Caregiver Parking Avon Hospital and Richard E. Jacobs Health Center
Caregiver Parking Directive

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<th>Target Group: Avon Hospital and Richard E. Jacobs Health Center</th>
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<tr>
<td>Approved by: Bill Keckan, COO</td>
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<td>Effective Date: November 15, 2016</td>
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Printed copies are for reference only. Please refer to the electronic copy for the latest version.

Purpose

The purpose of this directive is to outline the rules and expectations related to Caregiver parking practices on the Avon Hospital and Richard E. Jacobs Health Center Campus (REJHC).

Directive

Cleveland Clinic Parking Services provides safe, reliable and convenient parking while constantly seeking innovations that enhance quality, service and customer satisfaction. The first priority for parking is for patients and visitors; Caregivers are required to park in Caregiver designated areas in accordance with the requirements identified in this directive.

1. Parking Assignments: Caregivers are prohibited from parking in spaces reserved for patients and visitors with the exceptions outlined in this directive.
   a. Caregiver parking locations include Lot A and Lot B.
   b. Lot H is reserved for physician parking only; physicians are required to register through Parking Services and must receive the appropriate credential to access the lot.
   c. Caregivers are permitted to park in parking lots D, F and G beginning at 7pm and must depart by 7:30am Monday through Friday. These lots are available for Caregivers 24/7 on weekends and holidays.

2. Parking Enforcement: This directive is enforced by Parking Services and the Security Department with support from managers as well as REJHC and Avon Hospital leadership. Caregivers in violation of this directive will receive a warning for the first violation and the Caregiver’s manager will be notified for all subsequent violations. Caregivers in violation of this directive are subject to corrective action.
   a. Parking Violations are listed below:
      i. Parking in a space reserved for patients and visitors.
      ii. Parking over the lines defining a designated parking space.
iii. Parking in an area not designated for parking; i.e. fire lane, loading zone or any other area specifically designated by signage as unauthorized for parking.

iv. Parking in a manner that disrupts the normal flow of traffic.

v. Parking in a handicapped or reserved parking area without authorization.

vi. Failure to display a parking credential on the vehicle.

3. Vehicle Registration: All Caregivers of Avon Hospital and REJHC are required to register with Parking Services within 30 days of assignment to Avon Hospital or REJHC. Caregivers register their vehicle by sending a copy of their vehicle registration to parking@ccf.org and indicating their work location. During the registration process, Caregivers will receive a parking credential which must be displayed in the lower left corner of their vehicle windshield.

4. Liability: Cleveland Clinic Parking Services assumes no responsibility for the loss, theft or damage to vehicles. Parkers are responsible for the willful or careless destruction of Cleveland Clinic property, including, but not limited to gates, fences, lawns and landscaping.

5. Handicap Parking: Handicap permanent hang tags or license plates must be displayed at all times. Caregivers with a temporary medical condition that necessitates more proximate parking can submit a special request form which is found on the Parking Services Intranet site: http://portals.ccf.org/ProtectiveServicesHome/ParkingServices/tabid/3707/Default.aspx

6. Parking Council: A parking council is established to evaluate parking related issues and concerns on the campus. The council will be comprised of a multi-disciplinary group designed to effectively represent the interests of patients and visitors as well as Avon Hospital and REJHC Caregivers. The council is tasked with developing directives, guidance and standard operating procedures established for the campus.

Definitions

Avon Hospital and REJ – includes all Caregivers assigned to work at Avon Hospital and REJ Health Center, including contracted employees, volunteers and students.

Caregivers – includes proprietary employees, physicians, volunteers, vendors and contracted employees.

Oversight and Responsibility

The Parking Council is responsible to review, revise, update, and operationalize this directive to maintain compliance with regulatory or other requirements.

It is the responsibility of each hospital, institute, department and discipline to implement the directive and to draft and operationalize related procedures to the directive if applicable.
Other Background Information

Related Polices: Parking Services Caregiver Parking Directive (Main Campus), Parking Services – Parking Enforcement Standard Operating Procedure (Main Campus).

Parking Services Intranet Site:
http://portals.ccf.org/ProtectiveServicesHome/ParkingServices/tabid/3707/Default.aspx

Appendices

Parking Map