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| Example priority car parking policy |
| 4.7 – Sustainable transport in health care |
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# Overview

This example has been adapted from a policy previously used by Queen Elizabeth II Medical Centre, Perth. It presents a way to prioritise parking access based on need. Categories and prioritisation could be adjusted to reflect different policy objectives and health service needs.

## What you need to implement this policy

* Resources to manage and review permit applications to confirm that people meet the criteria for each priority group.
* Additional analysis of staff travel options for staff identified as not having public transport options and for ‘green commuters’ using other travel options for 60 per cent of their working week.
* Allocate designated parking areas for each permit priority group and manage compliance.
* Identify and manage a parking permit appeals process.
* A carpooling program in place as a complementary policy to reduce overall demand for car parking.

# Introduction

The [Health Service] priority parking policy is designed to:

* categorise the various types of staff, patients and visitors that may park at the [Health Service]
* provide an equitable and transparent framework for assigning parking based on genuine need.

## Definitions for the purpose of this policy

| Term | Definition |
| --- | --- |
| Staff who start before 7 am or finish after 6:30 pm | Staff who are regularly required to start before 7 am or finish after 6:30 pm for work purposes.  Staff who have the option to work between 7 am and 6:30 pm but choose to work outside these hours for personal preference or other reasons not related to their employment will be deemed Priority group 3. |
| Staff on-call | An employee who receives an on-call allowance and is directed by their employer to remain readily available outside their normal hours of duty to return to their workplace at short notice.  On-call staff will be considered Priority group 1 for any days they are rostered to be on-call, subject to parking availability. |
| Volunteers | Volunteers will receive a parking permit to park in the designated staff parking areas.  A volunteer’s right to a parking permit is limited to periods when they are providing rostered volunteer services at [hospital site]. |
| Courier and delivery vehicles | Short-term delivery vehicles that may use the signed, time-limited courier bays across the campus. |
| Contractors | Contractors working on campus on a temporary, short-term basis are **not** considered staff. |
| Service contractors | Contractors who regularly attend the campus on business days as part of an ongoing service contract of 12 months or more with a [Health Service] tenant are considered staff |
| Staff with demonstrated primary carer needs | A person who is principally responsible for providing most ongoing informal care or help to a child, or someone with disabilities or long-term health conditions but not under a service contract. |
| Green commuters | Someone who uses other transport (public transport, walk or ride a bike) for at least 60 per cent of their working days each week. They are entitled to park in the Green commuter car park. |
| Carpoolers | Carpooling is when two or more staff share a vehicle. They travel and arrive together at [hospital site].  Carpoolers must register with the parking department.  Carpoolers park in a dedicated car park, as directed by the parking department. |
| Staff whose journey to site is not serviced by public transport | Staff whose public transport journey to [hospital site] is shown to be not viable due to excessive travel time or lack of public transport availability, as identified on the Public Transport Victoria journey planner. |
| Staff who work between 7 am and 6:30 pm | Staff who work during the core hours of the day. They may be granted access to on-site parking if higher priority parkers have been granted access and there are still staff parking spaces available.  If the parking department determines there are empty spaces regularly available for only a proportion of staff who work between 7 am and 6:30 pm then access will be allocated based on the time differential of public transport and driving to [hospital site]. This is determined based on Public Transport Victoria’s journey planner and Google maps. This time differential will be determined for all Priority group 3 applications and preference will be given to applicants with the greatest differential. |

# Staff

For the purpose of this policy, staff means an employee of any [Health Service] tenant or sub tenant who spends a portion of their rostered hours working at the [insert hospital site].

Any staff member, regardless of their employer, may apply for a parking permit. All parking applications will be assessed against the priority groups.

All staff who wish to park on-site must apply for a parking permit on an annual basis.

Staff must display a valid [Health Service] staff car parking permit when parking at [hospital site]. This permit will have an annual expiry date. Staff are responsible for renewing their permits.

A staff parking permit does not guarantee the availability of a parking space.

Access granted by a staff parking permit is subject to change upon notice from the [Health Service] parking department.

Staff permits are not valid in the visitor car parks at any time.

Staff permits will be allocated to a specific vehicle nominated in the parking application.

A parking permit will be replaced in exceptional circumstances and will incur an administration fee of [$X].

Individual staff permits are not transferable between staff members or between vehicles

# Priority groups

Access to parking for [Health Service] staff will be equitable and applied in a fair and transparent manner. In the event that the total number of parking spaces is less than the total demand for parking, access to parking will be restricted on the basis of priority of needs. Unsuccessful parking applications can be appealed.

**Priority group 1**, which will have access to designated parking areas, comprises:

* staff whose regular rostered shift requires them to start before 7:00am or finish after 6:30pm
* staff who are on-call
* medical consultants
* government and departmental vehicles
* volunteers during the periods when they are providing volunteer services
* couriers, laboratory and maintenance service contractor vehicles
* staff approved by the [Health Service] parking permit appeals committee.

**Priority group 2**, which will have access to designated parking areas, comprises:

* green commuters (they use other modes of travel at least 60 per cent of the working week)
* registered carpooling staff (at least two people arriving together)
* staff with demonstrated primary carer needs
* staff whose journey to site is not serviced by public transport.

**Priority group 3,** which will have restricted access to staff parking areas, comprises:

* staff who work between 7 am and 6:30 pm
* if insufficient car spaces – priority given to staff with the greatest time differential between driving and using public transport.

# Students

Students attending [hospital site] are not automatically entitled to parking at the site, unless classified as staff.

Students are classified as staff when they hold a valid student card issued by a tertiary education institution recognised by [Health Service] and are undertaking [Health Service]-related activities at the site.

Students on placement at [Health Service] who start **before** 7 am or finish **after** 6:30 pm will be permitted to park on-site for the duration of their placement for the times they work between these hours as Priority group 1 staff.

Students on placement at [Health Service] who work **between** 7 am and 6:30 pm will be permitted to park on-site for the duration of their placement for the times they work between these hours as Priority group 3 staff.

# Motorcycles and scooters

Designated motorcycle bays are allocated for motorcycle parking.

No parking fees are payable for motorcycles.

Staff motorcycle users must register with the parking department.

# Approved staff parking permit appeals

[Health Service] staff who wish to appeal against the staff parking permit they have been assigned must complete a permit appeal form.

They must include a comprehensive reason for why they feel they should be issued a parking permit or why their priority level should be changed.

The permit appeal form must be approved by their manager.

The parking permit appeals committee will review the parking permit appeal.

A staff member can only appeal to the committee once unless there has been a significant change in circumstances since the first appeal.

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