

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 364

SUBJECT: Student Parking

Responsibility of: RHSHS Director

Originated: 2008

Revised: July 2021

Reviewed:

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

Note: Non-RHSHS students having clinical rotations within the hospital (examples RACC, Alvernia University, Drexel University) will be assigned parking by RH Security department and are not covered under this policy.

PURPOSE: The RHSHS parking policy is designed to provide available parking for students, staff, faculty, and visitors. The RHSHS parking policy also reflects an ethical commitment to our community to avoid undue disruption to residents and businesses in the vicinity of the school campus.

POLICY: All students who drive motor vehicles to the campus (i.e. Reading Hospital and/or RHSHS properties) are required to register each vehicle driven to the campus with the Security Department of the Reading Hospital. When on Reading Hospital campus for any school-related purpose (class, clinical, or any other RHSHS-related purpose regardless of the length of time), students are required to park in their assigned location. 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 may be fined for violation of the RHSHS Parking Policy.

Students are responsible to maintain the security of their vehicle. Remove all 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. Lock the vehicle. 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.

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 traveling from their vehicle or utilizing the shuttle service.

DEFINITIONS: NA

PROCEDURES:

Registration with RH Security Department

All students who drive motor vehicles to the campus (i.e. Reading Hospital and RHSHS properties) are required to register each vehicle driven to the campus by the student. 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

When on campus for any school-related purpose, students are required to park in their assigned areas. Students will be assigned to one of the following locations:

#1: Gated onsite lot in a numbered space (not in faculty assigned space).

- Limited student on-site parking is available in the RSHS large upper level parking lot.
- Students who receive on-site parking assignments in the school lot are permitted to park in numbered spaces only.
- Assignment criteria for this lot will be determined on an annual basis based on enrollment and availability of spaces.
- If a student assigned to the gated lot arrives to the campus when there are no student spaces available, overflow parking is available on Old Wyomissing Road **ON THE SCHOOL SIDE OF THE STREET ONLY** (not in front of neighbors' homes, etc.)
- Note: Students assigned to the school gated lot may also utilize Spruce Street Garage when on clinical duties at RH.

2: Spruce Street Garage.

- Note: When assigned to park in the Spruce Street Garage, students must park there for all school-related activities (both class and clinical) and use the RH Shuttle Service or walk to the school building for classes.
- Students assigned to the Spruce Street Garage are not permitted to park in the school's gated lot, on Old Wyomissing Road, on a public neighborhood street, or any location other than the Spruce Street garage while engaged in school-related activities.

Parking Violations:

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, Program 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 parking violations and fines:

- Parking in an area to which the student has not been assigned.
- 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 while being

present on campus for school–related activities are subject to violations/tickets and fines for noncompliance with policy.

- Parking in spaces reserved for school/admission visitors.
- Parking at any time in the small school lot located at the end of the West Wing (i.e. the faculty lot located next to the loading dock delivery door).
- Parking in any restricted area on RHSHS or RH campuses, including those reserved for handicapped individuals, patients, Medical Staff, faculty and staff, and visitors.
 - NOTE: No parking signs and reserved spaces apply 24 hours-a-day, seven days-a-week.
- Unsafe or inconsiderate parking, such as blocking traffic flow or 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 without written permission from RH Security
- Parking in any RH lot other than Spruce Street Garage.
- Failure to follow any part of the Parking Policy including the payment of fines issued by the RH Security Department.

The disciplinary process for noncompliance 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 (including the first noted violation) will result in a \$50 fine. Note: 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). Parking violations for non-registered vehicles may 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.
 - The payment of parking fines is handled directly through the Reading Hospital Security Department.

- Noncompliance 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 may 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.
- Requests to appeal a parking violation must meet the appeal criteria and are sent to the RHSHS Director (see appeal from).

RHSHS Process: Onsite Parking Assignments

The assignment of onsite student parking will be determined in the following order of priority. Assignments will begin at Level 1 and proceed to the next level only if student parking spaces remain open/unassigned.

Level 1: Students who are employed by the school

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 RHSHS Director by Coordinator of Student Services or Program Directors)

Level 3: Senior-Level Student Lottery without any prior parking violations. (see below)

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. 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).
3. Negative history of parking violations during enrollment at RHSHS (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).
4. 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.)

Level 4: Remaining senior-level students not eligible for Level 3 lottery (lottery)

Level 5: All remaining students (lottery) with preference given to those without parking violations on their record.

When the number of spaces are limited, 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.

Receiving on-site parking privileges is not guarantee that a student will always 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 permitted to park on Old Wyomissing Road on school side of the street. Failure to find an on-site parking space should be reported to the school receptionist upon entering the school building in order for the school to investigate the cause of the occurrence.

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 areas reserved for patients/guests. If a parking violation notice is issued under these circumstances, the student should immediately (same day as informed) submit a copy of the ticket and a parking appeal form (found at the end of this policy) to RHSHS Director (if possible along with detailed explanation and some form of official documentation of the hospital visit if possible such as dated discharge summary with private medical information redacted).

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. in 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)

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 noncompliance 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 and fines as described in the policy.

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

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: SHS Director’s Meeting, (July 2021)

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.

Reading Hospital School of Health Sciences
Student Parking Violation: Request for Appeal

Student name (printed): _____ Date: _____

Student instructions:

1. Read the Parking Policy.
2. Attach a copy of the parking violation to this form
3. Complete this form and submit completed form via email to Debbie Rahn (Director of RHSHS).

Note: Misrepresentation of the facts, failure to provide complete information, or any type of dishonesty in completing this form is considered to be an issue of integrity, and a violation of RHSHS conduct policy, and this lack of integrity may result in disciplinary action up to and including termination from the school.

The following reasons are not considered to be just cause for appeal:

- Student disagreement with the policy.
- Student lack of knowledge related to the policy (“I didn’t know”)
- Lack of finances to pay for fine.

Appeals will not be considered in the following situations:

- Appeal form submitted from someone other than the student.
- Failure to follow all instructions provided on this form.
- Incomplete or illegible appeal form.

Appeal decisions made by the Director of RHSHS are final.

I am requesting an appeal of the attached violation for the following reason(s): (use other side of form if needed)

STUDENT SIGNATURE: I have attached a copy of the violation received from the security department. My signature below indicates that I am verifying that the information provided in this appeal process is 100% complete, valid, correct, and truthful. I have not deliberately misrepresented the facts in any manner. I understand that failure to provide 100% accurate and complete information may be considered a violation of RHSHS conduct policy and to do so would result in disciplinary action up to an including termination from the school.

Student signature: _____