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<b>Subject</b>	Parking
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<b>Section</b>	Administration
<b>Subsection</b>	General
<b>Category</b>	Corporate
<b>Contact</b>	Gary Schmuck
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### References

Not Applicable.

### Applicable To

This policy applies to employees, students/instructors, medical staff, residents, temporary employees, independent contractors and vendors of Gundersen Clinic, Ltd., Gundersen Lutheran Medical Center, Inc., Gundersen Lutheran Administrative Services, Gundersen Lutheran Medical Foundation, Inc., (collectively "Gundersen") located on the La Crosse campus.

### Detail

Gundersen Health System is a leader in patient care and supports efforts to improve service to our patients, their families and people we serve daily on our main campus. This includes the provision of safe and adequate patient parking. Gundersen is also committed to being a "good neighbor" to the people who live close to our campuses.

The objectives of this policy are:

1. To ensure that our patients and their families have minimal difficulty finding satisfactory parking around our campus;
2. To insure our neighbors adequate on-street parking;
3. To provide our employees safe parking close to their workplace as possible while meeting our commitment to serve our patients and their families.

Gundersen employees are required to follow the procedure listed below. Any deviation from these criteria may result in disciplinary action.

### Implementation

Unless arranged through a special permit obtained through Employee Health Services or Security, all general staff working at the La Crosse campus will park in designated "Employee Parking" lots - locations identified on the parking map published on Gladiator under Corporate Reference.

1. All parking lots will be first-come-first-served.
2. Physician parking lots will be open parking for physicians only.
3. There are a number of designated, signed Rideshare parking spaces on the north side of parking lot C and in the north east corner of the Orange Lot on the La Crosse campus for employees who

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rideshare to Gundersen. Employees must display a ride-share permit in their vehicle on the days they use the designated stalls. To obtain a permit (available from the HR Service Center) employees are required to review and sign a rideshare agreement.

4. Green Ramp is Patient only parking, no exceptions.
5. Blue Ramp, Top Level limited to permit parking for those with special circumstances. Employee must display the permit in their vehicle.
6. PM Parking will be allowed in the Blue Ramp on incline leading to top level and the top level of the ramp.
7. It is not always possible to mark with signs or paint all areas where parking is prohibited. All areas not specifically designated for parking shall be considered "No Parking" zones and are subject to parking citations issued by Security.
8. Employees reporting for work related emergencies may park in any available space in any parking lot (including patient/customer parking, excluding disabled spaces) to facilitate entering the facility as quickly as possible. If an employee receives a parking citation when reporting for an emergency, the employee shall inform their supervisor and the supervisor shall notify Security by writing on the citation that the employee was reporting for a work related emergency. Security will then delete the parking citation it inadvertently issued in such circumstances. *Verification may occur, through a telephone call to departments and or managers, as to whether an employee is actually working at the time of the parking violation.*
9. With the exception of specifically designated patient lots (i.e., Pink Lot), employees may park in patient parking lots when they are at Gundersen for non-work related matters (i.e., medical appointment, visiting a patient, credit union business). If an employee receives a parking citation when at Gundersen for non-work related matters, the employee shall notify Security that he or she parked in a patient lot for non-work related matters. The Security Manager will then delete any parking citation inadvertently issued in such circumstances and document the item in an electronic file maintained by the Security Manager.
10. Security will make an attempt to identify the driver of any vehicle parked illegally in a marked disabled parking space, in an emergency service vehicle lane, in front of a fire connection, or in a space specifically designated as "No Parking". If Security cannot locate the driver of the illegally parked vehicle within 15 minutes or sooner if an imminent danger to safety is present, Security reserves the right to notify the police department or have the vehicle towed at the owner's expense.
11. Security will patrol all parking lots on a daily basis, unless other incidents impacting patient care or employee safety occur and take precedence. Security will identify an employee parking violation by a parking complaint or by observation, will identify the employee by license plate or previous violation. The employee violation will be entered into the parking database which will then notify, (via email) the employee of the violation. A second email will be sent to the employee's next level leader. If for some reason the parking violation needs to be voided, emails will be sent to the employee and next level leader. A copy of the citation will be maintained in the Security office in an electronic file.
12. Employees shall report to the Security office any physical hazards they identify in parking lots (i.e., burned out light, leaking gas, etc.). The Security office will then make contact with the appropriate department (Safety, Facilities) to assess and correct the hazard.
13. Employees will be responsible for towing their own vehicle if it cannot be driven due to mechanical failure or unsafe condition of the vehicle (i.e., leaking gas tank).

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14. Parking locations may be altered without advance notice from Security during emergency events or during times where there are imminent threats posed to life safety or health. In such cases Security will make all attempts to provide adequate signage and personnel to direct traffic in a safe manner.

### **EMERGENCY SERVICES PARKING**

1. Persons accompanying a patient entering the Emergency Services shall be asked by Emergency Service staff or Security to move the delivering vehicle from the Emergency Services loading zone as soon as practical.
2. If a patient is unaccompanied, or the person accompanying a patient is unable or unwilling to move his/her vehicle from the Emergency Services loading zone, Emergency Services personnel shall request verbal permission from the vehicle owner to allow Security or Emergency Services employee to park the vehicle in the hospital parking lot.
3. If available, Security Officer shall go to the Emergency Services department, park the patient's vehicle in the hospital parking lot, lock the vehicle, return the keys to the responsible person in Emergency Services, and notify the person where the vehicle is parked.
4. The patient shall make his/her own arrangements for retrieving the vehicle from the parking lot.
5. Patients' keys shall be kept with other patient valuables, or returned to the patient or person accompanying the patient.
6. Emergency Services and Security personnel shall be responsible for restricting parking in the Emergency Services loading zones to emergency vehicles ONLY (fire, police, and ambulance).

### **VIOLATION OF POLICY:**

Employees who violate this policy are subject to disciplinary action up to and including termination of employment.