



MONTANA STATE HOSPITAL POLICY AND PROCEDURE

PARKING POLICY

Effective Date: May 2, 2014

Policy #: ADM-11

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- I. PURPOSE:** To outline procedures for employee, visitor, and handicap parking on the Montana State Hospital (MSH) campus. This policy will describe acceptable employee and visitor parking areas, as well as loading zones and fire lanes. This policy does not pertain to the WATCH and START employee parking lots or the MSH employee housing areas.
- II. POLICY:** It is the policy of MSH to provide adequate parking space for all employees and visitors. MSH, in accordance with state and federal law will also provide adequate handicapped parking and enforce its proper use.

III. DEFINITIONS:

Designated Employee Parking Spaces – refer to attachment A for the location of the designated employee parking lot west of the main hospital building. Designated employee parking is also in the spaces on Trapper Way near the intersection with Fleecer, and any parking space on Fleecer or Alpine not otherwise designated for: visitors, loading zones, fire lanes or handicapped parking.

Designated Handicapped Parking – is any parking space marked by a handicapped parking sign and blue paint on the curbing. Vehicles parked in these spaces must have the proper identification either on the license plate or visible through the window.

Designated Visitor Parking – any parking space located on Garnet Way.

Loading Zones – any area used for the sole purpose of delivery and pickup of supplies, food, and equipment. Specifically: the two loading docks at the main hospital for foodservice and laundry, (west side of building) the loading dock located on the west side of the Spratt building, the loading dock on the north side of the warehouse building, and the loading dock located on the north side of the Recovery Center.

Fire Lanes – any area designated as a fire lane by signage and red paint on the curbing. There is no parking in these areas at anytime for any vehicle other than fire trucks or other emergency services vehicles.

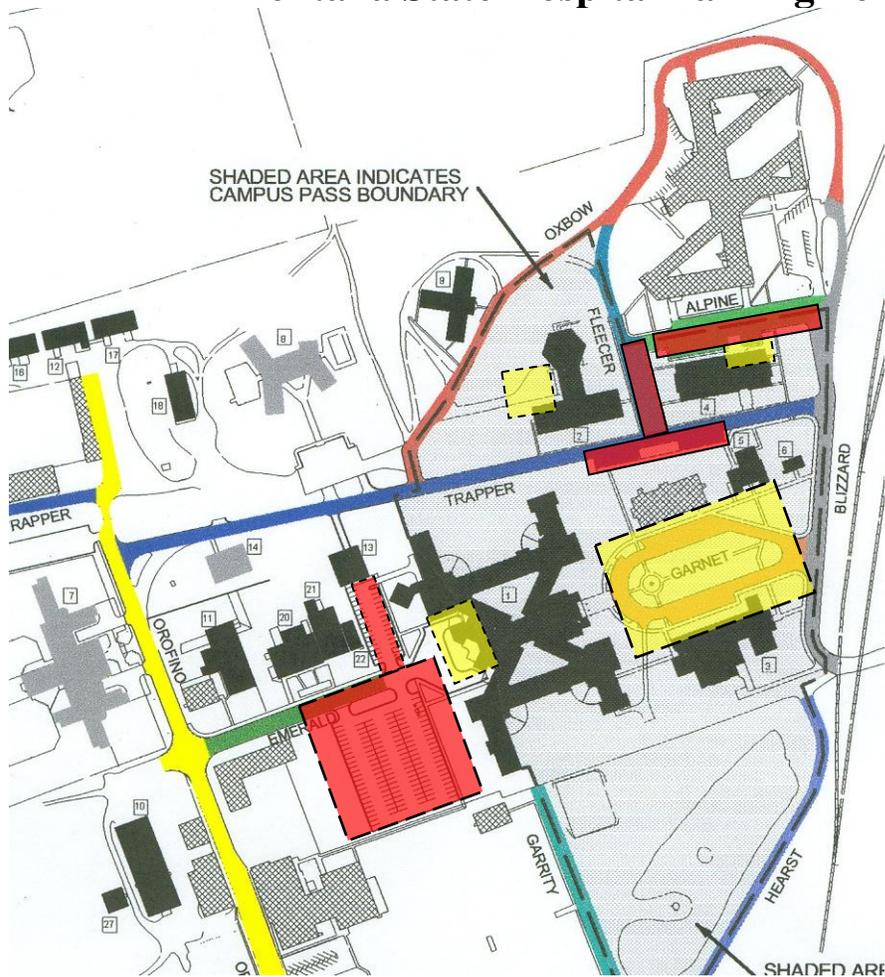
IV. RESPONSIBILITIES:

A. The Safety Officer will:

1. Enforce this policy through MSH's Security Officers and Anaconda Deer Lodge County's law enforcement.
2. Communicate to management all major and repeat offenders of this policy.

B. Immediate Supervisors / RN House Supervisors will be responsible for enforcing this policy through MSH's Security Officers. The Safety Officer is responsible for reporting any recommendation of disciplinary action for employees who do not follow this policy.

Attachment A Montana State Hospital Parking Policy



Designated Employee Parking Lot



No Employees Allowed to Park in these Areas

Below is an excerpt from the policy:

III. DEFINITIONS:

- A. Designated Employee Parking Spaces – refer to attachment A for the location of the designated employee parking lot west of the main hospital building. Designated employee parking is also in the spaces on Trapper Way near the intersection with Fleecer, and any parking space on Fleecer or Alpine not otherwise designated for: visitors, loading zones, fire lanes or handicapped parking.