

**OBJECTIVES:** This policy aims to come up with written guidelines on parking.

**COVERAGE**: OSPAR personnel

### **RESPONSIBILITIES:**

1. It shall be the responsibility of the CWU/CSU/DRIVERS to implement policy on parking.

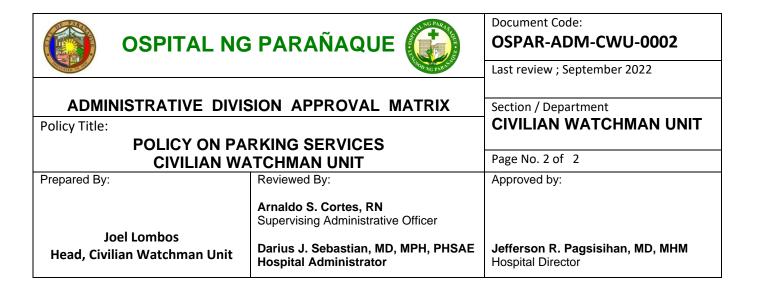
2. It shall be the responsibility of this office to monitor if said policy is being carried out.

POLICY: This policy when implemented shall ensure an orderly parking area

giving preference to hospital personnel and clientele.

### PROCEDURE:

- I. Strictly no obstructions at the entrance and exit gates of the hospital.
- II. Parking space near the ER entrance door shall always be made available for the ambulance and shall not be occupied by other vehicles at any time.
- III. Employees may continue to use the parking area at ST. Andrew's Cathedral but with a parking fee at our own expense.
- IV. Parking spaces are available on the market's rooftop (Public Market, Parañaque) wherein your vehicle will have 24/7 security. You need to secure an ID at the Administrative Division Office to serve as an entry pass which is non-transferable and shall only be used during duty hours. Assistance shall be provided by our drivers in bringing your vehicle to the market.
- V. Physicians who intend to park at SM Sucat, Parañaque will be provided a transport service to pick you up from your origin to the hospital and drive you back to your car.
- VI. Employees with personal vehicles are authorized to park only during their duty hours. However, shall vacate the space after their duty to give way to other employees.
- VII. Due to lack of parking space, outsiders or those who have no business with the hospital are not allowed to park.
- VIII. In cases where double parking is necessary. The car owner must entrust his/her key to the driver thru the CWU and that in the event of a vacant parking spot, the car will be moved to the vacancy for safety.



## **Implementation Date:**

Implemented since 1979

# Schedule for Policy Review:

Reviewed periodically as necessary

#### Last Reviewed:

March 2011 July 2018 September 2022