

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 364

SUBJECT: Student Parking

Responsibility of: RHSHS Director

Originated: 2008

Revised: April 2017

Reviewed:

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RHSHS).

PURPOSE: The RHSHS parking policy is designed to provide available parking for the students, staff, faculty and visitors. The RHSHS Parking Policy has been written to fulfill a commitment to our neighbors and neighboring businesses who at the time of land acquisition expressed concern about on-street or private property parking in the neighborhood. The RHSHS has therefore written its school parking policy to reflect a commitment to our neighbors and assign off-street parking to students. Students are required park in their assigned parking assignment location when on campus for school business or activities.

POLICY: All students who drive motor vehicles to the campus (i.e. Reading Health System, Reading Hospital and RHSHS properties) are required to register each vehicle driven to the campus with the Security Department of the Reading Hospital.

When on campus for any school-related purpose, students are required to park in their assigned area. Parking in any location other than in the student's assigned parking location requires pre-approval from the Coordinator of Student Services. Students who violate the school policy by coming to a school related activity, and parking in any location other than their assigned parking location will be fined for violation of the policy.

Monday through Friday during daytime hours – 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.)

Monday through Thursday evening hours (1500 to 2200) – Commuting students are assigned to park in the on-site school lot.

Weekend (Saturday and Sunday) and Night Shift (2200 to 0600) parking– RHSHS students have card access to the large gated upper school lot on a “first-come, first-to-park” basis for the following times, from Friday 1600 hours until Monday 0600 hours. 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/ non-patient space in an open Reading Hospital campus lot.

Weekend & Night clinical students are permitted to park in any non-reserved/non-patient space in an open RH campus lot only if their shift starts or ends when Shuttle Service is not available. Current hours of Shuttle service is available on the hospital Intranet.

DEFINITIONS: NA

PROCEDURE:

Registration

All students who drive motor vehicles to the campus (i.e. Reading Health System, Reading Hospital and RSHS properties) are required to register each vehicle driven to the campus with Security Department of the Reading Hospital. 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 any school purpose, students are required to park in their assigned areas. The Hospital provides free campus shuttle service Monday through Friday. Check the hospital's Intranet for hours of shuttle operation.

It is the policy of RSHS, that 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 from the Residence Hall Monday through Friday.

Monday through Friday during daytime hours – 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.)

Monday through Thursday evening hours (1500 to 2200) – Commuting students are assigned to park in the on-site school lot.

Weekend (Saturday and Sunday) and Night Shift (2200 to 0600) parking– RSHS students have card access to the large gated upper school lot on a “first-come, first-to-park” basis for the following times, from Friday 1600 hours until Monday 0600 hours. 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/ non-patient space in an open Reading Hospital campus lot.

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Onsite Parking Assignments

Limited student on-site parking is available in the RSHSH large upper level parking lot. 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 limited number of students from day 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 RSHSH Director by Coordinator of Student Services or Program Directors)
- Level 3: Senior-Level Student Lottery without any prior parking violations. (see below)
- Level 4: Remaining senior-level commuter students not eligible for Level 3 lottery (lottery)
- Level 5: All remaining commuter students (lottery) with preference given to those without parking violations on their record.

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.

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 RH 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 graduation for their program).
4. Negative history of parking violations during enrollment at RSHSH (Preference for on-site parking is provided to those students who have followed the parking policy. Students with a history of paid or unpaid parking violations are not eligible for the lottery until Level 4).

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 is required, but each car driven to school must be registered.)

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 (class and clinical) which occur Monday through Friday. The campus shuttle service is available to take students from the school lot to a hospital clinical experience should the student choose to not walk. The only exception to using the onsite parking would be for a clinical experience scheduled when the shuttle service is not running such as on 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 the RH 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 as informed) 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 RSHS Director (if possible along with some form of official documentation of the hospital visit).

Parking with Permission from resident or business

On occasion, students may have a personal relationship with a neighbor who gives them permission to park on their property. Permission from a neighbor to park at their residence does not give a student permission to violate the policy and park on public streets. In this situation, the student must park their vehicle on the private property (i.e. driveway, garage) of that neighbor. All student parking on public streets constitutes a violation of the parking policy. The Coordinator of Student Services is the only individual who has the authority to change a student's parking assignment.

Student with special needs parking placard for Handicap Parking – Students with special needs parking who have secured a current official PA handicap parking placard should contact the Coordinator of Student Services and provide a copy of the placard and wallet card to be placed in the student file. School and clinical parking assignments will be arranged.

Parking assignments for guest students:

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

- BCTC students
- Alvernia University students taking courses at RHSHS (non-RHSHS students)
- BSN completion students (such as Immaculata University, Alvernia University)
- Penn State LPN students
- Any other non-RHSHS 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 The RH Security Department.
2. Obtain a “Guest Student Parking Permit” on their first day/evening of class. Guest tags are available from the Coordinator of Student Services. 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 RHSHS 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 the RH Security Department.

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

- Immediate suspension of on-site parking privileges
- 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. The parking fine is established by the Reading Hospital 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. Note: Students need to be aware that the choice to not registering a vehicle, and repeatedly park where not authorized, may result in huge sums of fines once the car is identified. All fines incurred while the car was not registered will remain on the student’s account and are subject to doubling for the act of non-registration.
 - The payment of parking fines and appeals are handled directly through the Reading Hospital Security Department according to the current RH 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 the Reading Hospital School of Health Sciences are not responsible for loss, theft, or damage to vehicles parked on school or campus property.

EDUCATION AND TRAINING: Students are orientated to the Parking Policy.

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: SHS Director's Meeting, (May 2015)

CANCELLATION: Reading Health System policies directly related to this topic shall supersede this RSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.