

# policy

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Classification:	Administration	Policy Number:	EOC023
Subject:	Parking and Traffic Control: Environment of Care policy	Effective Date:	07/1986
Contact Position:	Facility Director	Date Reviewed:	3/15, 3/16
Page:	1 of 7	Date Revised:	1/03, 3/16

## PURPOSE

To assure the most effective use of available parking for the convenience of Children's Hospital & Medical Center patients, visitors, physicians, and employees.

## POLICY STATEMENT

Designated parking will be provided at no cost for patients, visitors, physicians, and employees. All vehicles used by employees, medical staff, residents, volunteers, and other authorized personnel parked on the Children's/Methodist campuses are required to be registered through Children's Hospital & Medical Center Security Department. Specific instructions regarding parking locations, vehicle registration, and display of parking stickers have been established, and will be communicated as part of the Hospital's orientation process.

The Children's Hospital & Medical Center assumes no liability or responsibility for damage to any vehicle parked in a hospital provided parking lot, nor for injury caused by a third party to any persons using such facilities.

Employees and staff are provided a copy of the current policy and the "PARKING POLICY RECOGNITION AUTHORIZATION FORM" which is required to be completed prior to receipt of a parking permit.

### I. Authorized Parking Locations

A. Parking facilities at Children's Hospital & Medical Center and Methodist Hospital are provided as follows:

1. Children's Main Campus - Patient and Visitor Parking  
The Hospital Parking Garage Levels 1, 2 and 3 are designated for use by patients, visitors, and vendors, and all parking levels in the SPC.
2. Children's Main Campus - Physician, Resident and Authorized Personnel  
The parking garage, levels 3, 4, and 5 are designated for use by physicians, residents and authorized personnel. Access to permit parking on P4 and P5 is controlled by a card access system. Authorized personnel are granted card access at the direction of the Vice President - Support Services. Physician parking is identified as "Red Permit Parking" on P3 & P4; if spots are full proceed to P4 beyond the barrier arm. Resident Parking is identified as "green Permit Parking" on P3, if these spots are full proceed to the East Lot. Residents are authorized beyond the barrier arm on P4 and P5 after 2:00 PM or if the East Lot is full. Authorized Personnel are authorized to park beyond the barrier arm.
3. North & South Tower (Methodist Campus) - Patient and Visitor Parking  
The east-parking garage and the surface lot directly south of the NMH Cancer Center (Nebraska Methodist Hospital) are designated for use by patients, visitors, volunteers and vendors using Children's North Tower services.

4. North and South Tower (Methodist Campus) - Physician Parking

The underground parking facility and the lower ramp area (the “wedge”) of the visitor garage is designated and reserved for use by physicians and authorized administrative personnel only. Access to these areas is controlled by a card access system. Cards are issued at the direction of the Chief Operating Officer, Children’s Hospital & Medical Center and/or the Chief Executive Officer, Methodist Hospital. Residents are authorized to park on the upper level, east side, of the visitor parking structure.

II. Employee Parking

Specific parking assignments will be provided to employees during the Hospital’s general orientation process. Clarification of parking assignments can be provided by Children’s Hospital Security Department, employee’s direct supervisor, or department manager. Employee parking locations and authorization are as follows;

Methodist Parking Structure

The three-tier parking structures directly south of the hospitals are the primary parking structures for employees of Children’s Hospital & Medical Center.

Children’s Main Campus

Only employees reporting to work on or after 2:00 PM Monday - Friday may park in the Children’s Hospital parking structure. Authorized parking locations are parking levels P-4 and P-5. The Children’s Hospital parking is open for weekend and holiday parking for all employees. Authorized parking locations are on parking levels P-4 and P-5. Over flow may park at the SPC level 2 as authorized.

A. Employees Attending Meetings

1. Employees attending meetings at the hospital between 5:00am -2:00pm are required to park at the Crossroads Mall garage; this includes employees authorized to park at Children's Hospital and Medical Center after 2:00pm.
2. Employees, who work at another Children's Hospital & Medical Center location, attending meetings at the hospital, are authorized to park at the Crossroads Mall garage.

B. On-Call Personnel

1. Children’s Hospital

On-call personnel called back to the hospital after their work shift may park in the hospital parking structure on Parking Levels 4 and 5. Contact Security at 955-5300, or by using the intercom at the P-3 Parking entrance.

2. North and South Tower

On-call personnel called back to the Hospital after their work shift or on weekends may park in the NMH visitors’ lot upper level east of the helicopter landing area or in the designated employee parking areas. Please contact Methodist security at 354-4055 with vehicle information.

C. Physically Challenged Individuals

1. Patients/visitors with proper license plates or permits may park in designated handicapped zones in any hospital parking structure.
2. Employees requesting accommodation due to injury or illness may do so by following the procedures outlined in the Temporary Accommodations for Limited Duty Parking Policy. Approved requests for temporary accommodations will be assigned parking in the Handicapped parking at the Crossroads Mall parking structure.

D. Employees at the Hospital as a Patient or Visitor

1. Employees who come to the either Children’s or Methodist Hospital as patients or visitors may use the hospital parking structure (visitor parking), or the visitor parking structure at NMH. Employees are required to register with Security by calling 955-5300 (at Children’s Hospital), or the voice mail box at

ext. 354-2886, at Methodist, - "AUTO" (at NMH), and leaving the requested information. Personal notes left in a vehicle will not be accepted.

#### E. Reserved Parking:

1. Only authorized personnel may park in designated reserved spaces.
  - Handicapped
  - Red Permit Parking
  - Clergy
  - On Call
  - Green Permit Parking

#### F. Other

##### 1. Contract Employees:

- a. Will follow all Children's Hospital & Medical Center parking guidelines. Blue permit and registration of their vehicle is required.
- b. Their manager will escort or direct them to Security to obtain a Blue Permit when they first arrive on campus. This permit can be affixed to a separate piece of paper so the permit can be visible.

##### 2. Off-site locations:

- a. Employees working at off campus locations will be subject to the parking rules established by the building landlord.

##### 3. Urgent Care Centers:

- a. Authorized employees may park as designated.

##### 4. Temporary employee, less than 7 days:

- a. Temporary employees with anticipated employment duration of less than 7 days will be issued a temporary parking pass for the Children's hospital garage. The temporary pass must be requested by the department manager.

#### G. Student Parking

All students are to park at the Crossroads Mall garage. This is the only parking area authorized for students.

#### H. Motorcycle Parking

Any employee that drives a motorcycle can obtain a blue parking permit and place it where the permit is visible. They will then park the motorcycle in the striped area located north of the P3 gate entrance. This area has signs noting it as "Motorcycle Parking." Motorcycle parking is allowed 24 hours a day in this area.

#### RULES AND REGULATIONS:

All persons will comply with the following while operating or parking motor vehicles on property of the Hospitals:

1. The Motor Vehicle Laws of the State of Nebraska and the City of Omaha are observed on Hospitals' property.
2. The speed limit on all Hospitals' property is 10 MPH.
3. Vehicles are not to stop or stand while waiting for a parking space to open up, except to wait for a vehicle in the act of backing out.
4. No motor vehicle operated by an employee may be parked on Hospital property without a displayed Children's Hospital parking permit except as noted above. Vehicles not properly displaying permits may be issued a citation.
5. Vehicles shall not be parked at any time in the following areas:
  - ⓪ within an intersection
  - ⓪ on a crosswalk, sidewalk or on the lawn
  - ⓪ where traffic signs prohibit stopping, standing or parking
  - ⓪ along curbs painted yellow or red

- ⓪ in any area designated "Fire Lane"
  - ⓪ handicapped zone without proper permit
  - ⓪ passenger loading zone
6. Freight loading zones are available in the NMH west service drive to allow drop-off and pick-up of specimens, documents, etc. These stalls have a 15-minute time limit. Vehicles left in these stalls for longer than 15 minutes will be cited and are subject to being booted or towed. All deliveries to Children's Hospital & Medical Center will be at the loading dock.
  7. Passenger loading zones are reserved for the exclusive use of vehicles during the loading or unloading of passengers. Employee vehicles are not to be parked in these zones for other business. Vehicles should not be in the passenger loading zone longer than 15 minutes.
  8. Employees are to contact the Security Office to unregister vehicles that are no longer in use.

**TABLE OF PERMITS**

1. Blue Permit - used by all employees except for those working at Children's Physicians.
2. Red Permit - used by all physicians.
3. Green Permit - used by all residents.
4. White permits – used by all leadership.
5. Orange and White permit – used by Students.

Permits are required to be affixed to the vehicle in an approved manner, on the exterior of the driver's side rear window. Exceptions must be approved by Security.

**VIOLATIONS**

1. Fire lane violations are subject to citation and/or towing and impoundment at the discretion of the Omaha Police Department under Municipal Code Section No. 46-187.
2. Citations are issued by the Children's Hospital & Medical Center Security Department in accordance with the Hospital's parking policies.
3. Failure to read or understand this policy and the regulations contained within does not remove responsibility for any citations incurred.
4. Violations may be reported by calling the Security office at 955-5300. Children's Hospital & Medical Center Security Department may remove from the Children's Hospital & Medical Center Campus property any vehicle that is improperly parked and/or deemed a nuisance violator. The permit holder or owner will pay any cost of towing.

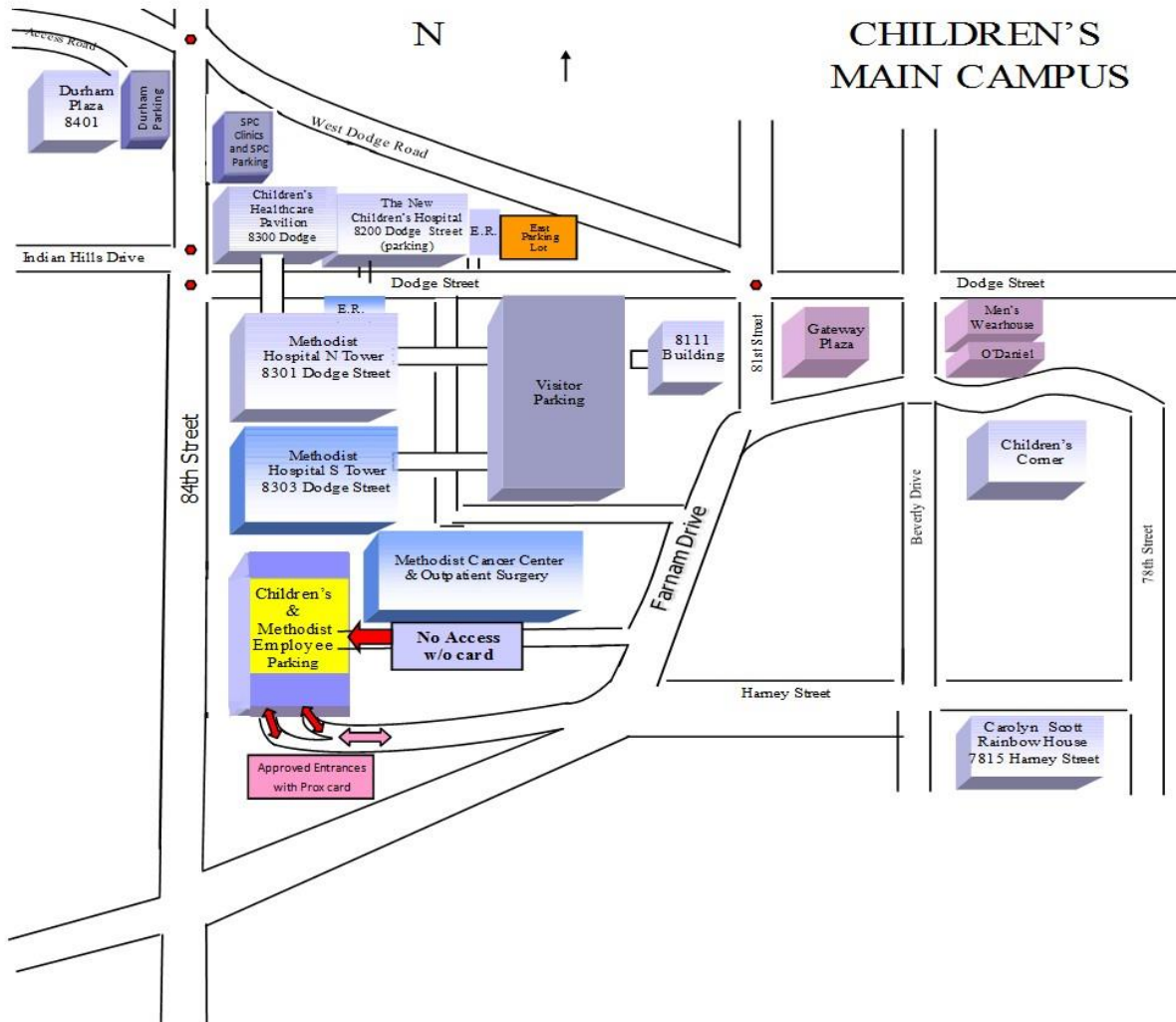
**VIOLATIONS& CORRECTIVE ACTION**

Violations of the parking and traffic control policies by an employee are a corrective action issue. The Security Department will forward a copy of the parking citation to the employee's supervisor/department manager. If the parking citation is the 3<sup>rd</sup> or 4<sup>th</sup> within a 12 month period a copy of the citation will be forwarded to the employees appropriate Vice President along with notification of their department manager. It is the responsibility of the employee's supervisor to apply corrective action with the employee for the violation of hospital policy. Discipline will follow the progressive disciplinary process;

Employee's receiving parking citationsaresubjecttothefollowingcorrectiveactions

- 1<sup>st</sup> parking citation -----documented discussion
- 2<sup>nd</sup> parking citation (within 12 months of 1<sup>st</sup> citation) ----- \$25.00 fine and written warning
- 3<sup>rd</sup> parking citation (within 12 months of 1<sup>st</sup> citation) ----- \$50.00 fine and suspension
- 4<sup>th</sup> parking citation (within 12 months of 1<sup>st</sup> citation) -----termination

## Staff Parking assigned to Methodist



### Parking Instructions for staff assigned to Methodist Parking garage:

- Staff assigned to the Methodist Parking garage will enter into the parking garage on the south side of the Methodist garage.
- All cars that are owned or driven by a staff member are to be registered with Children's Hospital & Medical Center.
- If you are driving a different car, please contact Methodist Security to inform them of the change at 354-4055.

**Parking Instructions for Students/Interns, Contractors and most staff with parking accommodations from Employee Health:**

- Students & Interns: Assigned parking is the upper floor of Crossroads Mall garage (corner of 72<sup>nd</sup> Street and Dodge Street). Hanger tags are to be hung on rear view mirror. Arrow Coach lines will run continuous runs between parking and main hospital entrance from 5:00 a.m. until 8:00 p.m.
- Contractors will park personal vehicles at the Crossroads Mall garage (corner of 72<sup>nd</sup> Street and Dodge Street), Arrow Coach lines will run continuous runs between parking and main hospital entrance from 5:00 a.m. until 8:00 p.m.
- Event parking will be at the Crossroads Mall garage (corner of 72<sup>nd</sup> Street and Dodge Street), Arrow Coach lines will run continuous runs between parking and main hospital entrance from 5:00 a.m. until 8:00 p.m.
- Staff with parking accommodations from Employee Health will park at the Crossroads Mall garage (corner of 72<sup>nd</sup> Street and Dodge Street), Arrow Coach lines will run continuous runs between parking and main hospital entrance from 5:00 a.m. until 8:00 p.m.

## ATTACHEMENT-A

Employees who are designated as members of hospital Leadership, Leadership Extended or are an APRN are provided the opportunity to park in the following designated areas;

- Leadership; **(Insert definition of Leadership here)**
  - o Are allowed to park on the 2<sup>nd</sup> level of the SPC Garage, vehicle must have a White decal in addition to the Blue employee decal.
- Extended Leadership; **(Insert definition of Extended Leadership here)**
  - o Are allowed to park in the East Surface Lot
- APRN's
  - o Are allowed to park in the East Surface Lot
- Physicians Assistants
  - o Are allowed to park in the East Surface Lot

### Related Forms:

Parking Policy Receipt Acknowledgement & Fine Authorization

Vehicle Registration

Parking Appeals

