

	<p>POLICY</p> <p>Number: 7311-95-004 Title: SHR Parking Policy and Regulations</p>
<p>Authorization</p> <p><input type="checkbox"/> President and CEO <input checked="" type="checkbox"/> Vice President, Finance and Administration</p>	<p>Source: Director, Facilities Management Cross Index: Date Approved: March 29, 2011 Date Revised: August 10, 2012 Date Effective: August 24, 2012 Date Reaffirmed: Scope: SHR</p>

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OVERVIEW

Saskatoon Health Region (SHR) Parking Policy and Regulations are applicable at all SHR sites. At sites where there is no Parking Services/Parking Office or designated parking official, all communication shall be through the Royal University Hospital Parking Office.

DEFINITIONS

All (SHR) staff means SHR employees, practitioner staff, professional staff, affiliates, contractors, vendors, students and volunteers.

Cross-Site parking means designated parking on an adhoc basis at multiple sites. Cross-site parking is on a first come-first serve basis (intended for out-of-scope staff).

Leadership Team parking means parking privileges in all designated SHR staff parking lots.

Leave of Absence means maternity leave, medical leave or education leave.

Multi-site parking means designated parking privileges at multiple lots (intended for in-scope staff).

Out of Scope Management and Professional Positions mean Vice President, Executive Director, Director, Director and Professional Leader, Manager, Project/Program Manager, Assistant Manager, Legal Counsel, Deputy Medical Health Officer, Microbiologist, Consultant, Podiatrist, Community Developer, Engineer, Accountant, Financial Management Advisor, Payroll Analyst, Supervisor, Associate, Privacy Officer, Client Services Representative, Medical Affairs Coordinator, Volunteer Lead and Specialist.

Parking Office/Parking Services means any SHR employee delegated responsibility for parking and parking related issues at an SHR site (examples include rural site leader or other designated personnel).

Vehicle means a vehicle propelled or driven by any means other than by muscular power.

Visitor means patients and their families.

1. PURPOSE

The purpose of this policy is to establish eligibility for SHR parking privileges as well as establish requirements while parking at, or on, a SHR owned, operated or leased site.

2. PRINCIPLES

- 2.1 SHR parking privileges are intended to be fair and equitable. Parking revenue and parking costs are pooled and rates are established that are consistent with demand.
- 2.2 Everyone with parking privileges will pay the same required rate for the lot in which they park.

3. POLICY

General

- 3.1 SHR provides parking privileges to those attending SHR sites/facilities including, but not limited to staff, SHR Credentialed Physician/Practitioners, volunteers, members of the Authority, contractors and visitors.
- 3.2 All vehicles parking at, or on, a SHR site/facility are subject to the SHR *Parking Policy* and Regulations (see Appendix A, which forms part of this policy).
- 3.3 The authority to enforce the SHR Parking Policy on SHR sites/facilities rests with Parking Services. Any exceptions to the policy must be approved by Senior Leadership Team (SLT).
- 3.4 The authority to charge a rate for SHR parking privileges rests with SLT.

Eligibility/Requirements

3.5 Leadership Team Parking

- 3.5.1 Leadership Parking privileges require the parker to hold a position of Director, Vice President, Dyad Leader, President and CEO, Chair of the Authority.

3.6 External Organizations/Individuals

- 3.6.1 Pending availability, parking privileges for external organizations or individuals at a SHR facility shall be approved by the Manager, Parking Services pending availability and if the following criteria are met:
 - SHR Credentialed Physicians/Practitioners providing on-site patient care at a Saskatoon Health Region facility, who work for one of the following clinical departments: Adult Critical Care; Anesthesiology, Perioperative Medicine & Pain Management; Dentistry and Oral/Maxillofacial Surgery; Emergency Medicine; Family Medicine; Pathology & Laboratory Medicine; Medical Imaging & Nuclear Medicine; Medicine; Obstetrics, Gynecology & Reproductive Sciences; Oncology; Ophthalmology; Pediatrics; Physical Medicine & Rehabilitation; Psychiatry; Surgery.
 - A fixed maximum number of block stalls may be negotiated with an external organization. External organizations/individuals must apply for parking privileges and enter into a written agreement with SHR.

3.7 Cross Site Parking

Limited cross-site parking is available at the three acute sites in Saskatoon. Cross Site Parking is an 'enhancement' to normal parking privileges. An individual must already have regular parking privileges to qualify for Cross Site Parking.

3.7.1 Cross site parking privileges require the individual to hold an Out of Scope Management and Professional Position and have regional responsibilities as outlined in the job description requiring space to park when attending SHR sites.

- Cross-site privileges are granted upon request to Out of Scope Management and Professional Positions.
- The Parking Manager may grant exceptions for positions which do not fall into the Out of Scope and Professional Positions but are assigned to special SHR projects of a temporary nature (less than six months). The individual must already have parking at one site within SHR.

3.7.2 Cross site parking is not provided to employees who have occasional meetings at sites other than their home site.

3.7.3 Cross-site permit holders are not guaranteed parking at any facility.

3.8 Multi-site Parking

Multi-site Parking is an enhancement to regular parking privileges. An individual must already have regular parking privileges to qualify for Multi-site Parking.

3.8.1 To qualify for multi-site parking the individual must be an in-scope employee. The individual must have active parking privileges within SHR and must be scheduled to be at multiple sites each week in a consistent and predictable manner for their position. Multisite parking is only eligible to Permanent Full Time and Permanent Part Time employees and where required by collective agreement.

3.8.2 An 'After-Hours' parker may qualify for multi-site parking if the Manager provides evidence that the employee is scheduled periodically at other sites during evening hours, and already has parking at their home site. This access would only be available in the evenings only, not available during the day.

3.9 Visitor Parking

3.9.1 Daily, Weekly and Monthly passes are available for sale to individuals who are registered in one of our hospitals or visiting a patient registered in our hospitals.

3.9.2 SHR staff, University of Saskatchewan staff, physicians, Saskatchewan Cancer Agency staff and all other organizations are not eligible to buy visitor Daily, Weekly or Monthly passes to park for the purposes of work. These passes are strictly for patients and families of our hospitals.

3.10 D Lot Parking

D-Lot is intended to provide temporary parking privileges to SHR Credentialed Physicians/Practitioners requiring irregular access to one or more hospital sites in Saskatoon. To qualify for D Lot parking the individual must be a SHR Credentialed Physician/Practitioner (confirmed by Medical Affairs) whose primary office/practice is

not located at an SHR site and whose presence at an SHR site is required for direct patient care.

3.11 Central Vehicle Agency (CVA) Parking

Long-term CVA parking (greater than one month) for departments will be provided by Parking Services at each site upon request. The cost of this service must be paid by the department which requires the parking, and will be no less than the current posted parking rate for the lot assigned to the individual. Parking Services may accommodate short-term parking (less than one month) based on availability.

3.12 Contractor/Vendor Parking

Contractors/Vendors attending facilities to perform work or services are not eligible to buy Weekly or Monthly permits. Contractor/Vendors are required to pay Saskatoon Health Region posted parking rates, or any designated short term Contractor Parking Permit rate. Contractors are to use loading zones to load/unload supplies and equipment only, and then park vehicles in the Visitor lot, or designated Contractor areas if they are to be at the site for longer than the term designated in the loading zone. Failure to adhere to this policy may result in a violation including ticketing, towing, and or impounding the vehicles at the owner's expense.

3.13 Volunteer Parking

Volunteer Services at the three urban hospitals may request complementary parking for Volunteers. This parking may be limited, and is subject to availability at the site.

3.14 Contracts/Employment Contracts

Parking costs resulting from negotiation in employment contracts or service contracts with another party must comply with this policy. Any variation must be approved by the Vice President, Finance and Administration prior to entering into the contract. The parking lot will be determined by Parking Services, and the rate will not be less than the current posted parking rate for the lot assigned.

3.15 Parking Manager/Assistant Manager Positions and Access

The Parking Manager and Assistant Parking Manager may utilize existing permits or create new permits in order to accommodate patients/visitors, and/ or carry out the duties of their positions.

3.16 Contractor Parking

Parking for contractors is based on availability and may be arranged through the Parking Office at the attending site.

3.17 Contractors may use loading zones to unload tools and supplies only.

4. ROLES AND RESPONSIBILITIES

4.1 All Staff

To review, be aware of and adhere to the SHR *Parking Policy and Regulations* while using SHR parking facilities.

4.2 Parking Office/Parking Services

- 4.2.1 Manages and directs the preparation, distribution and posting of official regulatory notices and signs consistent with the *SHR Parking Policy*.
- 4.2.2 Posts adjustments to the *SHR Parking Policy* (and rates) with a minimum of 30 days notice.

5. POLICY MANAGEMENT

The management of this policy including policy education, monitoring, implementation and amendment is the responsibility of the Director, Facilities Management.

6. NON-COMPLIANCE/BREACH

- 6.1 Non-compliance with this policy may result in immediate termination of parking privileges. If it is determined the act was intended to deliberately defraud the system, such action may further result in termination of employment and/or privileges as well as possible criminal prosecution.
 - The improper use of transponders, access cards or permits, or entering or exiting a parking facility other than through the proper entrance or exit, and/or using any means other than the issued access card constitute a violation of this policy.
- 6.2 Non-compliance of *SHR Parking Regulations* (see Appendix A), will result in infractions or warnings.

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1. PURPOSE

The purpose of this procedure is to establish a process for Parking Privileges at SHR sites that charge a rate for parking privileges.

2. PRINCIPLE

Everyone with parking privileges will pay the same rate for the lot in which they park

3. PROCEDURE

3.1 Application

- 3.1.1 To apply for staff parking privileges, please complete a *Parking Application Form* and submit it to your site Parking Office.
- 3.1.2 To apply for cross-site privileges, submit application to RUH Parking Office, Box 82, 103 Hospital Drive, Saskatoon, SK S7N 0W8.
- 3.1.3 The application process does not apply to rural owned and operated facilities who manage parking privileges locally.

3.2 External Applications

External Applications apply to non-SHR employees/organizations requesting parking in SHR owned and operated parking facilities.

Please complete the External Parking Application form and forward to the SHR Parking Office.

- 3.3 Payment must be received in full at the appropriate rate or arrangements for payroll deductions completed before a permit will be released.

- 3.4 Assigned parking may be oversubscribed for optimum utilization of space. Therefore, assignment to a specific lot does not imply that space will always be available. If the parking lot is full, or you are unable to gain access to the lot, proceed as directed by the Parking Office. Notify the site Parking Office immediately. Being unable to park in the regularly assigned lot is not considered valid justification for violation of the regulations.

- 3.4.1 Parking Services reserves the right to change a Parker's assigned lot, or rescind parking privileges, as determined by Parking Services, or changes to the utilization or designation of a lot.

- 3.4.2 In the event Parking Services must rescind parking privileges due to shortage of space, parkers with the most recent hire date will be removed first.
- 3.5 It is the responsibility of each Parker to ensure that his/her parking is renewed when requested to do so by Parking Services.
- 3.6 Parkers on SHR, University of Saskatchewan or Cancer Centre payroll must have their parking fees paid via payroll deduction. Parkers who are not on a regional payroll will have an option to pay for their parking by means of a cheque, debit, Visa, MasterCard, or direct bill.
- 3.7 Parking is not guaranteed if an employee is voluntarily transferring from one site to another (voluntary move). Parking privileges are non-transferable. For employees transferring employment to a site where there is a parking shortage, the employee must relinquish their parking privilege to the Parking office at the site they have transferred from. At that time, their name will be placed on the waiting list.
- 3.8 In the event of a forced move, Out of Scope Management and Professional Positions will be accommodated. All other employees will not be guaranteed parking privileges. Parking privileges are based on availability. If there is no space available, the employee must cancel their parking at their previous site and be put on the waiting list of their new site (see section 3.9).
- 3.9 It is the responsibility of each Parker to ensure that upon termination that all applicable permits and access cards are returned to the Parking Office you are attending. If the permits/cards are not returned, the parker will be invoiced a replacement fee.
- 3.10 When transferring to another position in the SHR, it is the responsibility of the employee to temporarily cancel their parking privileges. Parking Services will allow the employee to temporarily cancel the parking for up to three months, at which time the employee must permanently cancel parking privileges at that site if they are not returning to that position. The employee is responsible for all Parking fees if they fail to proactively temporarily cancel their parking, but is still subject to the rules of this clause.
- 3.11 If an employee retires from the Saskatoon Health Region, their parking privileges will be permanently cancelled as a result. The next person on the waiting list will be contacted to assume this vacated parking slot. If the employee rehires within the Saskatoon Health Region, they may put their name back on the waiting list for the next available spot after their vacated spot has been filled.

Waiting List/Prioritization

- 3.12 All other staff applying for parking privileges at any site without current available parking, will be placed on a waiting list. Once space is available, staff will be offered a spot in a lot where there is space availability. Staff may only put your name on the waiting list for your "Home" or "Primary" site where you work.
- 3.13 Positioning on the waiting list for a specific lot is determined by hire date with SHR, as reported by Payroll Services or by the U of S Payroll Office.
- 3.14 When an individual's name comes to the top of the waiting list and there is enough space, as determined by the Parking Office, the individual will be offered a spot in the first available lot at the individual's primary site. It is staff's responsibility to ensure that contact information is up-to-date on the Parking database for vacation, leave of absence (LOA) etc.

- 3.15 Active parkers may place their name on waiting list(s) to be moved into another Staff Parking Lot if space is available as determined by the site Parking Office. Hire Date will be used as priority for movement to another lot.
- 3.16 If there is no response to an offer, the parking spot will be offered to the next individual on the list. Your name will remain in priority and you will be offered the next available spot.
- 3.17 Termination of active parking will result in your name being removed from all lot waiting lists.
- 3.18 HSAS employees who require their vehicle to perform the duties of their work shall be given 'priority' on the waiting list for parking at Saskatoon Health Region facilities. They shall be provided parking before all other names on the posted waiting list.
- 3.19 SHR Credentialed Physicians/Practitioners providing on-site patient care at a Saskatoon Health Region facility, and who work for one of the following clinical departments: Adult Critical Care; Anesthesiology, Perioperative Medicine & Pain Management; Dentistry and Oral/Maxillofacial Surgery; Emergency Medicine; Family Medicine; Pathology & Laboratory Medicine; Medical Imaging & Nuclear Medicine; Medicine; Obstetrics, Gynaecology & Reproductive Sciences; Oncology; Ophthalmology; Pediatrics; Physical Medicine & Rehabilitation; Psychiatry; Surgery bypass the waiting list and are provided parking privileges upon employment with the U of S or the Saskatoon Health Region.
- 3.20 Directors, Vice Presidents, Dyad Leaders, President and CEO, Authority Members, and Regional Managers who have a budget and have direct reports bypass the waiting list, and are provided parking privileges at their site upon employment with SHR.

Permit Fees

- 3.21 Parking fees must be paid. It is the responsibility of the parker to ensure that payments are kept up to date. Failure to do so will result in suspension of parking privileges until 4 pay periods of arrears has accumulated or the outstanding balance is brought up to date. Please request the current fee schedule for staff parking from the Parking Office at the site you are attending.
 - 3.21.1 If an account is 4 pay periods in arrears, the individual's parking privileges will be permanently and irrevocably cancelled.
- 3.22 Where applicable, parking access is renewed annually on March 31st.
- 3.23 Notwithstanding the parking access renewal date, any changes assigned to staff parking fees will take effect on the date specified by SLT, subject to the provisions. No less than 30 days notice will be given.
- 3.24 Parking access will not be issued to any person who has an outstanding balance for prior parking.
- 3.25 It is the responsibility of the parker to immediately notify the Parking Office of any change to their employment status. Once the Parking Office is notified, the appropriate rate changes will be initiated. The Parker is responsible for any charges accrued as a result of the status change and failure to notify the office.

Permits/Transponders

- 3.26 Permits/Transponders are only valid in the parking lot(s) specified, by the Parking Office, for the site you are attending.

- 3.27** Parking access is non-transferable. Permits, transponders or other approved parking passes may not be sold, leased or in any other manner be used by any other individual. Parking is issued to individual employees and is non-transferable to that employee's replacement due to resignation, retirement, termination or LOA.
- 3.28** Should you bring a vehicle and do not have your active transponder, contact the Parking Office at the site you are attending. Park in the lot specified by the Parking Office at the site you are attending. Parking Services will not authorize free parking in any visitor pay lot.
- 3.29** It is not necessary to display a permit for your motorcycle or moped.

Invalid Permits

- 3.30** Parking access will become invalid if any one of the following conditions applies but is not limited to:
- Expiration of the parking transponder;
 - Termination of employment;
 - Transponder has been removed or has been altered;
 - Found to have been issued or used under false pretences;
 - Commencement of a leave of absence or maternity leave without prior notification to the Parking Office;
 - Parking fees are outstanding and no arrangements have been made with the Parking Office at the site you are attending;
 - Parking in any lot (Visitor Lots included) where the Parker is not authorized.

Special Parking

- 3.31** A person with a temporary or permanent physical disability (medically supported accommodations) may apply to Parking Services for special parking privileges. A valid permanent/temporary handicap place card must be provided.
- 3.32** A person who, on occasion drives a vehicle which cannot enter their lot due to the vehicle being oversized, will contact the Parking Office prior to arriving or immediately upon arrival to obtain access to another lot specified by the Parking Office or appropriate Manager/Supervisor at the site you are attending.
- 3.33** Other special parking permits designed to accommodate exceptional circumstances may be issued with the approval of Parking Services.

Replacement of Permit/Transponder

- 3.34** You must replace your permit/transponder immediately if it is damaged, lost or stolen.
- 3.35** You will be required to pay a fee for the replacement of a lost or damaged permit/transponder.

Leave of Absence

- 3.36** Prior to leaving on a sabbatical or education leave, medical related Leave of Absence for greater than 6 weeks, taking maternity or paternity leave, or any other leave

approved by Parking Services, the holder of parking access must arrange with the Parking Office to put parking privileges on temporary hold. Parking fees will continue to accrue until parking privileges are put on temporary hold. Refunds will not be given for the time of official LOA to the time of when access is put on hold. Permits must be returned to the parking office for the duration of the LOA.

- 3.37** Documentation and confirmation of the leaves described in 3.33 must be provided to the Parking Office prior to suspension of deductions.
- 3.38** On the last day worked prior to a LOA, park in the designated lot at the site you are attending. If required, provision to exit the lot will be provided upon request.
- 3.39** Once you have registered the LOA with our office, Parking Services will place your parking privileges on hold for up to one year. This service will be provided to you at no cost if you complete the steps outlined above. If you do not, parking charges for each month you are on LOA must be paid upon your return to active status.
 - 3.39.1 If you will be on a LOA for longer than one (1) year due to maternity leave or disability, you must get approval from the Parking Office to extend your temporary hold.
 - 3.39.2 Parking Services will not hold parking for more than 18 months, upon which time parking will be permanently cancelled. These spots will be reallocated to new parkers.
- 3.40** Failure to notify Parking Services regarding a Leave of Absence will result in Parking Services cancelling parking privileges for the employee. Parking Services will advise payroll to stop deduction. The employee will be responsible for all arrears up to the point of cancellation. This cancellation will be initiated based on clause 3.21, and 3.21.1. The employee will be returned to the waiting list upon re-application for parking privileges.

Parking Violation Appeal

- 3.41** If you believe a parking ticket was not issued in accordance with the *SHR Parking Policy*, contact the Assistant Manager of Parking Services. Please see section 3.42 for violations that will not be considered for appeal.

SHR PARKING REGULATIONS

DISCLAIMER

All motor vehicles shall be parked, operated, and driven solely at the risk of the owner and operator. SHR shall not be liable to the operator, other occupant(s) thereof, or any person(s), unless such damage or loss has resulted from the negligence of an employee or agent of SHR acting in the course and within the scope of his/her employment.

SHR shall not be liable or responsible in any way for any damage, loss, or inconvenience resulting from, or to any non-SHR motor vehicle (or bicycle) being removed, towed away, impounded, and/or immobilized pursuant to the SHR Parking Policy or Regulations. Nothing in this paragraph shall affect the liability of any independent contractor carrying out the removal, towing away, or impounding of a vehicle.

The owner and the operator of a vehicle shall be jointly liable for penalties or charges levied with respect to the vehicle or permit unless proven that the vehicle or permit had been stolen from the owner, or taken from the owner's possession, or from the possession of the person entrusted by the owner with the care thereof, without the owner's consent, expressed or implied.

SHR is not liable for expenses or inconveniences as a result of power outages, energy peak demand load shedding, or defects relating to the electrical plug-ins.

The provision of electrical facilities does not imply that SHR guarantees that such facilities are always in working order.

Where an electrical outlet is installed in any parking lot or area, electrical power will normally be supplied. The use of the electrical plug-ins other than for engine block heaters is not permitted.

SHR will not be responsible for towing or battery booster service due to a faulty plug.

Plug-ins are designed to supply power to block heaters only. They are not designed to operate in conjunction with in-car heaters or other electrical devices.

Power cycling times may be controlled by energy conservation monitoring devices and will control the on/off cycles.

REGULATIONS

All official signs and notices for the control of parking and traffic must be observed and obeyed. Moving, damaging, defacing, altering, or obstructing any parking or traffic sign, control device, or barricade is prohibited.

Obstructing any fire lane, fire hydrant, or emergency zone is prohibited.

Parking Services, Security and Parking Attendants acting under the direction of Parking or Security are authorized to signal or direct the control of parking and traffic.

Vehicles may only be parked within the boundaries of parking lots or any other areas specifically designated for parking. Parking on roadways, sidewalks, or landscaped areas is not permitted.

Vehicles must be parked so as not to extend into an adjacent or opposite parking stall, (e.g. vehicles must not park on or over yellow lines), nor to extend beyond a divider, nor in any way to block, obstruct, hinder, or impede the movement of traffic in any passageway or roadway. The fact that other vehicles are parked improperly shall not constitute a valid reason for parking improperly.

The vehicle and accessories must be parked within stall boundaries when parked in stalls marked "Small Vehicles Only."

When entering a gated lot, you must wait for the gate arm to fully close before proceeding to allow the gate to properly register your vehicle. Failure to do so may result in a parking ticket, and a repeated offence may result in the revocation or suspension of parking privileges.

An assigned parking permit is only valid for the lot(s) designated on the permit.

Hanging permits must be attached to the interior rear view mirror support with the Lot Name and Permit Number visible to the outside. Failure to do so may result in a fine, tow or loss of parking privileges.

Transponders must be visible through the windshield of the vehicle while parked in SHR gated lots. Failure to do so could result in a parking ticket and/or towing charges and/or termination or temporary suspension of parking privileges.

Hanging Permits and transponders are the property of the Saskatoon Health Region and must be returned when parking is no longer required. Permits and Transponders that are not returned within 14 days from cancellation or suspension of parking privileges will be considered stolen and if found in SHR lots will be prosecuted accordingly.

A vehicle may not be parked longer than any posted time limit specified for any area. No vehicle may be parked for a continuous period exceeding 48 hours unless the vehicle is registered with the Parking Office and is owned by a person authorized to reside or special approval has been received.

Where an electrical outlet is installed in any parking lot or area, electrical power will normally be supplied. The use of the electrical plug-ins other than for engine block heaters is not permitted.

If a vehicle parked becomes inoperable; the Parking Office must be contacted immediately. Parking Services or, Security will either render assistance or authorize temporary parking. Temporary parking shall not exceed 24 hours and must not create an obstruction or hazard to other motorists. Such vehicles must not be left without permission from Parking Services. Notes left on or in such vehicles are not considered valid justification for violation of the *SHR Parking Policy*.

Vehicle accidents must be reported promptly to the Security Office or the appropriate Manager/Supervisor at the site you are attending.

Bicycle Parking

Bicycles may only be parked and locked to bicycle stands where they are provided.

Bicycles shall not be parked or locked to trees, parking meters, sign posts or railings on SHR property.

Bicycles shall not be parked or locked in such a way as to impede or obstruct the flow of traffic, either vehicular or pedestrian.

Contractor Parking

Contractors must then park their vehicles in the lot designated. Vehicles left in a loading zone longer than 15 minutes or for longer than the posted time limits will be ticketed.

Infractions

Violations to the SHR Parking Policy and/or Regulations may result in a parking ticket and/or towing charges and/or termination or temporary suspension of parking privileges. Parking infractions/violations include, but are not limited to, the following violations:

- Parking without a valid permit or failing to have the permit properly displayed. A valid permit must have the license plates registered as well as the appropriate access for the lot.
- Parking on roadways or in other areas at a SHR site bearing signage restricting parking.
- Obstructing traffic by parking outside of designated stalls in the parking lots.
- Parking illegally in a Handicap Stall, Fire Lane or No parking zone.
- Parking with a stolen, altered or illegally transferred permit/transponder.
- Selling, leasing/renting or lending of permits or transponders
- Giving false information when applying for parking.
- Expired Parking meter
- Stopped/Parked on sidewalk/laneway
- Parking in any lot (Visitor lot included) not designated.
- Tailgating - failing to wait for the gate to close before approaching the gate and entering the parking lot.
- Parking a vehicle for more than 48 hours (except rural sites) without prior permission from Parking Services. The vehicle will be considered abandoned, and will be towed and impounded at the owner's expense.

Warnings

A single warning may be issued (but is not required) as a courtesy for a minor infraction if no previous warning(s) have been issued during the previous 365 day period, however, a parking ticket can be issued.

Warnings are monitored at all sites and information concerning violations is exchanged between sites for enforcement purposes.

Violations Not Considered for Appeal

The following are examples of violations which will not be considered for appeal and are not limited to:

- Parking in Fire Lanes, No Stopping or No Parking zones at any time.
- Parking at an expired parking meter.
- Parking in a handicapped space without a permit, regardless of the circumstances.

- Staff with valid permits/transponders parking in designated Visitor Parking areas.
- Lack of awareness of the Parking Policy is no excuse. SHR sites have designated parking for staff, patients and visitors. Parking in incorrect spaces without a permit is a violation.
- Arrangement must be made by individuals delivering packages to all Hospitals. Service vehicles, construction vehicles, etc. should contact the Parking Office prior to visiting the site. Failure to do so is a violation.
- Parkers with valid SHR parking who do not display a parking permit/transponder because of some contingency (car being repaired, car out of service and using another, etc.) must notify the Parking Office at RUH, SCH or SPH within fifteen (15) minutes of arrival. Failure to do so is a violation.
- Improper display of a valid parking permit/transponder is a violation. The rules governing the correct display locations must be followed.