

HARBOR-UCLA MEDICAL CENTER

SUBJECT: PARKING

POLICY NO. 120

PURPOSE:

To establish a uniform policy and procedure regarding the allocation, privileges and responsibilities of parking on Harbor-UCLA Medical Center grounds and to ensure a safe environment for Harbor's patients, visitors and workforce members.

POLICY:

The Medical Center provides free parking for patients, visitors, staff (workforce members, students, & volunteers), in parking lots on and near the campus. Designated parking areas shall be restricted during certain hours, and may require a facility-issued parking permit. Open parking shall be provided on a first-come, first-served basis. The Medical Center shall provide a shuttle service during scheduled hours. The hospital is not responsible for damages to or loss sustained by vehicles parked on the premises.

DESCRIPTION:

- **Open Parking** – All areas on campus that are not posted restricted. Open Parking lots are as follows:
 Locations: Lot A (West of Surgery/Emergency)
 N-25/Paint Shop (Normandie Avenue entrance onto Medical Foundation Drive)
 Lot V (826 W. 220th Street southeast corner of Vermont & 220th Streets)
 Lot D (3rd level of parking structure, southeast corner of campus)
- **Restricted Parking** - Designated and authorized/medical personnel parking.
 Locations: Lot B - Patients, visitors, hospital volunteers (Hospital Way main entrance; west on North Drive).
 Lot C (North) - Patients, visitors, hospital volunteers (Hospital Way main entrance; east on North Drive).
 Lot C (South) – Police parking, Reserved (24-hour) and Carpool parking. (Vermont Avenue entrance).
 Lot D (Parking Structure levels 1 and 2) - Faculty/Volunteer Attending Physicians, House staff and Authorized Personnel (220th St entrance, near Vermont Avenue), restricted to providers, restricted hours from 06:00 a.m. to 2:00 p.m.

EFFECTIVE DATE: 5/93

SUPERSEDES:

REVISED: 8/89, 5/93, 7/95, 9/96, 7/97, 4/98, 8/06, 8/09, 8/10, 4/14, 10/14, 4/19

REVIEWED: 8/89, 10/92, 5/93, 7/95, 10/96, 4/98, 2/02, 1/05, 8/06, 8/10, 4/14, 10/14, 4/19

REVIEWED COMMITTEE:

APPROVED BY:



 Kim McKenzie, RN, MSN, CPHQ
 Chief Executive Officer



 Anish Mahajan, MD
 Chief Medical Officer



 Nancy Blake, PhD, RN, NEA-BC, FAAN
 Chief Nursing Officer

HARBOR-UCLA MEDICAL CENTER

SUBJECT: PARKING

POLICY NO. 120

- **Reserved Parking** - 24-hour approved designated parking (Lot C South) – (Vermont Avenue entrance).
- **Carpool Parking** – Workforce members Carpool hanger permit parking (Vermont Avenue entrance) (Lot C South and Lot V at 826 W. 220th Street), 6am – 2pm Monday – Friday.
- **Shuttle Services** – Shuttle transportation for patients, visitors and staff throughout the campus and to off-site campus parking lots. See section E below for shuttle hours.

PROCEDURE:

- A. Open Parking** – All campus parking areas are available to staff, visitors and patients except in areas that are designated parking as described in sections B and B.1 and C below. All legal signage must be observed.
- B. Restricted Parking**

Parking Lots	Restricted Hours	Permit Required	Parking Eligibility
Lot A	24 hours/7 days per week	No	Patients, Visitors, Hospital Volunteers
Lot B	6am – 2pm Monday - Friday	No	Patients, Visitors, Hospital Volunteers
Lot C	6am – 2pm Monday - Friday	No	Patients, Visitors, Hospital Volunteers Note: Certain areas require a permit 24/7
Lot D	6am – 2pm Monday – Friday	Yes	Faculty, Volunteer, Attending, House staff physicians and authorized administrative permittees. Note: Certain areas require a permit 24/7 days.
Lots V	6am – 2pm Monday – Friday	Yes	Employee Carpool parking

B.1 Permit Issuance:

- Lot C:** Administrative approval is required for authorized personnel. Parking is assigned by Hospital Administration, (424) 306-6580.
- Lot D:** A current hangtag is issued to eligible employees at Medical Administration, Rm. 8E8, (424) 306-6393. Lost current hangtags pay a non-refundable \$25 fee to Cashier’s Office, Room 1A-1, (424) 306-4004.
- Lots V & C/N:** Carpool Permit hangers issued to eligible employees at Building N32 by ETC, (424) 306-7733.

C. Reserved Parking:

Location: Lot C (South) - Hospital Administration approves assigned reserved parking spaces 24-hours/7 days-per-week.

HARBOR-UCLA MEDICAL CENTER

SUBJECT: PARKING

POLICY NO. 120

D. Employee Carpool Parking:

Permit carpool parking available to employees that commute to Harbor’s campus with two or more passengers per vehicle. Carpoolers must complete a carpool application with the Employee Transportation Coordinator at Environmental Health & Safety, (Building N-32), (424) 306-7733.

Carpool hangers must be in full view in the front windshield. Carpool hangers are shared with registered carpool group and are non-transferable. Lost carpool applications are not processed by mail and hangers are not replaceable until annual re-issuance.

Vehicles parked in the carpool area without displaying appropriate hanger will be cited and may be towed away at owner's expense.

Carpool Parking Lots	Carpool Spaces	Carpool Hanger
Lot C (South)	41	Yes
Lot V	13	Yes

E. Shuttle Service

Free shuttle transportation is available to patients, visitors and Workforce Members throughout the campus weekdays M-F. Shuttle service is not available on weekends and holidays:

Shuttle Schedule	
6:30 am – 7:30 am	Lot V and Park & Ride
7:35 am – 10:15 am	Main Hospital Campus Circulation
10:15am – 10:45 am	Out of Service (Lunch Break)
10:50 am - 3:30 pm	Main Hospital Campus Circulation
3:30 pm – 4:00 pm	Lot V and Park & Ride (On Request)
4:05 pm – 1:00 am	Shuttle Passenger pick-up at Outpatient Pharmacy North Exit
	Extended Shuttle Hours:
4:00 pm – 7:45 pm	Pick-up/Departure – 1 st Floor Pharmacy North Exit. N24 and additional N-Building when services are needed.
7:50 pm – 8:20 pm	Out of Service (Lunch Break)
8:25 pm – 1:00 am	1 st Floor Pharmacy North Exit to passenger’s vehicle
	To request pick-up, call (310) 991-9870

F. Los Angeles County Sheriff Department (LASD) Parking Enforcement:

The LASD is responsible for issuing citations for vehicles parked in unauthorized areas under Sections 15.44.150 LACO Code and 22651 (n), 21113 (a), 22652, and other sections of the California Vehicle Code. Contact LASD dispatch at (424) 306-4450 for parking citation inquiries.

HARBOR-UCLA MEDICAL CENTER

SUBJECT: PARKING

POLICY NO. 120

Vehicle Citations:

1. Written parking citations are issued by LASD and will be placed on the vehicle's windshield.
2. Vehicles parked in restricted areas without displaying appropriate placard i.e., permit, current hangtag, disabled, etc., or parked in unmarked parking stalls and no-parking areas may be cited and/or towed away at owner's expense.
3. Workforce Members who park their vehicles in unauthorized areas may be cited and or towed away at owner's expense.
4. Restricted parking lots will be monitored.

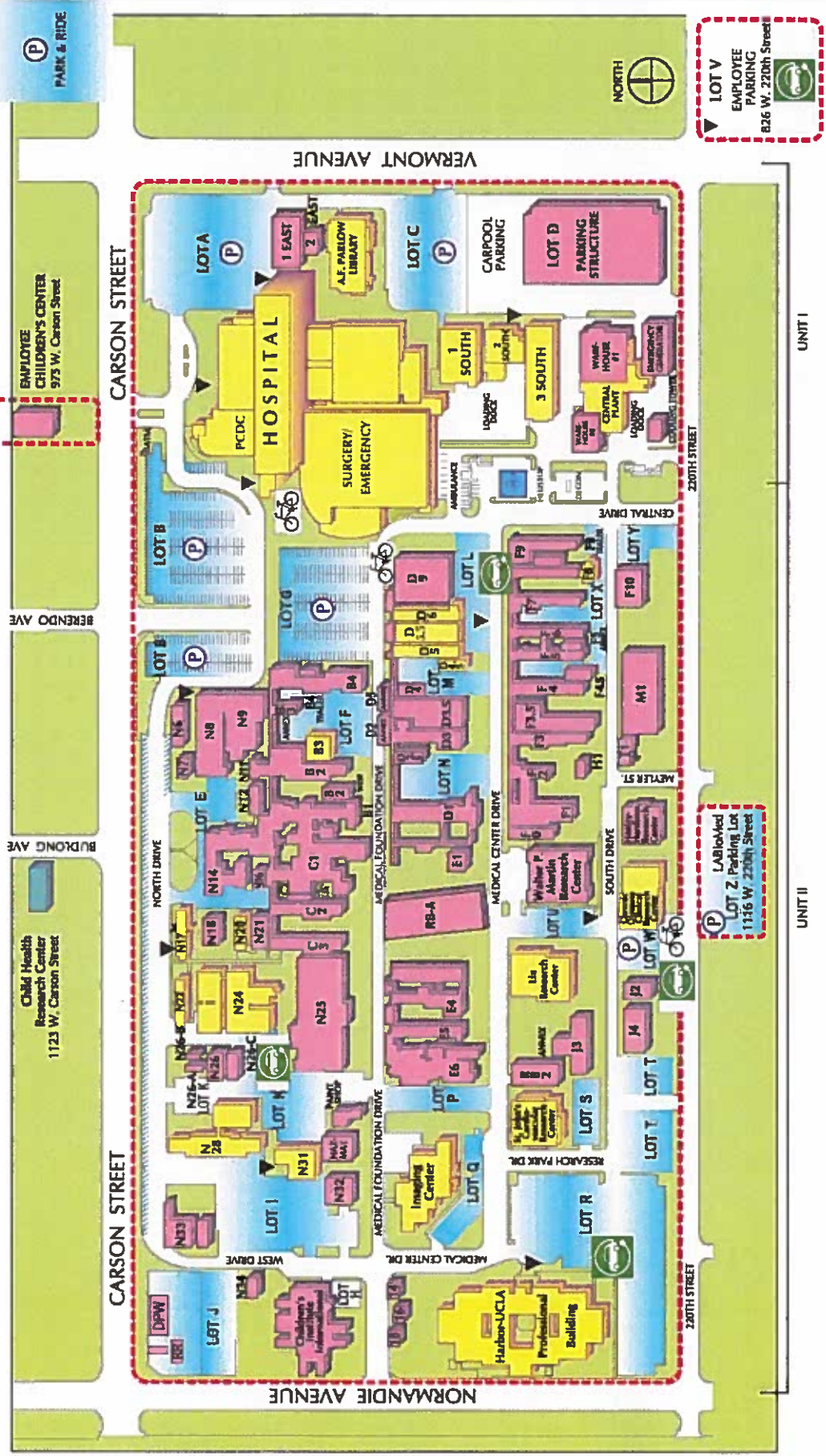







Harbor-UCLA
MEDICAL CENTER

Campus Plan Plano del Hospital



1000 West Carson Street, P.O. Box 2910, Torrance, CA 90509-2910
(310) 222-2345



-  Patient Service Building / Edificios para atención al paciente
-  Campus Building / Edificios en los terrenos del hospital
-  Patient/Visitor Parking / Estacionamiento para visitantes y pacientes
-  Shuttle Bus Stops / Parada del autobús
-  Smoke and Tobacco Free Campus / Este es un Campus libre de humo y tabaco
-  Electric Vehicle Charging Stations / Estaciones de Carga de Vehículos Electrónicos
-  Employee Bicycle Cages/Lockers / Bicicletas de Empleados

11/7/14 11/14

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Hospital Planning & Architecture 11/14