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**Owner:** Douglas Jones: Security & Emergency Preparedness Dir  
**Policy Area:** Security  
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## Parking for Patients, Visitors, Physicians, Employees, Volunteers, Students, and Vendors

### POLICY:

It is the policy of Confluence Health (CH) that all Staff who drive to work shall park in accordance with the rules outlined in this policy. We also encourage Staff to ride-share when possible. All Staff are required to adhere to this policy and failure to comply may result in disciplinary action. Security will monitor parking violations, take any necessary actions and report violations to the appropriate management and administrative staff.

### PURPOSE:

The primary intent of this policy is to provide our patients and visitors with access to adequate and convenient parking while utilizing Confluence Health & Clinics (CH&C) facilities. Designated parking areas, as shown on the **Campus Maps** included within this policy, are for patients and visitors (Patients) and volunteers, physicians, employees, vendors and medical students (Staff). This policy is subject to periodic review and published changes in a continuing effort to improve parking at CH&C facilities.

To ensure we maintain adequate parking for our Patients, CH management is responsible for educating Staff on the parking Policy and is accountable for monitoring Staff adherence to this Policy. Management is also responsible for initiating appropriate disciplinary action when subordinate Staff violate the policy. CH Security (Security) shall assist management in the education and enforcement of this policy. Any exceptions to this policy must be cleared through CH administration.

#### A. System Wide Parking:

1. Patient parking is identified by **WHITE** lined parking stalls.
  - a. Patients may park in any stall at any time, unless the stall is otherwise signed for a specific use.
2. Staff parking is identified by **YELLOW** lined parking stalls.
  - a. Except as specifically noted elsewhere in this Policy, Staff may not park in Patient parking.
  - b. Emergency call-back Staff may park in any area, unless the stall is otherwise signed for a specific use, when responding to a call-back situation. If this occurs they will need to notify their supervisor.
3. When parking in CH owned parking lots Staff shall only park in designated parking stalls (within the lines).

- a. Staff may not double park, park in drive lanes or otherwise park outside designated parking stalls.
- b. Staff shall make sure that their vehicle fits within the lines of the parking stall used. Oversize vehicles that do not fit between the designated lines shall not be parked in such parking stalls.
- c. Staff may not park in more than one parking stall.

#### 4. Motorcycles

##### a. Motorcycles

- i. Motorcycles may be parked in any stall that would otherwise be allowed per the foregoing policy. There are also specifically designated/signed Motorcycle parking areas that motorcycle riders are encouraged to use.

#### 5. Bicycle Parking

- a. Weather permitting and when safe to do so, Confluence Health encourages its employees to bike to work recognizing both the health benefit and parking benefit. To limit facility damage and to ensure building access is not obstructed, Confluence Health provides designated bike racks and enclosed buildings for bicycle parking.

- i. Employees will use only designated bike rack locations or secure bike parking buildings to secure their bicycles while at Confluence Health facilities.
- ii. Bicycles parked at locations other than designated bike racks or buildings will be issued a "Bike Parking Violation" notice by CH Security Services. The first notice will inform the owner of the CH policy and request the owner's cooperation in utilizing designated bicycle parking. If the bicycle is not moved or is found again outside designated bicycle parking, a second notice will be left on the bicycle. The second and final notice will inform the owner that the bicycle will be impounded if not moved or is found parked outside designated bicycle parking in the future.
- iii. Bicycles that are not moved within 72 hours or continue to be found outside designated bicycle parking after the second and final notice will be impounded by CH Security Services and held in a secure location.

#### 6. Street Parking

- i. CH does not have jurisdiction over public and street parking areas. Parking in these areas is done so at Staffs' sole discretion and risk. WVH Mares Campus is located within a commercial zone with businesses located nearby. CWH is located within a residential zone. Staff is requested to be courteous and considerate of neighbors when parking off campus.

#### 7. Other

- i. From time to time specific parking stalls may need to be designated for a specific use. The stalls will be designated by signage and may be striped accordingly.

### B. **Designated Parking by Campus:**

#### 1. ***CWH Main Campus***

##### a. Parking lots "A" & "J"

- i. These parking lots are reserved for Patient parking at all times and the stalls are painted WHITE.

- b. Parking lots "B", "D", "F", & "M"
  - i. These are the designated lots where Staff may park anytime. The stalls are painted YELLOW.
- c. Parking lots "C", "L" & "G"
  - i. These are designated Patient parking lots and are striped with WHITE stalls. Staff may park in these lots only between the hours of 4:00 pm and 7:30 am, Monday through Friday, and all day on weekends and holidays.
- d. Parking lot "E"
  - i. This lot is reserved for Patient RV parking only (refer to RV parking section C below).
- e. Parking lot "H"
  - i. This lot is designated for use (by lease) exclusively for Eye and Ear Clinic Patients during daytime hours Monday through Friday. All stalls are painted WHITE. Staff may park in this lot only between the hours of 4:00 pm and 7:30 am, Monday through Friday, and all day on weekends and holidays.
- f. Parking lot "I"
  - i. This lot is reserved for Physician parking and other Non-Physician users granted specific permission by CH administration. The lot is gated with badge access. The entry gate will be in the closed position and only authorized badge holders may use the lot.
- g. Parking lot "K"
  - i. This lot is reserved for Emergency Department Patients at all times. Stalls are painted WHITE.
- h. Presbyterian Church Parking Lot
  - i. Confluence Health has a signed lease agreement with Saddlerock Evangelical Presbyterian Church for fifty-five parking spaces at the north end of their parking lot between 6 am and 8 pm, M-F. Staff are encouraged to use these parking spaces and may contact the CWH Curby service at 630-8142 for transportation to and from the church lot M-F from 6 am - 8:30 pm.

## 2. **WVH Mares Campus**

- a. All lots (excluding the Physician parking lot)
  - i. All Mares Campus lots, including the surrounding properties on Miller Street, Emerson Street, Chelan Avenue, and Wenatchee Avenue, are striped with both WHITE and YELLOW stalls. Patients may park in any stall at any time. Staff may use the YELLOW parking stalls at any time.
  - ii. Monday through Friday from 5:00 pm to 7:30 am, and anytime on weekends and holidays, Staff may use any parking stall (including stalls painted WHITE) not otherwise signed for a specific use.
- b. Physician parking lot
  - i. There is Physician parking located on Emerson Street, the west side of the Smith Building and the east side of the Haug Building. The Physician parking areas are designated by signage and may only be used by Physicians.

c. RV Parking

- i. There are designated Patient RV parking stalls on the WVH Campus (refer to RV parking section C below).

3. **Branch Campuses**

- i. Parking at CH Branch Campuses may be modified by local protocol. Please address specific parking questions to facility management.

C. **Recreational Vehicle (RV) Parking:** CH maintains a limited number of recreational vehicle (RV) parking spaces on both its CWH and WVH campuses. It is the Policy of CH to offer patients and their immediate family members (Guests) temporary use of these RV spaces on an "as-available" basis. Guests must be admitted as inpatients or have a scheduled medical appointment for every week of their intended stay (or be a family member of same). Preference will be given to Guests undergoing an extended course of treatment. RV parking spaces are for the sole use of our Guests and may not be used for other purposes.

1. **General Information**

- a. There is no cost for Guest use of the RV parking area and no liability is assumed by CH for making this service available.
- b. All RV spaces have water, sewer and electrical services available.
- c. To maintain a safe and sustainable opportunity for Guests all RV spaces will be closed November 1<sup>st</sup> through March 31<sup>st</sup> each year. No RV parking will be allowed when spaces are closed for the season (this includes self-contained RVs).
- d. Due to the fact that the RV parking areas are collocated with Patient and Staff parking Guests are discouraged from having pets on site. If Guests bring pets they are responsible for the control and cleanup of their pets at all times. Pets are not allowed within CH facilities per CH policy.
- e. CH is a no-tobacco campus. Use of tobacco products is not allowed on any CH properties per CH Policy.
- f. RV setups shall be kept neat appearing on the outside and any inappropriate behavior on the part of Guests may result in loss of RV parking privileges.

2. **Reservations/Check in**

- a. All inquiries regarding availability and use of the services must go through Security between the hours of 7:30 am and 4:30 pm, Monday through Friday: CWH (509) 860-7321 or WVHC (509) 860-9585.
- b. Due to the variability of the duration of Guest medical needs Guest departure is often uncertain and therefore advance reservations cannot be given.
- c. Spaces will be assigned on an "as-available basis" with preference given to Guests undergoing an extended course of treatment.
- d. Guests will be required to complete a registration agreement **PRIOR** to parking their RV (obtained through Security).
- e. Upon registration Guests will be given a copy of their registration agreement. In addition to providing contact information the registration agreement contains written instructions outlining Guest responsibilities and other important information.
- f. Security will arrange for staff to assist Guests with RV hookups and will provide a parking pass

for Guests to prominently display in their RV/tow vehicle. Guests planning to arrive on a weekend will need to make arrangements during the prior week so staff can be available upon arrival.

- g. Security will maintain a current list of Guests and will record registration information in a designated file on the CH network drive where it will be accessible to all appropriate personnel.
- h. RVs are to be removed from CH premises not later than the day following the last date of medical service.

### 3. **Responsibilities**

- a. As time permits, Security will make patrols of the RV parking area to assure proper use and will contact Guests to validate satisfactory services.
- b. Large trash receptacles will be made available for garbage generated while visiting. CH Environmental Services (EVS) will empty these as needed.
- c. On the WVH campus "Curby" escort services from the RV parking area to the main WVH campus may be requested through the WVH information desk (663-8711 Ext. 5311) between the hours of 7:30 am and 4:30 pm, Monday through Friday.
- d. Questions regarding any issue with the services should be directed to Security: CWH (509) 860-7321 [S](#) [S](#) or WVHC (509) 860-9585 [S](#) [S](#).
- e. Any incidents involving this service will be reported to CH Security and documented.

## REFERENCES AND RELATED DOCUMENTS:

Pre-PolicyStat Policy Number – CWH Policy OF-31 and 8431-11; WVH Policy #4140

## Attachments:

[CWH\\_Employee\\_Parking\\_Map\\_4-2017.pdf](#)  
[WVHC\\_Parking-Map\\_3-2017.pdf](#)

## Approval Signatures

Step Description	Approver	Date
PolicyStat Administrator	Heather Fennell: LICENSING & POLICY ANALY	11/27/2017
CAO	James Wood: CHIEF ADMIN OFFICER	11/27/2017
SVP	Peter Lolos: VP SR FACILITY & SUPT SRV	11/27/2017
Director	Douglas Jones: SECURITY & EMERGENCY DIR	11/27/2017
	Douglas Jones: SECURITY & EMERGENCY DIR	11/27/2017