

# LAC+USC MEDICAL CENTER POLICY

Subject: <b>PARKING SERVICES</b>	Original Issue Date: 9/25/08	Policy # <b>662</b>
	Supersedes: 12/13/16	Effective Date: 11/19/21
Departments Consulted: Facilities Management Los Angeles Sheriff Department Nursing Services	Reviewed & Approved by: Parking Services Committee Medical Executive Committee Senior Executive Council	Approved by: Chief Medical Officer
		Chief Executive Officer

## PURPOSE

To establish parking guidelines and parking allocations for LAC+USC Medical Center employees and authorized contractors to maximize patients and visitors parking availability.

## POLICY

LAC+USC Medical Center will follow the established criteria and guiding principles which will indicate explicitly where individuals will be assigned parking during tenure at the facility

## PRINCIPLES

- **Patients and visitors will have priority to parking spaces most convenient to their destination.**
- The organization will make every effort in providing parking nearest to the work location for evening and night shift personnel.
- The organization will participate in programs that promote a cleaner environment and will designate parking according to prescribed regulations.
- Parking Services will operate parking activities according in the best interest of the patients, visitors and staff.
- On an annual basis, Facilities Management parking services will evaluate the Medical Center parking lots for effective use and guiding principles.

## ENFORCEMENT

- Local, State and Federal regulations will govern the LAC+USC Medical Center parking policy.
- **Employees may not park in any visitor lot during business hours 5 AM-5PM Monday-Friday**
- LAC+USC Medical Center employees who fail to comply with Parking Services policy may be subject to ticketing and / or disciplinary action.
- LAC+USC Authorized Vendor/Contractors who fail to comply with Parking Services policy may be subject to revocation of parking privileges.

## PARKING GUIDELINES:

### EMPLOYEE PARKING PERMITS:

- All applicants must complete a parking application and card key request form prior to receiving an access key card for parking/building access. The Lock Shop will issue a valid

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parking hang tag according to the area assigned. Employees utilizing unauthorized permits are subject to citation and possible towing at owner's expense.

- Parking will be assigned in accordance with established guiding principles.
- Parking hang tags will be issued for all vehicles registered to a LAC+USC employee. Current valid vehicle registration is mandatory for each vehicle being registered prior to issuance of parking hang tag.
- Parking hang tag must be placed on the rear-view mirror of the vehicle. The parking hang tag must be clearly displayed and free from obstruction. Improperly displayed or obstructed hang tag is subject to citations and towing of vehicle.
- Parking hang tags must be returned upon separation of County Service. If hang tag is lost or not returned upon separation of service a \$25.00 charge will be assessed for replacement.

#### **ATTENDING PHYSICIAN PARKING LOCATION**

- Attending Physicians are authorized to park in the following areas: Lot 1A, 1D, Lot 6, Lot 9 Section A, B & C, Lot 10, Lot 12 Level B, C & D, and Lot 14. Corresponding hang tag will be issued.

#### **VOLUNTEER ATTENDING PARKING LOCATION**

- Volunteer attending are authorized to park in the following areas: Lot 1A, 5, Lot 9 Section D. The Parking Services Manager will provide parking placard for the duration of service according to the established guidelines in section "Employee Parking Permits".

#### **SENIOR EXECUTIVE COUNCIL (SEC) MEMBERS PARKING LOCATION**

- Senior Executive Council (SEC) Members are authorized to park in the following areas: Lot 1A, 1D, Lot 6, Lot 9 Section A, B & C, Lot 10, Lot 12 Level B, C & D.

#### **PATIENT/VISITOR FREE PARKING LOCATION**

- Free parking for Patrons of LAC+USC Medical Center is provided in Lot 5, Lot 9 Section D and Lot 12 Level A. These lots are manned and monitored by Security personnel.
- Free parking for Patrons of LAC+USC Medical Center to the Rand Schrader building is provided in Lot 5P21.
- Additional free parking for Patrons of LAC+USC Medical Center is provided in Lot 10.

#### **GUEST/VIP PARKING**

- Parking for guests arriving to LAC+USC Medical Center will be provided upon written request to the Parking Management office via email address [rrodriguez@dhs.lacounty.gov](mailto:rrodriguez@dhs.lacounty.gov).

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Requests must be submitted no less than 48 hours in advance to properly arrange accommodations.

### **VENDOR PARKING**

- Vendors providing a service, i.e., delivering medical supplies, servicing equipment, grounds maintenance, etc., will park in Lot 5, Lot 9 Section D or Lot 12 level A unless prior arrangements have been made by Parking Management.

### **OFFICIAL COUNTY VEHICLES, DELIVERY/SERVICE**

- The hospital loading dock may be used for service and/or delivery vehicles having commercial license plates that must have access to the facility in the delivery and receiving of supplies, equipment, and services.
- All vehicles must park in a designated parking stall only. Vehicles parking in any red zone, fire lanes and prohibited areas are subject to citations and towing at owner's expense.

### **DISABLED PARKING**

- Disabled parking stalls are available in Patients, Visitors and in Employee assigned parking lots provided a disabled parking stall is utilized. Vehicles in violation of this parking regulation are subject to citation under the California Vehicle Code and may be towed away at the owner's expense.

### **PARKING ENFORCEMENT**

- The Los Angeles County Sheriff's Department is responsible for patrolling parking areas and enforcing all parking rules and regulations in accordance with the LAC+USC Medical Center parking policy and guidelines, State laws, ordinances, and Municipal codes.
- Employees parking in lots where they are not authorized by permit or guest pass will be cited and potentially towed away during hours of enforcement.
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- The following parking conditions are enforced 7 days/week, 24 hours/day, at all parking locations:
  - Disabled person parking spaces
  - Fire lanes, red zones, fire equipment
  - Carpool/Vanpool parking spaces
  - Patient loading and unloading zones
  - Bus zones
  - Electric Vehicle charging stations
  - Timed parking zones

### **GENERAL PARKING LOT ALLOCATION GUIDELINES**

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- The following are the general parking allocations per work location.
  - Hospital, Building B (OPD), Historic General Hospital, IRD Building
    - Lot 1D
    - Lot 2
    - Lot 10
    - Lot 12
  - Diagnostic & Treatment Tower, Building A (Clinic Tower)
    - Lot 9 A, B
  - Outlying trailers
    - Lot 10
  - Building C (Rand Schrader Clinic)
    - Lot 10
  - North Campus (Cancer Research, School of Nursing, VIP, Coroners)
    - Lot 10
    - Lot 14
    - Lot 15
  - LAC+USC Contract Employees, Students and Registry Employees
    - Lot 10
- The above are basic parking allocation subject to change due to patient parking needs.
- Adequate free parking will be provided to all employees. Proximity to work location is not implied or guaranteed.

### **SPECIFIC PARKING LOT GUIDELINES**

- The following are specific guidelines for LAC+USC Medical Center parking lots. Any exception requests must be submitted by the area SEC Member for review and approval by Parking Services Manager.
  - **LOT 00 (Located between Building “B” and Intern’s/Resident Building)**
    - Enforced 7 days/week, 24 hours/day
    - Patient pick up/drop off
    - Sheriff’s Department
  - **LOT 1-A (Located at Zonal Avenue west of Biggy Street)**
    - Identified by a SEC/MD parking hang tag or authorized temporary placard.
    - Designated for Attending Physicians, Volunteer Physicians and SEC Members.
    - Enforced 24 hours/day, 7 days/week
  - **LOT 1-D (Located at Zonal Avenue west of Biggy Street)**
    - Identified by a Lot 1D Purple parking hang tag
    - May be used as overflow parking for Lot 1-A

- Enforced 5:00 a.m. to 5:00 p.m. Monday - Friday
- **LOT 1-G (Located at State Street Telephone Exchange)**
  - Designated for Telephone Exchange personnel
  - Enforced 7 days/week, 24 hours/day
- **LOT 2 (Located at Zonal Avenue Mini Warehouse)**
  - Identified by a Lot 2 Black parking hang tag
  - Enforced 7 days/week, 24 hours/day
- **LOT 4 (Located North of Marengo behind Coroners Building)**
  - Identified by a Brown parking hang tag
  - Enforced 7 days/week, 24 hours/day
- **LOT 5 (Located at State Street West of Clinic Tower)**
  - **Designated strictly for use by Patrons of LAC+USC Medical Center, Volunteer Physicians**
  - Enforced 5:00 a.m. to 5:00 p.m. Monday - Friday
- **LOT 5P21 (Located at Zonal behind 5P21 Clinic)**
  - **Designated strictly for Patrons of LAC+USC Medical Center**
  - Enforced 5:00 a.m. to 5:00 p.m. Monday - Friday
- **LOT 6 (Located at the Clinic Tower East of State Street)**
  - Identified by a SEC/MD parking hang tag
  - Card Key access required
  - Enforced 7days/week, 24 hours/day
- **LOT 7 (Located at Marengo Street above Central Plant)**
  - Identified by a Metallic Gold parking hang tag
  - Designated for Hospital Administration, etc.
  - Enforced 7days/week, 24 hours/day
- **LOT 8 (Located at Marengo Street Emergency Room Entrance)**
  - Loading/Unloading Only
  - Enforced 7days/week, 24 hours/day
- **LOT 9 (MULTI-LEVEL STRUCTURE Located at Marengo)**

- **SECTION A & B**
  - Identified by a Green parking hang tag
  - Identified by a Blue parking hang tag
  - Identified by a SEC/MD parking hang tag
  - Card Key access required
  - Enforced 7days/week, 24 hours/day
  
- **SECTION 9C**
  - Identified by a Blue parking hang tag
  - Identified by a SEC/MD parking hang tag
  - Designated for evening shift personnel
  - Card Key access required
  - Enforced 7days/week, 24 hours/day
  
- **SECTION 9D**
  - Designated for Patrons of LAC+USC Medical Center, Volunteer Physicians
  - Enforced 5:00 a.m. to 5:00 p.m. Monday - Friday
  
- **Lot 10 (Multi Level parking structure located at Mission**
  - Identified by a Lot 10 Charcoal parking hang tag
  - Enforced 7days/week, 24 hours/day
  
- **LOT 10-E (Located at Mission Road West of Coroners Building)**
  - Designated for Coroners administration
  - Enforced 7 days/week, 24 hours/day
  
- **Lot 12 (MULTI LEVEL STRUCTURE located at Zonal Avenue west of Cummings Street)**
  - **SECTION A**
    - **Designated for Patrons of LAC+USC Medical Center**
    - Enforced 5:00 a.m. to 5:00 p.m. Monday - Friday
  
  - **SECTION B, C, D (Located at Zonal Avenue west of Cummings Street)**
    - Identified by a Yellow parking hang tag
    - Identified by a SEC/MD parking hang tag
    - Card Key access required
    - Enforced 7 days/week, 24 hours/day

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- **SECTION E (Located at Zonal Avenue West of Cummings street**

- Identified by a White parking hang tag
- Designated for Los Angeles Sheriff's Department/Facilities Management Administration
- Enforced 7 days/week, 24 hours/day

- **LOT 14 (Located at Sichel and Mission Road College of Nursing**

- Identified by a Lot 14 Florescent Red parking hang tag
- Identified by a SEC/MD parking hang tag
- Patient/Visitor Parking
- Enforced 7days/week, 24 hours/day

- **LOT 15 (Located at Griffin and Mission USC Research Center)**

- Identified by a Lot 15 Peacock Blue parking hang tag
- Enforced 5:00 a.m. to 5:00 p.m. Monday - Friday

## **REFERENCES**

Parking Guidelines  
DHS Discipline Manual & Guidelines (DM&G)

## **REVISION DATES**

September 25, 2008; August 30, 2009; December 10, 2013; December 13, 2016; February 21, 2020; November 19, 2021