

Children's Hospital and Health System Safety Policy and Procedure

This policy applies to the following entity(s):

Fox Valley Hospital

SUBJECT: Employee Parking at Children's Wisconsin - Fox Valley Hospital

POLICY

The purpose of this policy is to establish uniform regulations for the use of Children's Wisconsin – Fox Valley (CW-FV) employees parking at the ThedaCare Neenah hospital parking facilities.

It is the policy of CW-FV to maintain compliance with established parking guidelines as noted in our legal agreement developed with the host hospital by means of equitable enforcement and consistent action and discipline for parking violators.

PROCEDURE

1. Employees, physicians, and other affiliated personnel will park in the designated parking areas as indicated on the parking maps located in Appendix A.
2. Parking in Emergency Department parking areas, fire lanes or any area posted as "No Parking at Any Time" is prohibited.
3. Neither CW-FV nor ThedaCare is responsible for loss or damage to vehicles nor their contents while parked on ThedaCare property.
 - a. Any loss or damage to a vehicle should be immediately reported to ThedaCare Security Services and Childrens Wisconsin Public Safety. It is at the owner's discretion to report loss or damage to law enforcement.
4. Team Members may park their vehicles in visitor parking areas if their arrival occurs during these hours:
 - a. Monday - Friday 5:00pm to 5:00am
 - b. Weekends, 5:00pm Friday to 5:00am Monday.
 - c. Staff will not need to move their vehicles from the visitor parking areas before the end of their shift so long as they parked during the days and times listed above.
5. Persons requiring special parking arrangements due to a temporary or permanent disability, or other physical limitations, will be accommodated appropriately and in compliance with the law.
 - a. Short-term requests (i.e., less than six months) will be accomplished by means of state-issued permits. Such identification will allow the use of any designated disability parking space in the parking area.

Original: 8/2009

Revised: 12/12/2024

Effective: 12/30/2024

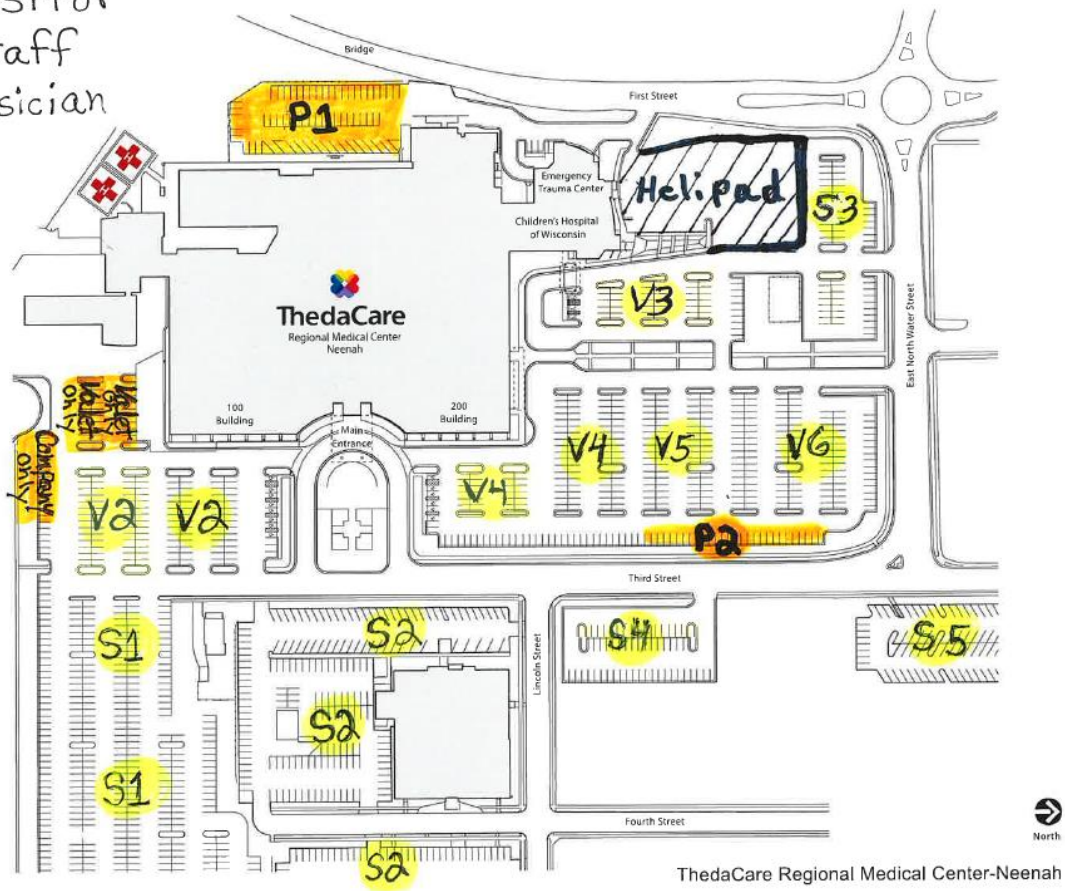
Parking at CW-FV Process Owner: Director of Public Safety

- b. Long-term requests (i.e., more than six months) will be accomplished by means of state-issued license plates or permits. Such identification will allow the use of any designated disability parking space in the parking area.
 - c. Persons seeking alternate parking arrangements due to physical limitations, and who do not have a valid state-issued license plate or permit, will work with their CW-FV leader, Employee Health and Wellness and ThedaCare Security for these arrangements.
 - d. Enforcement of disability parking violations is a law enforcement action. ThedaCare Security will report all observed handicapped parking violations to local law enforcement agencies.
 - e. All other requests for temporary or permanent parking arrangements must be approved by their CW-FV leader and the Theda Security Manager.
6. Violations
- a. ThedaCare Security Officers will:
 - i. Document and track violations of this policy in the ThedaCare Security Report System.
 - ii. Forward information about violations to the violator's CW-FV leader or other appropriate CW-FV leader.
 - b. CW-FV staff vehicles found in restricted parking areas, or who are in violation of established parking regulations, could be subject to corrective action.
 - c. Vendors will be subject to corrective actions per their employer's policies.
 - d. Non-employee team members and independent providers will be subject to corrective actions determined by their direct leader.
 - e. CW-FV managers/leaders will follow standard processes and/or polices around corrective action.
7. Other Violations
- a. Parking is provided for persons present to perform work related duties or for training/education at any ThedaCare facility/campus. Long-term parking (i.e., greater than 24 hours), vehicle storage, or abandonment of vehicles is not permitted.
 - i. Any vehicles that are not able to be removed in a timely manner must immediately be reported to ThedaCare Security Services.
 - b. Vehicles found creating a serious safety or traffic hazard, including vehicles that are parked in a roadway, loading zone, fire lane or "No Parking" area, or that appear to have been stored or abandoned, may be subject to ticketing by law enforcement and/or towing without notice at the owner's expense.
 - c. The responsibility for locating an authorized parking space rests with the driver of the vehicle. Lack of parking spaces, mechanical problems, inclement weather conditions, and/or disability are not considered valid reasons for violation of traffic and/or parking regulations.

Approved by the Environment of Care Committee December 12, 2024

APPENDIX A

V = Visitor
S = Staff
P = Physician



ThedaCare Regional Medical Center-Neenah

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