

Title: Parking		Policy			
Patient Age Group:	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> All Ages	<input type="checkbox"/> Newborns	<input type="checkbox"/> Pediatric	<input type="checkbox"/> Adult

DESCRIPTION/OVERVIEW

This guideline describes parking that is available for patients, staff, visitors and all others requiring access to the University of New Mexico Cancer Center (UNMCC) for any legitimate purpose.

REFERENCES

UNM Parking Regulations
UNMH Parking Regulations

AREAS OF RESPONSIBILITY

1. UNMCC Facilities Services oversees patient, visitor, provider & staff parking, and distributes parking permits.
2. UNM Parking and Transportation Services has authority to enforce parking regulations.

GUIDELINE PROCEDURES

A. Patients:

1. Patient parking is the top priority for UNM Cancer Center.
2. Markings and signage for designated patient parking spaces will be enforced from 6:30am to 7:30pm Monday through Friday.
3. General Services can provide free valet parking for patients upon request and is located at the East parking lot entrance to the UNM Cancer Center.
4. The East Parking Lot is reserved for patients of the UNM Cancer Center and University Hospital (UH) Outpatient Surgery and Imaging Services ONLY.
5. Patient parking spaces are available in the East Parking Lot in addition to specific patient parking identified in several rows in the West Parking Lot, although patients may park in any available parking space in the West Parking Lot that is not otherwise restricted by signage (e.g. Reserved, Service of Official Vehicle, etc.).

B. Visitors:

1. Will be provided a parking permit prior to a scheduled appointment by the person/department scheduling the appointment.
2. Visitor Parking Permits will designate the specific person authorized to park in the UNMCC West parking Lot as well as the specific date the permit is valid for.
3. Visitors with a valid parking permit may park in any available parking space in the West Parking Lot in rows 10, 11, 12, 13, 14 or the parking spaces adjacent to Lands West that are NOT otherwise restricted by signage Reserved, Service or Official Vehicle, etc.).

C. Contractors, Vendors and Service Vehicles:

1. Must obtain a Vendor Parking Permit from UNM Parking and Transportation Services and must display a current and valid parking permit when parking at the UNM Cancer Center.

2. Must park in the designated service vehicle parking spaces in row 14 only.

D. Employees:

1. Must obtain a valid parking permit to park on University property. Parking permits are generally available for the Galles, Q and/or Lands West lots for employees working at UNMCC located at 1201 Camino de Salud NE.
2. Employees with a valid state issued Accessible parking placard and that is issued in the employee's name, may park in any designated Employee Accessible parking space, or any available parking space in the West Parking Lot that is NOT otherwise restricted by signage (e.g. Patient Parking, Reserved, Service or Official Vehicle, etc.).
3. Employees with a Parking – Cancer Center (PCC) parking permit must also display a valid parking permit issued by UNM or UNMH. PCC parking permits are valid for parking in any available parking space in the West Parking Lot in rows 10, 11, 12, 13, 14 or the parking spaces adjacent to Lands West that are NOT other restricted by signage (e.g. Patient Parking, Reserved, Service or Official Vehicle, etc.).
4. The following criteria must be met to in order to be considered eligible for a PCC Parking Permit for use in the UNM Cancer Center West Parking Lot:
 - a. You must have a valid parking permit issued by UNM or UNMH Parking & Transportation Services **AND**
 - b. Are primarily assigned to work at the UNM Cancer Center at 1201 Camino de Salud NE **AND**
 - c. Are required to travel multiple times per week away from the UNM Cancer Center for business purposes (i.e., CRF, UNMH, Bradbury, etc.)
5. PCC Parking Permit requests must be approved by the department Director. If a department Director supports a request, the Director may request a PCC parking permit on the UNM Cancer Center Intranet: <https://cancer.unm-intranet.com/login> under Helpful Links - Parking Request Form.
6. All PCC requests will be reviewed and approved by the Clinical Operations Committee on a weekly basis.
7. All PCC Parking Permits must be issued to a specific person that meets the criteria noted above. No requests for a general department/division PCC parking permit will be considered.
8. PCC parking permits are the property of the UNM Cancer Center and must be returned upon separation of employment with the UNM Cancer Center.
9. Employees that have been recognized as an “Employee of the Month” may park in the reserved “Employee of the Month” parking spaces in row 10 with a valid “Employee of the Month” parking permit in addition to displaying a current and valid parking permit issued by UNM or UNMH.
10. AFTER 3pm Monday through Friday, UNMCC Employees may park in any available parking space in the West Parking Lot in rows 10, 11, 12, 13, 14 or the parking spaces adjacent to Lands West that are NOT otherwise restricted by signage (e.g. Patient Parking, Reserved, Service or Official Vehicle, etc.).
11. Cancer Research Foundation (CRF) employees having business at 1201 Camino de Salud NE may park in any designated UNMCC Administration parking spaces located in row 12 of the West Parking Lot.
12. Off-duty employees who themselves or a family member have a scheduled

medical appointment at the UNM Cancer Center are permitted to park in patient identified parking spaces that are not otherwise restricted by signage (e.g. Reserved, Service or Official Vehicle, etc.).

13. To ensure effective parking control, officially designated representatives of the UNM Cancer Center will be the only authorities to contact UNM Parking & Transportation Services, UNMH Parking & Transportation Services or UNM Campus Police and request that a citation be issued to an illegally parked vehicle and/or request a vehicle to be immobilized, impounded, or relocated, as identified under Section 13 of the UNM Parking Regulations.
14. Any employee parking in the East Parking Lot, in a parking space otherwise restricted by signage (e.g. Patient Parking, Reserved, Service or Official Vehicle) in the West Parking Lot, or in an available parking space in the West parking lot in rows, 10, 11, 12, 13, 14 or the parking spaces adjacent to Lands West without displaying a valid Accessible parking placard, a PCC Parking permit, or an Employee of the Month parking permit prior to 3pm, will be subject to progressive discipline, a parking citation and/or having the vehicle immobilized, impounded, or relocated, as identified under Section 13 of the UNM Parking Regulations.
15. Any person found to have altered or forged UNMCC parking permit will be subject to progressive discipline, a parking citation and/or having the vehicle immobilized, impounded, or relocated, as identified under Section 13 of the UNM Parking Regulations.

SUMMARY OF CHANGES

Replaces document of the same title, last revised effective 1/8/08

RESOURCES/TRAINING

Resource/Department	Contact Information
Facilities Services Manager	LivsieS@salud.unm.edu

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	Stewart Livsie, Facilities Services Manager		
Consultant(s)			
Committee(s)	Clinical Operations Committee		[Y]
Clinical Operations	Sandra Peacock, Clinical Operations Director		[Y]
Patient Access	Brenda Garcia Stubbs, Director, Patient Access		
Chief Medical Officer	Richard Lauer, MD		[Y]
Official Approver	Rodney W. Martinez, CFO		[Y]
Official Signature:		Date:	
Effective Date:	1/1/15		
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