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| NEW LOGO | Manual  Corporate | | Section  ADM | | Type  Policy  &  Procedure | | Pages  1-12 | Number  014-ADM |
| Subject: Parking | | | | | | Date:  July 25th 2022 | | |
| Supersedes:  May 2016 | | Cross Reference: | | | | Issuing Authority:  Executive Leadership Team | | |
| Charlton Campus  King Campus | | | | West 5th Campus  All Sites of Program | | | | |
| This policy applies to all employees, members of the professional staff, volunteers, learners, contractors and all persons who have a relationship with SJHH | | | | | | | | |
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# Purpose and Goals

To define and outline of parking facilities and rates for each of the three (3) SJHH campuses: St. Joseph’s Hospital (Charlton Campus), Margaret & Charles Juravinski Centre for Integrated Healthcare (West 5th Campus), Urgent Care/ Centre for Ambulatory Health Services (King Campus)

# Policy

Parking at St. Joseph’s Healthcare is recognized as a privilege extended to patients, visitors, staff and medical staff through the courtesy of the hospital.

This privilege may be withdrawn at any time for non-payment, breach of parking rules and regulations or for any other reason deemed sufficient by the hospital.

This policy applies to all employees, medical staff, volunteers, visitors and patients.

# Procedure

## Charlton Campus

The hospital has five parking areas as follows:

* **Parking Ramp #1**

This ramp is for use by staff only with a valid Hospital ID badge.

* **Parking Ramp #2**

This ramp is for use by staff only with a valid Hospital ID badge.

* **Parking Ramp #3**

This ramp is for use by visitors, payable on a daily rate basis and by staff with a valid Hospital ID badge. Visitor payment is available at the automated pay stations located within Ramp 3.

* **Roof Deck**

This lot is for use by visitors payable on a per half hour rate or permit basis.

* **Charlton Lot**

This lot is for use by visitors and staff payable on a daily rate basis. Payment is made at the automated pay station located on the lower level of the Juravinski Tower.

* **39/43/49 Charlton Ave. East**

These areas are for use by staff only with a valid parking hangtag.

* **225 James St. S.**

This lot is for use by contractors payable on a daily rate or permit basis.

## West 5th Campus

The Margaret & Charles Juravinski Centre for Integrated Healthcare has parking areas located in various areas on the grounds.

* **Main Entrance & Outpatient Parking Lots – P1/P2/P3/P4**

These lots are designated for visitors only on a daily rate basis.

* **Other Parking Areas – P5 / P6 / P7 / P8**

Unless otherwise designated, these parking areas are designated for staff who pay on a monthly or daily basis.

* **Outpatient Drop Off Area**

The drop-off area outside of the Outpatient entrance (Level 0) is reserved for authorized vehicles including police and ambulance vehicles (designated Fire Route). Drop off for Outpatient clients is restricted to a 15-minute maximum. Unauthorized parking will be monitored by Security and/or the City of Hamilton Bylaw Enforcement.

## 3.3 King Campus

* **Front Visitor Parking Lot #1**

Will be reserved for use by visitors, clients and staff. This lot will be entered through the automatic gate entry. Payment can be made at the automated pay station located inside the main entrance.

* **Rear Visitor Parking Lot #3**

Pay & Display machine available for short-term parking for visits to Urgent Care or Diagnostic Services.

* **Staff Parking Lot**

This lot will be reserved for King and Charlton Campus staff, including medical staff and for staff of agencies renting space at the King Campus. Admission will be via valid Hospital ID badge only with automatic exit.

* **Urgent Care Drop Off Area**

The drop-off area outside of the Urgent Care entrance is reserved for authorized vehicles including police and ambulance vehicles. Drop off for Urgent Care clients is restricted to a 15-minute maximum. Unauthorized parking will be monitored by Security and/or the City of Hamilton Bylaw Enforcement.

## 3.4 Bicycles

There are bicycle racks located throughout all SJHH campuses (not including the SoBi racks). In the event a bicycle is left unclaimed for a period of 14 days, the bicycle will be tagged by SJHH. If the bicycle remains unclaimed after a further 7 days, the lock will be removed by the appropriate individuals at each respective campus and the bicycle will be turned over to a community agency such as Neighbour 2 Neighbour Centre.

A photograph, description and date of removal will be kept on file with the Manager, Parking Services for a period of one (1) year.

## 3.5 Parking Fees

The Executive Leadership is responsible for setting parking rates annually. The rates for parking are identified in Schedule “A”. **Refer to** [**Appendix**](#_APPENDIX_A-_Schedule) **A**

## 3.6 Medical Staff

Medical staff refers to any physician on the medical staff roster as outlined in the medical staff bylaws.

The monthly charge for the above is set by the Executive Leadership and is to be paid annually, in advance. The year commences January 1st.

All paying members of the medical staff are provided with individual parking cards or permits.

A regional agreement is in place with Hamilton Health Sciences, which permits physicians paying full rate at either institution to purchase a permit for the other institution at the regional rate. See “Regional Physician Rate” on Schedule “A”. **Refer to** [**Appendix A**](#_APPENDIX_A-_Schedule)

## 3.7 Regional Medical Associates

Regional Medical Associates refers to that group of physicians on staff of St. Joseph’s Healthcare Hamilton and situated primarily at St. Joseph’s Hospital, who have full time teaching appointments with McMaster University.

The normal medical staff fee will apply to the above. The Regional Medical Associates will be billed once yearly, in January, for all R.M.A. members.

## 3.8 Medical Interns and Residents

Parking charges for interns and residents are deducted through McMaster University.

All House Staff with valid McMaster permits will be allowed to park in Parking Ramp #3 at the Charlton Campus

## 3.9 Learners (not including Medical Interns & Residents)

Learners refers to all clinical and non-clinical student learner placements at any one of the SJHH campuses.

The monthly charge for all students is $95.00 per month (inclusive of $5.00 refillable proxy card fee) payable by credit card, debit or cash.

The monthly charge is reviewed annually by the Executive Leadership.

## 3.10 General Staff

General staff refers to all members of the hospital.

The monthly charge for the above is set annually by the Executive Leadership and is collected through payroll deduction (see Schedule “A”).

**Refer to** [**Appendix A**](#_APPENDIX_A-_Schedule)

**Leaves of Absence**

Parking via valid Hospital ID badge, proxy cards and/or hang tags are non-transferrable and are not to be loaned, given or sold to other employees or non-employees. They should be returned immediately if staff take a leave of absence or are absent for an extended period for any other reason.

## 3.11 Visitors

1. Visitor parking rates are reviewed annually by the Executive Leadership and are posted at each parking lot.
2. Visitors may purchase a monthly permit at the rates identified in Schedule “A”. **Refer to** [**Appendix A**](#_APPENDIX_A-_Schedule)

## 3.12 Reciprocal Privileges

The following are entitled to ongoing reciprocal parking at the campuses of St. Joseph’s Healthcare Hamilton on the provision that they are paying the monthly permit rate at the campus which represents their home site.

* Hamilton Health Sciences Physicians (direct clinical responsibilities with patients at both organizations)
* Executive Leadership members paying for parking at Hamilton Health Sciences and having integrated responsibility between HHS and SJHH
* Digital Solution members delegated by Senior Team to work on special projects
* Integrated Staff (HHS/SJHH) of the HRLMP, Diagnostic Imaging and MDU

**Application procedure for eligible HHS staff:**

* Copy of HHS parking application along with a payment verification needs to be submitted to Parking Manager at SJHH
* Parking Manager verifies the need for reciprocal access (letter from Department Head or Manager/Director)
* Once all documentation is received and parking account is in good standing, reciprocal access will be granted (indicating parking areas)

**In the case of HHS and Medical Resident/Clinical Clerks this process is as follows:**

* Medical Resident/Clinical Clerk needs to bring a copy of the HHS Parking Agreement to SJHH Parking Office in order to apply for reciprocal parking access at SJHH
* SJHH Parking Office will verify the account is in good standing. If yes, reciprocal parking access can be granted. If no, reciprocal privileges with SJHH will not be granted until the account is in good standing. Individuals will be required to pay for parking until the proper documentation is provided.

**3.13 Allowable Length of Stay and Unauthorized Used of Parking Access Devices**

Parking facilities at HHS and SJHH are for daily parking use only. No extended parking (over 48 hrs) is permitted unless authorized by Parking Services in advance. Any vehicle left on premise for more than 48 hrs without a previous notice, will be tagged and towed away at the owner’s expense.

Unauthorized use of parking access devices (transponder at HHS / access card at SJHH) is not permitted and is subject to cancellation of parking privileges.

## 3.14 Short Term Contractors

Contractors and Service companies will be charged the monthly parking rate in force at the time, for which the Parking Office will issue a pass. Without a pass – full daily (visitor) rates will be charged.

Limited oversize vehicle parking is available on-site and is located in the following areas with a posted Contractor permit:

* between Ramps 1 & 2 (Fontbonne) off of James St. S.
* Roof Deck between 7:00 p.m. – 6:00 a.m.
* Charlton Ave. lot

The Shipping / Receiving area parking will be restricted to vehicles actively engaged in delivery/courier/pick-up functions ONLY.

* **NOTE**: An emergency parking spot will be available in Shipping & Receiving for contractors responding to any emergency call pertaining to St. Joseph’s Healthcare Hamilton.

## 3.15 Long Term Contractors (more or less permanently on site)

The following principles will apply:

* a list of third-party contractors who are more or less permanently on site will be maintained by the Parking Office. Additions/deletions to this list may occur over time.
* access to parking will follow a standard organizational approach for any campus with a wait list (spots allocated as they become available based on the wait list ranking)
* a separate rate will be established for this category of contract individuals. The rate will be subject to annual increases as of April 1st of each year reflecting market conditions.
* the Hospital will reserve the right to move contract individuals to off-site parking (with shuttle service) should the need arise at any point in the future
* the Hospital parking policy will apply and breach of the parking terms and conditions will result in termination of parking privileges
* payment for parking will be made via credit card or debt at the Parking Office on a monthly basis

3.16 Replacement Cards

The charge for replacing lost cards is $20.00 each.

## 3.17 Special Rate Permits

Special rate permits may be extended to the following:

* Dialysis patients receiving treatment for a minimum of three days per week.
* The monthly rate is set annually by the Executive Leadership (see Schedule “A”). **Refer to** [**Appendix A**](#_APPENDIX_A-_Schedule)

## 3.18 Exceptions

There will be no exceptions from the normal charges, for special groups such as salespersons, students, outpatients, private duty nurses, etc. except as already covered under the fifteen (15) minutes “No Charge” rule, or as provided for in the courtesy list below.

**Courtesy List**

The courtesy list will include the following:

* Board Members and Community Members of Board Committees
* Clergy members and visitors (approved by Pastoral Services)
* Sisters of St. Joseph of Hamilton
* Volunteers/Volunteer Association
* Blood Clinic
* Drivers of Cerebral Palsy Van
* Darts and other disabled transport services
* Drivers for Heart and Stroke Foundation
* Faculty of Health Sciences Executive, McMaster University
* St. John Ambulance
* Hospices – Carpenter, Bob Kemp, Emanuel House

A fee for the parking pass may be charged to all persons granted courtesy parking privileges.

# Author(s)

Manager Parking Services

# Sponsor

Chief Financial Officer

# Posting Dates

Initial Posting Date: 01/01/2000

Posting Date History: 01/05/2001; 01/05/2003; 01/09/2013 01/05/2016; 27/07/2022

# Scheduled Review Date

July 2025

# Attachments/Appendix

Appendix A- Schedule “A” Parking Rates

# APPENDIX A- Schedule “A” Parking Rates

**St. Joseph’s Hospital (Charlton Campus):**

**Permit Parking** $110.00 per month

Staff who pay for monthly parking at one campus may apply for reciprocal parking at the other campuses of St. Joseph’s Healthcare Hamilton. Staff requiring reciprocal parking privileges must pay the monthly permit rate at the campus which represents their home site.

**Regional Physicians Rates** $57.27 per month

**Dialysis** $16.00 per month

**Visitors Hourly Rate** $3.75 per half hour or portion thereof

Ramp 3 Daily Maximum $21.00

Ramp 3 Lost Ticket $21.00

Charlton Lot Daily Maximum $26.00

Charlton Lot Lost Ticket $26.00

**Margaret & Charles Juravinski Centre for Integrated Healthcare (West 5th Campus):**

**Permit Parking** $110.00 per month

**Regional Physician Rates** $57.27 per month

**Visitors Hourly Rate** $3.75 per ½ hour or portion thereof

Beginning **October 1st, 2016**, St. Joseph’s Healthcare Hamilton introduced a 5, 10- & 30-day H-Pass option and these passes are valid for one year from the date of purchase.

**BENEFITS OF THE NEW H PASS SYSTEM**

* discounted by 50% off the current daily rate
* good for one (1) year from the date of purchase
* unlimited in-and-out privileges throughout a 24-hour period
* transferable between patients and caregivers
* refillable card

**CHARLTON – RAMP 3**

|  |  |
| --- | --- |
| Parking Option | Rate |
| Each 30 minutes (or part thereof) | $3.75 |
| Daily Maximum | $21.00 |
| 5 Day H PASS | $50.00 |
| 10 Day H PASS | $100.00 |
| 30 Day H PASS | $250.00 |

**WEST 5th – P1, P2, P3 & P4 LOTS**

|  |  |
| --- | --- |
| Parking Option | Rate |
| Each 30 minutes (or part thereof) | $3.75 |
| Daily Maximum | $21.00 |
| 5 Day H PASS | $50.00 |
| 10 Day H PASS | $100.00 |
| 30 Day H PASS | $250.00 |

**King Street Campus:**

**Permit Parking** $110.00 per month

**Regional Physician Rates** $57.27 per month

**Visitors Rate**

First ½ hour (or portion thereof) $ 3.25

Second ½ hour (or portion thereof) $ 3.25

Third ½ hour (or portion thereof) $ 1.75

Fourth ½ hour (or portion thereof) $ 1.75

**After 2 hours**:

Daily maximum per visit $10.00