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## **Parking Regulations**

- I. Policy Statement:** All parking lots, roads and pathways on Saint Alphonse Regional Medical Center's (SARMC and SAMG) Main Campus are private property; their use is restricted. The scope of this policy includes all premises shown on the Parking Map attached. To ensure that convenient parking is available for our patients and that we are providing them the best service possible, compliance with these regulations is mandatory for all colleagues. The Security Department enforces these regulations.
- II. Definitions:** None.
- III. Equipment:** None.
- IV. Procedure:** This policy applies to all vehicles and Colleagues on SARMC premises. Vehicle, as used herein, includes motorized and non-motorized means of transport. Colleagues, as used in this policy, includes all non-physician licensed independent practitioners, colleagues and other staff, salespersons, students, service providers, vendors and contractors of or working at any area or for any entity within the scope of this policy.
- A. **Patients and their visitors** will be asked by signage and written notices to honor regulatory requirements, such as Fire Lanes and Handicapped parking.
1. Patients are given first priority in parking use and may use any parking stall. In order to assure appropriate use of the parking stalls by colleagues patient designated parking is identified by the yellow lines.
- B. **Contractors** park in areas determined by the Facility Services Director. Normally this is the W-1 lot, along the freeway.
- C. **Sales and Services** have designated parking in Lot S7. If these stalls are full, they may use unrestricted Colleague parking (denoted on the attached Parking Map).
- D. **Loading** may be done in loading zones for up to 15 minutes – roads, fire lanes and parking stalls may not be used for loading. Loading zones have diagonal yellow lines.
- E. **Physician Parking** is available to physicians who are members of the medical staff; permits are issued by the Medical Staff Office. These stalls have yellow lines. Physician parking is restricted to physicians with a permit issued from the Medical Staffing Office, 24/7. Colleagues are not allowed to park in Physician parking at any time.
- F. **Reserved Parking** is available in limited quantities from the Security Department. These spaces are painted in yellow with designation numbers and indicated by signs. Reserved parking is designated as follows:

1. Suites not occupied by Saint Alphonsus departmental functions have one space reserved to the colleague designated by the suite owner/leser.
  2. A limited number of reserved stalls are also for rent to colleagues on a month-to-month basis. The monthly reservation fees are the colleagues responsibility, departments may not pay for parking. These stalls may be converted to other types of parking at any time and are not guaranteed beyond the paid rental period. Requests for paid reserved parking contact Security. These requests will be managed through the parking committee and decisions of the parking committee will be communicated back to the individuals.
  3. Unauthorized colleagues vehicles parked in reserved parking are subject to towing at all times of day and night, on all days, holidays and weekends.
- G. **Colleague Parking** is available in unrestricted areas as designated by the white parking lines at any a time and in limited areas as outlined below. (Please see Parking Map for reference).
1. N2 (NICU and FMC), N6 and N7 (Central Tower and 1075 Hartman parking lots) are off limits to colleagues unless they are a patient or visitor. These parking areas are reserved for patients and visitors because patients are arriving as early as 0500 for surgery and close parking is essential for an exceptional experience.
  2. N1 lot is closed off to colleagues but can be utilized by Physicians and APP's only from Friday night at 5:00pm until Sunday night at 5:00pm, and all other colleagues on Saturdays and Sundays as long as patient stalls are vacated by 7:30 am on Monday.
  3. S3-S5, Ramp/Lower Parking Garage, and W3-W4 lots will also be open all day on Saturdays and Sundays to all colleagues. If colleagues are in patient stalls after 8:00am (Monday through Friday) they will receive a citation. This is to ensure that all of our patients and visitors have adequate parking.
- H. **Student Parking** All Students are required to follow the colleague parking regulations outlined in this policy.
- I. **Colleague Parking with State Issued Disability Permits** may park in any non-reserved stall while displaying the permit. At the Colleague's request other accommodations may also be made to provide for the parking needs of the Colleague while preserving patient parking. No prior permission or notification beyond the state permit and vehicle registration with the Security Department is required.
- J. **Occupational Health Temporary Permits** may be issued for colleagues who have temporary medical issues and have a doctor's note requesting that they park up close. All requests need to be directed to the Occupational Health Nurse and Occupational Health will coordinate suitable parking arrangements with Security.
- K. **On Call Permits** will be available in designated areas for those colleagues that have been called in to care for patients.
- L. **Administrative parking permits** are limited. Only managers, Directors, SAMG and SAHS staff who have a need to go on and off campus on a daily

basis for work related functions will be allowed to park in designated Administrative parking stalls. These can be distributed by the Security manager. There are limited stalls and it is a first come first served system. If there are no stalls open then you will be required to park in colleague parking stalls. There is a 2 hour parking limit in these areas.

M. **Specific rules**

1. Colleagues that are here as a patient or are here visiting a patient may park as such. The colleagues are required to leave a note on their dashboard with the reason, time and date. If the colleague forgets to leave a note, please call the Security office at extension 73232 to let them know.
2. Colleagues in training or meetings must park in colleague parking they are not considered visitors.
3. Driving and parking regulations, signs, crosswalks and other traffic controls are the same as for public streets everywhere on SARMC premises.
4. The Curtis Road entrances are for visitors and patients use only. Colleagues should arrive and leave work by way of Emerald Street.
5. The entire campus is a hospital zone; your speed must be safe and reasonable.
6. Use only one parking space only per vehicle, oversize vehicles are prohibited.
7. Do not block sidewalks or paths when parking.
8. Motorcycles and scooters may park appropriately in an area designated and marked for that purpose; parking on sidewalks, parking row ends and similar locations is prohibited.

N. **Citations** will be issued by the Security Department for any violations, to this parking policy.

1. The first violation – a citation, reported to the colleague's Manager and Human Resources. A verbal warning will be given as outlined in the Corrective Action Process policy.
2. The second violation – a citation, reported to the colleague's Manager, Director, Human Resources and the Senior Leader for the colleague's department. A memo of expectation will be given to the colleague as outlined in the Corrective Action Process policy.
3. The third violation – a citation, reported to the colleague's Manager, Director, Human Resources, and the Senior Leader for the colleague's department. The colleague will be placed on disciplinary action as outlined in the Corrective Action Process policy.
4. Continued violation of this policy may result in continued corrective action up to an including termination as defined in the Corrective Action Process policy.
5. Citations may be appealed within 15 days by contacting the dayshift Security Supervisor at 73232. Any appeal should include the reason the citation was issued in error; the date of the citation; the name and contact information of the person cited in addition to any extenuating circumstances. The appeal will be reviewed by the Manager of Security and Human Resources if necessary.

- O. **Contractors' and Vendors' vehicles** will be towed to our vendor's impound location if not parked in their assigned areas. SARMC will not be responsible for the towing charge.
- P. **The Towing Contractor**'s information is prominently displayed in all affected parking areas in compliance with Boise City Code.
- Q. **Roller Blades, Skateboards, Scooters and Bicycles**:
  - 1. Roller blades, skateboards, scooters and bicycles are not allowed on the sidewalks or inside any building on SARMC premises.
  - 2. Bicycles may not be locked to any structure, plant or fixture except a bicycle rack designed for that purpose. With management approval, roller blades, scooters and skateboards may be stored in work areas. Bicycles are never authorized to be inside the buildings.

**V. Related Policies/Forms:**

- A. [Parking Map](#)
- B. [Corrective Action Process](#)

**VI. References:**

- A. Boise City Parking Code
- B. Idaho Vehicle Code
- C. Parking Map (Attached)

**VII. Approval Committee(s):**

- A. Facility Parking Committee – September, 2016