

ADMINISTRATIVE POLICY AND PROCEDURE

Subject: PARKING

Policy No.: A413

Supersedes: May 12, 2021

Review Date: May 7, 2024

Origin Date: January 1, 1992

Revision Date: May 7, 2024

PURPOSE:

To establish a uniform policy and procedure regarding the allocation, privileges, and responsibilities of parking on Rancho Los Amigos National Rehabilitation Center grounds and to ensure a safe environment for our patients/visitors and employees. Parking issues will be addressed to the Chief Operations Officer for recommendation to the Chief Executive Officer for final approval.

GUIDELINES AND PROCEDURES:

Violation of any of the following regulations may result in issuance of a parking citation:

A. MEDICAL CENTER DRIVING REGULATIONS

- Pedestrians have the right-of-way at all times.
 - The speed limit on Medical Center grounds is 20 mph, unless otherwise posted.
 - The speed limit in Medical Center parking areas is 5 mph, unless otherwise posted.
 - All vehicles must make a complete stop at all posted stop signs. **Failure to do so may result in the issuance of a moving violation citation.**
1. All drivers must observe all signs and curb markings. Parking is forbidden in "grid" areas, fire/red/yellow zones and "no parking" areas.
 2. Time limited parking will be enforced, including EV charging stations.
 3. High profile and/or long vehicles should not park in corner spaces which might impair other traffic visibility and create a safety hazard.
 4. Parking on Medical Center streets is prohibited unless otherwise posted.
 5. Working on personal vehicles on Medical Center grounds is prohibited.
 6. All vehicles parked in "disabled" spaces must have a **DMV** disabled placard visible.
 7. All external County departments that receive authorization to park in the structure, must park vehicles on the 5th level.
 8. Failure to observe these regulations may result in a citation by the Sheriff's Department or other local law enforcement agencies.

Revised: 6/17, 5/21, 5/24

Reviewed: 6/17, 5/21, 5/24

Approved By:

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9. **NO CITATION WILL BE VOIDED.** Once a citation has been issued to a vehicle, it **cannot** under any circumstances be voided by either Administration or The Sheriff's Department. The ticket must be paid, and appeal letters may be sent in accordance with vehicle Code #21113(a) to:

Los Angeles County/Department of Health Services
Office of Parking Violations
P.O. Box 30056
Los Angeles, CA 90030-0056
Phone: (213) 629-3919

B. EMPLOYEE PARKING:

1. Employees must park their vehicles in the parking structure from the 2nd floor and above. All ground-floor parking in the structure is reserved for patients/visitors parking only, except for assigned parking stalls and short-term Electric Vehicle (EV) Charging Stations.
2. Employees are allowed to park in Lot C stalls that are not reserved.
3. Employees are not allowed to park in the Harriman Bldg. parking lot, or Lots A and B. These parking lots are reserved for patients/visitors and other County Departments.
4. Employee parking is **STRICTLY PROHIBITED** in areas posted for "patients/visitors parking only" unless prior authorization has been granted.
5. Employee parking is **prohibited** in areas where signage is posted "For Service Vehicles Only", and all other no parking areas.
6. Rancho volunteers must park their vehicles in the parking structure or other approved lots. **All surface parking in the parking structure is for patients/visitors.**
7. Employees must notify the Medical Center Sheriff Dispatch at extension 7042 when leaving their vehicle on Medical Center grounds overnight. Inoperable employee vehicles must be removed from Medical Center grounds within 72 hours.

C. EMPLOYEE CARPOOL PARKING

- Permit carpooling is available to employees who commute to Rancho's campus with two or more passengers per vehicle.
- Carpoolers must request a carpool application from the Employee Transportation Coordinator.
- Carpool parking permits must be displayed in full view on the front windshield. Carpool permits are shared with the registered group and are non-transferrable.
- There are nineteen spaces allocated for carpool parking on the 2nd floor of the parking structure. Vehicles parked in the designated carpool areas without displaying the appropriate permit **may result in the issuance of a parking citation.**

D. EV CHARGING STATIONS

The EV parking spaces located on Rancho's campus are designated for plug-in electric vehicle charging only, as indicated by the installed electric outlet dedicated to each parking space, and the signage that

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reads “**Reserved Electric Vehicle Parking Only**”. Only vehicles that are identified on the automobile registration as “electric” or “hybrid” with plug-in functionality are allowed to utilize these spaces.

A vehicle must be plugged in when utilizing these spaces. In addition, **charging should occur in 4 hours increments. Upon completion, vehicles should be relocated to alternate non-EV spaces. Vehicles left in spaces for more than 4 hours may result in the issuance of a parking citation.** Citations are issued by the campus Sheriff’s Department.

Vehicles that **DO NOT** have the functionality to plug-in to the charging station are **prohibited** from parking in the spaces and **may result in the issuance of a parking citation.** These include:

- any non-plug in vehicle that uses a standard unleaded or diesel gasoline fuel source
- any non-plug-in hybrid vehicles and any non-plug in vehicles that utilize a fuel source that is more environmentally friendly than the standard regular unleaded gasoline.

Furthermore, if a plug-in electric vehicle occupies a charging space but does not utilize the plug-in to charge, this vehicle will be treated as a non-plug-in and **may result in the issuance of a parking citation.**

E. LOW-EMITTING FUEL-EFFICIENT VEHICLES (LEVs) PARKING SPACES

LEV parking spaces in the parking structure are identified with signage that reads “**LOW-EMITTING FUEL-EFFICIENT VEHICLE**”. These spaces are specifically intended for use by Hybrid, Electric, and Compressed Natural Gas (CNG) vehicles only. Vehicles that park in marked spaces and do not meet the criteria for LEV **may result in the issuance of a parking citation.**