



Department:	Leadership		
Document:	Administrative Policy and Procedure		
Title:	Parking Policy		
Applies To:	All MCH Employees		
Preparation Date:	January 05, 2025	Index No:	LD-APP-010
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1. PURPOSE:

- 1.1 To outline procedures for employee, visitor, and handicap parking on the Maternity and Children Hospital Hafar Al Batin.
- 1.2 This policy will describe acceptable employee and visitor parking areas, as well as loading zones and fire lanes.
- 1.3 This policy does not pertain to the watch employee parking lot or the Maternity and Children Hospital Hafar Al Batin employee housing areas.

2. DEFINITIONS:

- 2.1 **Designated Employee Parking Spaces:** Employees of Maternity and Children Hospital must follow the parking lot policy at all times. This includes employees who use their own vehicle, a company vehicle, a bicycle. This policy must be followed by permanent, temporary, and contract employees.
Location: in front of the Hospital main door.
- 2.2 **Designated Handicapped Parking:** These privileges include parking in a space reserved for persons with disabilities, or in some situations, permission to park in a time-limited space for a longer time.
Location: in front of OBS ER, OBS OPD, Pediatric OPD and Pediatric ER
- 2.3 **Designated Visitor Parking:** is a common space provided for the guests to park their vehicles who visit the inpatient patient or accompany of the OPD patient.
Location: in front of the Hospital main door.
- 2.4 **Loading Zones:** Any area used for the sole purpose of delivery and pickup of supplies, food, and equipment. Specifically at the back of the door of the kitchen and at the back of the HR building.
- 2.5 **Fire Lanes:** There is no parking in these areas at any time for any vehicle other than fire trucks or other emergency services vehicles.
 - 2.5.1 **Location:**
 - 2.5.1.1 Space between Pediatric OPD and Pediatric Emergency Room.
 - 2.5.1.2 Space between OBS OPD and OBS Emergency Room

3. POLICY:

- 3.1 Maternity and Children Hospital Hafar Al Batin has created the Parking Lot Policy to ensure workers, visitors, and clients are safe on our property. It is also to ensure that all workers understand where and why they should or should not park in specified spaces.
- 3.2 Include any specific challenges regarding your parking lot and why this policy will help resolve them.

4. PROCEDURE:

- 4.1 Security Officers will give all employees one notice in writing when they are parked in a visitor parking area, loading zone or fire lane. Security Officers will include this information in the security log written for

each shift. Employees without handicapped status who are parked in designated handicap spaces will have a picture taken of their vehicle, marked with the time and date.

- 4.2 The Safety Officer will maintain a file of violations of this policy, and will communicate to management all major and repeat violations of this policy.
- 4.3 Parking between Blizzard Way and the rail road tracks is not allowed.

5. MATERIALS AND EQUIPMENT:

N/A

6. RESPONSIBILITIES:

- 6.1 Safety Officer:
- 6.2 Immediate Supervisors/RN House Supervisors
- 6.3 Maintenance Department

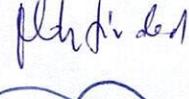
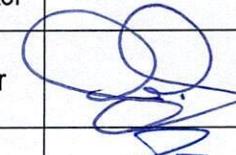
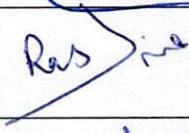
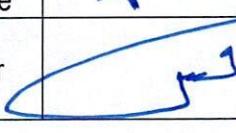
7. APPENDICES:

N/A

8. REFERENCES:

- 8.1 <https://dphhs.mt.gov/Portals/85/amdd/documents/MSH/volumei/administration/ParkingPolicy.pdf>
- 8.2 <https://jayfencing.com/employee-parking-lot-policy-template-tips/>

9. APPROVALS:

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