



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

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**SUBJECT: PATIENT OWNED VEHICLES**

**Policy No.: B716**  
**Supersedes: June 15, 2017**  
**Revision Date: September 30, 2022**  
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### **PURPOSE:**

To provide guidelines of patient owned vehicles that will be left on campus.

Patient owned vehicles are not permitted to park on the Medical Center grounds for extended periods, however, the following limited exceptions are allowed:

1. For medical reasons recommended by the Service Chiefs, in which case a written request should be submitted to Administration for approval.
2. For individual reasons as approved by Administration or the Medical Center Sheriff's Department.

In all cases, approval and regulations will be the responsibility of Administration working with the Sheriff's station. Information on the patient's vehicle must be forwarded to the Sheriff's station (see attached).

### **Parking**

All patient automobiles permitted to park on Rancho grounds are limited to Patient/Visitor Lots and first floor parking structure.

### **Patient-Owned Vehicles**

The use of patient-owned vehicles is strongly discouraged because of the increasing traffic hazards and limited storage facilities.

Requests for storage will be referred to the Sheriff's station. Rancho Los Amigos National Rehabilitation Center does not assume the responsibility for damaged or stolen automobiles and will not be responsible for providing battery charging.

AD:gg

Attachment

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EFFECTIVE DATE: January 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

**EXTENDED PARKING REQUEST**

Patients that are requesting to park their private vehicles or visiting family vehicles on Rancho grounds for an extended period of time (more than one day) must complete this form.

Written permission from RLANRC Administration must be obtained prior to parking any vehicles on Rancho grounds for extended periods (more than one day).

**PATIENT \_\_\_ VISITOR \_\_\_ VEHICLE INFORMATION:**

LICENSE #: \_\_\_\_\_ STATE: \_\_\_\_\_  
MAKE OF VEHICLE: \_\_\_\_\_ MODEL: \_\_\_\_\_ TYPE: \_\_\_\_\_ YEAR: \_\_\_\_\_  
COLOR: \_\_\_\_\_ REGISTERED OWNER: \_\_\_\_\_

**PATIENT \_\_\_ VISITOR \_\_\_ INFORMATION:**

RELATIONSHIP TO PATIENT: \_\_\_\_\_  
PATIENT \_\_\_ VISITOR \_\_\_ NAME: \_\_\_\_\_  
PATIENT LOCATION: \_\_\_\_\_  
RLAMC PATIENT #: \_\_\_\_\_  
PATIENT \_\_\_ VISITOR \_\_\_ APPROXIMATE LENGTH OF STAY: \_\_\_\_\_  
PLEASE GIVE BRIEF JUSTIFICATION FOR EXTENDED PARKING REQUEST:  
\_\_\_\_\_  
\_\_\_\_\_

All patients must park their vehicles in marked Patient/Visitor lots and/or first floor parking structure, unless directed otherwise. Rancho Los Amigos Medical Center and/or Los Angeles County is not responsible for theft or damage to vehicles that are parked on County owned property.

**THIS SECTION FOR ADMINISTRATIVE USE ONLY**

DATE REQUEST RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_

REQUEST APPROVED \_\_\_ DENIED \_\_\_ BY: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

IF APPROVED, LENGTH OF STAY APPROVED: From: \_\_\_\_\_ To: \_\_\_\_\_

AREA/LOT APPROVED TO PARK: \_\_\_\_\_

c: Chief Executive Officer  
Chief Operations Officer  
Sheriff's Station