



Policy

TITLE: Student Parking

EFFECTIVE DATE: January 1, 2018, Revised April 1, 2021

APPROVER(S): Dean of Medical Education, OCS Head of School

NUMBER: Reference # OCS 100.2

I. Purpose

To ensure adequate patient and visitor parking and to establish regulations for student motor vehicle parking at OHS facilities.

II. Scope

This policy applies to anyone at an OHS facility or property, owned or leased, including but not limited to all Ochsner employees, physicians, advanced practice providers, fellows, contractors, vendors, students, visitors and patients.

III. Definitions

- A. Patient Care Area Parking at OHS facilities are reserved for patients and their families. This may include the parking garage, drop off and pick up areas as well as any area where parking would impede the flow of traffic or inconvenience our patients and their family members. Additional patient care parking areas may be identified from time to time. Students are prohibited from parking on Ochsner property in any area other than the parking lot to which they are assigned by Safety and Security except under certain circumstances as identified within this policy.
- B. Employee references OCS Students, UQ Visiting Students, and others engaged in undergraduate medical education activities at the Ochsner Clinical School.

IV. Policy Statements

- A. Patient parking shall have priority over all others.
- B. Students rotating at a facility other than Ochsner Medical Center – New Orleans should follow the parking guidelines for that facility.
- C. Any changes to your parking information (vehicle make, model, license plate, etc.) must be updated through the parking office at Main Campus. Their office is located on the 1st floor by the garage.
- D. Students who violate these patient care area parking rules will be subject to the following Corrective Action steps:
 - 1. First violation/ticket = \$25.00 ticket fee

2. Second violation/ticket = \$50.00 ticket fee
 3. Third violation/ticket = Suspension of on-campus parking privileges for six months
- E. All suspensions will be forwarded to the Head of the Clinical School. He will sign off on the suspension only after contacting the discipline program director to inquire regarding extenuating circumstances.

V. Enforcement

Failure to comply with this policy may result in progressive discipline up to and including termination of employment for employees or termination of contract or service for third-party personnel, students or volunteers.

VI. Attachments

Employee Parking – Coolidge Parking Lot B

VII. References

- A. OHS. HR General Policy 100.2 Employee Parking

EMPLOYEE PARKING*– Coolidge Parking Lot -

Parking 4:00am – 12:30am Monday through Friday

Employees on duty during this time period are assigned to the Coolidge Parking Lot.

- The Coolidge Lot main entrance is located across from the Patient Garage, down past the Ochsner for Children Building. Alternate entrances are located to the west of the Ochsner for Children Building, and west of the warehouse building.
- **DO NOT PARK IN THE COVERED PARKING GARAGE OR RAISED PARKING AREA BEHIND THIS GARAGE**
- Shuttle service is provided 4:00am – 12:30am Monday through Friday.
- Please follow the directional signs and roadway markings.
- Please use the pedestrian crosswalk to cross Jefferson Hwy if you do not ride the shuttle.

After Hours Parking – Monday through Friday 12:30am – 4:00am / Weekend and Holiday

The Coolidge Parking Lot is closed during this time period. Under the following conditions, employees should park in the Patient Garage on uncovered areas of Levels 7 and 7 ONLY:

- Employees whose shift requires reporting for duty prior to 4:00am
- Employees whose shift requires leaving duty after 12:30am
- Employees who are on duty between 12:30am and 4:00am
- Employees reporting for duty on weekends and holidays
- Use of the Patient Garage at any other time while on duty is considered a violation of patient care parking as per HR General Policy 100.2 Employee Parking.
- Employees must use the entrance ramp located on Tansey Blvd.

Parking Tags

- Upon registering your vehicle, you will receive a parking decal.
- Please place this tag on the inside of your front windshield – top center.
- Decals are required.
- You may obtain decals for additional vehicles by registering each vehicle with the Parking Office. Vehicle make, model, color and license plate number are needed.
- Replacement fee is \$5.00

Additional Information

- Parking in an unassigned or patient care area is subject to corrective action as per HR General Policy 100.2.
- Employees who have a patient appointment at Ochsner may park in the patient garage as a patient. Vehicle should be moved to Coolidge Parking Lot when returning to duty.
- If you have any questions regarding your parking, please call the Parking Office at x27275.
- If you encounter problems after hours or require vehicle assistance, please call Security Operations at x23770 or 842-3770. The Security Operations office is open 24 hours daily.

****This parking information applies to employees, contract employees, temporary employees, traveling employees and employees who are housed in the Brent House Hotel.***