

**THE RELIGIOUS HOSPITALLERS OF ST. JOSEPH  
OF THE HOTEL DIEU OF ST. CATHARINES**

<b>Subject: PROCEDURAL CONTROLS FOR HOSPITAL PARKING</b>	
<b>Issuing Area: Environmental Services</b>	<b>Section: Property Mgmt. &amp; Phys. Plant</b>
<b>Application: All Staff, Visitors, Volunteers</b>	<b>Policy No.: IV-10-1</b>
<b>Approval: Senior Management Committee</b>	
<b>Effective Date: August 2005</b>	<b>Page No.: 1 of 2</b>
<b>Last Review Date: July 2013</b>	<b>Last Revision Date: July 2013</b>

**1.0 PURPOSE STATEMENT**

In keeping with the Mission and Values of Hotel Dieu Shaver Health and Rehabilitation Centre, this policy provides appropriate procedural controls for parking of vehicles by employees, medical staff, patients and visitors to meet the needs of the hospital, to manage resources and to have effective stewardship.

**2.0 POLICY**

It is the policy of the hospital that parking on hospital property is a privilege which is granted to employees and others for the purpose of conducting hospital business and addressing the needs of patients. The parking areas are hospital property. All rights to park permits and other passes are subject to the following procedures.

**3.0 PROCEDURE**

**a) Staff Parking**

1. Parking permits will be issued to staff members if required, and maintained by the Librarian.
2. The cost of the permit, as well as the replacement cost for a lost permit, will be set by the hospital.
3. A permit issued to a staff member may only be used by that staff member and cannot be lent, given, rented or used by another individual.
4. The permit may only be used by the staff member during a scheduled shift at Hotel Dieu Shaver Health and Rehabilitation Centre. The permit may also be used if the staff member is required to attend other events at the hospital, such as committee meetings, etc.
5. All permit holders may park in areas assigned. Areas assigned to physicians, patients and volunteers are not to be used by staff.

7. Lack of compliance with any of the above procedures may result in a forfeiture of the park permit.

***b) Visitor and Patient Parking***

1. Visitor and patient parking is available at Hotel Dieu Shaver Health and Rehabilitation Centre, and will normally be directed to the visitor parking lot at the front of the hospital.
2. Visitor parking rates will be set by the hospital and posted in the visitor lots.
3. Patients facing pressing economic hardship may make application for an offset of parking costs through the Social Work Department.

***c) Visitors and Volunteers with Special Rates***

The following will be allowed to park free during their work for the hospital:

- Members of the clergy with Hotel Dieu Shaver Health and Rehabilitation Centre identification on hospital business
- Volunteers who have appropriate Hotel Dieu Shaver Health and Rehabilitation Centre identification on hospital business
- Auxiliary members who have appropriate Hotel Dieu Shaver Health and Rehabilitation Centre identification on auxiliary business
- Automobile service representatives when called to the hospital to render automotive assistance to parking patrons
- Law Enforcement officers and Ministry officials on official business
- Veterans of the Canadian military with appropriate identification
- Short term drop offs and deliveries for those on hospital business (ie couriers, lab services, taxis) when parked in the appropriate short term drop off designated spot(s)
- Contractors doing work within Hotel Dieu Shaver

**4.0 DISTRIBUTION**

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