

ENVIRONMENT OF CARE POLICY MANUAL
Organizational: Management of the Environment of Care

- Subject:** South Region Parking Regulations
- Purpose:** To define parking locations and regulations at the South Region hospital sites.
- Cancellation:** No previous policy.
- Policy Statement:** It is our goal to provide adequate parking for patients, visitors, and staff.

Guidelines:

- I. **Employee Parking:** All South Region employees are required to register their vehicle(s) with Loss Prevention and receive Aurora parking decals. The decals authorize employees to park their vehicle(s) in the designated employee parking areas at Aurora Medical Center Kenosha, Aurora Memorial Hospital of Burlington, and Aurora Lakeland Medical Center. The parking decal is made of a static cling material and must be placed on the vehicle rear window on the driver's side. Employees are required to notify Loss Prevention Services when there is a change in a license plate number.
- II. **Parking in Unauthorized Areas:** Employees are to park only in the designated employee parking areas at each site. Violations will result in the issuance of a Loss Prevention parking citation. Continued violations may result in disciplinary action, loss of your parking privileges, police tickets, or vehicle towing. Examples of restricted areas are those with signs stating who may park there (Physician Parking, Chaplain, Occupational Health, Handicap, etc.)
- III. **Unauthorized Use of Decals:** Parking decals are not to be loaned out, shared with, or passed onto anyone else. Any unauthorized use of the decal or failure to abide by these regulations will result in disciplinary action and/or loss of your parking privileges.
- IV. **Termination of Employment:** Parking decals remain the property of Aurora Health Care and must be returned to Loss Prevention upon termination of employment.
- V. **Loss Prevention Services recommends that you lock your vehicle at all times.** Aurora Health Care assumes no liability for theft or damage related to your vehicle while it is parked on Aurora property or on the surrounding city streets.

References: 2007 Joint Commission Standard EC.2.10

Collaboration:

I.		
Type of Approval	Committee	Date
Approve	Regional Environment of Care Committee	
Informational	South Region Leadership Committee	10/24/2007

Responsible Party: Regional Director, Plant Operations

Original Approval: August 7, 2007

Reviewed/Revised: _____