/9/2013

**Approval Date:** 12/4/2013

**Approved By:** Senior Leadership Team

**Procedure Owner Group:**

**Procedure Information Resource:** Vice President of Operations

**SCOPE:**

| <b>Departments, Divisions, Operational Areas</b> | <b>People applicable to (Physicians, NP, Administration, Contractors etc.)</b> |
|--|--|
| All  | All  |

**PROCEDURE:**

1. **Parking Permits:** All employees, students, and short-term contract employees are required to have a Mercy Hospital parking permit properly displayed while working.
  - a. Employees may obtain a parking permit from the Security Office located on the lower level of Mercy Hospital.
    - i. Employees are required to fill out a “Mercy Hospital Parking Agreement” form to obtain a parking permit.
    - ii. Employees may opt to have all citation expenses deducted from their paycheck—these employees will not have their vehicles towed at their expense, unless;
      1. the employee is parked in a snow removal area
        - a. after signage has been placed indicating the area may not be used, or,
        - b. if the employee refuses to move their vehicle.
      2. their vehicle is parked in such a way that it prohibits traffic or jeopardizes safety
    - iii. Employees who do not wish to participate in the payroll deduction program will have their vehicles towed at their expense should they receive a citation.
  - b. Employees who drive a vehicle without a parking permit, such as a rental car, must notify the security (6-7777) at the beginning of their shift.

2. **Parking Areas:**

- a. Patient/Visitor Lots: Patient visitor lots are reserved for patients and visitors only.
- b. Physician Parking: Physicians may park in lots designated for physicians; these lots may require an access card.
  - i. Heart Center Physicians Lot (South side of Heart Center)
  - ii. Dakotah Physicians Lot (South side of Dakotah Street lot)
  - iii. Emergency Physicians Lot (ED MD's only) (West side ambulance garage)
  - iv. Other areas/lots as designated
- c. Disabled Parking (Handicapped Parking): Employees who have been issued a State Disabled Parking permit may park in any stall designated with a Disabled/Handicapped parking sign.
  - i. Employees are encouraged to park in the Disabled/Handicapped parking stalls located in the employee parking lots before parking in patient/visitor lots
- d. Short Term Disability: Parking is available for employees with short term disabilities
  - i. Employees must contact Occupational Health to obtain an Occupational Health Parking Permit
- e. Employee Parking: All employees must park in the employee parking lots while working. No employee, student, contractor, volunteer or physician shall park in any parking lot designated for patients and visitors or designated as valet
  - i. Off duty employees who park in patient/visitor lots are encouraged to call security (6-7777), or request that an on duty staff person calls security, to report that they are a patient/visitor to avoid receiving a citation.
- f. On Call Parking: Employees who are on-call shall follow the same parking rules as other employees.
- g. Compact Car Only Parking: Parking stalls painted with "Compact Only" are reserved for smaller vehicles to increase visibility near drive lanes.
  - i. Cars that are allowed to park in Compact Cars Only stalls are:
    - 1. Mid-sized, compact or sub compact cars with;
    - 2. a roofline of less than 5 feet from the ground, and;
    - 3. fit completely within the parameters of the stall.
  - ii. Vehicles that are not allowed to park in the Compact Only stalls are:
    - 1. Full-sized sedans, vans, mini-vans, cross-overs, SUVs or trucks of any size.
    - 2. Any vehicle that does not meet the conditions of section h.i. above

- h. Vendor Parking: Vendors are required to follow the same parking rules as employees and are subject to parking citations or may be towed at the owner's expense.
- i. Special Parking Issues:
  - i. Exercise Facilities: Employees using the exercise facilities should park in the employee parking lot only.
  - ii. Mercy Healthcare Building: Mercy Healthcare Building management enforces parking in the Healthcare Building parking lots; these parking lots are not subject to this procedure. Hospital employees are not permitted to park in the Healthcare Building lots unless they work in that building. Violation of the Mercy Healthcare Buildings parking rules may result in the violator's vehicle being towed at the violator's expense.
  - iii. Education/Meetings: All Allina employees attending training or meetings at Mercy Hospital shall park in the employee parking lots only.
  - iv. Snowplowing: When it is necessary to remove snow from the parking lots signs will be placed which will direct employees where to park. Employees may be required to move their vehicles from lots which are being plowed. Employees who drive around the signs/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.
  - v. Electrical Outlets: Parking in spaces that have electrical outlets are open to all employees on a first come basis; there is no requirement to use the electrical outlets in these spaces.
  - vi. Valet Services: Employees, contractors, volunteers and physicians are not permitted to park in the spaces designated as valet services. These spaces are used by valet services only which is a service that is provided to patients and visitors only.
  - vii. Construction contractors must obtain a contractor parking permit from the Security Office and display it in the front window of their vehicles. During construction projects, parking will be designated for contractor parking and all personal and non-construction vehicles must park in designated spots or risk receiving a citation.
- j. Enforcement: The Security Department is responsible for enforcing the parking policies and procedures.
  - i. Enforcement is ongoing and will be conducted without warning.
  - ii. Employees found to be in violation of the parking procedure may be fined or have their vehicle towed at their expense.
  - iii. Fines from citations will take no less than 2 weeks and no longer than 10 weeks to be sent to payroll for deduction or sent to the contractor's office.
  - iv. Fines levied for parking in "restricted areas" shall be \$25.00; fines levied for parking in "unauthorized areas" shall be \$50.00.

**Restricted Areas:**

- Contractor/Vendor Spaces
- All Grass Surfaces
- Lots being plowed
- Physician lots
- CRNA Parking
- Compact Only Parking
- Active Ride
- Other areas as designated

**Unauthorized Areas:**

- Patient/Visitor lots
- Fire lanes
- Loading Dock
- Patient Pick-Up Areas
- Valet Services
- Other areas as designated

- k. **Grievances:** Employees who believe they wrongly received a citation may submit a "Parking Violation Grievance Form," which can be found outside of the Security Office in the Lower Level of Mercy Hospital.
- i. All grievances will be given consideration for circumstances when they are reviewed.
  - ii. The results of the grievances will be communicated via email or the employee's manager/supervisor.

**DEFINITIONS:**

**FORMS:**

**ALGORITHM:**

**ADDENDUMS:**

**REFERENCES:**

**Related Regulation and Laws:**

**Additional Search Terms:**

| <b>Stakeholder Groups</b>  |
|----------------------------|
| Allina Health Security     |
| Maintenance and Facilities |
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**Related Policies or Procedures:**

| Name of Policy/Procedure | Content ID | Business Unit/Dept. where Originated |
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**Policy or Procedure Replacing:**

| Name of Policy/Procedure   | Content ID | Business Unit/Dept. where Originated |
|----------------------------|------------|--------------------------------------|
| Parking Regulations Policy | AD_P003    | Mercy Hospital                       |
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Hospital Procedure