

MAINE MEDICAL CENTER
Institutional Policy Manual

Policy Title: Maine Medical Center Parking Policy

Policy Summary:

It is the policy of Maine Medical Center to provide and maintain parking and related services to patients, guests, employees, physicians, volunteers, patients, and students. This policy outlines designated parking areas and restrictions, the shuttle program, fee structures and MMC's alternative commuting program.

Policies:

1. All employees, physicians, students, volunteers, and others assigned to park in designated staff parking areas will display appropriate parking stickers and/or hangtag permits.
2. All who are employed by MMC will pay a fee in order to contribute to the general upkeep of the parking and shuttle program. This is regardless of which primary site the employee may be assigned to.
3. Parking is at the risk of the vehicle owner, MMC is not responsible for loss or damage to private property.
4. MMC strongly supports alternative modes of commuting; hence there are incentives in place to support carpoolers, transit users, walkers and bikers.
5. Available parking space is not guaranteed.

Definitions:

Designated Staff Parking Spaces- refer to attachment A, B, and C for the designated staff parking spaces for the Bramhall Campus, Brighton Campus and 98-102 Campus Drive. For all other locations staff parking allotments are defined by the Property Manager.

Designated Patient and Guest Parking- At the Bramhall Campus this is any space in the South Lot or Patient and Guest Garage. See attachment B for Brighton Campus and attachment C for 98-102 Campus Drive. For all other locations staff parking allotments are defined by the Property Manager.

Designated Handicap Parking- is any parking spaces marked with a handicap parking sign or painted symbol. Vehicles parked in these spaces must have proper identification either on the license plate or visible through the window.

Designated Contractor Parking- Due to limited space, not all contractors working at MMC will be able to park on site. Each project that requires contracted workers to work onsite will be allowed up to one "work truck" that may be parked at an agreed upon location arranged by the Project Manager and MMC's Parking Supervisor. Other workers are encouraged to carpool with the driver of this one truck. If it is necessary for other workers on a project to drive to MMC, additional contractor parking is available at the Classic Parking Lot at 995 Congress St. This convenient lot is just two blocks away from the hospital.

Contractors needing special accommodations may be accomplished via a discussion between the project manager and the MMC Parking Supervisor.

Storage of Employee Vehicles on Campus- Employee vehicles may not be left on campus when not actively working a shift.. The storage of a personal vehicle on MMC property puts that vehicle at risk of immediate towing at the owner's expense.

Designated Bicycle Parking- All bicycles must be parked on an approved bike rack or bike locker. Bikes left in vestibules, lobbies, locked to fences and signposts etc. will be confiscated by Security.

Loading Zones- Any area used for the sole purpose of delivery and pick-up of supplies, food, and equipment. Specifically, the main loading dock and Engineering loading dock at the Bramhall Campus and the loading docks at Brighton Campus and 98-102 Campus Drive. Note: Parking is prohibited at curbside locations near loading docks that are not clearly defined parking spaces.

Fire Lanes and No Parking Zones- Any area designated as a fire lane by signage or any curb-line or area painted with yellow striping and hash-marks indicates no parking allowed by anyone at anytime by any vehicle other than fire trucks, emergency vehicles or properly approved by the Parking Supervisor with proof of approval clearly displayed on dashboard with contact information. Violators are subject to tow without warning and at their own expense.

Parking Program Seniority- Parking Program Seniority is a date recorded in the payroll system that describes when an employee began paying a weekly fee to use parking spaces associated with any MMC owned or leased site. This date may not coincide with hire date as it is possible to begin employment without the use of a vehicle and then enroll for the parking program at later date. This parking program seniority date is the "place in line" at the Bramhall Campus that is used to determine who may be promoted to onsite parking privileges as a space becomes available. At the Bramhall Campus, there is not enough parking supply in the main employee Garage at Gilman Street to accommodate everyone that works on weekdays. See attachment A for additional Staff Parking Spaces associated with Bramhall Campus.

Parking/Shuttle Fees- All Maine Medical Center employees pay a parking fee that is processed via payroll deduction. The fee is applicable to all job categories and applies to all sites where MMC employees work, regardless of whether the site is owned or leased by MMC. The fee is not to exceed a total of three dollars a week and is applied as a small percentage to support the high cost of maintenance, utilities, snow removal, shuttle services and other related services that contribute to a high cost for parking.

Note: Employees cannot opt out of this program unless they meet the rare requirement that they do not own a vehicle and rely on walking, biking, mass transit, or being dropped off.

A waiver form must be completed to deactivate the automatic payroll deduction for parking fees. This form is available in the MMC parking office and must be approved and signed by the employee's area AVP or VP.

Get on Board Program- Get on Board is the name of Maine Medical Center's alternative commuting program. Employees, who commit to carpool, use public transportation, bike,

walk and so forth not only are helping MMC control parking congestion, but also are helping themselves. Employees willing to commit to taking action to reduce single occupancy vehicles coming to MMC are eligible for several benefits including rebates for up to 100% of parking fees based on participation in the program. Refer to the Get On Board intranet page or see the MMC Parking Supervisor for details.

Procedures:

1. Employees at all owned or leased locations will register their vehicle (up to two) with the MMC Parking Department and receive an appropriate parking decal for proper display.
2. Decals are to be affixed to the inside of the windshield at the lower left hand corner (drivers' side).
3. Hangtag permits will be hung from the rearview mirror.
4. Security Officers, Safety Officers and Parking Associates will provide one written notice to employees parking incorrectly in a visitor area, loading zone, fire lane, handicap space, parked over painted lines, loading area, neighborhood street. This "parking notice" will be logged in the security log for that shift and will start a history report for offenders. Offenses will be tracked in a rolling twelve month period. Violation number two is communicated to the employee's manager and the Human Resources Department. Employee parking offenses are subject to MMC's formal corrective action process.

Note: Any vehicle (including employees) parked in yellow hash-marked areas may be immediately towed without warning, regardless of status in the above described warning management system.

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Policy Owner: Steve Hobart

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Approval Committee(s) and Dates:

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Policy Author(s): Steve Hobart

Sponsoring Director: _____ **Date:** _____
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VP/AVP Approval: _____ **Date:** _____
AVP Patient Care Support Services