THE READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 364

SUBJECT: Parking

Responsibility of: TRHSHS Director
Revised: February, 2010 Reviewed: 2011

Purpose

The Reading Hospital School of Health Sciences parking policy is designed to provide available parking for the students, staff, faculty and visitors.

Registration

All students who drive motor vehicles to the campus (i.e. TRHMC and TRHSHS properties) are required to register each vehicle driven to the campus with Security Department of the Reading Hospital and Medical Center. The Coordinator of Student Services is available to assist the student secure the forms for registration process. The following information is needed for each vehicle that the student parks on the campus: license number, make, model, and color. Following this registration process, the individual will be assigned an area for parking.

The student will be provided a sticker or other means of identifying that the vehicle is registered. This sticker/hangtag must be placed in the vehicle's front windshield in line with the mirror so as not to block the view of the driver.

Parking Assignments and Student Responsibilities

When on campus for school purposes, students are required to park in their assigned areas. The Hospital provides free campus shuttle service Monday through Friday.

TRHSHS students on campus for class, laboratory, clinical or any other school-related activity are not permitted to park on local public streets or neighboring business lots surrounding the campus at any time. Compliance enhances the institution's relationship with our neighbors.

Residence Hall students are assigned to park at the Residence Hall and utilize the shuttle service Monday through Friday.

<u>Monday through Friday during daytime hours</u> – Commuting students are assigned to park in the Vanity Fair parking area during the hours of 0600 to 1500. A free shuttle service is provided to the school campus. (Exception: A limited number of students will receive on-campus parking assignments in the large (upper) gated school lot. See below.)

<u>Monday through Thursday evening hours (1500 to 2200)</u> – Commuting students are assigned to park in the non-reserved spaces in the Spruce Street garage. A free campus shuttle service is available from the hospital campus to the school campus. (Exception: A limited number of students will receive on-campus parking assignments in the large (upper) gated school lot. See below.)

Weekend parking (Saturday and Sunday) – Weekend clinical students are permitted to park in any non-reserved space in an open TRHMC campus lot. In addition, all students have card access to the large gated upper school lot on a "first-come, first-to-park" basis for the following times, Friday 1600-2000, Saturday 0800-1600, Sunday 0800-1600. Students are required to park in numbered spaces. If the lot is not accessible, gate is not working, or student spaces are unavailable, students are then required to park in any non-reserved space in an open TRHMC campus lot. There is no shuttle service on weekends.

Onsite Parking Assignments

Limited student on-site parking in TRHSHS large upper level parking lot is available. Assignment criteria for this lot will be determined on an annual basis based on enrollment and availability of spaces.

On-site student parking is available for a maximum of 80 students from day programs and a maximum of 80 students from evening programs. The assignment of student parking will be determined in the following order of priority.

Level 1: Students who are employed by the school (example: student receptionist)
Level 2: Students who serve in a volunteer capacity as a student leader (President, Vice-President) of a school organization or who volunteer for academic year-long appointments to school committees (Example: Serves as student member of a faculty committee.) The names of eligible students will be submitted to TRHSHS Director by Coordinator of Student Services or Program Directors)
Level 3: Senior-Level Student Lottery (see below)
Level 4: Remaining senior-level commuter students not eligible for Level 3 lottery (lottery)
Level 5: All remaining commuter students (lottery)

Assignments will begin at Level 1 and proceed to the next level only if student parking spaces remain open/unassigned.

A lottery system will be completed to determine the students who will receive on-site parking privileges in levels 3, 4, and 5. The lottery for on-site parking is a random process and not based on individual/ personal circumstances or obligations which any student may believe justifies an on-site parking assignment. A separate lottery will be held for 80 Day and 80 EW students.

To be eligible for the Level 3 Senior-Level Student Lottery, the student must meet all of the following criteria:

1. Have their vehicle registered with TRHMC Security Department prior to the lottery (required for all students who park on-site)
2. Commuting student (i.e. not living at the Residence Hall)
3. Enrolled senior level students as defined by the program (i.e. students in their final academic year of education, students scheduled to graduate in the upcoming July).
4. Negative history of parking violations during enrollment at TRHSHS
5. Submit an application and a copy of a valid auto registration card for each vehicle you will be parking on campus. (Only one application and fee is required, but each car driven to school must be registered.)

All level 3, 4 and 5 students who are offered on-site parking privileges are required to pay a non-refundable fee of $60.00 per year for on-site parking privileges. Payment of the parking fee permits the student to have on-site parking for the current academic year and expires at the end of the academic year (July) in which the fee was paid. There is no refund of the parking fee. Students who withdraw from the school (voluntary or involuntary) will have access terminated at the time of withdrawal from the school.

Students who receive on-site parking assignments in the school lot are permitted to park in numbered spaces only.

Receiving on-site parking privileges is not guarantee that a student will find an available student parking space in the school lot. A student with on-site parking privileges who is unable to find a student space in the parking lot is required to park in the described student parking locations as listed at the beginning of this section (VF/campus lot dependent on time of day). Failure to find an on-site parking space should be immediately reported to the school receptionist upon entering the school building in order for the school to investigate the cause of the occurrence.

Students who receive on-site parking assignments are expected to park in the school lot for all school-related activities which occur Monday through Friday. The campus shuttle service is available beginning at 0500 to take students from the school lot to the hospital should the student choose to not walk. The only exception to using the onsite parking would be for a clinical experience scheduled for a weekend (see weekend parking instructions above).

It is the student's responsibility to arrive to class/clinical on-time and students will need to allow extra time in their commute when utilizing the shuttle service.

Parking when a patient or visitor

If a student comes to TRHMC either as a patient or visitor, it is permissible to park in those areas reserved for patients/guests. If a parking violation notice is issued under these circumstances, the student should immediately (same day) take the parking ticket/violation notice to the security department in person (24-hour security assistance is located in the R building lobby). In addition, the student is required to submit a copy of the ticket and a parking appeal form (found at the end of this policy) to TRHSHS Director (if possible along with some form of official documentation of the hospital visit).

Parking assignments for guest students:

For the purpose of this policy, "guest students" are defined as students who attend classes at TRHSHS educational facility (1025 Old Wyomissing Road) but are not enrolled in a TRHSHS program. Guest students include:

- BCTC students
- Kutztown University life-long learning students
- BSN completion students (Kutztown University, Immaculata University, Alvernia University)
- Penn State LPN students
- Any other non-TRHSHS student attending classes in the educational facility

Guest students are required to comply with all parking policies as described in this policy while attending classes on the school campus. Guest students are assigned to utilize street parking on

the 1000 block of Old Wyomissing Road (between Parkside Drive South and Margaret Streets). Guest students are required to park on side of street bordering the school property (odd side). Vehicles parked on the opposite side of Old Wyomissing Road (elementary school and residential side of the road – even side) or on any other neighboring street are subject to violations/tickets and fines for non-compliance with policy.

Guest students are required to:

1. Register their vehicle with TRHMC Security Department.
2. Obtain a "Guest Student Parking Permit" on their first day/evening of class.
   The Guest Student hangtag will be valid until the expiration date listed on the tag and must be placed on the front windshield mirror while present on campus.

Guest students who park in violation of the parking policy (example: parking in visitor spaces, or on public streets other than where assigned) will be subject to violations, fines or vehicle booting as described in the policy.

Students not using the TRHSHS educational facility but who are having clinical rotations within the hospital (example RACC) will be assigned hospital campus/VF parking locations via security and are not covered under this policy.

Compliance

All students and guests of students who drive to campus are responsible for complying with the Parking Policy. Monitoring compliance is the shared responsibility of the Hospital's management team, Security Department, and Directors, faculty and staff of the school's programs.

The following situations are some examples of violations of the Parking Policy, and will lead to disciplinary action:

- Parking in an area to which the student has not been assigned.
- Parking at any time in the small school lot located at the end of the West Wing (i.e. the lot located next to the loading dock delivery door).
- Parking on public streets while being present on campus for school –related activities. (exception – Guest students as described above)
- Parking in any restricted area, including those reserved for handicapped individuals, patients, Medical Staff, faculty and staff, visitors, emergencies, or temporary repair work.
  NOTE: Unless specific times are noted on the sign, restrictions apply 24 hours-a-day, seven days-a-week.
- Unsafe or inconsiderate parking, such as backing into "diagonal" parking spaces, blocking traffic flow, and occupying more than one parking space.
- Non-use or inappropriate use of the parking sticker or parking tag.
- Failure to register a vehicle used to come to the campus for school –related activities
- Receiving, buying, selling, loaning, or giving parking cards, stickers, tags, or visitor passes to anyone other than the intended recipient.
- Overnight parking in any campus location
- Failure to follow any part of the Parking Policy including the payment of fines issued by TRHMC Security Department.

The disciplinary process may include, but is not limited to:

- Immediate suspension of on-site parking privileges
- Boot placed on vehicle which requires immediate payment of a fine to have the boot removed. (The removal fee is established by TRHMC Security Department and subject to change.) The boot will be removed only after payment of the fine. Security has the authority to apply a "boot" to any vehicle in violation of the parking policy.
- Parking Violation/Warning Ticket
    - A warning ticket (i.e. parking violation) will be issued by security. Each warning ticket/violation will result in a fine according to the current TRHMC parking policy. The parking fine is established by TRHMC Security Department and subject to change.
    - The fine may be doubled if a student attempts to hide the vehicle's identity (examples: not registering a vehicle used for the purpose of transportation to the school, providing incorrect registration information, not displaying the parking sticker of a registered vehicle). All parking violations for non-registered vehicles will be subject to double penalties when the vehicle is identified, regardless of the dates of the violations/tickets or number of violations/tickets issued while the vehicle was not registered.
    - The payment of parking fines and appeals are handled directly through the TRHMC Security Department according to the current TRHMC policy in place at the time of the violation.
    - Non-compliance defined as greater than three parking violations in a 12 month period may result in additional disciplinary action up to and including termination from the program.
    - The issuance of a diploma/certificate of graduation will be held until all parking violations are paid in full. A hold is placed on student grade reports/ transcripts until the parking violations are paid in full.

You are responsible to maintain the security of your vehicle by locking your vehicle at all times after removing any visible electronic equipment, money, purses, bags, or other items which may tempt unlawful individuals to break into your vehicle. Do not store valuable items in your car while on the campus. The Reading Hospital and Medical Center and the Reading Hospital School of Health Sciences are not responsible for loss, theft, or damage to vehicles parked on school or campus property.