



TITLE Parking for Employees, Students, and Associates at UK HealthCare Facilities		IDENTIFICATION NUMBER A10-055	
ORGANIZATION(S) University of Kentucky / UK HealthCare	SITES AFFECTED <input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> KCH <input type="checkbox"/> Ambulatory	CATEGORY <input checked="" type="checkbox"/> Enterprise <input type="checkbox"/> Nursing <input type="checkbox"/> Department <input type="checkbox"/> Guideline <input type="checkbox"/> Protocol	REPLACES: CHANDLER HP10-15
REVIEW CYCLE <input type="checkbox"/> 1 year <input checked="" type="checkbox"/> 3 years REVIEW DATES: 1/1971; 2/2008; 6/18/2015; 3/1/2016; 12/17/2018; 12/7/2021, 3/21/2022		EFFECTIVE DATE: 4/15/2022	

POLICY STATEMENT

UK HealthCare is committed to a patient-centered philosophy and therefore designates specific parking areas to accommodate the access needs of patients and their visitors. University employees, students, and associates have a responsibility to support this effort by conforming to the procedures established herein and allowing the access needs of patients and their visitors to take precedence.

PURPOSE

This purpose of this policy is to establish policies and procedures specific to the use of UK HealthCare patient and visitor parking areas.

SCOPE

This policy augments the [University of Kentucky Parking and Permit Regulations](#) and applies to all University of Kentucky employees, students, and associates.

DEFINITIONS

The following definitions apply to parking status and are for purposes of this policy only.

Employee

Employee means:

1. Any regular full-time University of Kentucky faculty or staff whether working on-campus or not;
2. Any part-time or temporary faculty or staff whether working on-campus or not, so long as they are not enrolled as a University of Kentucky student;
3. Additionally, University of Kentucky post-doctorate students, students who have received a fellowship grant, students who have matriculated to their third year of graduate professional study, or students employed by the University in the position of Graduate, Research, or Teaching Assistant.

Patient and Visitor Parking

Patient and Visitor Parking means parking lots, parking structures, and other parking areas located on or adjacent to the University's main campus that are restricted for exclusive use by qualified patients and qualified visitors as defined herein, unless otherwise authorized by UK Transportation Services.

Qualified Patient

Qualified Patient means any person attending a bona-fide outpatient medical appointment or receiving inpatient treatment.

Qualified Visitor

Qualified Visitor means any person accompanying a qualified patient to a medical appointment or inpatient treatment or visiting a patient while not working in an official work capacity, attending class, or participating in other vocational or educational activities.

Student

Student means any person enrolled as a student at the University of Kentucky or other affiliated educational institution with curriculum requirements being completed at the University of Kentucky, unless otherwise included in the definition of employee above.

University Associate or Associate

University Associate or Associate means any non-University of Kentucky organization or person employed by an organization other than the University of Kentucky whose regular, frequent or permanent assignment, office, or primary workstation is on the University of Kentucky campus. This includes, but is not limited to, employees of the Veterans Administration and Shriners hospitals as well as courier and delivery services, commercial service, maintenance and construction contractors, and vendors.

Volunteer

Volunteer means any person who provides services to the University of Kentucky or university associate on a voluntary basis without remuneration or educational credit. Employee or student status shall take precedence over volunteer status should more than one (1) category apply.

PROCEDURES

In general, employees, students, and associates are prohibited from parking in any patient and visitor parking area while working in an official capacity or attending class, or participating in other vocational or educational activities unless otherwise authorized by Transportation Services and displaying the appropriate parking credential.

If choosing to commute by vehicle, employees, students, and associates, including those eligible for disabled accessible parking, are required to park in designated employee or student parking areas and display a valid University of Kentucky parking permit during restricted hours.

Additional parking and transportation related information, regulations, policies, maps, parking options and rates (including reserved parking for clinical faculty), and other related services and programs are available at the [UK Transportation Services website](#).

Designated Patient and Visitor Parking Facilities

The following parking areas are designated as patient and visitor parking (see [map](#)):

1. UK HealthCare Garage (PS #8);
2. Kentucky Clinic Garage (PS #3);
3. UK HealthCare Good Samaritan Hospital Garage;
4. Designated UK HealthCare Good Samaritan Medical Office Building, Warren Court, and Professional Arts Center visitor parking areas;
5. Emergency Department parking at UK HealthCare Chandler and UK HealthCare Good Samaritan Hospitals;
6. Markey Cancer Center Patient Lot; and
7. Main entry drives for Kentucky Clinic, Chandler Hospital (Pavilion A and H), UK HealthCare Good Samaritan Hospital, and Markey Cancer Center.

Off-Peak (Evening or Weekend) Parking

UK HealthCare employees and associates are authorized to park in the above listed patient and visitor parking facilities on weekends and official [University holidays](#) (excluding bonus days), as well as Monday through Friday from 4:30 p.m. to 8:00 a.m., with the exception of parking located at the Emergency Departments, Markey Cancer Center, main entry drives, or if otherwise signed or restricted.

Since the Kentucky Clinic is closed on weekends, UK HealthCare employees and associates are encouraged to use the Kentucky Clinic Garage (PS #3) on weekends rather than the UK HealthCare Garage (PS #8) to maximize the amount of parking available to patients and their visitors.

University Emergencies and Campus Closures

The University may suspend or alter normal campus operations in the event of unusual circumstances such as severe weather, public health emergencies, major utility failure, fuel shortages, or other reasons. During these emergency events, no change or alterations are made to normal parking operations and restrictions. Employees, students, and associates shall continue to abide by the policies outlined herein as well as those stipulated in the University's Parking and Permit Regulations. See also, [A09-055, Plan B staffing during University Emergencies](#) and [A12-005, Winter Alert and Transportation](#).

Approved Employee, Student, and Associate Use of UK HealthCare Patient and Visitor Parking Facilities

Employees, students, and associates may park in patient and visitor areas when in a qualified patient or qualified visitor status.

Employees, students, and associates are required to park in designated employee or student parking areas while working in an official capacity or attending classes, even if they have been or will be a qualified patient or qualified visitor within the same day.

Use of patient and visitor parking areas by an employee, student, or associate, either before or after their status as a qualified patient or qualified visitor, is prohibited. Specifically, employees, students, and associates may park in designated patient and visitor parking areas no more than 30 minutes before a scheduled appointment and are required to remove their vehicle from the patient and visitor parking facility within 30 minutes following the conclusion of their appointment.

Employee and Student Use of UK HealthCare Parking Validations

Under no circumstances is any UK HealthCare employee, student, or associate to receive validation of parking charges unless accessing UK HealthCare services as a qualified patient or accompanying a qualified patient and then only for the period of treatment. Receipt of validated parking while working in an official capacity, attending class, or participating in other vocational or educational activities is prohibited and may be considered misuse of University funds and a violation of University Business Procedures, the University's Ethical Principles, and Code of Conduct.

Use of Hospital and Clinic Main Entry Drives

Kentucky Clinic, Chandler Hospital (Pavilion A and H), UK HealthCare Good Samaritan Hospital, and Markey Cancer Center main entry drives and associated parking are for patient drop-off and pick-up and short-term parking needs only. Use of these areas by employees, students, or associates is prohibited unless in a qualified patient or qualified visitor status. This includes use of these areas by employees, students, or associates for drop-off and pick-up prior to or upon conclusion of work, education, or research activities.

Special Event, Meetings, Training, and Conference Parking

Employees, students, and associates who attend special events, meetings, training, seminars, or other infrequent, unexpected, or intermittent events, no matter how infrequent and regardless of assigned work or class location, are not eligible to park in designated patient and visitor parking areas unless otherwise authorized by Transportation Services and displaying the appropriate parking credential.

Short-term individual employee parking may be coordinated through [Transportation Services](#). Group parking accommodations may be coordinated through the [Transportation Services special parking and event coordination division](#).

Delivery, Service, and Vendor Parking

Courier and delivery services, commercial service, maintenance and construction contractors, and vendors requiring parking, regardless of frequency or duration, are not eligible to park in designated patient and visitor parking areas unless otherwise authorized by Transportation Services and displaying the appropriate parking credential. Additional information on Service and Vendor parking can be found at the [UK Transportation Services website](#).

Compliance and Appeals

Violators of this policy are subject to the applicable sanctions outlined in the [University's Parking and Permit Regulations](#). These regulations also outline the [appeals process](#), should an individual feel that their vehicle has been unfairly cited or impounded for violations of this policy or the Parking and Permit Regulations.

Additionally, UK HealthCare employees in violation of this policy are subject to corrective action for the first violation and escalating corrective action up to and including termination for repeated offenses.

REFERENCES

Referencing Sources

1. [University Parking and Permit Regulations](#)
2. [UK Administrative Regulations Part XIV: Ethical Principles and Code of Conduct](#)
3. [UK Business Procedures Manual E-1-4, Internal Control](#)

APPROVAL

NAME AND CREDENTIALS: LANCE BROEKING TITLE: DIRECTOR, UK TRANSPORTATION SERVICES	NAME AND CREDENTIALS: Weston Klinksiek TITLE: Guest Relations Manager, Office of Patient Experience
SIGNATURE <i>Lance E. Broeking</i>	DATE [08/04/2022]
SIGNATURE <i>Weston Klinksiek</i>	DATE [08/08/2022]