

# Huntsville Hospital Parking Guidelines

Effective: 6/10/2020

The Security & Parking Department is dedicated to providing HHS with a parking system that is fair and equitable. The parking guidelines are based on seniority with consideration being given to shift and location.

- **WCH:** All employees working at the WCH Facility on first and second shift are to park as follows:

Hire Date:	Parking Assignment:
1958- 1977	WCH West Lot
1978 – Present	405 Lowell (new deck)

- **WCH On-Call:** Employees may park in the MOB Garage after 5pm. On call employees should park in their assigned parking area during day shift hours.
- **WCH After-hours & Weekends:** employees may park in the MOB Garage Monday – Friday after 5pm and all day during weekend hours. There is no parking allowed in any MD spaces or 5th level designated patient spaces.
- **Heart Center:** Employees will park in approved and marked (HH signs) areas of the Heart Center Garage.
- **Plaza Resource Center:** Employees with a hire date of July 2012 to January 31, 2018 will be assigned to park on the 4<sup>th</sup> level of the Twickenham Garage. Contact Security for required access. All dayshift hired on or after January 31, 2018 will fall into the Huntsville Hospital Main parking pool based off of hire date.
- **Medical Mall:** Employees will park on the outside perimeter of the Medical Mall surface lot.
- **GMT:** Employees park on the top level. If space is not available on the top level, employees can move down one level until space is available (while continuing to utilize spaces on the south side of garage). All dayshift hired on or after January 31, 2018 will fall into the Huntsville Hospital Main parking pool based off of hire date.
- **Off-Site Locations:** Employees working at all other off-site locations are to park in the appropriate area for their facility. See the facility manager for the designated parking areas.

**HHM:** All employees working first and second shift at HHM (101 Sivley Road) are to park as follows

Hire Date:	Parking Assignment:
1958 - 1975	HHM Visitor Deck
1976 - 1985	BMT (4 <sup>th</sup> Level)
1986 - 10/31/17, All second shift (Shifts starting after 11am.)	HH Employee Deck
11/01/17 - 12/31/17, 02/01/18 – 05/31/18	Twickenham (Top)
01/01/18 - 01/31/18	The Heart Center top ramp (HH Spaces Only)
6/1/2018 - Present	Visitor's Garage roof

**NOTES:**

1. **Handicap parking:** Handicap parking is available in each deck. Employees needing to use such designated spaces should have a visible handicap decal on their vehicle. To request a ride to the garage, call extension 5-6660.
2. **BMT Garage:** The BMT garage will continue to be open for employees working the weekend shifts and third shift. The garage will be open to employees Monday through Friday at 5p.m. and must be exited by 8a.m. Employees will need to park on the 2<sup>nd</sup> and 3<sup>rd</sup> level. The BMT Garage will be open to all shifts when employees work the major holidays. Employees who fail to comply with the BMT guidelines will forfeit their option to park there.
3. **Contractor Parking:** contracted employees with HHS that work 1<sup>st</sup> and 2<sup>nd</sup> shift hours (05:00-21:00) will park at First Baptist Church on the St. Clair side. All 3<sup>rd</sup> shift contracted employees should go through the host department for parking arrangements.
4. **CRNA Parking** – Women’s and Children’s CRNAs are assigned to the 405 Deck and Main CRNAs are to be assigned to Twickenham.
5. **Hospital Vendors:** All vendors will park in the Twickenham Garage with associated fees.
6. **Plant Operations:** All staff, all shifts will park in the Twickenham Garage (Top Level only).
7. **Student Parking:** Students assigned to HHS will park at First Baptist Church on St. Clair side.
  - Shuttle service is available upon request by calling 265-6160.
  - Students may park in the Employee Deck after 1400.
8. **ON CALL Employees:** On call employees may park in the **Employee Garage** between 5PM and 5AM and on weekends when called in. On Call employees will park in their assigned parking area during regular shift hours.
9. **Attending Education Classes:** Employees assigned to 2<sup>nd</sup> or 3<sup>rd</sup> shift or from another HH facility attending Education Classes on 1<sup>st</sup> shift will park at the Employee Garage.
10. **Allied Health:** – Allied Health employees will be assigned to the Longwood Lot.
11. The guidelines listed above supersede all other previous communication. These guidelines are continuously reviewed and updated. Assignments are audited to assure the seniority-based system’s integrity. Please direct all questions regarding the Parking Guidelines to the Security and Parking Department at 265-8012.