CRAIG HOSPITAL
POLICY/PROCEDURE

<table>
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<th>Approved: P&amp;P 10/07; 04/09; DD, P&amp;P 01/12</th>
<th>Effective Date: 05/93</th>
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<tr>
<td>Attachments:</td>
<td>Revised Date: 04/02, 10/07, 04/09, 01/12</td>
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<td>• Parking Map</td>
<td>Forms: None</td>
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SUBJECT: PARKING

RATIONALE: To define parking availability and restrictions

SCOPE: All Departments, Medical Staff, Volunteers, Visitors

POLICY: Craig designates specific parking areas to provide sufficient and adequate parking for Craig employees, patients, volunteers, visitors, physicians and CNS office staff. This policy is enforceable 24 hours a day.

I. Parking Designations:

A. Craig employees are permitted to park in the following areas:

1. **Day Shift Employees** are to park in the parking structure at the southeast corner of Clarkson St. & Old Hampden. Access is gained by presenting employee name badge to access reader at each entrance or by placing transponder on the employee’s windshield. Each employee is provided one transponder. Employees may purchase additional transponders through Human Resources via payroll deduction.

2. **Evening and Night Shift Employees** may park in either the parking structure or the surface parking lot on the northeast corner of Clarkson St. and Girard Ave.

3. **Street parking** is discouraged during day and evening shifts in order to respect neighborhood residents and allow close-in parking for visitors and consultants.
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4. Employees requiring accessible parking can park in the structure or in the parking lot for Patient and Family Housing with proper accessible parking identification.

B. Volunteers, non-paid interns/students, patients, families and visitors are permitted to park in the following areas:

1. The surface parking lot on the northeast corner of Clarkson St. and Girard Ave.

2. The surface parking lot on the northwest corner of Emerson St. and Old Hampden.

C. Volunteers, non-paid interns/students, patients, families and visitors requiring accessible parking can park in the following areas:

1. The Patient/Family Housing Accessible Parking lot on the southwest corner of Girard Ave. & Emerson St.

2. The surface lot on the northwest corner of Emerson St. and Old Hampden.

II. Parking Requirements:

A. All Craig employees are required to display a valid parking sticker in the lower left hand corner of the rear window, or on the left rear bumper of any vehicle driven to work.

B. Non-paid interns/students may obtain a parking placard from Human Resources.

C. Volunteers may obtain a parking placard from the Volunteer Coordinator.

D. Visitors may obtain a parking placard from the Information Desk.

E. Employees are not allowed to park in Swedish Medical Center’s parking garage prior to 4:30 p.m. Any employee found in violation will be subject to disciplinary actions and potential towing of their vehicle as described below.

F. Hospital Security will monitor the campus lots on a 24-hour basis and will issue citations. The Englewood Police Department will patrol city parking areas and may issue tickets for violations.
G. Employees not displaying a valid parking sticker on their car, or who park in unauthorized areas, will be subject to the following actions:

1. 1st incident – warning
2. 2nd incident - warning or disciplinary action may be taken
3. 3rd incident - disciplinary action and/or vehicle will be towed at owner's expense