

Parking Regulations

Effective: July 1, 2016
Reviewed by GMEC: April 12, 2016
Initial Approval by GMEC: September 10, 2010

Statement

Palmetto Health's objective is to provide an efficient and effective parking system to accommodate all vehicles arriving on the Palmetto Health campuses. Palmetto Health assumes no responsibility for lost, damaged, or stolen property in the parking lots. (*Policy Statement, PH Parking Regulations Policy*)

Associated Policy(ies)

PH Parking Regulation Policy

Responsible Positions (Title)

Residents & Fellows
Program Director
Program Coordinator
GME Office

Equipment Needed

None

Procedure Steps, Guidelines, Rules, or Reference

1. All hospital employees and contractors of Palmetto Health requiring a parking space on the Richland campus:
 - 1.1 Must register any vehicle they drive on campus by bringing an actual copy of their vehicle registration to Security Services located on the 1st floor in 5 Medical Park. This information may be faxed to (803) 434-7341; however, it is up to you to ensure this information was received by our department. Your contact number and employee ID number must be included for your vehicle information to be processed.
 - 1.1.1 Any vehicles you drive on campus, including rentals or borrowed vehicles, must be registered, even if the vehicle is not in your name.
 - 1.1.2 The length of time a vehicle is driven on campus has no bearing on whether or not it should be registered.
 - 1.1.3 In the event you place a different license plate on your vehicle, the vehicle must be re-registered with the new license plate.
 - 1.1.4 All new vehicles must be registered when they are driven on campus. If a dealer tag or temporary tag is on the vehicle, the bill of sale must be brought to Security Services for registration. When you receive a license plate for your new vehicle, you

must re-register the vehicle with Security Services by bringing the registration to Security Services.

1.1.4.1 If you used the same license plate as your previous vehicle, you must still register the new vehicle with Security Services.

1.1.4.2 All vehicles must be front-end parked only to ensure the rear license plate can be identified by Security Services.

1.2 All hospital employees, contractors, vendors, agency staff, and non-employee's here for work related business (ie. meetings, scheduled work, unscheduled work, on call, classes, deliveries, etc) must park in their designated staff area.

1.3 Hospital employees, agency employees, and non-employees may park in the North Garage, Lot 12 or on the gravel at 1801 Sunset Blvd.

1.3.1 Employees of 1801 Sunset Blvd. may park on the gravel of 1801 Sunset Blvd.

1.4 Employees of 3 Medical Park may park in 3 Medical Park only if they have been issued a 3 Medical Park parking permit. The 3 Medical Park parking permit must be visibly displayed in the dashboard, rearview mirror, or back windshield of the car.

1.5 Employees of 9 Medical Park may park in 9 Medical Park garage behind the solid blue line (only employees/contractors permanently stationed to work in 9 Medical Park).

1.6 Employees assigned to park in 9 Medical Park (that do not work in 9 Medical Park) are only permitted to park on the top level behind the blue line.

1.7 10 Medical Park is reserved for patients and guests.

1.8 Employees of 14 Medical Park may park in 14 Medical Park garage on levels 2 and above (except top level-reserved) in spaces against back wall of garage and Row B, spaces facing Sunset Blvd (only employees/contractors permanently stationed to work in 14 Medical Park).

1.8.1 Employees assigned to park in 14 Medical Park (that are not permanently stationed to work in 14 Medical Park) are only permitted to park on the top level.

1.8.2 Employees who are permanently stationed in the Heart Hospital (6 Medical Park) may park in the Heart Hospital garage if access has been granted (only employees/contractors permanently stationed to work in Heart Hospital).

1.8.3 Request for Heart Hospital Garage access has to be submitted to PHRaccess&ID@Palmettohealth.org via e-mail by a Heart Hospital Manager or above.

- 1.8.4 If an employee uses his or her badge to open the garage for anyone, other than themselves, their Heart Hospital Garage privileges will be revoked and their manager/director will be notified.
- 1.8.5 If an employee piggybacks or enters the Heart Hospital Garage using someone else's badge, that vehicle is subject to a ticket and their manager/director will be notified.

2. Residents

2.1. Must park in the area designated area by their specialty type.

- 2.1.1. Dental- 14 Medical Park Garage Employee Spaces (4B, 5B, 5C or Top Level)
 - 2.1.2. Emergency Medicine- 14Med Park Garage (4B, 5B, 5C or Top Level)
 - 2.1.3. Family Medicine- North Garage (Level 2A) in assigned resident spaces/ 9 Medical Park (Level 3A) in assigned resident spaces or Top Level only of 14 Medical Park
 - 2.1.4. Internal Medicine- North Garage (Level 2A) in assigned resident spaces/ 9 Medical Park (Level 3A) in assigned resident spaces or Top Level only of 14 Medical Park
 - 2.1.5. Neurology- Heart Hospital Staff Garage Levels P1,P2 /14 Medical Park Garage Employee Spaces (4B, 5B, 5C or Top Level)
 - 2.1.6. Obstetrics & Gynecology- 3 Medical Park Garage Resident Spaces (Level 4)
 - 2.1.7. Orthopedics- 3MP Garage Resident Spaces (Level 4)
 - 2.1.8. Ophthalmology- 9MP Garage
 - 2.1.9. Psychiatry- 14 MP Garage Employee Spaces (4B, 5B, 5C or Top Level)
 - 2.1.10. Pediatrics- 14 MP Garage Employee Spaces (4B, 5B, 5C or Top Level)
 - 2.1.11. Surgery- 3 MP Garage Resident Spaces (Level 4)
- 2.2 Residents assigned to 14MP Garage can park on any level Saturday and Sunday only. Residents must resume parking on 4B, 5B, 5C or top level by 7:00 AM Monday morning
- 2.2.1 Residents who work at our 1801 Sunset Clinic may park in the gravel lot adjacent to the paved 1801 patient parking lot.

3. Physician Assistants and Nurse Practitioners

- 3.1. May park in the North Garage, Lot 12 or on the gravel at 1801 Sunset Blvd.
- 4 Physicians
 - 4.1 Must display a Palmetto Health Physician bull's-eye sticker on their vehicle to avoid any parking violations. These bull's-eyes are issued by Medical Staff Affairs (803) 296- 5868.
 - 4.2 Reserved general physician spaces are available in 3 Medical Park and the lower level of the North Garage.
- 5 22+ Employees
 - 5.1 Must have their 22+ decal/permit visibly displayed on the dashboard, rearview mirror, or in the back windshield at all times.
 - 5.2 They may park in the North Garage (lower levels 1a and 2a) reserved for 22+ employees or other available spaces in lot 12, North Garage or 1801 sunset gravel lot.
 - 5.3 To apply for a 22+ decal, bring your driver's license and vehicle registration to Security Services located on the 1st floor in 5 Medical Park, during business hours.
 - 5.4 Only employees, who have been here a consecutive 22 years, or more, qualify, as calculated by Human Resources.
- 6 Students
 - 6.1 May park in "the pit" of 15 Medical Park
 - 6.2 If "the pit" is full, students may then park in the gravel lot at 1801 Sunset.
7. 3rd Year Medical Students
 - 7.1. May park in their reserved area by 2 Medical Park or in "the pit" of 15 Medical Park.
8. Non-Employee's without an ID Badge (ie. Sitters, Agency Nurse Techs, etc.)
 - 8.1. May only park in Lot 12 or 1801 Sunset Gravel lot and are not required to register their vehicle.
9. Contractors
 - 9.1. May only park on the top part of Lot 13 or at 1801 Sunset Gravel.
10. Off-Site Employee's
 - 10.1. Off-site employee's must park in Lot 12 or 1801 Sunset Gravel lot when here for work

related business.

10.1.1. Off-site employee's who are coming to campus for meetings and bid shifting on a regular basis should register their vehicle with Security Services

10.1.2. Once an off-site employee registers their vehicle, they are extended the option of parking in the North Garage.

11. Handicap Parking/Sticker

11.1. Handicap Stickers/Tags do not give employee's or contract employee's authorization to park anywhere on campus. If you chose to use your handicap sticker/tag you must be parked in a handicap space. Otherwise, the employee must be parked in their designated parking area.

11.2. If a vehicle is found in a handicap space without the proper handicap placard, a picture will be taken and sent to the Columbia Police Department.

12. Violations

12.1. Parked in Handicap space/area without proper placard displayed

12.2. Parked in No Parking space/area (i.e. yellow painted curbs, fire lane, wooded area, etc.)

12.3. Parked in Reserved/Designated spaces/area (i.e. Patient/Guest parking, Compact car, etc.)

12.4. Improperly Parked (i.e. parked in Two (2) Spaces, back end parked in space (Front end parking only is permitted on campus), over the line, etc).

12.5. Blocking/obstructing driveway/access

12.6. Parked in Wrong garage/lot

12.7. Non registration of vehicle

12.8. Parking permit/sticker not displayed

13. Penalties and Fines for Employees

13.1. Each ticket will result in a \$25 fine.

13.2. Each vehicle immobilizer (a.k.a "The Boot") will result in a \$50 fine. (Vehicle Immobilizer's are issued at our discretion; however, they are generally applied for non-registered vehicles.)

13.3. Notification of violations will be sent to Directors.

- 13.4. Violators will receive an e-mail with a copy of the parking regulations.
- 13.5. If an employee uses his or her badge to open a garage for anyone, other than themselves, their proxy garage privileges may be revoked (i.e. Heart Hospital Employee Garage).
14. Payment of Penalties and Fines for Employees
 - 14.1. Seven days following the violation all fines will automatically be payroll deducted.
15. Penalties and Fines for Non-Employees/Contract Employees/Students
 - 15.1. Violations will result in a Vehicle Immobilizer or towing at owner's expense.
16. Payment of Penalties and Fines for Non-Employees/Contract Employees/Students
 - 16.1. A \$50 fine for all Vehicle Immobilizer removals may be enforced and must be paid before the Immobilizer will be removed.
17. Abandonment
 - 17.1. Any vehicle left abandoned for five or more days will be towed at the owner's expense.
 - 17.2. Owner may contact Security Services for information regarding location of vehicle.
18. Parking Violation Appeal
 - 18.1. All violations must be appealed within five business days from the date of issue. Appeals that are submitted on the sixth day business day, or later, are denied.
 - 18.2. If you would like to dispute a parking violation, it must be submitted via e-mail to PHRparking@palmettohealth.org
 - 18.3. If you do not have access to e-mail, you may submit your appeal in writing. You will need to include your contact information, a copy of your violation, and your reason for disputing.
 - 18.4. There must be substantial and valid evidence that the parking violation was not committed, or that it occurred due to circumstances beyond control of the violator. Valid documentation of the evidence should be provided when the appeal is submitted.
 - 18.5. The following reasons are not valid as a basis for appeal.
 - 18.5.1. Lack of knowledge of the regulations, for example, new to campus or have not

reviewed regulations

18.5.2. Other vehicles were parked improperly

18.5.3. Only parked illegally for a short period of time

18.5.4. Stated failure of parking officer to ticket previously for similar offenses

18.5.5. Late to work, meeting, etc.

18.5.6. Inability to pay the amount of the fine

18.5.7. No other place to park.

18.6. All decisions rendered by Security Services are final and re-appeals are not available.

18.6.1. Security Services has the authority to dispose of a case by:

18.6.1.1. Upholding the charge(s) completely

18.6.1.2. Upholding the charge(s) but reducing the fine no less than fifty percent to whatever amount in light of extenuating circumstances

18.6.1.3. Dismissing the charge completely.

Reference

None