

**DEPARTMENT OF VETERANS AFFAIRS
VETERANS HEALTH ADMINISTRATION
VISN 19**

**EASTERN OKLAHOMA VA HEALTH CARE SYSTEM
MEDICAL CENTER MEMORANDUM 00-14**

**MUSKOGEE OKLAHOMA
NOVEMBER 6, 2017**

PARKING AND TRAFFIC CONTROL REGULATIONS

I. PURPOSE: The purpose of this policy is to control the operation of motor vehicles on the Eastern Oklahoma VA Health Care System (EOVAHCS) grounds to protect beneficiaries, visitors and employees from injury, to protect government and private property from damage, and to achieve the most efficient use of available parking under the control of the EOVAHCS.

II. POLICY: It is the policy of the EOVAHCS to comply with applicable regulations and guidelines for traffic control and in the acquisition and allocation of parking facilities. The overall goals of the policy are to reduce traffic congestion, avoid unnecessary risks associated with motor vehicle operation and provide for the efficient use of parking areas. Enforcement of this policy shall be fair and consistent.

III. PROCEDURES:

a. Vehicle Registration:

(1) All employees, residents, interns, volunteers, and contractors must register their vehicles with the VA Police within 5 business days of becoming employed or within 5 business days of purchasing a vehicle. Parking stickers for employees, residents, and interns are issued by VA Police and a vehicle registration form (Appendix C) must be completed to receive a parking sticker. This sticker is to be placed on the outside of the rear window. If the vehicle has a removable top it is recommended the sticker be placed on the left or right side of the rear bumper. If the sticker becomes faded or illegible, the person to whom the sticker was issued must get a replacement sticker from the VA Police. Employees are to remove the sticker if they separate from their duties at the EOVAHCS or sell the vehicle.

(2) Employees, residents and interns who fail to register their vehicles will not be authorized to park on property owned or leased by EOVAHCS.

(3) Parking passes for contractors will be issued by the VA Police Chief, Deputy Chief or Operations Lieutenant. Contractors will be required to display their parking pass on the dashboard of their vehicle, while parked on VA Property. Contractors who fail to register or display the approved parking pass will not be allowed to park on property owned or leased by EOVAHCS.

November 6, 2017

(4) Parking passes for temporary parking will be issued to those employees traveling from the Jack C. Montgomery East and Admin Lease to the Medical Center for official business. The parking pass can be requested from the Chief of Police through the employee's Service Chief.

b. Handicap parking spaces are provided strictly for patients in need of special parking accommodations close to building entrances that permit a barrier free access.

c. V-Ride participation is encouraged and reserved parking (15 spaces) is provided for those vehicles assigned to the program. Those employees wishing to participate in the V-Ride program should contact Human Resources at extension 3600 for further information.

d. Carpooling is encouraged and reserved parking (40 spaces) is provided to employees participating in this program from 6 a.m. – 9 a.m., Monday through Friday except Federal holidays. Carpool permits must be displayed along with a regular parking permit, while using carpool reserved parking.

(1) To participate in the carpool program there shall be at least two employees per vehicle.

(2) Each employee in the carpool group shall complete a new vehicle registration form (Appendix C) for each rider and vehicle.

(3) All Vehicle registrations forms for the carpool group will then be submitted to the Chief of Police at the same time.

(4) Carpool priority will be determined by the parking committee.

(5) All carpool participants must sign and return the statement of acknowledgement (Appendix D) for carpool rules and return it at the time of application.

e. Parking:

(1) Parking lots at the Jack C. Montgomery VA (appendix A) are segregated by the following:

(a). Patient and visitor Lots #1, #4, #5, and #13.

(b). Chemotherapy patient Lot #11.

(c). Emergency Department parking Lot #2.

(d). Executive Leadership Team Lot #6.

(e). American Federation of Government Employees Lot #6.

(f). Reserved Parking Lot #14.

(g). V-Ride and Car Pool Lot #4.

(h). Contractor parking Lots #9 and #10.

(i). Employee of the Year, Month, and Quarter Lot #7.

(j). [Volunteer Parking, Lot #13.*](#)

(2) Parking at the Ernest Childers Outpatient Clinic is reserved strictly for patients and visitors except for the east parking lot, which is reserved parking (Appendix B, Ernest Childers).

(3) Parking at the Hartshorne Outpatient Clinic is reserved for patients and visitors except for the east parking lot, which is reserved parking.

(4) Employee parking at the Vinita Outpatient Clinic is in the southern most parking lot of the clinic.

(5) Parking stickers and passes are distributed as:

- (a). Blue sticker- Employee
- (b). Red sticker- Reserved Parking
- (c). Green parking pass - Contractors
- (d). Orange parking pass - Carpool
- (e). Yellow parking pass – temporary parking
- (f). Red hanging placard – Volunteer parking*

(6) Employee parking:

(a). Employees shall not park in parking lots designated for patients or visitors between the hours of 6:00 a.m. to 2:00 p.m., Sunday - Saturday, unless otherwise posted.

(b). Employees who have a tour of duty between the hours of 6:00 a.m. to 4:30 p.m. are required to remain in employee parking areas while they are in a duty status.

(c). Employees working the evening shift (after 2:00 p.m.), night shift, or those employees on call shall only park in lots #4 and #13.

(d). Employees working a tour of duty between the hours of 6:00 a.m. and 4:30 p.m. on weekends and holidays or those employees on call shall only park in lots #4 and #13.

(e). Employees who are also Veterans and at the facility or CBOC for a scheduled appointment can park in patient parking for the duration of their appointment only. Those employees/Veterans shall check in with VA Police at the Police Office or by calling ext. 3807.

(7) Contractor parking will be coordinated by the responsible service line and VA Police.

(8) Emergency room and Chemotherapy parking is reserved for those Veterans who are receiving those services 7 days a week, 24 hours per day.

November 6, 2017

(9) Parking Enforcement: VA Police Officers enforce Federal and State of Oklahoma traffic code/statutes and applicable city ordinances. Violators will be issued a Courtesy Violation Notice (CVN) or a U.S. District Court Violation Notice (USDCVN). All violations are entered in the VA Police reporting system and maintained indefinitely. The receipt of two or more CVNs or USDCVNs within a year period for similar infractions may result in the loss of parking privileges on EOVAHCS property. The Service Chief will be notified of each infraction.

(10) Parking Shuttle: The Medical Center operates a parking shuttle to ease the burden of walking from parking lots and off-site parking locations to the Medical Center main entrances. The shuttle operates from 5:30 a.m. to 6:30 p.m. every business day except for Thursdays the shuttle will run until 7:00 p.m. Shuttle hours can be adjusted as needed. Patients and visitors have priority for shuttle seating and employees may utilize the shuttle if space is available. The parking shuttle operates continuously during the specified times and will pick up riders at designated stops in each parking lot.

(11) Valet Parking for Beneficiaries: As it deems appropriate, the Medical Center may provide valet parking for beneficiaries at no cost to the beneficiary. Employees may not use valet parking.

(12) Parking space allocations will be reviewed semi-annually or more frequently if necessary by VA Police Service, AFGE and Engineering Service to determine the use rate of space in vehicle parking facilities. Parking spaces may be redistributed based on the review after meeting labor-management obligations.

(13) Beneficiaries arriving by private vehicle for inpatient care will be advised by the Admitting Office to make provisions for their vehicles to be stored off Medical Center grounds or arrangements made or a personal representative to remove the vehicles from the Medical Center as soon as possible. Exceptions to this provision must be approved by Police Services.

(a). Illegally parked vehicles, which create a safety hazard in the opinion of on-duty VA Police, may be towed at the owner's expense.

(b). Abandoned vehicles parked on EOVAHCS property for more than 24 hours may be towed by a commercial company. Towing and storage fees are the responsibility of the owner. The 24-hour time will begin once the vehicle has been determined to be abandoned by the shift supervisor, Deputy Chief, or Chief of Police.

(c). Privately owned off road recreational vehicles are not allowed to be operated on VA grounds without prior approval of the VA Police.

(d). Motorcycles shall be registered with the VA Police but no decal or placard is required to be displayed if the motorcycle is parked in "motorcycle parking only" spots.

- (e). The speed limit in all parking lots under VA Controlled property is 10 m.p.h.

IV. RESPONSIBILITY:

a. The Medical Center Director shall ensure fair and consistent enforcement of this policy and shall authorize the removal (towing) of vehicles from the Medical Center.

b. The Associate Medical Center Director is responsible for:

- (1) Providing operational oversight of this policy.
- (2) Establishing a parking committee.

c. The Chief, Police Service is designated the facility employee transportation coordinator and is responsible for:

(1) Administering the facility's traffic control and parking programs, and enforcing parking and traffic regulations. Where necessary, Police Service will issue citations to violators and will coordinate towing of vehicles.

(2) In coordination with Human Resources and AFGE Local #2250, developing and instituting a plan to promote the maximum use of vanpools, carpools, and other forms of ride sharing.

(3) Maintaining an inventory of all official, visitor, and employee parking allocations by priority categories.

(4) Providing orientation and education on traffic control and parking procedures to new employees and patients.

(5) No less than annually, review of parking space allocations to determine the use rate of the space in vehicle parking facilities.

(6) Provide VA Police presence in parking lots during employee shift change.

d. The Chief, Engineering Service is responsible for:

(1) Maintaining the roadways and ensuring that parking areas are in good condition.

(2) Installing and maintaining suitable gates, fences, and other physical barriers to ensure effective vehicle access control.

(3) Maintaining site plans for traffic control and parking allocations.

(4) Maintaining the shuttle schedule.

e. Service Chiefs and Program Officials are responsible for:

November 6, 2017

(1) Providing and documenting review of this policy with their employees annually, i.e., staff meeting discussion

(2) Ensuring employees under their supervision comply with this policy.

f. The Chief, Environmental Management Service is responsible for providing signs and pavement markings in support of this policy.

g. Employees are responsible for adhering to this policy and for parking only in areas authorized for employees.

h. All persons operating motor vehicles on property controlled by the EOVAHCS shall abide by the parking and traffic regulations.

V. REFERENCE: 38 CFR 1.218, and Title 38 U.S.C. Subsection 902.

VI. FOLLOW-UP RESPONSIBILITY. The Chief, VA Police is responsible for the contents of this MCM.

VII. RESCISSION: Medical Center Memorandum 00-14, same subject, dated June 19, 2016.

/s/

MARK E. MORGAN, MHA, FACHE
Medical Center Director

Attachments: Appendices A, B, C, D

Dist: C

*Pen and Ink change dated 12-4-17 incorporated into MCM.

PARKING LOTS – JACK C. MONTGOMERY VAMC



Jack C.
Montgomery Appen

ERNEST CHILDERS OUTPATIENT CLINIC PARKING



Ernest Childers
Appendix B.pdf

VEHICLE REGISTRATION FORM



Vehicle
Registration form A1

STATEMENT OF ACKNOWLEDGEMENT FOR CARPOOL



Statement of
Acknowledgement f