



**Pensacola, Florida
PARKING POLICY**

FACILITY MANAGEMENT MANUAL

Department: Facility Management (COO)	Reference Number: VII – 08
Policy Description: Parking	Page 11 of 24
Approved By: OPS (reviewed with no revisions) 02/08/12	Replaces Policy Dated: 5/21/08; 1/10/07; 4/26/06; 10/26/04; 7/15/94
Effective Date: 05/11/11	Revised Dates: 5/11/11; 5/19/10; 4/29/09, 5/21/08
Retired:	Reviewed w/no chgs: 02/08/12

SCOPE: All medical staff, employees, and contracted employees of West Florida Healthcare.

PURPOSE: To provide employee parking guidelines.

POLICY: All employees are expected to comply with West Florida Healthcare parking guidelines and assist in making space available for patients and visitors in front of the Hospital building. Employees should never occupy a parking space designated, "Patient/Visitor".

PROCEDURE:

RESTRICTED PARKING AREAS. Employee automobiles should not be parked in front of the Hospital, Rehabilitation Institute, Healthworks or the Pavilion. Although employees are encouraged to use available designated employee parking areas, exceptions will be made when employees or spouses use their car to visit patients in the Hospital. In this case, the employee/driver should notify Security by calling 4184, or through the PBX switchboard so the vehicle is not ticketed or towed.

Employees must not park in any areas marked "reserved" (i.e. Clergy, Emergency Room, Cardiac Rehabilitation, Physician, etc.). Employees should not park in the yellow restricted zones adjacent to the helicopter pad or in Medical Center Clinic parking, which is adjacent to and just south of Hospital parking. Employees should only park in spaces that are designated "**K**" or "**L**" on the parking map.

Shuttle bus service by Security may be available during inclement weather from 6:30 a.m. - 9:30 a.m.

EMPLOYEE SPECIAL NEEDS/DISABILITY. Employees requesting special needs parking, or disability parking will need to provide the employee health nurse with medical certification. This certification needs to address the medical situation, special parking requirements, and the duration of the need. Once this has been reviewed, a Special Needs Parking Pass will be issued for the length of time required.

DAY EMPLOYEES (7-3). All West Florida Healthcare day employees are to park in the East Lot across Davis Highway or in the North Lot located north of Johnson Avenue. These are designated "**K**" on the parking map.

EVENING EMPLOYEES (3-11), NIGHT EMPLOYEES (11-7), AND TWELVE-HOUR EMPLOYEES. "Twelve-hour employees" consistently work twelve-hour shifts. All evening, night and 12-hour employees should use the designated "**L**" Lot located west of the Hospital near the West "Hospital Entrance."

VEHICLE LICENSE NUMBER. Employees who park their vehicles on Hospital property must register the current vehicle license plate number with the Security Office by applying for a Hospital parking decal. Once registered, the parking decal must be attached to the rear window of the vehicle in the lower left corner. This enables rapid vehicle identification in case of emergency and other needs. If license plates change, notify the Security Office.

PARKING VIOLATIONS. Parking Violations will follow steps 1 – 4 below:

1. TICKET Warning
2. Wheel Lock – Inconvenience
3. Wheel Lock - \$25 fine and Supervisor will be notified
4. Wheel Lock (\$25) and Tow Vehicle (\$85/day plus \$15/day storage plus tax), Notify supervisor

STUDENTS. Students training on the West Florida Healthcare campus should only park in spaces that are designated "**K**" or North Davis Highway Parking Lot.

