## CAR PARK POLICY

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CAR PARK POLICY

1. Purpose of the Policy

The Trust operates a car parking management system. Its key objectives are to provide the following:

- Parking for patients and visitors.
- Help and advice on parking provided by the Car Park Management Team
- Security for people and cars
- Clear access to the site especially for ambulances and other emergency vehicles
- Prevention of unauthorised parking
- Monitoring of parking facilities

2. Car Park Management

The management of the car parks on sites is undertaken by the Trust’s own in-house car park and security team. All income generated is used to support the hospital.

The Trust shall expect all vehicles parked on Trust property to be legally compliant with statutory and civil laws. Any breaches of these laws may be reported to the appropriate authorities and said vehicles may be removed from the site.

3. Staff car parking

3.1 Parking fees

Staff car parking is provided at a cost per permit as specified in Appendix 1 to this policy and this charge will be reviewed annually.

All staff must pay for a staff car parking permit irrespective of which car park(s) they use, including off site car park(s). Part time staff will pay a reduced rate (see Appendix 1)

Staff with a disabled badge must pay for their staff car parking permits and the Trust provides disabled spaces in the staff car parks.

3.2 Car Parks

Staff car parks are signposted and the main ones have barriers to control access. (Appendix 2)
3.3 Off site parking

There are limited spaces available for staff to park on site and some members of staff are asked to park off site Monday to Friday at designated car parks in Frimley (open from 6.00 am until 9.00 pm daily). Staff should note that passes will allow you on site after 4pm Monday to Friday and at weekends. If staff believe they have a legitimate reason as to why they should be given special dispensation to park on site will need to follow the appeals procedure (Appendix 3).

3.4 Exclusion zone

Staff car parking permits will not be issued to members of staff who live within the exclusion zone. Details are held by the Car Park Administrator in the Estates department. If staff believe they have a legitimate reason as to why they should be given special dispensation to park on site will need to follow the appeals procedure (Appendix 4).

Exceptions to the exclusion zone are:

- Staff who have children at Woodlands Nursery will be permitted to park on site on the day/s child attends nursery and off site if applicable on the other days (see ID form for criteria). It is your responsibility to inform Estates when your child leaves the nursery.
- Disabled badge holders
- Essential Car Users

4. Car Sharers/Cyclists/Walking

Registered staff who cycle or walk at least three times a week will pay 50% of any agreed on site staff car parking charges. Regular checks will be carried out to ensure the rules are being adhered to.

Registered car share staff shall complete an application form available on the intranet or from Room 3 – Estates Department and sign a declaration to the effect that they will be car sharing five times a week. Regular checks will be carried out on activity in the car share car park and any transgression of the car share agreement will lead to the removal of the permit and the staff member having to pay the full car parking charge in force at the time. Full terms and conditions of the car share agreement shall be available from the hospital intranet or speak to the Environmental Officer who resides in Room 6 of the Estates department.

Staff will be permitted to park in the designated car share car park.

5. Residential parking
Residential staff (with the exception of students – see section 9) shall be required to pay the full parking charge.

6. Parking permits

It is the responsibility of all staff to ensure that they have applied for a permit.

All staff shall be required to display a valid parking permit on the inside of their vehicle and this must be clearly visible to the car-parking attendants.

The Trust Car Park Administrator’s office currently issues permits and is located in room 3 in the Estates department. Staff wishing to apply for a car parking permit need to complete the necessary paperwork (ID & Car Parking Authorisation Form) available on the hospital intranet or collect from the Estates office.

Details of all permits are held on the Trust car parking database.

All staff car park permit holders shall inform the Trust Car Park Administrator’s office (ext 6611) of any changes in vehicle and/or registration number to enable the car parking database to be updated.

This information is paramount to avoid delays when trying to locate staff who may need to move their vehicle for whatever reason. Failure to keep Estates informed may result in removal of your car parking rights.

7. Payment

The cost of staff car park permits is deducted direct from monthly salary.

Military and non-Trust staff can make a one off payment which is the annual charge or a minimum charge of one month.
Car park access will be given only after payment has been received or authority for deduction from salary has been agreed.

8. **Voluntary Services Workers**
Volunteers are entitled to apply for a Trust car parking permit. This is issued free of charge. Volunteers shall park their vehicles in the public car park.

9. **Students**
No students will be allowed to park on site if living in hospital accommodation effective from 1\(^{st}\) September 2009.

10. **GP’s/Agency/Temporary/Locum workers/**

GP’s/Agency/Temporary/Locum workers will need to apply for a staff car parking permit, paying the one month minimum charge at cashiers dept.

11. **Loss of ID cards**
Anyone who loses their ID card shall pay £10 for a replacement card.

12. **Patient/Visitor parking**
Patient and visitor parking spaces are provided in the most convenient areas of the hospital site to ensure easy access to the buildings and departments.

Parking costs for public parking areas are displayed at the Payment area, and near the car park.

12.1 **Pay on Foot System**
A pay on foot system is in operation which requires patients and visitors to pay for their parking. A ticket should be taken from the entry barrier machine upon entering the car park. This should be retained until the visit is over and payment made upon exit from the car park via the pay on foot machines.

12.2 **Parking for the disabled Visitors/Patients**
Designated parking bays are provided in the patient and visitor car parks. These are strategically placed allowing easy access to the hospital buildings and departments. All persons using the disabled parking bays shall display a valid disabled badge in the windscreen of their vehicles.
Before leaving the car park, holders of disabled badges shall report to
the Security Office window with their parking ticket together with their
disabled badge where their ticket will be validated free of charge.

12.3 **Concessionary parking**

Concessionary parking is available for special cases such as long term
or frequent visitors. This is in the form of a weekly ticket and allows
patients/visitors an unlimited number of visits to the Trust within this
one week period.

Visitors requiring further assistance in respect of parking should contact the
Security Office at the front of Main Entrance.

12.4 **Waiver of parking charges**

The waiver of parking charges can only be authorised by:
- General Manager - Facilities
- Hotel Services Manager – Facilities
- Assistant Hotel Services Manager - Facilities
- Support Services Manager - Facilities

13. **Parking provision**

The balance of parking spaces allocated between staff and
patient/visitor parking will be reviewed at regular intervals to achieve a
satisfactory allocation of spaces within site constraints. Priority will
always be given to patients and visitors to ensure as far as possible
that they have adequate parking.

It is not possible to guarantee that there will always be staff or
patient/visitor parking spaces available.

14. **Signage**

Signage to the public car park is clearly displayed. Pedestrian
walkways are marked in white inside the Visitors car park. Warning
signs for pedestrians are located on all automatic barriers. Hatched
areas are clearly marked to restrict car parking in certain areas within
the Visitors car park.

15. **Access for Emergency Vehicles**

Clear access for emergency vehicles must be maintained at all times.
These are marked by yellow hatching/yellow lines along the side of the
roadways. No parking is allowed in these areas marked with the
exception of emergency vehicles.
16. Volunteer Care drivers

External voluntary services staff are not entitled to parking permits. External volunteer drivers must use the Visitors car park and have their tickets validated prior to exit and will be asked to provide the necessary documentation to confirm the legitimacy of their visit.

17. Contractors

Contractors are permitted to have 2 vehicles on site per project. All other Contractors are requested to park off site in our designated off car park.

Any Contractors abusing the system or parking regulations will be reported to the Capital Projects and/or Estates department.

18. Car parking sanctions

The Trust will apply sanctions to members of staff who persistently breach the car parking regulations. The sanctions are:

18.1 Enforcement

- Staff are not permitted to park in the public car park at any time even if payment is made at the car park office. Staff who abuse this system (including validation of parking tickets) shall have their parking rights removed one week for a first offence and may face disciplinary action.

- Any staff parked inconsiderately (see examples in section 18) or in a yellow hatched area will have their pass suspended for one week.

- A second offence within a year will lead to a pass being suspended for one month.

- A third offence within a year will lead to permanent suspension and car parking rights removed from the ID card. No refund of any monies paid up front will be reimbursed.

- If a member of staff who has had their pass suspended is found to borrow a car park pass or tries to park on site by another method, will result in disciplinary action.

18.2 Blocking in vehicles

- If a member of staff blocks in a vehicle they must leave clearly visible and legible contact details so if required they can be
contacted to move their car. Failure to leave such details will result in a warning note being issued.

- Repeat offenders will have their pass suspended for one month.

- When asked to move their car, staff shall be expected to do this straight away. If this is not possible arrangements shall be made to leave their car keys with another member of staff so that the vehicle can be moved on their behalf. Any damage caused whilst moving the vehicle will be the responsibility of the owner.

19. **Dangerous/Inconsiderate Parking**

The Trust will move any vehicle which is deemed to be dangerously or inconsiderately parked or causing an obstruction, by use of trolley jacks. The vehicle will be moved to an alternative parking area and you will need to contact the Security Office who will let you know where the vehicle has been moved to.

The following are examples of dangerous/inconsiderate parking and is not exhaustive:

- Zebra crossings
- Obstructing an emergency route
- Parked in or obstructing ambulance bays
- Obstructing a fire escape route or fire exit
- Obstructing delivery vehicles or hindering the running of the hospital
- Parked in cross-hatched areas
- Parking in a disabled bay without a valid disabled badge displayed.
- Parking in such a way that severely restricts access to the car park
- Parking in any area restricting access to emergency vehicles such as fire appliance.
- Areas that have been specifically coned off/signage in place by security.
20. Security

Security regularly patrol the car parks to reduce the risk of crime. However, it must be stressed that vehicles are parked at the owner’s risk. The Trust cannot be held responsible for loss or damage.