

# CAR PARKING POLICY & PROCEDURE

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Version	Date	Description
1.0	13 June 2007	First version
2.0	1 April 2009	Second version
3.0	1 April 2011	Third version
4.0	March 2014	Fourth draft
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# 1. POLICY STATEMENT

The basic principles on which the scheme is based are:

The Trust encourages staff, patients and visitors to travel to our hospitals without using cars wherever possible and has a number of measures in place to encourage staff, patients and visitors to travel by non-car methods.

The Trust's first priority is its patients and their visitors.

## FOR PATIENTS AND VISITORS

Pay and display tariff for the public is set to encourage short stays (up to 4 hours), which is a Bristol City Council and Green Travel requirement.

Pay and display tariff for the public should not be cheaper than other parking available in the proximity in the city. This is to ensure that Trust onsite parking spaces are not more attractive to shoppers than alternatives.

## FOR STAFF

The Trust encourages staff to travel to work without using cars wherever possible and has a number of measures in place to encourage staff to travel by non-car methods.

Where it is not possible for staff to use non-car methods of travel, the Trust works hard to provide onsite car parking and discounted offsite car parking for staff.

Staff are assessed equally for access to onsite and discounted offsite car parking against the criteria set out in this policy.

Under the Trust policy, a staff member may qualify in a number of different categories depending on why (i.e. home or work commitments) they park.

Onsite car parking is prioritised for Category A, B and C users.

The Trust provides free car onsite car parking for disabled staff or staff who need to park due to health reasons (Category A).

The Trust provides free car onsite car parking for staff who need their cars for NHS work 80% of the time, on those occasions when they need their cars for work (Category B).

The Trust provides free onsite car parking for staff who park for work out of hours (i.e. between 18:00 and 06:00 during the week) and at weekends.

Staff members on Band 7 and above pay the full cost of onsite parking. The Trust subsidises the cost of onsite car parking for staff on Bands 1 to 6.

Offsite 6 monthly discounted parking tickets are subsidised to the same level for all staff. Offsite parking season tickets are subsidised for Bands 1 to 6.

Payment will be based on EITHER

(a) the number of days you use a car park, activated by your identity swipe card.

Payments will be deducted from salary.

(Note: the computer will log date and time of the entry and of the exit and report any abnormal entries (e.g. as would occur with “tailgating”. Entry barriers will be covered by CCTV to retain evidence of what actually occurs. Attempts to defraud the system will result in disciplinary action.) OR

(b) by a monthly payment deducted from salary.

A waiting list will be established, where demand for both onsite and discounted offsite parking exceeds availability.

New employees who require their car for work (and qualify under those sections of this policy) will be prioritised over employees on the waiting list who require cars for journeys to work only.

All cars parking on all sites will be managed within these arrangements by the support team within Facilities. No spaces will be “attached” to divisions.

Control of on-site parking will be by means of a Penalty Charge Notice (PCN). Clamping will not be used.

Issues relating to the operation of the NCP car park are dealt with by NCP.

## 2. OPERATIONAL GUIDELINES

**University Hospitals Bristol NHS Foundation Trust has access to limited on-site car parking and discounted off-site car parking for Trust staff. Access to both these limited resources is managed in line with these operational guidelines.**

### **Access**

1. Access to on-site car parking and discounted off-site car parking will be allocated in accordance with the criteria set out in this policy. This is in an effort to ensure that the limited resource available for staff car parking is allocated on the basis of need.
2. Staff living within Zone A (see section 4), i.e. staff who have a travel time of 30 minutes or less and live in postcodes BS1 to BS8 inclusive and do not need their car for their work, will not be granted access to on-site car parking or discounted off-site car parking. Application forms for access to on-site car parking and discounted off-site car parking are available on Connect and must be authorised by Executive Directors, Clinical Chairs and Divisional Directors only.
3. Staff who are granted access to on-site car parking use their Trust identity cards to enter the car parks.
4. Staff who are granted access to discounted off-site car parking will be given access cards for this by NCP. These cards will be issued by the Facilities support team.
5. Staff granted access to on-site car parking will be able to access all barrier-controlled car parks. However, the barrier to the "late shift" car park will not function until 10.30am keeping spaces free for staff arriving after that time.
6. The on-site car park at St Michaels Hospital is only accessible to staff who are category A or B users plus staff who are on-call before 10.30am.
7. Discounted off-site car parking is available at three NCP car parks - Rupert Street, Nelson Street or St James Barton. A ticket is only valid for one specific car park and cannot be used for any of the other two.
8. If the demand for access to on-site and discount off-site parking does not match availability for each category (for example there is excess discounted off-site parking available) the Trust will prioritise access to other staff who qualify for on-site car parking but cannot be accommodated.

### **Charges**

1. Staff will be charged for use of the on-site car park at a day-rate if they enter between 06.00 and 18.00.
2. The tariff for on-site car parking is set at £5.70 a day for staff on Band 7 and above £4.50 a day for those below that grade.
3. The tariff for discounted off-site car parking is set by NCP as £7.00 per day. Staff who use these discount tickets will pay NCP direct at the point of use. The fee of £5.70 will be paid by the staff member. The remainder will be paid as a subsidy by the Trust.
4. The tariff for a discounted off-site season ticket is set by NCP as £1,200. This cost is deducted from salary monthly based on 220 days per annum via Payroll. The fee for Band 7 and above is £100 per calendar month and for Band 6 and below is £78.50 per calendar month. The remainder of the band 6 fee will be subsidised by the Trust.
5. Staff identified as having a disability, a health referral or a priority user status according to this policy are not charged for on-site car parking.
6. Staff granted access to on-site car parking at night (entry between 18.00 and 06.00) are not charged for on-site car parking.

7. Staff granted access to on-site car parking on weekends are not charged for on-site car parking.
8. The first 45 minutes in an on-site car park is free. This allows staff to drive round without paying if the car park is full and allows staff to pick-up / drop-off things from work without charge. There is also no extra charge for staff who return to park the same day.
9. Any member of staff who is on-call will be able to park free in any on-site car park at evenings or weekends, and overnight from 18.00 to 09.30.
10. Cars violating rules for the on-site car parks will be subject to a fixed penalty charge notice (£60 charge, discounted to £30 if paid in 7 days).

### 3. CRITERIA FOR STAFF ACCESS TO ON-SITE AND DISCOUNTED OFF-SITE CAR PARKING

The table below sets out the criteria that the Trust uses to grant Trust staff access to on-site and discounted off-site parking depending on their reason for needing access to parking, the distance they travel from home and the conditions on which access is granted. The same staff member may qualify in a number of different categories depending on why (i.e. home or work commitments) they park.

Category	Reason for Need	Distance from home	Conditions of Use
<b>A</b>	<p><b>Disability / Health referral</b> (temporary condition)</p> <p>Evidence: Bristol City Council blue badge / Occupational Health assessment</p>	No exclusion zone applies.	<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> <li>• Users park free.</li> <li>• Facilities will seek to support staff to provide the most convenient on-site location available, if it is possible.</li> <li>• This access is limited to the period of the assessed need.</li> </ul>
<b>B</b>	<p><b>Priority User</b></p> <p><i>You use your car to travel for NHS work purposes on 80% of your working days.</i></p> <p><i>Evidence (e.g. travel claims over the past 12 months) to be provided to those authorising.</i></p>	No exclusion zone applies.	<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> <li>• Users enter the on-site car park using their identity card to open the barrier.</li> <li>• Users park free on those occasions when they need their cars for NHS work.</li> </ul> <p><i>(These criteria will be regularly monitored using the times and dates of card swipe entry and exit to ensure compliance.)</i></p>
<b>C</b>	<p><b>On-Call and Occasional User</b></p> <p><i>(You use your car for NHS work purposes on LESS THAN 80% of your working days)</i></p> <p><i>Evidence: Travel claims, job plans, participation in on-call rota</i></p>		<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> <li>• <b>May only be used on the days when using the car for on-call or for work purposes</b></li> <li>• Users pay daily according to the number of days on which they swipe their identity card to enter the on-site car park, between 06.00 and 18.00.</li> <li>• Users may work a longer shift and stay on into the subsequent</li> </ul>

			<p>night period at no extra charge.</p> <ul style="list-style-type: none"> <li>• If you stay on into a second subsequent day period, without leaving the on-site car park, you will be charged for a further day's parking.</li> <li>• Users park free outside daytime hours.</li> </ul>
<b>D</b>	<p><b>Journey to work: Night Shift</b></p> <p><i>Because there is more space at night, availability is better than during the day.</i></p> <p><i>If staff do not qualify to park on-site during the day, they may apply for access to on-site parking between the hours of 18.00 and 09.30 <u>only</u></i></p>	No exclusion zone for nights.	<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> <li>• Users enter the on-site car park using their identity card to open the barrier.</li> <li>• Users park free outside daytime hours i.e. between 18:00 and 06:00.</li> <li>• You may work a longer shift and stay on into the following day period at no extra charge.</li> <li>• If you stay on into a second subsequent night period, without leaving the car park, you will be charged for a day's parking.</li> <li>• Users requiring daytime car parking (e.g. rotating shifts) need to meet the qualification criteria for that category.</li> </ul>
<b>E</b>	<p><b>Journey to work: Late shift</b></p> <p><i>The on-site late shift car park is only available to those who apply for it and will not be open until 10.30 a.m. each morning.</i></p>	<p>Exclusion zone in place.</p> <p>Staff who live within Zone A and have a travel time of 30 minutes or less (i.e. live in postcodes BS1 to BS8 inclusive) do not qualify. See appendix 1 for exclusion zone.</p>	<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> <li>• Users pay daily according to the number of times they swipe their identity card to enter the on-site late shift car park.</li> <li>• Late shift entries are charged at day rate.</li> <li>• The barrier to the on-site late shift car park opens after 10.30 a.m.</li> </ul>
<b>F</b>	<p><b>Journey to work: Weekend</b></p> <p><i>Because there is more space at weekends, availability is better than during the day</i></p>		<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> <li>• Users enter the on-site car park using their identity card to open the barrier.</li> <li>• Users park free.</li> <li>• Users who also need to park</li> </ul>

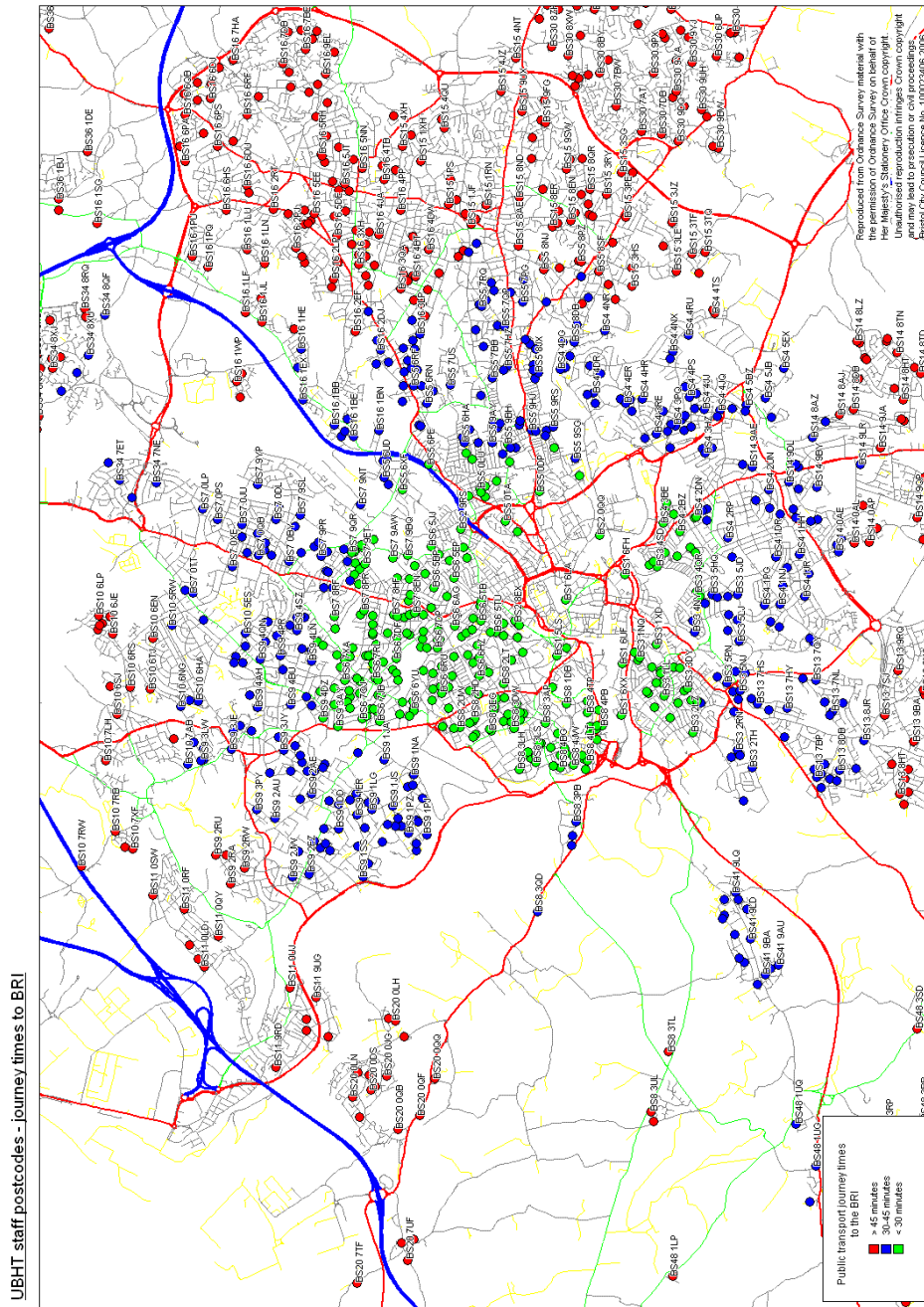
			during weekdays (because of rotating shifts for example) must meet the criteria to enable them to do that
<b>G</b>	<p><b>Divisional Discretionary Permits</b></p> <p><i>Each Division manages ten discretionary permits. These may be issued to a member of staff requiring special consideration as a result, for example of temporary caring needs</i></p>		<p>Access to on-site parking under the following conditions:</p> <ul style="list-style-type: none"> <li>• Journey to work only from inside the 30 minute travel time zone – the only users who will be allocated parking will be members of staff with specific childcare or dependent elder care commitments which impact very directly on travel arrangements to and from work, on the days when those commitments apply. The final decision will be made by the Divisional Director or Clinical Chair, who will also check that no alternative and appropriate arrangements can be made, due to factors such as the young age of the child or location of the school/nursery in terms of distance or direction from the Trust.</li> <li>• Charging is the same as for category C - occasional users.</li> </ul>
<b>H(i)</b>	<p><b>Journey to work:</b> Access to a discounted off-site season ticket</p>	<p>Exclusion zone in place. Staff who live within Zone A and have a travel time of 30 minutes or less (i.e. live in postcodes BS1 to BS8 inclusive) do not qualify. See appendix 1 for exclusion zones.</p>	<ul style="list-style-type: none"> <li>• These tickets will be allocated by the Trust to staff who park due to work 4 or 5 days a week.</li> <li>• Staff who use these discount Season tickets will pay a fixed fee via Payroll on a monthly basis. <del>NCP direct at the point of use.</del></li> </ul>
<b>H(ii)</b>	<p><b>Journey to work:</b> Access to a discounted off-site daily parking rate with a ticket valid for six months</p>	<p>Exclusion zone in place. Staff who live within Zone A and have a travel time of 30</p>	<ul style="list-style-type: none"> <li>• These tickets will be allocated by the Trust to staff who park due to work up to 3 times a week.</li> <li>• To ensure maximum use of these tickets staff are</li> </ul>



		minutes or less (i.e. live in postcodes BS1 to BS8 inclusive) do not qualify. See appendix 1 for exclusion zones.	<p>encouraged to share them with colleagues.</p> <ul style="list-style-type: none"> <li>• Staff gain access to the specific NCP car park for which they are valid via an entry card and users pay on the day at the NCP machine.</li> </ul>
<b>No category</b>	<b>Journey to work only</b> From INSIDE the 30 minute travel time zone i.e. postcodes BS1 to BS8 inclusive.		<ul style="list-style-type: none"> <li>• THIS CATEGORY WILL NOT BE ALLOCATED PARKING ON-SITE OR ACCESS TO DISCOUNTED OFF-SITE PARKING.</li> </ul>

## 4. THE LOCAL EXCLUSION ZONE

(BASED ON POSTCODE AND BRISTOL CITY COUNCIL COMPUTER ASSESSED 30 MINUTE PUBLIC TRANSPORT TRAVEL TIMES)



- Green: ZONE A under 30 minute travel time (Local Exclusion Zone)  
**(This covers postcodes BS1 to BS8 inclusive)**
- Blue: Shows 30 to 45 minute travel time
- Red: Shows over 45 minute travel time