

This document is uncontrolled once printed. Please check on the Trust's Intranet site for the most up to date version.

Parking Policy

Document No.	Version	Issue Date	Last Review	Next Review	Impact Assessed	Author/Contact Person Accountable Director
FAC/GL/15	6	06/1994	11/2018	11/2020	Yes	

Approved By:

For use in (clinical area)	Trustwide
For use by (staff groups)	All staff, governors, volunteers, contractors, honorary contract holders
For use for (patients/staff/public)	Patients/Staff/Public
Document Owner:	Facilities
Document Status:	

Contents

Key messages	4
1.0 Introduction	4
1.1 Car Parking Provision at Milton Keynes Hospital.....	4
1.2 Scope of document	5
1.3 Roles and responsibilities.	5
1.4 Penalties and Enforcements.....	5
1.5 Parking costs and charges	5
1.6 Safety and security of patients and visitors in our car parks.....	5
1.7 Breaches of this policy	6
1.8 Other Associated Documents	6
2.0 Patient and Visitor Parking	6
2.1 Location of Patient & Visitor Parking	6
2.3 Designated Parking for Blue Badge holders.....	7
2.4 Drop Off areas.....	7
2.5 Parking charges for visitor and patient parking	7
2.6 Help with parking charges	7
3.0 Staff Parking.....	8
3.1 Staff Parking Permits	8
3.2 Staff Permit Charges	8
3.3 Staff Car Sharing	8
3.4 Staff Car Parks.....	8
4.0 Parking for others, including non-Trust Staff, Residents, Volunteers, and Contractors.....	8
4.1 Continuing Medical Education (CME) Permits.....	8
4.2 Faith Community Leaders	9
4.3 Volunteers.....	9
4.4 Public and Nominated Governors.....	9
4.5 Contractors.	9
4.6 Emergency Services Vehicles	9
4.7 Delivery Vehicles	9
4.8 Hospital Transport	9
4.9 Residents in Hospital Accommodation	10
5.0 Pedal cycle and Motorbike Parking	10
5.1 Bicycles.....	10
5.2 Motorcycles	10
6.0 Special or Restricted Areas.....	10
6.1 Stores Delivery Area	10
6.2 Rear Entrance - Phase II (Ward 16 entrance)	10
6.3 Estates Workshops/Boiler Houses	11
6.4 Catering vehicles and deliveries	11
6.5 Waste Deliveries / Collection.....	11
6.6 Ambulance Station	11
6.7 Emergency On-Call Bays	11
6.8 Pharmacy Loading Bay (near Ambulance Station).....	11

6.9 Mortuary (entrance /slip road).....	11
6.10 Fire Roads.....	11
6.11 Fire Exits.....	11
Appendix A: Milton Keynes Hospital Car Parking Site Plan	12
Appendix B: Milton Keynes Hospital Parking Who's Who	13
Appendix C: Patient and Visitor Parking.....	14
C3: Use of "Pay on Foot" Areas.....	14
C4: Use of "Pay & Display" areas	14
C5: Use of Blue Badge designated parking spaces	15
a) Inpatients and Patients Receiving Long Term Treatment (Renal & McMillan)	15
b) Healthcare Travel Costs Scheme and reclaiming car parking charges	15
c) Next of kin of deceased patients.....	16
Appendix D: Staff Parking	17
D1: Staff Parking Permits: Eligibility	17
D2: Staff Parking Permits: Categories.....	17
D3: Staff Parking Permits: Conditions of Use.....	17
D4: Staff Parking Permits: Lost or Stolen Permits	18
D5: Staff Parking Permits: Charges.....	18
D6: Staff Parking Permits: Payment	18
D7: Pool Car Parking (Multi-Storey Car Park).....	19
Appendix E: Milton Keynes Hospital Bicycle and Motorbike Parking.....	21
Appendix F: Equality Impact Assessment	22
Appendix G: Compliance with Regulatory Bodies	23
Appendix H: Audit and Monitoring Criteria	23
Appendix J: Parking Guidelines:	23
Appendix K: Document and Consultation History	27

Key messages

- Car parking at Milton Keynes University Hospital is an essential service that needs to be organised and managed effectively so as to ensure the smooth running of the site.
- The Trust seeks to provide parking on a basis that is fair to everyone who drives to the Hospital, whether they are staff, patients, contractors or visitors.
- Parking areas are expensive to build and to maintain, so the Trust recovers these costs through parking charges.
- The Trust's Parking Policy is just one part of the Trust's Estates Strategy. The Hospital Travel Plan complements the Parking Policy, by encouraging everyone who travels to the Hospital to share vehicles or use other means of travel - e.g. bus, bicycle, on foot - whenever they can. We aim to lower the pressure on car parking availability at peak times and to reduce the adverse environmental impacts of the traffic generated by the Trust's activities.

1.0 Introduction

1.1 Car Parking Provision at Milton Keynes Hospital

There are 2,068 car parking spaces at the Hospital site:

Milton Keynes Hospital Parking Spaces	Qty
Patients & Visitors Marked Bays	506
Patients & Visitors Blue Badge	105
Patients & Visitors Informal	0
Parent & Child Bays	17
Taxi Bays	0
Other Public Bays	0
Total P&V Bays	628
Staff Marked Bays	1,193
Staff Blue Badge	2
Staff Informal	180
On Call Bays	6
Pool Car Bays	32
Drop-off Bays	11
Emergency Bays	5
Other Staff Bays	11
Total Staff Bays	1,440
Total Car Parking Spaces	2,068

Appendix A: contains the current Car Parking Site Plan. Please note: this Plan is constantly being updated, as the Hospital site is developed. An up-to-date version is always available online <https://www.mkuh.nhs.uk/patients-and-visitors/maps-and-car-parking>

1.2 Scope of document

This Parking Policy applies to anyone who drives onto the Trust site; this includes patients, visitors, staff, governors, volunteers, contractors and third party organisations located within the MKUH hospital site

1.3 Roles and responsibilities.

The Security & Car Parking Manager is responsible for the day-to-day implementation of the Parking Policy, including the management of parking staff, the management of the security incident reporting database, health and safety matters relating to this policy, and the review of this policy from time to time.

The Security & Car Parking Manager reports directly to the Associate Director of Estates. Ultimately, the Deputy Chief Executive has Board-level responsibility for parking, estates and facilities.

Appendix B: contains the contact details for the current staff members and other details of how to contact the Trust about any matter connected with parking.

1.4 Penalties and Enforcements

Anti-social parking, e.g. parking in such a way as to prevent another vehicle moving, and dangerous parking, e.g. parking in such a way as to prevent access for emergency vehicles, is strictly forbidden at the Hospital.

The Trust reserves the right to enforce its parking rules using in-house or contracted security officers. Parking enforcement will include penalty charge notices (often referred to as parking fines), labelling vehicles, de-activation of swipe cards, or any other enforcement techniques that the Trust deems necessary and appropriate to enforce this policy.

1.5 Parking costs and charges

Charges for parking will be made to help cover the costs of providing parking. A review of parking charges takes place annually. Staff and patient representatives will be consulted about any significant changes to either the parking policy or to the charges. Staff will be given at least one month's notice in writing of any changes to the fee payable.

1.6 Safety and security of patients and visitors in our car parks

Every effort is taken to ensure the safety of patients, visitors and staff when using the car parks. Barrier arms are fitted with sounders to warn users of the movement of the arms. Signage and other accident preventative equipment is used to reduce the risk of harm to

users. The majority of site car parks have good lighting and CCTV coverage to provide a safe and secure environment.

The Trust has been awarded the “Park Mark Safer Parking Scheme” national award in a number of its car parks. This is a national standard for UK car parks that have low crime and measures in place to ensure the safety of people and vehicles. A Park Mark is awarded to each car park that achieves the challenging standards. The distinctive Park Mark signage helps drivers find car parks where they can confidently leave their vehicle, knowing the environment is safer.

The parking and security staff are based at the Car Park/ CCTV control office, which is located in the Multi-Storey Car Park. This is the focal point for the issue of permits and general car parking customer service.

1.7 Breaches of this policy

Breaches of this policy, its provisions or conditions may result in disciplinary action being taken in line with the trust’s disciplinary policy

1.8 Other Associated Documents

Estates Strategy
Hospital Travel Plan (2016)
Security of People and Premises Policy
Lone Worker Policy
NHS Lockdown Guidance
Policy for the Issues and Control of ID Cards
CCTV Code of Practice
Incident Reporting Policy and Procedure
Contractors Safe Working and Conduct Policy

Statement of evidence/references

Hospital Travel Plan (2016)
Health Technical Memorandum HTM 07-03 NHS Car Parking Management: Environment and Sustainability (2015).

2.0 Patient and Visitor Parking

2.1 Location of Patient & Visitor Parking

Appendix A: details the location of all patient and visitor parking spaces, which is located as close to the Hospital's entrances as is practical. The provision of spaces is reviewed on a

regular basis, and consultation takes place about any proposed changes to parking arrangements that affect patients or visitors.

2.2 Location of Parent and Child Parking

There are 17 Parent and Child parking spaces available near to the entrances to Milton Mouse and the Emergency Department

Appendix A: details the location of the parent and child parking spaces.

2.3 Designated Parking for Blue Badge holders

Appendix A shows the parking spaces designated for Blue Badge holders, that are generally located near to the main entrances. Abuse of Blue Badge parking spaces is unacceptable and the parking staff monitor these spaces closely.

2.4 Drop Off areas

Drop Off areas are provided for the most urgent, immediate access required by patients. These are not parking spaces, they are only there for the collection or dropping off of patients and no charge is made for using the Drop Off facilities.

Taxis collecting or delivering people at the Hospital are permitted to use Drop Off areas for a maximum of 15 minutes.

Staying in Drop Off areas for more than 15 minutes is prohibited. Vehicles in Drop Off areas are monitored closely by parking staff.

2.5 Parking charges for visitor and patient parking

Appendix C provides a full explanation of parking charges and payments.

Parking charges apply seven days a week, including Bank Holidays.

Tickets are available from the dispensing barriers or payment machines.

Tickets are not transferrable, as the ticket applies only to the person who purchased it.

It is the current Hospital policy that Blue Badges are exempt from Hospital parking charges. Drivers are advised or directed through the normal exit barriers and should seek help by pressing the automated help button, where they will be directed to show their Blue Badge to a camera located in the barrier box. Exit will then be permitted to the individual.

2.6 Help with parking charges

The Trust recognises that some patients and visitors need help with parking charges and their parking arrangements. Exemption from parking charges is available to certain patients and their supporters and is described in detail in **Appendix C**.

3.0 Staff Parking

3.1 Staff Parking Permits

Everyone who works on the Milton Keynes University Hospital site, whether they are employed by the Trust or by other employers, are entitled to apply for a parking permit. The practical details about staff car parking are contained in **Appendix D**.

3.2 Staff Permit Charges

This is to be found in **Appendix D**.

3.3 Staff Car Sharing

Staff may make arrangements to lift share with colleagues, and in support of this a reduction in monthly car-parking charges will be made. One access card will be issued for use between the sharers, but each individual sharing will be charged half the normal monthly staff fee as per salary dictates.

3.4 Staff Car Parks

Staff may park in any of the designated staff car parking areas as shown in the Car Parking Plan in **Appendix A**. The acquisition of a staff parking permit does not guarantee a parking space.

Use of patient and visitor parking and other public spaces by staff is strictly prohibited, in order to protect the interests of our patients and visitors and to meet Council planning conditions.

Student nurses and temporary workers use the staff car parks, whilst hospital volunteers park in public car parks.

3.5 Staff with Blue Badges

Staff Blue Badge holders are required to pay for parking, as with all Trust staff, but they may use any of the Disabled Bays/allocated spaces.

4.0 Parking for others, including non-Trust Staff, Residents, Volunteers, and Contractors

4.1 Continuing Medical Education (CME) Permits

CME members can apply for parking permits which are valid in the Hospital Pay on Foot car parks.

4.2 Faith Community Leaders

Leaders of faith communities, on application and after authorisation by the Hospital Chaplain, can be issued with a swipe card, allowing them to park in staff car park areas.

4.3 Volunteers

Volunteers are covered by the scope of this policy; free parking is provided. Volunteers are required to park in public car parks; exit tickets are available from the volunteer's office or car park office.

4.4 Public and Nominated Governors

Non-staff Governors are entitled to free car parking. Exit tickets are available via the Governor and Membership Manager in the Chairman's Office

4.5 Contractors.

The Estates Office, based next to the Facilities building, issues laminated and serial numbered parking permits for use by contractors. The permits are re-usable. They are issued when the contractor reports for instructions, keys and ID badge; and returned on completion of work on a daily basis.

This applies to ALL contractors working on site for any length of time.

The permit is currently provided free of charge.

4.6 Emergency Services Vehicles

Emergency services vehicles, Police (marked and unmarked), Fire and Ambulance, are all exempt from all procedures and restrictions when being used for duties within the Hospital grounds.

4.7 Delivery Vehicles

Vehicles making deliveries to or collections from the Hospital may only park at the delivery points and are exempt from charges, provided the vehicle is removed immediately after the delivery or collection is made.

4.8 Hospital Transport

All marked Hospital transport vehicles are exempt from charges; otherwise all other parking restrictions apply and would be subject to the normal parking enforcement rules as stated in this policy.

4.9 Residents in Hospital Accommodation

Hospital residents are required to pay for parking in return for a designated resident's permit; this allows parking in accommodation areas only. Access to other car parks on site will not be permitted.

4.10 Other NHS Staff on the Hospital site

All staff working on site are required to pay for their parking costs. This category of staff is covered by service level agreements that the Trust has in place with each respective organisation.

5.0 Pedal cycle and Motorbike Parking

5.1 Bicycles

A number of secure storage areas for staff bicycles are available. To acquire the access codes, staff must register their intention to use the storage areas with the Security and Car Parking Office. The details provided are entered on our database.

Bicycle storage for visitors is available at the Multi-Storey Car Park main entrance, at Ward 16 entrance as well as a number of other locations on site.

Appendix E contains a detailed summary of bicycle parking arrangements.

5.2 Motorcycles

Staff and visitors using motorcycles may park on the Hospital site at no charge. Parking facilities are available near to the Hospital Main Entrance, Multi-Storey Car Park and to the rear of Ward 16.

Appendix E contains a detailed summary of motorbike parking arrangements.

6.0 Special or Restricted Areas

6.1 Stores Delivery Area

Only loading and unloading vehicles are allowed in this area.

6.2 Rear Entrance - Phase II (Ward 16 entrance)

Aside from two (2) designated disabled spaces, only ambulance vehicles, dropping off and collecting patients and emergency deliveries/collections are allowed. There is no other parking allowed in this area.

6.3 Estates Workshops/Boiler Houses

Parking is not permitted in these areas, other than for Estates delivery/collection purposes.

Hospital Estates vehicles must park in the dedicated spaces identified in the area to the rear of Cook Chill.

6.4 Catering vehicles and deliveries

Catering vehicles must deliver and/or park in the dedicated spaces identified in the area to the rear of Cook Chill.

6.5 Waste Deliveries / Collection

Access to this area must be maintained at all times to allow free movement of waste vehicles. No parking is permitted in this area.

6.6 Ambulance Station

There is no parking allowed in this area, which is managed by South Central Ambulance NHS Trust.

6.7 Emergency On-Call Bays

A number of bays are clearly marked for use by emergency on-call staff only. On-call staff must be in possession of, and displaying, a valid staff parking permit. Emergency on-call bays are shown at **Appendix A**.

6.8 Pharmacy Loading Bay (near Ambulance Station)

This area is for Pharmacy delivery vehicles only.

6.9 Mortuary (entrance /slip road)

Only vehicles with business at the Mortuary, e.g. Undertakers, Coroner's Officers, Police, and Pathologists, may park in this area, on condition that drivers provide Mortuary staff with their name, vehicle registration mark, type of vehicle and a contact telephone number.

6.10 Fire Roads

Fire roads must be kept clear at all times to allow emergency access as/when required. No parking is permitted on fire roads.

6.11 Fire Exits

Fire exits must be kept clear of vehicles at all times to allow emergency egress as/when required.

Appendix A: Milton Keynes Hospital Car Parking Site Plan

Car Parking Spaces

- Visitor Pay on Foot Parking
- ▨ Visitor Pay on Foot and Staff Parking
- Disabled Parking
- Short Stay/Drop Off Parking
- Pay and Display Parking
- Staff Parking
- Guaranteed Staff Parking
- mc Motorcycle spaces
- Cycle Spaces (Staff only) 1,7,8,9
- Cycle Spaces (Visitors & Staff 2,3,4,5,6,10)

Reviewed
 September 2018



Appendix B: Milton Keynes Hospital Parking Who's Who

B1: Staff responsible for parking

Security & Car Parking Manager

Associate Director Estates

Car Parking Office & Administration

Location: Multi-Storey Car Park. Telephone: 01908 995966.

B2: Staff responsible for dissemination of parking information

Communications team

The communications team are responsible for the management of information for staff, visitors and patients, and utilise a number of channels to keep stakeholders informed about parking.

These channels include:

- Trust website
- Trust intranet
- Social Media
- Patient Information Leaflets

The communications team shall work in partnership with the above named individuals to ensure information is kept up-to-date, is accessible to the applicable stakeholders and supports any temporary or planned changes to parking at the hospital site.

Appendix C: Patient and Visitor Parking

C1: Patient and Visitor Parking Charges

0-15 minutes -	Free
0-1 hour -	£2.50
1-3 hours -	£3.50
3-6 hours -	£4.50
6-8 hours -	£5.00
8-12 hours -	£10.00
12-24 hours -	£10.00
Lost ticket -	£10.00

Weekly Tickets for visitors - £20 per week are available at all times.

C2: Blue Badge Holders must present their parking ticket and badge to the Car Parking Office for validation or drive directly to the barrier and present Blue Badge to camera upon request, before exiting the car park for free exit. The Blue Badge holder must be present at time of validation.

C3: Use of "Pay on Foot" Areas

See **Appendix A** for the location of "Pay on Foot" areas and Payment machines.

Users of these areas collect a ticket, dispensed at the barrier, on entering the car park area. This ticket must then be retained by the user and taken with them into the Hospital premises. On leaving the building and before returning to their vehicle, the user validates this ticket by placing it into a payment machine, and paying the appropriate fee. This validated ticket is then used to raise the exit barrier of the car park area.

C4: Use of "Pay & Display" areas

Users of these areas park their vehicle, pay the appropriate fee at the ticket dispensing machine and display this ticket on the windscreen of the vehicle.

It is the user's responsibility to ensure:

- a) The correct fee is paid and does not expire during the course of their visit; and
- b) The ticket is displayed in the front window of the vehicle.

The Trust cannot accept responsibility for failure to comply with these terms. Users who fail to comply are liable to receive a penalty charge.

C5: Use of Blue Badge designated parking spaces

Non staff Blue Badge holders are entitled to park free of charge on site. **Blue Badge holders are not allowed to park on double yellow or double red lines at the Hospital.**

Blue Badges must be displayed in the window of the vehicle.

Premium spaces for Blue Badge holders are located adjacent to:

- Emergency Department Entrance
- Near the Main Hospital Entrance, within the Multi Storey Car Park D
- Adjacent to Milton Mouse
- Near to the Out-Patient Department, within the Multi Storey Car Park D
- At rear of Hospital, adjacent to Car park B
- Eaglestone Health Centre (front & side).

In the event of these premium places being occupied, a Blue Badge holder may park free of charge:

- a) In any Pay on Foot area
- b) In any Pay & Display area

Misuse of Blue Badge parking by non-Badge Holders is strictly prohibited. Blue Badge parking spaces are regularly monitored by security staff. Any misuse of these parking spaces will be subject to parking enforcement.

C6: Help with Parking Charges and Parking arrangements

a) Inpatients and Patients Receiving Long Term Treatment (Renal & McMillan)

Free parking will be given to the following categories of patient through a validated Pay on Foot car park ticket to allow exit at the barriers:

- Inpatients who have driven themselves to Hospital and have subsequently been admitted.
- Relatives staying all day with Paediatric day surgery patients or over-night on Paediatric wards, if authorised by the nursing staff and parents / carers of Paediatric inpatients.
- Patients receiving long-term care with regular Hospital attendances to the Renal and McMillan units.

If the patient or relative meets the above criteria, the ward nursing staff can validate the parking ticket to allow exit. Alternatively the patient/visitor can attend the car park office where, upon checking with the ward, validation of the ticket will be made.

b) Healthcare Travel Costs Scheme and reclaiming car parking charges

Some patients receiving NHS treatment may be able to claim the costs of their travel back through the Healthcare Travel Costs Scheme, and this can include car parking fees. Advice

on these claims can be found on Form HC11 *Help with health costs*, or on the internet at, <http://www.nhs.uk/NHSEngland/Healthcosts/Pages/Travelcosts.aspx> or from staff at the Hospital General Office, near Eaglestone Restaurant.

c) Next of kin of deceased patients

Free parking will be given to next of kin attending the Hospital to view the deceased or attending appointments with the bereavement officer. In certain circumstances, the next of kin may be eligible for a further parking cost refund.

Appendix D: Staff Parking

D1: Staff Parking Permits: Eligibility

- Everyone who works at Milton Keynes Hospital, whether they are employed by the Trust or by other employers, is entitled to apply for a parking permit by completing the Staff Parking Permit Application Form.
- This is available to download from the intranet or to collect in person from Security and Car Parking Office, based at the Multi-Storey Car Park.
- The Trust reserves the right to reject an application for a parking permit for staff that works within one mile of the hospital site. This is to encourage alternative means of Transport to be used and also allow the Trust to work with staff to implement the Trust Travel plan.

The implementation of the mile exclusion zone will be undertaken within an agreed framework

D2: Staff Parking Permits: Categories

Permit categories are:

- Standard Permit Issued to staff paying by pay-roll deduction
- Weekly Permit Issued to agency staff and student nurses
- Guaranteed Space Issued to staff paying by payroll deduction requiring a guaranteed space
- Residents Parking Issued to residents of the staff accommodation facility
- Volunteers Permit Issued to voluntary service workers (free of charge)

D3: Staff Parking Permits: Conditions of Use

A Staff Parking Permit:

- must be displayed in the vehicle's windscreen and be clearly readable from outside the vehicle;
- is non-transferable and cannot be used in any other vehicle;
- is only valid provided the permit holder has no outstanding payments due;
- can be used in any of the designated staff car parking areas (see **Appendix A**) and cannot be used in patient and visitor parking spaces;
- does not guarantee a parking space will always be available;
- that is for a Guaranteed Space can only be used in the designated Guaranteed Car Park.

Staff car park barriers are activated by swipe access using the permit holder's Hospital ID card. No other method of entry is permitted: the permit holder and the Hospital ID card must be one and the same person.

Staff park on site at their own risk. The Trust does not accept liability for any theft or damage which may occur within the Hospital grounds.

D4: Staff Parking Permits: Lost or Stolen Permits

If a Staff Parking Permit is lost, the permit holder must report this to the Car Parking Office, so that it can be cancelled straightaway. A replacement Permit can be obtained from the Car Parking Office.

D5: Staff Parking Permits: Charges

Staff Parking Charges

Salary Range	Monthly Amount May 2014
up to £5k	£8.19
£5k to £9k	£9.25
£10k to £14k	£10.53
£15k to £19k	£12.43
£20k to £24k	£13.30
£25k to £29k	£14.68
£30k to £39k	£16.07
£40 to £49k	£21.01
£50k to £69k	£23.04
£70k & above	£25.32
Guaranteed space	£50.63

D6: Staff Parking Permits: Payment

Permanent staff pay by authorising parking costs to be deducted from their monthly salary; if a permanent staff member also has a bank position, the deduction will only be made once from their substantive payroll.

Bank / casual staff will be deducted the *pro rata* charge by payroll deduction each month that they are paid by the Trust.

Staff will be given at least one month's notice in writing of any increase in the fee payable. A review of car park charges takes place annually.

As staff pay for car parking one month in arrears, all staff must give at least one month's notice in writing of their intention to cancel car-park payments (this applies to permanent or temporary cancellations).

It is the staff member's responsibility to ensure that the payment from salary of maintained, should payment not be taken then the staff member should inform the car park and security office that payment has not been taken. Should a member of staff park within a staff car parking area with a valid permit and not pay as agreed via salary deduction then the staff member will be subject to car parking enforcement as if the permit was not valid.

D7: Pool Car Parking (Multi-Storey Car Park)

Trust Pool Cars must be parked at all times in the designated bays provided in Multi-Storey Car Park. Staff using Pool Cars may park their own private vehicle in the space provided whilst using the Pool Car, provided their own Staff Parking Permit is displayed in their vehicle together with the Trust Pool Car's pass.

Staff Parking Permit Application Form

PLEASE COMPLETE THIS FORM USING CAPITAL LETTERS

Application Category:

Acute Trust Staff

☐

PCT Staff

☐

Please tick (✓) the appropriate Box

Standard Permit

☐

Weekly Staff

☐

Guaranteed Space

☐

Volunteer

☐

Residents

☐

Disabled (Blue Badge)

☐

Annual Pass

☐

Other – Please state

Personal Details:

Last Name

First Name

Job Title

Department/Ward

Vehicle Details:

First Car

Second Car

Registration

Registration

Make

Make

Model

Model

Colour

Colour

Please issue me with a Parking Permit in accordance with the Trust's Parking Policy. I agree to the Trust deducting the appropriate fee from my salary/wages over 12 months/52 weeks, whichever is my method of payment.

I understand the Trust will provide me with written confirmation of any increase in the fee payable at least one month before the effective date of the fee increase.

I understand that to cancel this agreement, I need to give one month's notice in writing to the Security & Car Park Office.

Signature: _____

Date: _____

Car Park Use Only

Permit Number: _____

Date Issued: _____

Amount Paid: _____

Payroll Use Only Standard Permit

Guaranteed Permit

Milton Keynes University Hospital NHS Foundation Trust

Parking Policy

Salary Band: _____

Guaranteed Space Car Park _____

Rate Due: _____

Rate Due: _____

Commence Week/Month: _____

Appendix E: Milton Keynes Hospital Bicycle and Motorbike Parking

A number of secure storage areas for staff bicycles are available. To acquire the access codes, staff must register their intention to use the storage areas with the Security and Car Parking Office. The details provided are entered on our database.

Cycle storage for visitors is available at the Multi-Storey Car Park main entrance, at Ward 16 entrance.

Staff and visitors using motorcycles may park on the Hospital site at no charge. Parking facilities are available near to the Hospital Main Entrance, Multi-Storey Car Park and rear of Ward 16.

Please see Appendix A for locational map.

Appendix F: Equality Impact Assessment

This document has undergone an Equality Impact Assessment. No detailed action plan is required. Any specific issues raised relating to equality will be appropriately addressed through the monitoring processes which oversee the implementation and effectiveness of this document in practice.

Division	Estates and Facilities	Department	Car Parking
Person completing the EqIA	Security and Carparks Manager	Contact No.	
Others involved:	Deputy Director of Workforce	Date of assessment:	30/08/2018
Existing policy/service	YES NO	New policy/service	YES NO
Will patients, carers, the public or staff be affected by the policy/service?		Yes	
If staff, how many/which groups will be affected?		<i>All Staff, see policy scope.</i>	
Protected characteristic	Any impact?	Comments	
Age	YES NO	Elderly visitors to site may have impairments to take account of in respect of car parking	
Disability	YES NO	Blue badge holders are considered within this policy with appropriate provisions made for inclusion. Further adjustments are to be considered on the merits of each individual case.	
Gender reassignment	YES NO		
Marriage and civil partnership	YES NO		
Pregnancy and maternity	YES NO		
Race	YES NO		
Religion or belief	YES NO		
Sex	YES NO		
Sexual orientation	YES NO		
What consultation method(s) have you carried out?			
North Site Development Group meetings and consultation, Face to face meetings, Governance Group meetings and Team meetings			
How are the changes/amendments to the policies/services communicated?			

Through Estates Governance committee minutes, North site Development Group meetings minutes			
What future actions need to be taken to overcome any barriers or discrimination?			
What?	Who will lead this?	Date of completion	Resources needed
Review date of EqIA	In line with policy review schedule.		

Appendix G: Compliance with Regulatory Bodies

Care Quality Commission

Area	Definition/Evidence
Safeguarding and Safety	Meets Outcome 10 'Safety and suitability of premises' by providing the Trust with comprehensive and established processes that ensure the security and safety of staff and visitors and their vehicles on the Trust site. 6 car parks now hold the 'Park Mark'® accreditation for safe & secure car parks

Appendix H: Audit and Monitoring Criteria

Audit Criteria	Tool	Audit Lead	Frequency of Audit	Responsible Committee	How changes will be implemented	Responsibility for Actions
Monitoring of trends in: a) Incidents/ crimes in car parks b) Review of Policy	Statistics and report	Security and Car Parking Manager	Annual review	Health, Safety and Security Committee	Monitored by Estates Governance Group	Security and Car Parking Manager

Appendix J: Parking Guidelines:

STAFF PARKING PERMIT GUIDELINES

(This will only apply to staff members who pay a permit cost via their salary)

All staff MUST display a non-transferable parking permit in their windscreen at all times.

J1: Staff bringing a vehicle onto site must have registered the vehicle with the security & car park department. A permit will be issued for use with each vehicle registered.

- The permit **MUST** be affixed to the windscreen of the vehicle (Not in a holder or made transferable in any way)
- Staff must park in staff car park areas only
- Only Staff living on site can park in the accommodation parking areas and must display a green accommodation staff permit (Other permit holders will receive a parking charge)
- Any staff found to be in contravention of parking rule will be issued with a parking charge.

Q & A

J2: Permits:

1. As a member of staff am I entitled to a car parking permit at MKUH?

All members of staff on MKUH or CNWL payroll are currently entitled to apply for a car parking permit for use in staff areas of MKUH.

2. How can I apply for a permit and how much will this cost?

On attendance to the car park office, located in the MSCP, staff who meet the criteria will be issued with a permit upon completion of an application form. The cost of a permit is linked to an individual's pay banding.

3. What days can I use the permit for parking on site?

The permit once purchased via the salary scheme will allow you to park in all staff parking areas seven days a week.

4. Will I be allowed to park in visitor parking areas when I cannot find a parking space in staff areas?

No. The permit does not allow for staff to park in visitor car parking areas. (Staff will be issued with a parking charge in visitor areas).

5. Will the staff permit allow me to parking in the Staff car parking area known as "Guaranteed Parking Area"?

No. This is not accessible under the standard tariff for staff parking on site. If a member of staff wishes to have access to this area for parking, they can apply for the appropriate car park permit at an extra charge.

6. Can I park in a bay marked for Disabled?

If you are a named Blue Badge Holder with a Blue Badge, you can use a marked disabled bay.

7. I am a staff member and hold a Blue Badge. Do I have to pay for parking?

Yes. All salaried staff must pay for parking as outlined in the policy.

8. Will the purchase of a staff car parking permit guarantee me a parking place on site when required?

The Trust does not guarantee car parking places for any member of staff and so capacity is available on a first come first served basis. The Trust would encourage all staff to consider alternative means of travel to work, when practical.

9. Does the Trust undertake Parking Enforcement?

Yes, the Trust does undertake parking enforcement to allow the parking on site to be managed affectively and to provide safe and secure access to the Trust and its premises for all site users.

10. If my partner or relative brings a staff registered car onto site (displaying a staff permit), will they receive a parking notice when parked in a visitors car park?

It is every staff member's responsibility to ensure their partner or relative notifies the car park office on arrival on the day to avoid the issuing of a parking charge.

11. I am a volunteer member of staff. Where can I park?

You can only park in visitor areas. You do not have to pay; exit tickets are available from the volunteer's office or car park office.

J3: Enforcement and Appeals:

Parking charges will be issued to any vehicle that contravenes site parking guidelines below:

- Parked after the expiry of paid for time in a pay and display bay.
- Parked without clearly displaying a valid pay and display ticket.
- Parked in a permit area without displaying a valid permit.
- Parked without staff permit being fully stuck to the windscreen (permits that have been made transferable or placed on dashboard will be deemed invalid).
- Not parked correctly within the markings of the bay or space.
- Stopped in a prohibited area.
- Parked for longer than the maximum period permitted.
- Parked in a disabled person's space without clearly displaying a valid disabled person's Blue Badge.
- Vehicle parked on yellow lines/hatched area.
- Parked in an unauthorised area.
- Staff member parked in no staff parking area.
- Parked in a roadway.
- Parked in an area designated for motorcycles only.

- Parked in an area designated for ambulances only.
- Parked in a drop off point.
- Parked in an area where no parking is allowed.
- Registered users only.
- Non valid photocopied permit.
- Parked on double Red Lines.
- Parked in a disabled drop off point without displaying a Blue Badge.
- Parked in an area designated for Police only.
- Parked displaying an expired/discontinued permit.
- Parked displaying a permit that is not valid for site.
- Parked displaying a non-valid permit.
- Parked in a disabled person's space displaying an expired disabled person's Blue Badge.
- Parked in a disabled person's space without clearly displaying the expiry date of the disabled person's Blue Badge.

12. If I receive a parking charge, how can I appeal?

All appeals must be made directly with UK Parking Control Ltd as shown on the back of the parking charge. Either online at www.ukpcappeals.co.uk or in writing to PO Box 1087, Uxbridge, Middlesex, UB8 9UR.

13. How can I be sure my appeal will be treated fairly?

UKPC follow an appeals process as agreed by the British Parking Association (BPA). All appeals will be investigated individually based on the information/evidence provided.

14. What can I do if I disagree with the decision of the appeals process?

You can refer the matter to POPLA, Parking on Private Land Authority. This is an independent body that will listen to both sides and make a final judgment.

15. Can I make an appeal to anyone in the Trust?

The Trust has signed up to the BPA Hospital Charter for Parking and will respect the decision of managed appeals processes as shown above.

Appendix K: Document and Consultation History

Document History

Version	Date	Author	Reason
1	February 2016		Facilitate implementation of 2016-19 Travel Plan
2.	November 2016		Policy Update
3.	November 2016		Tracked changes and comments provided.
6	January to August 2018		Tracked changes and comments provided.

Consultation History

Stakeholders Name	Area of Expertise	Date Sent	Date Received	Comments	Changes Made
Facilities Governance Group	Responsible for Management of Estates	17 July 2009	27 th July 2009	Approved. No changes	N/A
Facilities Governance Group	Responsible for Management of Estates	8 Aug 2012	8 Aug 2012	Approved. Minor Changes	1.Car Park charges table (Appendix B) 2. Audit process (Appendix 3) 3. Compliance (Appendix 2)
North Site Development Group	Representatives from various areas of the Trust incl' Site Management, Estates, Nursing, Patients Liaison	Through out 2018	Through out 2018	Various comments from a number of parties and during North Site Development Group Meetings	All made as requested and suggested