

HACKETTSTOWN REGIONAL MEDICAL CENTER
Administrative Policy and Procedure

SECTION: FACILITIES

Number: FA16
Number of Pages: 1 of 2
Issue Date: June 1993
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TITLE: PARKING POLICY

PURPOSE:

To delineate the use of the parking lots.

POLICY:

As a courtesy to patients, visitors, physicians, and employees, Hackettstown Regional Medical Center (HRMC) provides free and ample parking. The parking areas have lighting and are kept clear of snow during the winter months. The hospital cannot accept the responsibility for the safety of your car or its contents when on hospital property.

Minor restrictions have been imposed to lessen the difficulties of patients and to foster the goodwill of those served by the hospital. Therefore, employee parking is confined to specific areas.

STAFF PARKING LOT:

Staff Parking Lot is located to the west of the south parking lot, across from the Loading Dock. It is reserved for all hospital staff.

SOUTH PARKING LOT

The South Parking Lot is located adjacent to the hospital's former main entrance.

The first three rows of the entire lot is reserved for handicap parking, clergy, volunteers, outpatients and visitors. Parking for the day staff is permitted only in the areas indicated on the map (back two rows).

WEST WING PARKING LOT

Located adjacent to the hospital's Outpatient Entrance in the West Wing. These parking spaces are reserved for handicap parking, outpatients and visitors.

UPPER WEST WING PARKING LOT

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Located adjacent to the West Wing Parking Lot and to the west of the Staff Parking Lot. The first two rows of this lot are reserved for visitors and patients. Day staff is permitted only in the areas indicated on the map (back two rows).

EMERGENCY ROOM LOT

Located adjacent to the Emergency Room and physician entrances, this lot is reserved for **emergency room patient parking only**. Absolutely no employee or physician parking is allowed in this lot.

PHYSICIAN & EMERGENCY ROOM PARKING LOT

Located to the west of the Emergency Room Parking Lot this lot is reserved for physicians, emergency room patient overflow and for night staff parking.

WILLOW GROVE MEDICAL PLAZA (M.O.B.)

Located behind the Medical Office Building. HRMC staff parking is allowed in the lots consisting of the last few spaces in each row (consult diagram) and is designated only for hospital staff who work in the Medical Office Building.

VIOLATIONS

Employees found in violation of the above policy will receive a ticket. Security/Maintenance staff will notify the employee's Department Manager/Supervisor. Violations are handled in the following manner:

- **First Offense** – Documented verbal warning.
- **Second Offense** – Documented written warning. Employee receives a ticket and their department Manager and Administrative Director are notified.
- **Third Offense** – Three-day suspension without pay. Employee receives a ticket, their department Manager and Administrative Director are notified, AND the employee receives a three-day suspension.
- **Fourth Offense** – Termination of employment. Employee's car is towed away at his/her expense.

Security/Maintenance will maintain a log of staff violations of this policy and give a quarterly report to the President and CEO of the hospital.

