



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: PARKING POLICY**

**Policy No.: A413**  
**Supersedes: June 13, 2017**  
**Revision Date: May 12, 2021**  
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### 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.

### PARKING REGULATIONS AND PROCEDURES:

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

1. Employees must park their vehicles in the parking structure. All ground floor parking is for patients/visitors only.
2. Employees will observe all signs and curb markings. Parking is forbidden in "grid" areas, fire/red/yellow zones and "no parking" areas.
3. Time limited parking will be enforced.
4. High profile and/or long vehicles should not to park in corner spaces which might impair other traffic visibility and create a safety hazard.
5. Employee parking is **prohibited** in areas posted "For Service Vehicles Only", and all other posted no parking areas.
6. Employee parking is **STRICTLY PROHIBITED** during clinic hours, 7:30 a.m.-5:00 p.m. in areas posted for "patient/visitors only" parking.
7. Employees requesting parking outside of the structure must submit a **written justification with approval by their department head and forwarded to the Chief Operations Officer, Hospital Administration for review.** Recommendation will be made to the Chief Executive Officer for final approval.
8. An employee must notify the Medical Center Sheriff Dispatch at extension 57042 when leaving their vehicle on Medical Center grounds overnight. Employee vehicles which are inoperable must be removed from Medical Center grounds within 72 hours.
9. Parking on Medical Center streets is prohibited unless otherwise posted.
10. Working on personal vehicles on Medical Center grounds is prohibited.

EFFECTIVE DATE: January 1, 1992

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

*Ben Ando*

11. All vehicles parking in "disabled" spaces must have a **DMV** disabled placard.
12. **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

13. Failure to observe these regulations may result in a citation by the Sheriff's Department or other local law enforcement agencies.
14. Rancho volunteers must park their vehicles in the parking structure. **All surface parking is for patients/visitors.**

#### **EMPLOYEE CARPOOL PARKING**

Permit carpooling is available to employees that 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 2<sup>nd</sup> 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.**

#### **ELECTRIC VEHICLE CHARGING STATIONS (EV)**

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 reads "**Reserved Electric Vehicle Parking Only**". These spaces are expressly intended for use by electric vehicles that can utilize the plug-in capability of the charging stations.

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.** This includes 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. Only vehicles that are identified on the automobile registration as "electric" or "hybrid" with plug-in functionality are allowed to utilize these spaces.

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.** A vehicle must be plugged 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.

**LOW-EMITTING FUEL EFFICIENT VEHICLES (LEVs)**

Low-Emitting Fuel Efficient Vehicle spaces are located in the parking structure with signage that reads “**LOW-EMITTING FUEL EFFICIENT VEHICLE**”. These spaces are solely 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.**

**MEDICAL CENTER DRIVING REGULATIONS**

- A. Pedestrians have the right-of-way at all times.
- B. The speed limit on Medical Center grounds is 20 mph, unless otherwise posted.
- C. The speed limit in Medical Center parking areas is 5 mph, unless otherwise posted.
- D. 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.**

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