Policy

Limited areas of the Medical Center campus have been designated for faculty, staff, student, and visitor motor vehicle parking.

Description

1. All Medical Center employees, students, and affiliates who park on Medical Center property are required to:
   a. Register their vehicles with Department of Transportation and Parking Management through the Parking Management Center (70 Goler House, East Drive) or the Hospital Garage Visitor Parking Office (G-0618).
   b. Display the current valid permit
   c. Use a valid AVI tag to access facilities where required.
   d. Park in their designated area

2. Patients and visitors may park in:
   - Hospital Parking Garage
   - Lot 14–Saunders Research Building at 265 Crittenden Blvd.
   - Lot 8–Kornberg Medical Research Building at 415 Elmwood Avenue.

All visitor lots operate on an hourly fee basis. Validations are available to patients and visitors and may be purchased at the Parking Management Center (70 Goler House, East Drive) or at the Hospital Garage Visitor Parking Office (G-0618).

3. Employees and students who come to the Medical Center as a patient or visitor may pay to park in a visitor parking area and must call (585) 275-4524 to notify the Parking Management Center to avoid receiving a citation.

4. Parking for patients of the Emergency Department is available adjacent to the ED entrance for highly critical or sensitive cases (i.e. chest pains, child with one parent/caregiver present). Employees or students visiting ED patients should park in the Hospital Parking Garage as a visitor and must call the Parking Management Center to avoid receiving a citation.

5. Employee Violations: When an employee fails to follow University parking guidelines by parking in an employee or visitor area other than their designated area, it is considered a performance issue and will be addressed through the disciplinary process. Parking outside of the designated area three (3) times will be reported to their supervisor/manager and a formal disciplinary action will occur.

6. When an employee fails to follow University parking guidelines a citation will be issued. Citations may be appealed through the Parking Management Center within 30 days of receipt. If they are not paid or appealed on a timely basis a fine will be applied. If there are more than three (3) outstanding citations on record and an additional violation occurs, the University may tow the vehicle at the owner’s expense, or affix a boot to the vehicle until the outstanding citations are addressed in person at the Parking Management Center.

7. Employees who require disability parking may request an accommodation through University Health Service, which requires documentation from the employee’s health care provider. If
awarded, faculty and staff will receive a lot assignment and will be responsible for the rate assigned to that lot. University Health Service will determine the duration for the accessible parking assignment.

8. All faculty and staff parking-related transactions and issues are handled through the Parking Management Center (PMC), 70 Goler House. Waitlist requests, citations, vehicle and personal information updates, and appeals can be done through My Parking Online, www.rochester.edu/parking, including phone support at (585) 275-4524. (The phone number is listed on the back of University of Rochester ID badges.)

9. All students, employees, and affiliates who park at the University’s River Campus location are required to follow the University Parking Guidelines (issued at the same time as the permit and can also be found at http://www.rochester.edu/parking/employees/).

References:
University of Rochester Medical Center Parking Guidelines
Federal “504” requirements for the physically handicapped
University Policy 154, Corrective Discipline

History:
7/83    Policy number changed from 9.5.
9/86    Updated by Associate Director of Patient Services and Medical Center Parking Office.
4/89    Reviewed and updated by Director of Support Services and Medical Center Parking Office.
5/89    Reviewed by Policy Development Group.
3/92    Reviewed and updated by Medical Center Parking Office and Policy Development.
7/92    Reviewed by SMH Management Team.
9/02    Reviewed by director, Parking, Transportation
10/02   Approved by Policy Management Team
8/06    Revised by manager, Parking Office
9/06    Reviewed and approved by Policy Management Team
10/09   Revised by manager, Parking Office
12/09   Approved by Policy Management Team and Clinical Council
6/12    Revised by manager, Parking Office
7/12    Reviewed and approved by Policy Management Team
8/12    Reviewed and approved by Clinical Council
6/15    Revised by Department of Transportation and Parking Management Office
6/16    Revised by Department of Transportation and Parking Management Office
10/16   Reviewed and approved by Policy Management Team
11/16   Reviewed and approved by Clinical Council