

**OLIVE VIEW-UCLA MEDICAL CENTER  
POLICY & PROCEDURE**

**NUMBER: 167  
VERSION: 4**

**SUBJECT/TITLE: PARKING**

**POLICY:** All Olive View-UCLA Medical Center workforce members will be assigned to a parking lot and shall park in their assigned parking lots. Workforce members are not permitted to park in “Patient/Visitor” parking lots except as delineated below and are subject to citation by the Los Angeles County Sheriff’s Department if they do so.

The Sheriff’s Department will patrol all parking areas at regular intervals. Los Angeles County and Olive View-UCLA Medical Center assume no responsibility or liability for damages, thefts or loss of vehicles and/or contents of vehicles parked on campus.

**PURPOSE:** To establish guidelines governing parking at Olive View-UCLA Medical Center.

**DEPARTMENTS:** All

**DEFINITIONS:** **Patient/Visitor Parking Lots:** A, B, C, and D.

**Workforce Member Parking Lots:** E, F, G, J and K.

**Unassigned Parking Lot:** The Bowl

**PROCEDURE: I. ADMINISTRATION**

Workforce members seeking a parking assignment shall complete and submit a “General Parking Request Form” or a “Carpool/Vanpool Parking Request Form” (as applicable) to Hospital Administration. Parking is assigned based on factors such as work location and work assignment/shift. Sharing of assigned hangtags/gate cards is forbidden and could result in forfeiture of parking privileges.

Workforce members seeking an alternative parking assignment shall complete and submit a “Parking Assignment Appeal Form” to Hospital Administration for consideration.

Workforce members shall report lost/stolen hangtags and/or gate cards to Hospital Administration. Replacement hangtags and/or gate cards may be obtained from Hospital Administration upon payment of the following fees:

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- a) 1<sup>st</sup> Loss = \$25.00
- b) 2<sup>nd</sup> Loss = \$40.00
- c) 3<sup>rd</sup> Loss = Workforce member will be assigned to an overflow lot

Payment shall be made to the Olive View-UCLA Medical Center's Cashier and proof of payment must be provided to Hospital Administration prior to receiving a new hangtag and/or gate card.

## **II.     PARKING RULES**

Parking areas will be posted with appropriate signs designating space for patients/visitors, workforce members, County vehicles, hourly parking, etc. All workforce members' vehicles parked in Olive View-UCLA Medical Center staff parking areas must display a valid hangtag. Vehicles without the appropriate hangtag displayed or that are parked in unauthorized areas will be cited.

Workforce members may park in Lots A and B from 3:00pm to 7:30am Monday through Friday. Workforce members may also park in Lots A and B all hours on weekends and holidays, but those vehicles must be out of these lots by 7:30am the next business day (Monday through Friday). For example, if Monday is a holiday, the vehicle must be out of Lots A and B by 7:30am on Tuesday.

Workforce members may park in Lot C from 3:00pm to 6:00am Monday through Friday. Workforce members may also park in Lot C all hours on weekends and holidays, but those vehicles must be out of the lot by 6:00am the next business day (Monday through Friday). For example, if Monday is a holiday, the vehicle must be out of the lot by 6:00am on Tuesday.

If a workforce member's assigned parking lot is full, he/she may park in Lot J must display their hangtag.

The Bowl parking lot is unassigned and may be used by workforce members and visitors. No hang tag is required for parking in The Bowl.

All vehicles must be parked in designated parking stalls and may not touch the painted lines separating the stalls.

Workforce members who need to temporarily park in front of the hospital in order to drop off items to their work area may park for up to 10 minutes in the white zone at the 1<sup>st</sup> and 2<sup>nd</sup> floor lobby entrances. Vehicles parked for more than 10 minutes in these areas are subject to citation by the Sheriff's Department.

Vehicles parked in Disabled Persons designated parking spaces must display a valid Disabled Person Parking Placard or Disabled Person License Plate issued by the Department of Motor Vehicles to the driver or passenger in the vehicle.

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Individuals parking in Electric Vehicle (EV) charging stations located on campus must follow all rules posted for such stations. Vehicles may be parked in the EV charging station for a maximum of four (4) hours at a time. The vehicle must be moved after four (4) hours to allow other vehicles to charge. Any vehicles exceeding this time limit are subject to citation by the Sheriff's Department.

Motorcycle parking is available in Lot F near the parking lot entrance gate.

General Parking Request Form  
Parking Assignment Appeal Form

**ATTACHMENTS:**

References:	
Approved by: Bonnie Bilitch (Chief Nursing Officer), Judith Maass (Chief Executive Officer), Shannon Thyne (Chief Medical Officer)	Date: 09/04/2018
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