

PERTH AND SMITHS FALLS DISTRICT HOSPITAL

POLICY

CREATION DATE: December 13, 2004

LAST REVIEWED/
AND REVISED DATE: July, 2013

APPROVED BY: Senior Leadership Council

APPROVAL DATE: September 28, 2016

POLICY NAME: Parking Policy

A. GENERAL

1. The proceeds from parking revenue will be directed to the operating budget of the Perth and Smiths Falls District Hospital to support patient care services.
2. Payment of Parking Fees, as described in section B, is to be made through the Finance/Payroll Office. The Finance/Payroll Office shall be responsible for the accounting of all monies collected for parking.
3. The Finance Office will be responsible for the distribution and control of Parking Tokens.
4. Accessible parking will be made available at both sites.
5. Parking Passes will be issued by the Human Resources Department.
6. Any Parking incidents/problems are to be directed to the Facilities Manager or designate.

B. FEES

1. Fees for parking privileges will be determined from time to time by Senior Leadership and in compliance with the Ministry of Health and Long Term Care Hospital Parking Directives.
2. Parking Fees—as per attached Schedule A
3. Full Time Staff/Part-Time Staff may make payment:
 - a. bi-weekly, by Payroll Deduction Plan. The payment will be deducted in equal amounts each pay for 24pays. Two pays will not have deductions during the year. Parking applications forms can be obtained from Human Resources and Human Resources will issue parking passes to the employee payroll deduction is initiated.
 - b. on exit of parking lot.

4. Doctors may pay:
 - a) annually by Annual Contract or on exit from parking lot. On receipt of payment of Annual Contract, a parking pass will be issued/re issued.
5. Courtesy Parking:
 - a) Senior Leadership may allow Parking Privileges for individuals, if the circumstances warrant such consideration.
 - b) Clergy and Volunteers will be issued active parking passes.
6. Discount parking passes may be purchased by patients and their visitors (see Schedule A) and
 - a) are transferrable between patients and their visitors and their vehicles
 - b) valid for consecutive or non-consecutive days, as the user of the pass chooses
 - c) valid at all PSFDH paid parking lots
 - d) valid for one calendar year from the date of purchase
7. Change/dollar coins for Parking will be available from the Bill Changers/Change Machine located in each Emergency waiting room and the Cafeteria on the Smiths Falls site or at Patient Registration at both sites.

C. REFUNDS

There will be NO refunds except under very unusual circumstances. Refunds require approval from the VP Finance and Support Services.

D. VEHICLE PERMITS

1. All Active Parking Passes shall remain the property of the Hospital and are issued for use only by authorized persons.
2. Parking passes are for the exclusive use of the individual paying for the pass.
3. It will be the parking pass holder's responsibility to return the Parking Pass if no longer required.
4. A damaged parking pass which will not operate the gate, will be exchanged for a new one upon return of the defective pass to the Human Resources Department.
5. A parking pass which is lost or stolen will be replaced by the Human Resources Department. A \$25 fee will be charged for a replacement.

E. PARKING TOKEN DISTRIBUTION AND COLLECTION

1. Parking tokens will be distributed to Patient Registration by Finance Department.
2. Daily (Monday through Friday), the Maintenance Department shall collect the tokens from the parking gate and return to the Finance Department. Maintenance will write on the envelope the number of tokens being returned to Finance, the date, and the signature of the individual returning the tokens. The Finance Department shall record the number of tokens received, the date received, received from, and the name of the individual receiving.

3. The Finance Department shall issue tokens to the Patient Registration department as required. The Finance Department shall record the number of tokens issued, and the date issued.
4. Patient Registration shall keep a log (Parking Token Control Sheet) of all tokens issued/received indicating date, individual given the token, reason for issue, individual issuing the token and number of tokens issued.
5. Patient Registration staff will explain that all users of the lot are expected to pay however, staff will not endure harassing behaviour and may issue a token to avoid significant conflict. Repetitive issues need to be discussed with the V.P. of Finance and Support Services.
6. To replenish tokens, the Patient Registration department will forward the completed log to the Finance Department for reconciliation and issuing of tokens.

F. FEEDBACK PROCESS:

1. Patients and visitors can provide feedback on this Policy by contacting the office of the President & CEO in writing or electronically at patientrelations@psfdh.on.ca.
2. A response to the feedback will be provided within 30 days of receipt.

September 2016

SCHEDULE A

PARKING FEES:

Exit fee per visit \$4

Staff/Doctors \$35 per month

Discount Parking Passes – Patients and their Visitors

5 day pass \$30

10 day pass \$40

30 day pass \$50

Discount Parking Passes – Dialysis Patients and their Visitors

Monthly pass \$10