



# MONTANA STATE HOSPITAL POLICY AND PROCEDURE

## PARKING POLICY

**Effective Date:** June 19, 2020

**Policy:** ADM-11

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- I. PURPOSE:** To outline procedures for employee, visitor, and handicap parking on the Montana State Hospital (MSH) campus. This policy will describe acceptable employee and visitor parking areas, as well as loading zones and fire lanes. This policy does not pertain to the WATCH employee parking lot.
- II. POLICY:** It is the policy of MSH to provide adequate parking space for all employees and visitors. MSH, in accordance with Federal and State law, will also provide adequate handicapped parking and enforce its proper use.
- III. DEFINITIONS:**
- A. Designated Employee Parking Spaces:** Refer to attachment A for the location of the designated employee parking areas:
    - 1. Employee parking lot west of the main hospital building behind Alpha Unit,
    - 2. Parking spaces on Trapper Way near the intersection with Fleecer,
    - 3. Adjacent to the trades and crafts maintenance shops, and
    - 4. Parking space on Fleecer or Alpine **not** otherwise designated for: visitors, loading zones, fire lanes or handicapped parking.
  - B. Designated Handicapped Parking:** Any parking space marked by a handicapped parking sign and blue paint on the curbing. Vehicles parked in these spaces must have the proper identification either on the license plate or an officially issued Department of Motor Vehicle handicapped placard which shall be displayed and visible through the front windshield.
  - C. Designated Visitor Parking:** Any parking space located in the horseshoe on Garnet Way.
  - D. Loading Zones:** Any area used for the sole purpose of delivery and pickup of supplies, food, and equipment. Specifically: the two loading docks at the main hospital for foodservice and laundry, (west side of main hospital building) the loading dock located on the west side of the Spratt building, the loading dock on the north side of the warehouse building, and the loading dock located on the north side of the Recovery Center. The loading dock zones will be painted yellow. Temporary parking is allowed in these areas only by staff performing work related duties with deliveries or picking up items from the loading docks.

- E. **Fire Lanes:** Any area designated as a fire lane by signage and red paint on the curbing. There is no parking in these areas at anytime for any vehicle other than fire trucks or other emergency services vehicles.

**IV. RESPONSIBILITIES:**

**A. Safety Officer:**

1. Enforcement of policy through MSH's Security Officers, MSH Management and Anaconda Deer Lodge County's law enforcement.
2. Communicates to MSH management all major parking incidents and repeat offenders of this policy.
3. Refer any recommendation of disciplinary action for employees who do not follow this policy.
4. Maintains a database for all parking violations.

**B. Security Officers:**

1. Being observant to any person who violates or improperly parks in any area on the campus.
2. Attempt to identify the owner of the vehicle and make contact to have the vehicle moved.
3. Document all parking infractions in the security journal.
4. Notify the Safety Officer of all Parking Policy violations.

- C. **Violator:** Upon notification must immediately move vehicle; failure to do so may result in the vehicle being towed at the owner's expense. Continued parking violations can result in campus parking privileges being revoked.

- D. **Immediate Supervisors/RN House Supervisors:** For enforcing this policy through MSH's Security Officers.

- E. **The Maintenance Department:** Maintaining all signage and the painting of curbs in loading dock areas, handicapped parking spaces, and fire lanes.

**V. PROCEDURE:**

- A. Extended parking for employees, (over one hour) north of the TLC building is not allowed. Refer to attachment A for the location of the designated employee parking:
  1. Employee parking lots west of the main hospital building behind Alpha Unit and Delta Unit.
  2. Parking spaces on Trapper Way north of the Annex Building.
  3. Adjacent to the trades and crafts maintenance shops, and
  4. Parking space on Fleecer or Alpine **not** otherwise designated for: visitors, loading zones, fire lanes or handicapped parking.

- B. Employees will not parallel park on any street on the MSH campus unless it is in the line of their assigned duties, such as maintenance or other service vehicles.
- C. Security Officers will give all employees one verbal warning when they are observed parked in a visitor parking area, loading zone, fire lane or unauthorized parking areas such as a yellow curbed area. Security Officers will include this information in the security log written for each shift. Employees without handicapped status who are parked in designated handicap spaces will have a picture taken of their vehicle, marked with the time and date. These may be used for the purpose of citation by the Anaconda Police department. Repeated parking violations of any area will be referred to local law enforcement and could result in the employee's vehicle being towed at the owner's expense.
  - 1. Authorization to have vehicles towed will be made by the Safety Officer, Director of Nursing or the Hospital Administrator.
- D. Parking between Blizzard Way and the railroad tracks is not allowed.

**VI. REFERENCES:** None.

**VII. COLLABORATED WITH:** Director of Quality Improvement, Director of Nursing, Safety Officer, and Maintenance Supervisor.

**VIII. RESCISSIONS:** ADM-11, Parking Policy dated July 20, 2017; ADM-11, Parking Policy dated May 2, 2014; ADM-11, *Parking Policy* dated June 1, 2010; ADM-11, *Parking Policy* dated July 1, 2007.

**IX. DISTRIBUTION:** All hospital policy manuals.

**X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.

**XI. FOLLOW-UP RESPONSIBILITY:** Safety Officer.

**XII. ATTACHMENTS:** For internal use.

- A. Employee Parking Map – Revised July 2017

Signature:

Kyle Fouts  
Hospital Administrator