

August 8, 2018

**TO:** SCVMC Employees

**FROM:** Paul E. Lorenz  
Chief Executive Officer, SCVMC

**SUBJECT:** **Parking – Campus**

**REFERENCE:** Santa Clara County Ordinance Code B12-162

**POLICY:**

All employees are required to display appropriate parking sticker permits, in the appropriate manner and may only park in lots designated for employees.

Parking in SCVMC “C” lots is provided for all County employees and other persons working at the VMC campus as identified by Hospital Administration.

Stickers are provided by Human Resources during normal business hours.

Parking in the Executive Management lot requires Administrative approval.

Protective Services Officers will monitor parking lots on a regular basis and will issue citations to vehicles without appropriate stickers or to vehicles illegally parked. GSA Parking Enforcement and/or the Sheriff’s Office may also issue citations.

Pursuant to Santa Clara County Ordinance Section B12-162, “The County shall not be responsible for loss or damage to any vehicle which is parked or left standing on county property, or to any personal property therein, by reason of fire, theft or any other cause. Persons who park or leave vehicle standing on county property do so at their own risk.”

**PROCEDURE:**

**Responsible Party**

**Action**

Employees

All employees are required to display a “C” parking sticker permit any time their vehicle is parked on campus and they are on campus in the course of their employment.  
The “C” sticker must be visible from the rear of their vehicle.

**PROCEDURE:** (continued)

<b>Responsible Party</b>	<b>Action</b>
Employees	<b>Note: Employees may not park in designated visitor/patient lots from 0800-1700 hours pursuant to County Ordinance. Employees shall not park in violation of any posted parking restrictions.</b>
Administrative Personnel	Requests permission to park in the Executive Management Parking Spaces from the Administrator designated to oversee parking.
Administrator	Reviews request and approves or denies and returns to the requestor.
Human Resources	Processes Personnel Action Request for Identification Card and issues Picture Identification/Access Cards and provide C sticker to employees and other persons identified by Hospital Administration.
Protective Services	Enforce parking regulations.

Issued: 05/21/85

Revised 08/13/03, 07/11/06, 08/14/09, 08/22/12, 08/08/18      Signature approval on file.