

TRAFFIC AND PARKING POLICY – BASE HOSPITAL

Department: Corporate Services

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Responsibility: Engineering Services Manager

Authorised By: Chief Executive

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Introduction

1. The Taranaki District Health Board (DHB) is committed to the following values:
 - **Partnership – Whanaungatanga** – *We work together to achieve our goals*
 - **Courage – Manawanui** – *We have the courage to speak up and advocate for each other*
 - **Empowerment – Mana Motuhake** – *We support each other to make the best decisions*
 - **People Matter – Mahakitanga** – *We value each other, our patients and whānau*
 - **Safety – Manaakitanga** – *We provide excellent service in a safe and trusted environment*
2. Taranaki DHB is committed to ensuring the Treaty of Waitangi informs policy and practice across all service units. Therefore, it developed and implemented this document in the spirit of partnership, participation and protection.
3. Taranaki DHB promotes and supports a patient and family/whanau-centred approach to care and is committed to providing accessible services to meet patients' needs. Ensuring adherence to parking and traffic principles to optimise parking for patient use is a priority.

Purpose

4. This policy exists to ensure a fair and consistent approach to managing parking and related traffic issues at Taranaki DHB's Base Hospital site in New Plymouth.

Scope

Caveat: The electronic version is the master copy. In the case of conflict, the electronic version prevails over any printed version.

5. This policy applies to all employees, patients, students, health and business-related visitors and contractors/subcontractors parking at Taranaki DHB's Base Hospital in New Plymouth.

Definitions

6. Patient: For the policy, the term patient has been used to include the following terms: consumer, client, customer, Tangata Mauui, Tangata Whaiora.
7. Health-related visitor: Any person who visits the Base Hospital site for health-related purposes, e.g. to see and support patients attending medical appointments.
8. Business-related visitor: Any person who visits the Base Hospital site for business purposes, other than to perform activities contracted by Taranaki DHB.
9. Employee: Any person employed by Taranaki DHB in a full time, part-time or casual capacity. This category includes volunteers.
10. Contractor/sub-contractor: Any person contracted by Taranaki DHB or its agents to perform work at Taranaki DHB sites or on behalf of Taranaki DHB in the performance of its obligations.
11. Student: Any person who is undergoing any agreed placement within Taranaki DHB during their studies.
12. Patient/visitor parking: Patient/Visitor Parking is for patients and health-related visitors only. Parking is delineated by a blue painted road marking.
13. General parking: General parking for staff, contractors, business-related and health-related patients/visitors is delineated by a white painted road marking.
14. Mobility parking: Parking bays designated for people displaying mobility parking passes. Mobility parking bays have a blue painted road marking and are identified by the international disabled road-marking sign.
15. Parents and babies parking: Parking bays designated for pregnant women or parents and babies. Parent and baby parking bays are delineated in blue painted road marking and identified by pram road marking signage.
16. Reserved bay/parking bays: Indicated "Reserved" or labelled with orange cones and with a construction tape for a specific purpose, either company or individual user.
17. Designated staff parking: Parking bays for designated staff roles or specific purposes, i.e. on-call or similar. Designated staff parking is marked purple. It also has signage

identifying a particular sub-group within the purple group. For example, on-call staff can use purple parking with on-call signage present.

18. Taranaki DHB places a high priority on the provision of on-site patient and health-related visitor parking.
19. Taranaki DHB recognises the unique needs of disabled people, people with mobility issues and parents and babies.
20. Taranaki DHB recognises the safety needs of staff arriving and leaving outside daylight hours.

Policy

General

21. Taranaki DHB reserves the right to control vehicle access to the Base Hospital campus.
22. Taranaki DHB reserves the right to allocate parking as required and enforce the parking policy.
23. Taranaki DHB will manage parking to best meet patients and health-related visitors needs and, unless contractually mandated, parking is a staff privilege, not a right.
24. Vehicles entering the Base Hospital should obey standard road rules and all local site restrictions as shown in on-site signage, road and parking markings.
25. Vehicles entering the Base Hospital campus should not park on the grass areas under any circumstances.
26. Parking is at the vehicle owner's own risk, and Taranaki DHB accepts no liability for damage or loss of a vehicle parked on its premises or as the result of being parked on its premises.
27. Taranaki DHB employees with a temporary disability that affects their ability to access their workstation from their vehicle can apply for an allocated parking permit. This permit will allow DHB employees with a temporary disability to park in the blue area. Taranaki DHB employees with a permanent disability can apply for a disability parking permit via New Plymouth District Council.
28. Taranaki DHB will communicate this policy to all employees, patients, students, health and business-related visitors and contractors/sub-contractors parking in the Base Hospital.

29. Managers who are contracting services from external providers will provide a copy of this policy to the contractors.
30. Taranaki DHB will communicate the parking policy to the public by installing signage on-site and publishing maps on the Taranaki DHB website. Taranaki DHB will also link the parking policy and related procedures to the Taranaki DHB website's parking page.

Staff parking

31. To park in staff parking areas, staff cars must display a valid permit preferably on the windscreen in the TDHB pocket supplied (a clear pocket can be used).
32. Staff can obtain parking permits from the Engineering Department, please email parking@tdhb.org.nz including your name, department, role and vehicle registration plate number.
33. A staff white parking permit entitles the permit holder to park in areas designated for general staff, marked white.
34. A purple parking permit entitles the permit holders to park in purple areas. Also, they can park in white car parks if, after a reasonable search, they couldn't find a place in the purple area. Employees eligible for a purple parking permit are those with a contractual entitlement (e.g. senior doctors) and on-call staff.
35. All purple car parks are designated to a specific group of staff and, in addition to a purple colour, will have signage indicating the group. Purple permit holders can park at their designated car park only.
36. The on-call staff can use their purple permits while working on-call only.
37. Having a permit does not guarantee the permit holder a secured parking space. A parking permit simply allows the holder to access designated parking for a free space, if this is available.

Carpool parking

38. Carpooling is sharing travel in a car with another person or number of people.
39. Taranaki DHB will consider a vehicle to be a carpool when two or more staff members share it on the way to work.

40. A carpool parking permit allows the permit holder to park in carpool areas designated for staff using carpool on the days the permit holder drives with another person to work. Those areas are marked green.
41. All staff members sharing a carpool must place their blue parking permits on a carpool car's windscreen or dash while it parks in the green area.

PM car park

42. The PM car park is a car park with a barrier designated for staff to park at 11am or later.
43. The PM car park will be available to general staff parking with white permits after 11am. The area behind the PM carpark has been allocated as PM overflow should the PM carpark be full. These parks are blue (for patients or visitors) but can be used after 11am with your permit displayed. If a staff member is doing a PM shift but is called in before 11am please leave a note on your dash stating as such.
44. There are 34 purple parking spaces located at the PM car park and dedicated to doctors with contractual parking entitlement. Only the described group can utilise those car parks. They can always use those car parks.

Clamping and towing

45. Taranaki DHB will remove parking vehicles causing an obstruction or risk to others from the premises. Taranaki DHB will take no responsibility for any costs incurred.
46. Taranaki DHB's Clamping/Towing Procedure will apply to people not entitled to use designated spaces or park outside of clearly marked parking areas. Taranaki DHB will take no responsibility for any costs incurred to release clamps or towing fees.
47. Staff with authority to request a parking officer to clamp a car or sanction a designated towing company to remove a vehicle from the premises are:
- Engineering Services Manager
 - Duty Nurse Manager
48. The parking officer has the authority to clamp a vehicle not complying with Taranaki DHB's parking policy.
49. The parking officer might clamp a vehicle owned by a staff member in cases where an employee has breached the policy three times in one calendar year and received infringement notices in the first two instances. The infringement record is linked to an employee's name, not a vehicle.

50. The designated towing company is:

Auto Salvage Ltd

7a Euclid Street (off Parsons Street)

NEW PLYMOUTH

Phone: (06)753-5200

Compliance

51. Monitoring

- Routine patrol conducted by the parking officer
- Notification to the parking officer of breaches of this policy
- Infringement notices posted on vehicles that are parked illegally
- Parking Infringement Register compiled by the Parking Officer
- Notification to line manager of staff who continually breaches the policy
- Complaints from the public.

52. Staff parking enquiries

- The Engineering Office Manager is the first point of contact for all parking related enquiries.
- The Engineering Office Manager can be contacted via call centre on 067536139 or parking@tdhb.org.nz

Supporting Information

53. Legislation

- Code of Health and Disability Services Consumer Rights 1996
- Health and Disability Service (Safety) Act 2001
- Health and Safety at Work Act 2015

54. Taranaki DHB related documents

- Request a parking permit for temporary disability
- Clamping/Towing Procedure
- Taranaki DHB Parking Infringement Notice