

STAFF TRAVEL AND CAR PARKING GUIDANCE VICTORIA HOSPITAL

There are currently 1570 spaces available for staff parking and 700 for patients and visitors. All staff will now park on the hospital site

This guide will assist staff in familiarising themselves with the correct procedures. If however clarification is required as to what type of permit is applicable or where to park, please contact the Car Parking Office on extension 6970 or 1977 (01253 956970 if calling externally)

Application Process for Parking Permits (See also waiting list)

Staff who require a car parking permit may submit an application form to the Car Parking Office, the form is available on the Travel Section of the Trust Intranet or from the Car Parking Office.

Applications are assessed and points awarded in the following categories:

- Work commitments
- Travel
- Availability to public transport
- Childcare commitments
- Length of time on the waiting list
- Redeployment
- Other considerations

This criteria was agreed by management/staff side of the Car Parking Working Group. For full details please refer to the Allocation document on the Travel Section of the Intranet.

Some groups of staff are allocated a permit automatically, these are:

- Chief Executive
- Directors
- Non Executive Directors
- Deanery Doctors
- Consultants
- Residents
- Disabled Staff

Waiting List

Until the effect of the new parking arrangements which are operational from 1st January 2014 have been reviewed staff who apply for a parking permit after this date will be entered on the waiting list and will be contacted once a permit becomes available.

It is important that recruiting managers advise possible new starters at interview stage of the current parking situation.

Allocated Car Parks

All staff park on the hospital site, your permit will indicate the allocated parking areas as follows;

“E” / “EOC”/ “ER”/ “ET” Permit Holders

“E” permits are generally allocated to staff who work between the hours of 6am – 7pm (there are however some exceptions – see details under “M” permits). “E” Permit holders will be permitted to park in any of the following car parks;

- Existing Multi-Storey Car Park (located opposite Home 6 on Victoria Court) – From mid February 2014 this car park will be controlled by barrier and your permit will act as an access card and you will

be required to swipe the card on the control panel at the barrier upon entry, Upon exiting this car park the barrier will lift automatically.

- WL1- Woodlands Car Park (Adjacent to Gastro and the Ophthalmic Day Case Unit)
- EP1/2 Pathology Car Park

“**EOC**” permit holders work an ON Call and will park in the rear of Gastro on the day of your on call. At all other times parking will be as stated above. This area is monitored regularly against the On Call Rota and parking enforcement will be in operation. Access to the hospital from the rear of gastro is via the double door at the side and is accessed by using your ID Badge.

“**ER**” permits are issued to staff who normally work between 06.00 - 19.00 and will park in the areas outlined above during these times, however this permit will allow them to park in any of the car parks (with the exception of disabled, short stay) when called in from home whilst On Call only.

“**ET**” are issued to staff who normally work between 06.00 - 19.00 and will park in the areas outlined above during these times, however when working a twilight shift this permit will allow them to park in the Whinpark 2 car park opposite Outpatients

“M”/ “MOC”/ “MR”/ “MT” Permit Holders

The following staff groups will park in the Main Entrance Car Park on levels 3- 6. This car park will be controlled by barriers and by Automatic Number Plate Recognition. If your details are registered correctly the barrier will lift automatically as you drive up and you should proceed automatically to level 3 and above. Should the barrier fail for any reason your permit will act as a back up and you will be required to swipe the card on the control panel at the barrier unless you have been parked in the patient and visitors areas (Level 0-2) in which case your card will be automatically block and you will not be able to exit the car park, there will be a charge of £5.50 for any staff who do not park on the staff car parking area in the main entrance car park. You will need to park in a refuge bay either side of the barriers and go to the car parking office to make payments and arrange for your card to be unblocked.

- Shifted Clinical Staff
- Physiotherapists
- Staff working in the New Main Entrance (with the exception Band 9)
- Volunteers
- General Practitioners
- Security Staff
- Portering Staff
- Governors

Staff on duty should not park in the patient levels of the Main Entrance Car Park. The appropriate parking charge will apply on exit and parking enforcement is in operation.

“**MOC**” permit holders work an ON Call and will park in the rear of Gastro on the day of your on call. At all other times parking will be in the main entrance car park. This area is monitored regularly against the On Call Rota and parking enforcement will be in operation. Access to the hospital from the rear of gastro is via the double door at the side and is accessed by using your ID Badge.

“**MR**” permits are issued to staff who normally work shifts and will park in the main entrance car park , however this permit will allow them to park in any of the car parks (with the exception of disabled, short stay) when called in from home whilst On Call only.

“**MT**” are issued to staff who normally work shifts and will park in the main entrance multi-storey car park above during these times, however when working a twilight shift this permit will allow them to park in the Whinpark 2 car park opposite Outpatients

“VC”/ “VR” Permit Holders

The following staff groups will park in the car park at the rear of the residential accommodation and is known as Victoria Court;

Consultants
Associate Specialists
Staff Grades
Trust Doctors
Non - Executive Directors
Staff on Band 9 equivalent or above

This car park will be controlled by barriers and by Automatic Number Plate Recognition. If your details are registered correctly the barrier will lift automatically as you drive up and you should proceed to park outside the homes or any space on Victoria Court. Should the barrier fail for any reason your permit will act as a back up and you will be required to swipe the card on the control panel at the barrier

“VR” permits are issued to Consultant Radiologists and will permit parking on any of the car parks (with the exception of disabled, designated or short stay bays) when called in from home whilst On Call only

“R” Permit Holders

Residential staff park in the multi-storey car park near to the residential accommodation. The refuge bays outside Home 6 may be utilised for a period of one hour for the purposes of unloading etc

Staff who take up residence at the hospital should obtain a car parking application form from the accommodation office (or at induction) the form needs to be signed by the accommodation officer who will forward the forms for processing to the Car Parking Office. Once permits have been issued you will need to collect and sign for these at the accommodation office.

Car Sharers

Staff who have opted to car share will park in the Rear of Gastro Car Park. Only one permit will be issued and must be displayed in the car on site at the time. This area will be monitored on a regular basis. If there is the necessity to bring an additional car on site car sharers may park on site in the main hospital car park in the patient parking area 12 times a year. A token will be issued at the barrier and this must be taken to the car parking office on the ground floor of the car park to be validated for exit. A record will then be taken of the member of staffs details.

Deanery Doctors (excluding Consultants/Associate Specialists/Staff Grades/Trust Doctors.)

An application form needs to be completed and forwarded to medical staffing for authorisation. Medical Workforce will forward the application form to the Car Parking Office for processing. You will be contacted by letter when your permit is ready for collection from the Car Parking Office based on the ground floor of the main entrance car park. If you have not received this communication within 2 weeks from the date you have applied, please contact the Car Parking Office on ext 6970. Medical Staff will park in the Main Entrance Multi-Storey Car Park. Medics not paid by the Trust will be required to pay parking charges when they collect their permit

On Call Staff -

Staff who have On Call commitments will require the appropriate parking permit and will park in the Car Park at the rear of Gastro. Access to the hospital from the rear of gastro is via the double door at the side and is accessed by using your ID Badge.

This area is monitored regularly against the On Call Rota and parking enforcement will be in operation. On call permits are for those staff who only require parking when On Call daily basis. Medical Staff/Doctors are not entitled to on call permits or to park in the on call car park.

Appeal Process

Staff may expedite the issue of a permit by submitting an appeal. The form is available on the Travel section of the Intranet. The panel meets once a month and consists of the Director of Operations, and Human Resources/Staff Side Representatives. The panel will agree to the issue of a permit only if they feel that there are extenuating circumstances.

Staff may also appeal against the issue of a Parking Enforcement Notice.

Permit Renewal

The Trust carries out Permit Renewal on an annual basis. The reason for this is that it is important we have up to date information to ensure that staff are issued with the appropriate permit. This applies to Blackpool Victoria and Clifton Hospital Sites.

- Some of the information, for instance work commitments, is used to determine the appropriate parking area. Managers are required to validate the applications for On Site permits.

It is also essential that we have correct vehicle details to ensure that access is available by Automatic Number Plate Recognition and to avoid enforcement action.

Staff whose permits expire due to not having renewed their permits may reapply but will be subject to the waiting list unless there are extenuating circumstances and agreed by the appeals panel

Clifton Hospital Staff

Staff based at Clifton Hospital who require a car parking permit may complete an application form which is available on the Travel Section of the Trust Intranet or from the Car Parking Office. The form should be signed by the relevant manager before submitting the form to the Car parking Office at Blackpool Victoria Hospital. If there is available car parking space at the time of application a permit will be processed and a letter issued to request that you collect it from General Office at Clifton Hospital. If spaces are not available you will be advised and added to the waiting list. If a permit becomes available the car parking office will contact you.

Staff Based at Other Hospital Sites

Staff who are working at other hospital sites and do not hold a parking permit at the Victoria site may park in the new main entrance car park when attending meetings or training sessions. A token will be issued at the barrier and this should be taken to the car parking office located on the ground floor of the car park and will be validated for exit from the car park.

Redeployed Staff

Due to the shortage of spaces and the volume of staff on the waiting list it is not possible to issue parking permits for all staff who have been redeployed. It is therefore important that managers communicate with staff at consultation meetings that permits may not be issued automatically. Staff who have been redeployed from other sites will be required to submit an application form which will be assessed using the aforementioned criteria (see application process). An additional four points will be awarded and the member of staff placed on the waiting list.

Operational Changes in Service Provision

Again it is important that when implementing changes in working hours for staff that managers consider the implications on parking for staff. Whilst the safety of staff is important we also need to have a fair and equitable process of issuing permits. Any member of staff who requires a permit due to change in working hours should submit an appeals form to the panel for consideration of a permit. See above for details of the appeals process.

Ill Health Permits

Ill Health parking permits are available for staff who may be experiencing temporary or permanent health problems. On receipt of a referral from the member of staff's manager, Occupational Health will arrange an appointment. If an ill health permit is deemed necessary Occupational Health will

contact the Car Parking Manager and a permit will be issued. Temporary permits will either be for a fixed period where the permit will expire automatically or a review appointment will be arranged prior to its expiry. Permanent permits are reviewed annually. Ill health permits are charged at the appropriate rate according to Banding. Please see below the criteria used by Occupational Health when considering the issue of a parking permit on the grounds of ill-health.

1. Assessing clinician should consider all ongoing medical conditions.
2. It is prudent to assess disability arising from all medical conditions.
3. Impact on mobility should be considered, while advising on suitable car park.
4. Walking distance from the car park and activity undertaken at work should be considered while providing an opinion on suitable car park.
5. Fatigue should also be considered as a disability in patients suffering Chronic Fatigue Syndrome, Multiple Sclerosis or for those patients who are receiving ongoing treatment/therapy for a debilitating disease.
6. All Disabled parking permit holders (Blue Badge-local authority) and those in receipt of High Rate-DLA (mobility component) have to be supported a parking permit by default.

Occupational Health guidance suggests:

1. For conditions, considered temporary- short term permits should be supported. For long term conditions, annual or review once in two years could be considered, to see if there are changes to medical circumstances.
2. The Clinicians can only provide medical opinion; the final decision on who gets a permit should rest with Car Park Security. Employees could seek a review of the opinion provided by a Clinician, in which case it has to be seen by a Consultant Occupational Physician.
3. It is the responsibility of both the Manager and employee to discuss their permit requirements in an open and honest environment.

Disabled Blue Badge Holders

Whilst the Trust makes provision for disabled members of staff to park on site unfortunately it does not extend to a designated space. Disabled staff who hold a blue badge also need to have a valid parking permit to enable them to park on the hospital site (with the exception of short stay / designated spaces and hatched areas). An application form should be submitted to the Car Parking Office together with a copy of the blue badge. Parking charges will apply according to Banding

Parking at Nights, Weekends and Bank Holidays

"M, MOC, MT, M2T, M2, M2OC" permit holders may park in the following car parks after 8pm in the evening, at Weekend and Bank Holidays

Nights & Weekends Permits

Staff that hold a Nights & Weekends Permit are permitted to park on the following car parks after 5pm Monday – Friday and then all day and night at weekends and bank holidays.

- Pathology car park
- Woodlands car park (this is the car park adjacent to Parkwood, Gastro and Day Case)
- Whinpark 2 – Opposite Outpatients

The following car parks must not be used by staff

- **A/E - (WP1) – directly adjacent to A/E**
- **Cardiac- (WL2) – outside the Cardiac/Surgical Unit Entrance**
- **Outpatients Car park**

Cancelled/Suspension of Permits (maternity leave, long term ill health etc.)

Staff who wish to cancel or suspend a permit, must return the permit together with the Surrender/Suspension of Permit Form (available from the Travel Section of the Intranet) to the car parking office for cancellation or suspension (see maternity leave procedure). The Car Parking Office will then contact Payroll to cancel car parking deductions. Car parking charges are not refundable.

Enforcement Action

Whilst the Trust do not want to benefit from the revenue from Parking Enforcement Action as outlined in this guidance, it is important that we manage the car parks fairly and effectively and therefore enforcement action will be taken against vehicles parking in unauthorised areas or without displaying a valid permit in accordance with the Car Parking Policy as follows:

First Offence - Warning notice
Second offence - Warning Notice
Repeat Offence - £30 Parking Enforcement Notice. Payment of £15 will be accepted if received within 15 days. Staff may appeal within 14 days. If payment is not received within 30 days, proceedings will commence for the debt via payroll/invoice/debt collection agency

Persistent Abuse - Disciplinary/court action as appropriate and withdrawal of permit where appropriate
Fraud/Misuse - Of permits / access badges / equipment may result in disciplinary action being taken as appropriate

Public Transport

Discounted bus tickets are available for staff. These are discounted by 5% by Blackpool Transport. Please contact the Car Parking Office on ext 6970 or 1977 for details of how to obtain the discounted bus tickets.

Car Park Security

The Car Parking Department are responsible for the day to day management of car parking at Victoria hospital. Their main responsibilities include the following:

- Monitoring car parks and traffic management
- Security of car parks
- Issuing car parking permits and managing waiting list
- Providing information and assistance where possible
- Enforcing the Car Parking Policy and car parking arrangements

The Car Parking Office can be contacted on ext 6970 or 1977 Monday-Friday 7.00am-21:30pm and out of hours on bleep 182. Internal email = car park security (BVH) The Senior Supervisor/Car Parking Manager can be contacted on ext 2003/5704 respectively. The office is located on the ground floor of the Main Entrance Car Park

Cyclists / Motor Cycle Users

Staff who normally travel to work by bicycle or motorcycle and may on occasion need to use their cars to travel to work may utilise the main hospital car park in the patient parking area 12 times a year. A token will be issued at the barrier and this must be taken to the car parking office on the ground floor of the car park to be validated for exit. A record will then be taken of the member of staffs details.

KEY

- Staff
- Public
- Disabled
- Drop Off/Short Stay
- Total No. of Disabled Spaces
- Existing Motorcycle Spaces
- New Motorcycle Bays
- Open Cycle Shelter
- Secure Cycle Shelter
- Cycle Hoops / Stands
- New Open Shelter
- New Secure Shelter
- Relocated & Secured Shelter
- Shelter moved to be relocated
- Emergency
- Nursery
- Existing Motorcycle Spaces
- New Motorcycle Bays
- Open Cycle Shelter
- Secure Cycle Shelter
- Cycle Hoops / Stands
- New Open Shelter
- New Secure Shelter
- Relocated & Secured Shelter
- Shelter moved to be relocated

Existing multi-storey car park [E] permit holders

Victoria Court designated parking for consultants/associate specialists staff grade/trust doctors band 9 and equivalent

New multi-storey car park. [M] permit holders levels 3-6

Rear of cardiac designated/ PPCI parking only

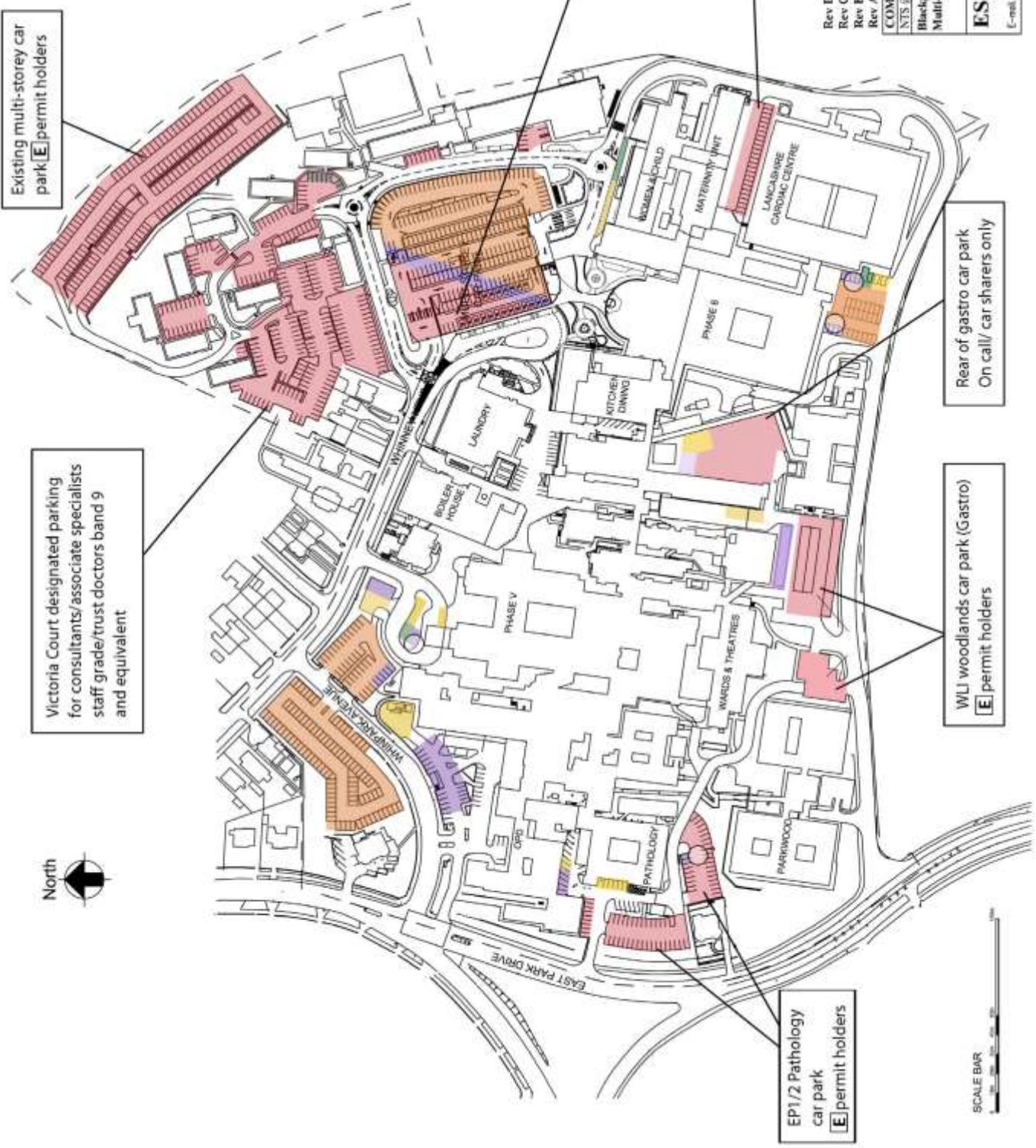
Rear of gastro car park On call/ car sharers only

WLI woodlands car park (Gastro) [E] permit holders

EP1/2 Pathology car park [E] permit holders

Rev D - Updated - 16/12/2013 - Gilling Dod
 Rev C - Updated - 14/03/2013 - Gilling Dod
 Rev B - Updated - 17/08/2012 - MAB
 Rev A - Updated - 27/07/2012 - MAB

COMPLETION - ADDITIONAL PARKING
 NTS @ A3 Drawn - RAS May 2012
PM3383/ SK95D
 Little Johns
 Digital-to-Print
 High Res 300 DPI
 Tel: 01298 812295





If the barrier fails to recognize your vehicle number plate, your car parking permit will become a back up, by swiping your car parking permit over the area above it will activate the barrier.

Please Note: Your Car Parking permit must be displayed in your vehicle at all times