


<b>CORPORATE POLICY</b>  <b>Subject: Hospital Car Parking Policy</b>	<b>Bedford Hospital</b>  NHS Trust
<b>Responsible Director: Director of Nursing and Patient Services</b>  <b>Responsible Manager: Director of Support Services</b>	<b>Key Reference: Trust Travel Plan 2014.</b>
<b>Date of Approval: October 2015</b>	<b>Review Date: November 2018</b>

<b>Purpose</b>	The aim of this policy is to formalise arrangements for providing and controlling car parking at Bedford Hospital in accordance with the Trust's Travel Plan, patient, visitor and staff requirements.
<b>Objectives</b>	Consistent and agreed approach to the provision of car parking rights at Bedford Hospital.
<b>For Use By</b>	Hospital staff, visitors and patients
<b>Related Policies</b> Any policies or guidelines that directly impact or are impacted by this policy	Trust Travel Plan
<b>Definitions</b> Any Acronyms or Abbreviations used in policy	ANPR- Automatic Number Plate Recognition.
<b>Status / Version Control</b> Previous versions of the policy should be stated here with former name if changed along with dates when they were approved.	Version: 4
<b>Impact Assessment</b>	Below is <b>guidance</b> to the completion of this part: To identify the resources necessary to implement, operate and monitor the operation of the policy
Equality and Diversity	Linked to the Equality Assessment in section below
Business	Confirms car parking access rights to the hospital for patient, visitors and staff.
Legal Implications	Within a legal framework, controls parking on-site.
Quality	N/A.
Resources	Formal contract with APCOA to provide car parking management at Bedford Hospital.
Risk	Low Risk
Statutory Compliance	Compliant with current car parking legislation.
Sustainability	N/A



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## **Policy**

### **Introduction**

The Car Parking Policy has been developed in response to:

- Concerns from both staff and patients about the problems of site and traffic congestion, parking difficulties and parking allocation.
- Local and national policies aimed at reducing the adverse impact of travel and transport on the environment.
- Pressure from the local community and local authorities for the Trust to effectively manage car parking arrangements on site.
- Recommendations from

DTLR - A New Deal for Transport: Better for Everyone

DTLR - Transport 2010 - The 10 Year Plan

DTLR - Planning Policy Guidance 13

Beds County Council - Local Transport Plan 2005/06

Bedford Hospital Travel Plan – 2014.

### **Aim**

The aim of the Car Parking Policy is to ensure that car parking is managed efficiently, effectively and equitably in accordance with the Trust's Travel Plan.

### **Scope of the Policy**

This policy applies to private cars and commercial vehicles on the main South Wing site of Bedford Hospital and at North Wing on the Gilbert Hitchcock House site. This policy confirms the arrangements for controlling car parking and includes the following:

- The eligibility criteria for staff parking permits.
- Staff and visitor parking allocation.
- The regulations applying to patients and visitors (pay and display) car parking charges.
- Car parking management and enforcement.

## **Staff Parking Permits - Allocation**

Staff parking permits will only be issued through the on-line booking system to staff under the following criteria:

- Registered disabled staff or staff with a Doctors/Occupational Health letter requesting parking rights due to a physical/mobility problem.
- Staff who work normal office hours and live more than three miles from the hospital.
- Staff resident more than twenty minutes cycling distance (three miles) from the hospital.
- Staff who have to use their cars in the course of their work on most days (those using their car for work less frequently can be asked to claim parking fees as an expense) e.g. Community Midwives.
- Staff who have no appropriate bus route and live too far away to walk – more than three miles.
- Staff who have responsibilities as carers, such as dropping off small children, which cannot be met using available public transport.
- Essential users such as Doctors and clinical staff working shifts or staff who have an on-call commitment.

## **Appeal**

The Trust reserves the right to issue and withdraw staff parking rights and parking allocation. An appeal panel may be needed to challenge a decision against them. The appeal panel should include a Union or staff side representative, the Director of Support Services and a member of the Human Resources Department.

Staff wishing to appeal should do so in writing to Steve Morgan, Director of Support Services, South Wing, Kempston Road, Bedford MK42 9DJ.

## **Parking allocation – Staff**

Staff allocated a right to park will not be allowed to park on the main hospital site at South Wing or the front area at Gilbert Hitchcock House from **08.30 to 16.00 hours – Monday to Friday**.

## **Essential Users Permits**

Essential User permit holders are able to park in the essential users' car park in Britannia Road at any time. This car parking area is situated opposite the Britannia Road entrance of the hospital and adjacent to the King's Place public car parking area. Access is controlled by

a number plate recognition system. Staff must be registered on the ANPR system to use this car parking area.

### **Standard Permits**

Standard permit holders can only park in the main Britannia Road car parking area: this car parking area is the main staff car parking area in the hospital and is accessed through King's Place Road. Access is controlled by a number plate recognition system. Staff must be registered on the ANPR system to use this car parking area.

### **Daily User Permit holders**

Daily user permit holders can only park in the main Britannia Road car parking area: this car parking area is the main staff car parking area in the hospital and is accessed through King's Place Road. A daily payment to the parking machines situated within this area is required and must be made. Access is controlled by a number plate recognition system; failure to make a payment will automatically generate a parking enforcement notice.

### **Overall principles for allocation of parking space and permits**

Many hospitals now have to restrict the number of staff who have access to car parking facilities or give priority to certain staff groups. This policy is designed to limit staff car parking but to enable certain staff groups a quick and convenient access to the site. The criteria used are based on job requirements and transport needs rather than seniority.

Employees issued with parking permits include:

- Disabled staff (blue badge holders) or staff with a doctor's note which indicates reduced mobility through illness or recovering from surgery.
- Car sharers – one of which must have given up their right to park on site.
- Hospital volunteers.
- Staff who work shifts 'out of hours' – after 18.00 hours.
- Essential staff – these are clinical staff who work shifts or are on call out of hours or use their car for work; i.e. community staff.
- Staff who live more than three miles from the hospital or twenty minutes cycling from the hospital.

Permits will be issued in the following categories:

### **Standard Permit**

Monday to Friday - staff working office hours: (08.00 hours to 18.00 hours).

### **Essential User's Permit**

Staff working shifts, nights and weekends or staff who must use their car for work - community staff. Staff who are on call out of hours are able to park in the essential users' car parking area but must be registered to park on the ANPR system.

### **Daily Users Permit**

Issued to staff who occasionally park on site and pay the current agreed staff daily tariff - Britannia Road only.

The allocation of spaces for staff is based on historical demand, site geography and the need for sufficient space for the public to be as close as possible to the main entrances at the hospital.

On the main hospital site there are a number of areas designated for setting down and picking up which staff can use.

### **Car Parking Permits**

Staff are requested to notify the car parking contractor (APCOA) if their circumstances change. Issues such as new car details or new shift patterns which would affect current permit allocation must be communicated as soon as possible.

The payment options for staff are varied and staff are expected to apply for their respective car parking permits by using the new online permit application system. Payment options such as salary sacrifice and the daily payment scheme are fully explained on the online module.

Due to the lack of available car parking spaces at peak times, the following staff will not receive a permit to park on site:

- Staff who work 08:00 to 18:00, Monday to Friday and live within three miles of the hospital.
- Staff who work 08:00 to 18:00, Monday to Friday and live on a regular bus route into the hospital – four miles.
- Staff who work 08:00 to 18:00, Monday to Friday and live within a twenty minute cycle ride of the hospital (three miles) – with reasonable cycle routes into the hospital.

### **Patient and Visitor Parking**

The designated parking areas for patients and visitors are for:

- Patients attending clinics, wards, the Accident and Emergency Department or day surgeries.
- Relatives, friends and carers of patients.

- People with official business on the hospital site, including staff from other NHS departments.
- Contractors who do not have a permit to park.

People in these categories must park in patient and visitor car parking areas and must also purchase and display a valid ticket from the ticket machine in the car parks. The ticket must be valid for the whole time a vehicle is parked, unless visitors are parking in the Kempston Road barrier car parking area where a ticket is needed to exit this car park.

There are a number of designated spaces for the blue disabled badge holders situated as close as possible to the main entrances of the hospital. No payment is required for disabled badge holders even when parking elsewhere within the pay and display car (not the barrier car park) parking areas.

Enforcement rules for visitors will apply in cases where the car is causing an obstruction, blocking a fire access, illegally parked or fails to display a valid ticket. Vehicles can be driven up to the main entrances at Kempston Road and Gilbert Hitchcock House to allow anyone with a mobility problem to be set down or picked up. Parking in these areas is not allowed.

The Kempston Road barrier car parking area is designated as the main outpatient and visitor car parking area for the hospital. The overflow car parking area for visitors is situated in the King's Place car park on the Britannia Road. Signage at the entrance of the Kempston Road barrier car park will automatically indicate if the car park is full and advise visitors to park in the King's Place visitor car parking area.

### **Pay and Display Arrangements**

Ticket machines are located in each pay and display area with notices to explain the car parking system, tariffs and enforcement procedures. Tickets purchased show the date the fee was paid and the expiry time appropriate to the payment. Tickets issued for the main hospital site are also valid for Gilbert Hitchcock House and vice versa providing the period of validity has not expired.

APCOA Parking staff are responsible for the operation of the ticket machines within the various car parks. Spot checks on machines are carried out on a regular basis. When a machine is not in service, a cover will be applied saying 'not in use – please use alternative nearest machine'.

Special dispensation for long term patient relatives and visitors is available at the car parking kiosk situated outside John Baker House.

### **Visitors of longer stay patients**

Visitors or carers of long stay patients (generally those patients who are seriously ill and/or are staying more than seven days or patients attending the Primrose unit for consecutive days of treatment) may purchase a parking 'season ticket' from APCOA. This 'season ticket' enables parking in the pay and display areas for up to seven days including the day of issue.



There are no restrictions on the number of hours or occasions for which this 'season ticket' can be used within the seven days.

Entitlement to the 'season ticket' will be determined by ward staff who can authorise the issue of a 'season ticket' by informing APCOA (Appendix 2 of this policy). The visitor must exchange the authorising letter together with the £12 fee for the 'season ticket' at the APCOA kiosk on the main hospital site at South Wing.

Special arrangements may be made for families of patients in CCU, CCC, Riverbank, the Primrose Unit and Maternity Unit for the day of admission/treatment. Departmental staff must contact the car parking office on ext; 2462, or bleep Marian McCartie on 026 or contact the Bed Manager as soon as possible after admission and before treatment if a special 'season ticket' is required.

Only in exceptional circumstances will more than one season ticket be issued per patient being visited or treated. The permit is transferable between cars and must be displayed prominently in the front of the vehicle. Enforcement rules will still apply.

### **Car Parking Fees**

Patients (but not visitors) who receive benefits which mean they are able to claim travelling expenses to and from the hospital may be able to claim reimbursement of car parking charges under the Healthcare Travel Costs Scheme. Refunds will be made from the General Office at the South Wing site on presentation of a travel claim form and benefit form.

### **Short Stay Parking**

Spaces are provided at the Kempston Road main barrier car parking area for short stay parking. Drivers may only leave their vehicles in this area for a maximum of **10 minutes** only without paying.

### **Taxis**

Taxis collecting or delivering from site are exempt from car parking charges for 10 minutes or less. Taxis parking for longer than this must display a valid ticket.

### **Deliveries**

Vehicles making deliveries or collecting goods may only stop at the designated delivery areas. These vehicles are exempt from charges providing the vehicle is removed immediately after delivery or collection is made.

### **Contractors**

Contractors, including service engineers, must park in the pay and display areas and pay the appropriate fee. This requirement will be referred to in the Estates Department's contract documents. The only exceptions are where the contract specifies provision of space in a designated contractor's compound or where work cannot be carried out unless the vehicle is adjacent to the place of work. In this case, the contractors must obtain a 'contractor's permit to park' from the Estates Department or Operational Support Services main office.

## **Visitors on Official Business**

Visitors on official business with the Trust must park in the pay and display areas and pay the appropriate tariff. Individual managers and or departments are not permitted to issue chits to 'authorise' parking in any area.

## **The Emergency Services**

The emergency services, (Police, Fire, Ambulance or any Armed Forces or other Government agencies) are exempt from car parking charges. Ambulances waiting on site must use designated parking bays and could be asked to clear hospital entrances expeditiously when dropping off or collecting patients.

## **Special Arrangements**

Bedford Hospital staff and management are sensitive to the needs and circumstances of many of our patients and relatives. Special parking arrangements can be organised through Marian McCartie on ext. 5592 or Steve Morgan on ext. 2334. These special arrangements must be requested through a Departmental or Ward Manager and will be authorised only by the Transport Co-Ordinator or the Director of Support Services.

## **Conferences and Special Events**

Organisers of conferences and/or special events at the hospital must advise the car parking office on ext. 2462 or on ext. 2136 if more than twenty people are attending. The event organiser should consider making arrangements for attendees to travel by alternative transport means to the hospital venue (e.g. hired coach, park and ride, public transport). This is to avoid overloading the existing car parks and preventing staff and patients from being able to park.

## **Volunteers**

All people registered as volunteers (e.g. League of Friends, WRVS etc.) will have an automatic entitlement to a parking permit. Volunteers should apply for a parking permit in the normal way (application form in Appendix 2) but the application form must be signed by either the Voluntary Services Manager or the Director of Support Services.

## **Temporary Staff (agency/bank/locum)**

Temporary staff based at Bedford Hospital may apply for a permit under the same eligibility criteria and conditions as permanent staff. Alternatively, those who do not apply may park in the pay and display areas displaying an official card identifying the agency which employs them and pay the one/three hour tariff only. Bank/agency and locum staff requiring a permit to park must pay for their permit in advance or use the Daily Payment Scheme – salary deduction/sacrifice is not available for these staff.

## **Students**

All students are subject to the same criteria and fees as other members of staff at Bedford Hospital.

Medical students will be issued with a permit to park on the hospital site for the duration of their placement. The Learning and Education Administrator in the Education Centre is responsible for issuing the permits.

Tenants in hospital accommodation can obtain a permit from APCOA to park at The Horseshoe. Car park spaces are not allocated to specific rooms within The Horseshoe. Permits can be purchased monthly or annually.

Staff using the on-call rooms in 43 Ombersley Road and John Baker House are subject to the same criteria and fees as other members of staff at Bedford Hospital.

Staff who do not have a permit to park can purchase an 'occasional' permit to park at a cost of £5 per annum. This entitles the user to park all day at the current staff tariff price.

### **Special or daily permit scheme**

Special daily permits are available to staff who have an occasional operational (work related) or other (personal) need to park and do not have a permit to park at the hospital. These special permits are available from the APCOA Parking Kiosk at South Wing or from the Kempston Road main reception during office hours. These special permits must be signed for and a refundable £5 deposit paid.

### **Car Sharing**

Staff are encouraged to share vehicles and to help achieve this objective a right to park will be given to staff for the standard users car park.

If registered, the right to park can be transferred between vehicles. The right to park identifies the registration number of all the cars involved in the car sharing agreement. Only right to park is issued which can be transferred between drivers/vehicles, thereby ensuring that cars brought on site will be recognised through the APNR System.

Staff car sharing can only obtain this right to park if existing parking rights from one member of staff is given up.

### **Car Park Management**

The current car parking management has been contracted out to APCOA.

The responsibilities of APCOA are as follows:

- Responsible to the Director of Support Services for the day to day management of car parking facilities at Bedford Hospital to include security patrols, car parking enforcement, pay and display.

- To provide an efficient, courteous car parking service to meet the needs of patients, visitors and staff at Bedford Hospital by providing assistance, direction and advice wherever possible.
- To carry out regular patrols around the car parking areas to monitor car parking and to act as a deterrent against theft, vandalism and ensure security of vehicles within the car parking areas.
- To monitor car crime statistics and, as necessary, liaise with the Police and Trust Management in any investigations in respect of car crime.
- Maintain an incident log book and daily report to hospital Security Staff, Porter Management or the Support Services Manager.
- To monitor, record, collect and protect car parking revenue, ensuring that pay and display areas are used to their maximum potential for the benefit of all car users to the Trust.
- To effectively manage parking areas through progressive enforcement to reduce congestion and control obstructive parking within the hospital grounds.
- To provide assistance, if required, to the emergency services attending on site.
- To carry out and record regular checks on car parking equipment. Rectify promptly any failure of equipment or, as necessary, make alternative arrangements for equipment failure.
- To notify permit holders if problems are identified with their vehicles, such as, flat tyres, lights left on etc.
- To be contactable at all times during the hours of 08.00 – 19.00 Monday to Friday and to provide an eight hour patrol presence at weekends.
- To quickly respond to and resolve, if possible, queries relating to parking matters.
- Ensure that roads and car park access remain free from obstruction and report any maintenance defects to the Maintenance Support Department.
- To issue parking enforcement notices and, if appropriate, take further action as prescribed.
- To assist in the collection and recording of travel data relating to car parking and ensure this statistical information is provided to the Trust on a monthly basis.
- To be familiar with the geography of the hospital, car parking areas, wards and departments.

### **Enforcement and Control**

The need for an effective, sensible enforcement process is the basis for any good car parking management scheme.

On weekdays there are not enough spaces to allow all those who wish to drive to work or visit the hospital to park safely and lawfully. Good control of parking at these times is therefore essential, whilst at other times it is necessary to prevent unauthorised use.

Traffic control and parking enforcement is naturally accorded a high priority to sustain options for people to park safely. To meet the requirements of all visitors, staff and patients to the hospital there are a number of physical controls in place including barriers, warning signs and an enforcement policy.

## **Enforcement**

### **1. Introduction**

- 1.1 The Trust Board has authorised the use of Parking Charge Notices (PCN), the hospital's enforcement policy will be aimed at ensuring that traffic management on the hospital site is maintained to an efficient level with regard to Health and Safety, security, access for emergency vehicles and maintenance of the hospital's pedestrian routes.
- 1.2 A clear and definite policy provides the foundation from which a cohesive, impartial and consistent enforcement activity can be structured and implemented.
- 1.3 A system of PCNs incorporating fines issued to vehicles parked in contravention of the parking and payment regulations is deemed to be the most suitable method of enforcement.
- 1.5 The legal power, authority and organisation to immobilise vehicles would, however, be retained as a remedy of last resort for vehicles where the ownership or registered keeper cannot be established beyond all doubt.

### **2. Policy**

- 2.1 The enforcement shall be implemented in a fair, consistent and equitable manner at all times and shall apply equally to all members of staff (regardless of status) as well as visitors and patients.
- 2.2 An early settlement for the payment of all fines shall feature on the PCN to encourage prompt payment and thereby avoid costly follow-up procedures.
- 2.3 The parking conditions are as follows: -
  - Staff permit holders may only park in designated parking areas situated off the main site. Staff may only park on site when authorised by the Trust or during the prescribed times.

- Non-permit holders must comply with payment and parking instructions as displayed on the tariff boards including disabled drivers
- No vehicle may be parked in such a way as to cause an obstruction to other users
- No vehicle may be parked out of a marked bay, in a designated parking area, unless instructed to do so by a member of APCOA staff.
- For non-permit holders, the parking charges are as displayed on the tariff boards
- Visiting disabled badge holders can park in marked disabled bays and in Pay & Display bays free of charge when displaying a valid blue badge and correctly set time clock.
- Staff disabled badge holders are permitted to park in marked staff disabled bays without restriction on their parking duration when a valid disabled badge is on display. Disabled staff blue badge holders are not entitled to free parking.
- No parking on yellow lines or in hatched areas.
- Staff **are not** permitted to park on the main South Wing site between the times of 08:30am and 16:00pm.

2.4 The escalation process shall be:

#### **Patients and Visitors**

- i) Officer identifies an offending vehicle during patrols.
- ii) Officer checks for previous offence history (via radio to office).
- iii) Officer issues PCN as per the Trust Parking Policy. PCN's are £30 at full rate with a discounted rate of £20 offered if the PCN is paid within 14 days.
- iv) Offer discount 14 days.
- v) If payment has not been made within 14 days the case will be triggered to the full amount for up to 28 days.
- vi) If no appeal/payment received within 28 days the case will be recommend for DVLA inquiry.
- vii) DVLA will send owners details and a Notice to Keeper will be sent within 56 days of the date of the contravention (the case will remain at the full amount).

- viii) If no appeal/payment has been received within 28 days the case will be referred to debt.

### **Automatic Number Plate Recognition (ANPR)**

Automatic Number Plate Recognition may be used on all entry and exits from the car park and will be used to monitor vehicle movements. Timed photographs are taken of vehicles entering and leaving the car park, including high resolution images of the vehicle registration mark which will be used to access the DVLA's vehicle keeper database. If a driver contravenes any of the terms and conditions laid out herein and in the signage on site, where ANPR cameras are in use, a postal Parking Charge Notice may be issued to the registered keeper of the vehicle in question. The operator has the right to recover unpaid parking charges from the registered keeper as described under schedule 4 of the Protection of Freedoms Act 2012.

2.5 The escalation procedure shall be:

- i) The PCN is loaded and the case will be recommended for DVLA inquiry.
- ii) The DVLA will send the owners details and Parking Charge Notice will be sent within 14 days – Under POFA
- iii) PCN will be sent within 28 days – No POFA
- iv) The PCN will be held at a discounted rate of £20 if paid within 14 days of the PCN being sent.
- v) The case will progress to the full amount of £30 from 15-28 days
- vi) If no appeal/payment has been received within 14 days a reminder letter will be sent to the registered keeper of the vehicle.
- vii) If no payment/appeal has been received within 14 days of the reminder letter the case will be referred to debt.

The interpretation and implementation of the enforcement policy shall at all times be conducted in a manner that recognises and is sensitive to the hospital environment.

The Trust shall retain the exclusive right to:

- i) Intervene in the enforcement or fine escalation process at any time if it is judged to be in the best interests of the Trust to do so.
- ii) Instruct that any particular fine or series of fines be withdrawn and deleted from the database of persistent offenders at any time if it is judged to be in the best interests of the Trust to do so.

The policy shall be subject to review and amendment in the light of operational experience.

## **3 Policy Rules**

3.1 The policy shall apply, without exception, to all users of the parking facilities and roadways provided and maintained by the Trust.

3.2 Parking Charge Notices (PCNs) shall be issued to all vehicles clearly parked in contravention of any parking restrictions and/or payment requirements to:

- i) Protect the revenue from parking to ensure that the cost of provision maintenance and management of the parking facilities is totally funded by the users of such facilities.
- ii) Ensure that traffic movement for essential services is unimpeded and potentially hazardous acts of parking are addressed.

#### **4 Recovery Process**

- 4.1 The recovery of any unpaid fines shall be undertaken for the deterrent effect and shall not be pursued for the purposes of generating additional revenue.
- 4.2 The recovery process shall follow a pre-determined sequence of key dates and shall not be influenced by claims for undue consideration from the debtor.
- 4.4 Following the issue of a Parking Charge Notice to the value of £30:
  - i) The discounted value of £20.00 should be received within 14 days of issue of the PCN.
  - ii) Alternatively, the full value of £30.00 should be received within 28 days of issue of the PCN.
  - iii) Should full or part payment be outstanding after 28 days from the date of issue of the PCN, application shall be made to the DVLA in Swansea for the name and address of the registered keeper of the offending vehicle.
- 4.5 Upon receipt of the registered keeper details, a notice to keeper will be dispatched full payment of the parking offence where a fine remains unpaid, together with the consequences of failing to make full settlement within the following 28 day period.
- 4.6 Where fine has not been paid debt sold on to collection agency. This company are then responsible for the collection of the debt either by way of bailiffs or by issuing a county court summons.
- 4.7 The administration of the system, collection of monies and court processes are the responsibility of APCOA Ltd at no cost to the Trust Board.

#### **5 Appendices**

- 5.1 Summary of standard parking offences
- 5.2 PCN process summary



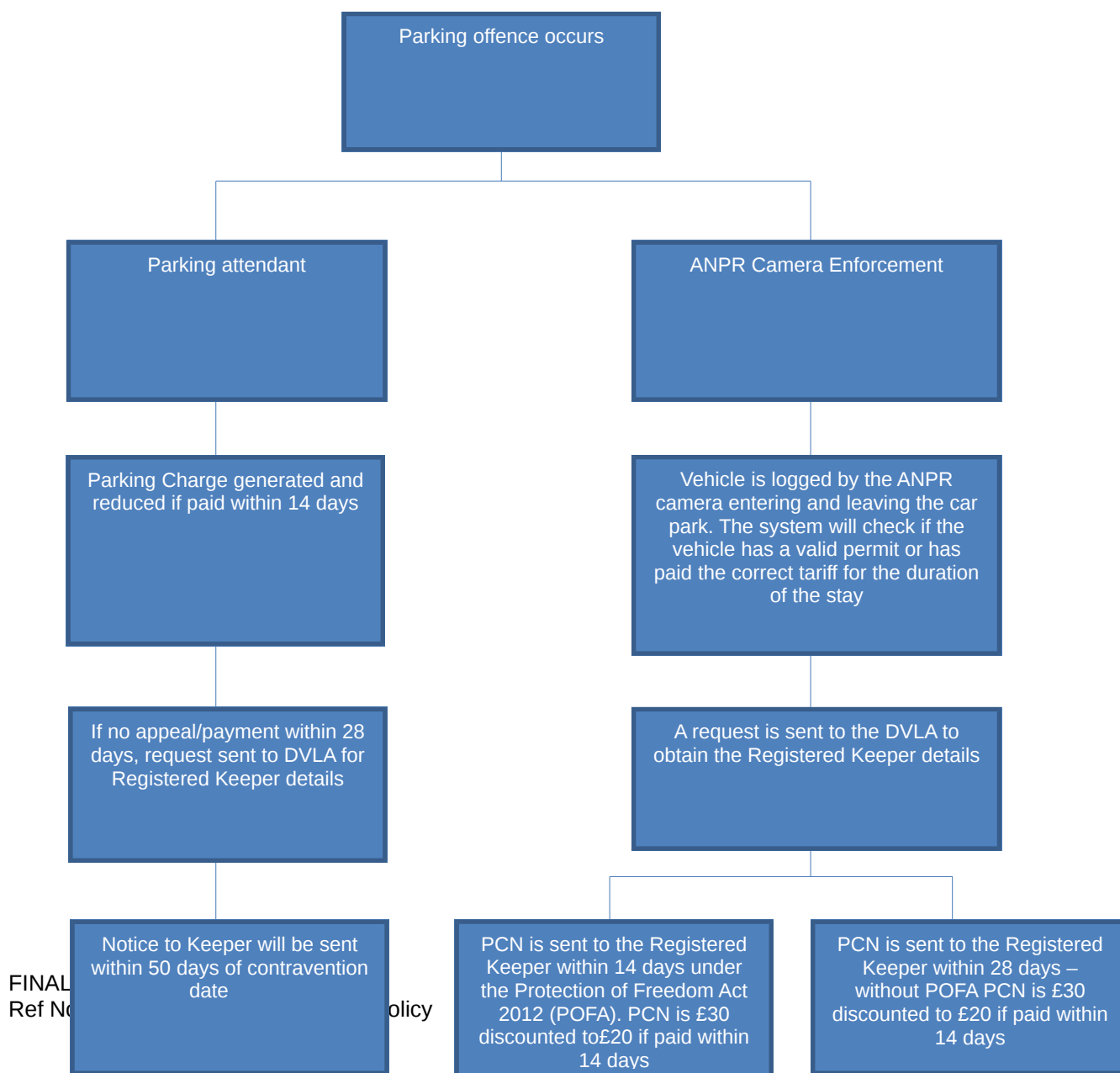
## 5.1 Summary of standard parking offences

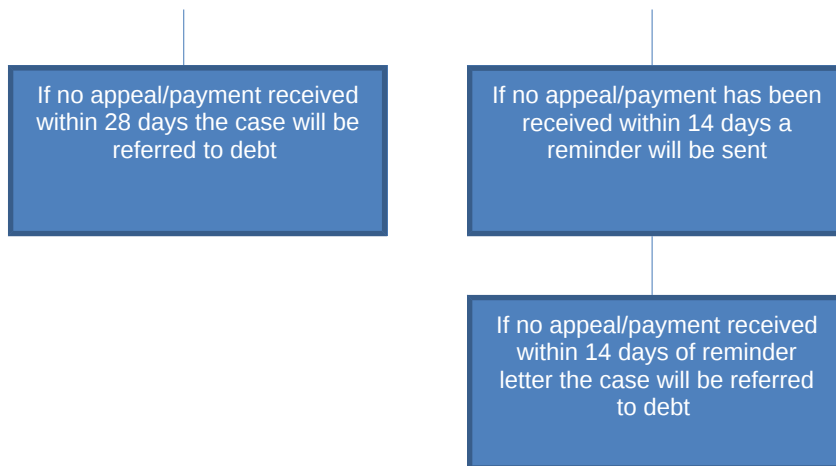
Contravention Code	Contravention Summary
1	Parked in a public area without displaying a valid 'P&D' ticket
2	Parked in a public area displaying a time expired 'P&D' ticket
3	Parked in a time restricted bay longer than the permitted time
4	Parked in a designed 'Disabled Drivers' bay without displaying a valid disabled driver's badge
5	Parked in a manner so as to cause an obstruction to emergency vehicles and other users of the hospital facilities
6	Parked in a restricted area where parking is expressed prohibited
7	Parked not wholly within the confines of a designated bay and causing an obstruction to other users
8	Parked in an area where parking is restricted to a specified category(s) of user or vehicle
9	Parked in a permit holder only area without displaying a valid permit
10	Parked in a permit holder only area displaying a date expired permit
11	Parked in a permit holder area displaying a non-valid permit type
12	Parked on yellow lines or in hatched areas
13	Parked on red lines or in a red hatched area
14	Visitors or staff parking on-site using a disabled blue badge which is not in their name
15	Disabled blue badge holders parking on-site who are not attending the hospital

The summary of offences is not intended to serve as a definitive list but shall form the foundation and structure for the creation of parking offences tailored to address the parking problems encountered at a specific location.

Additional offences may be added or deleted as and when deemed necessary and appropriate.

## 5.2 PCN process summary





## **Unauthorised Parking**

Unauthorised parking is defined as:

- Parking on double yellow lines, hatched areas, delivery areas, sustained parking in drop-off points, off-road parking and parking on pavements.
- Failure to park in a marked space.
- Parking in a designated area without the appropriate permit or ticket.
- Failure to 'pay and display' or parking beyond the expiry period of the permit of the pay and display ticket.
- Parking in a manner which causes obstruction to fire access routes, fire exits, roadways, footways, cycle ways and car park entrances/exits to other vehicles.

## **Appendix 1**

### **Eligibility criteria for a staff permit to park at Bedford Hospital**

#### **Resident permits**

Hospital staff residing in the Horseshoe accommodation and Ombersley Road hospital accommodation will **not** be granted a permit to park at Bedford Hospital.

#### **Non-resident permits**

Dependant on hours worked, special needs, operational necessity and distance residing from place of work, permits will be issued to staff as follows:

#### **Standard Permit**

Standard permits to park will be granted to hospital staff living more than three miles from the hospital who work normal office hours Monday to Friday.

#### **Essential Users Permit**

Essential user permits will be granted to clinical staff who regularly work shifts starting before 07.30 hours or finishing after 22.00 hours. Staff must provide details of shift patterns or written confirmation from line managers as to shifts worked.

Essential user permits will also be granted to hospital staff with 'clinical commitments' at more than one site in the Trust and needing to leave their base of work more than three times each week. This includes essential use for academic, research and management activities which, 'together with clinical duties', involve the need to leave the hospital and staff who use their car as part of their daily routine e.g. Community Midwives, Health Visitors.

#### **Daily User Permit**

Daily user permits to park will be granted to hospital staff who occasionally need to park on-site and elect to pay the agreed staff daily tariff.

### **Childcare/other caring responsibilities**

Individual cases may be assessed on personal commitment. Staff may be entitled to different permits based on having a 'caring responsibility' which in relation to working hours, prevent them from using other transport alternatives. These circumstances relate only to childcare/schooling or caring for a relative.

Staff must provide written evidence to support this change/application. A letter from the school/nursery/social services may be required.

The Trust recognises, and is sensitive to, the needs of various staff groups to park at the hospital. However, parking is not a right and the requirements of patients and visitors to park must take precedence.

All applications for a permit to park will be treated on the same basis and evaluated under the same eligibility criteria. Permits to park do not guarantee staff a parking space within the car parking areas.

Car parking at Bedford Hospital must be managed and controlled in order that the maximum benefit to all users is realised.

## **Appendix 2**

### **Weekly Season Ticket for Patient Visitor**

Authorisation must be signed by a Senior Ward Sister or Ward Manager or Matron.

Ward/ Department: \_\_\_\_\_

I authorise the issue of a weekly season ticket to this patient/visitor/relation for seven days.

Signed: \_\_\_\_\_

Post title: \_\_\_\_\_

Date: \_\_\_\_\_

<b>References</b> <i>i.e. NICE guidance, externally recognised reports or research</i>	
<b>Staff Involved In Development</b>	

### **Monitoring / Audit Criteria**

<b>Aspect</b>	<b>Method</b>	<b>Frequency</b>	<b>Responsibility</b>	<b>Reporting Arrangements</b>

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**Equality Impact Assessment Screening Tool for Policies**

AREA	NEGATIVE IMPACT		SIGNIFICANT Y/N?	
	Y <input type="checkbox"/>	N <input type="checkbox"/>	Y <input type="checkbox"/>	N <input type="checkbox"/>
1. Gender	N			
2. Religion/ belief	N			
3. Age	N			
4. Disability (includes: mental health, learning disability, physical, sensory)	N			
5. Ethnicity (includes: travellers and gypsies)	N			
6. Sexual Orientation (includes: gay, lesbian, bisexual)	N			
7. Social / Economic	N			

For any boxes marked as 'yes' above please complete details below

Area	Issue	Further Steps to be Taken

**Negative Impact**

- Q1. Will the policy create any problems or barriers to any community or group? No
- Q2. Will any group be excluded because of the policy? No
- Q3. Will the policy have a negative impact on community relations? No

**If yes, a full equality assessment must be done.**

WILL THE POLICY PROMOTE	POSITIVE IMPACT		State how, i.e. evidence used to reach this decision
	Y <input type="checkbox"/>	N <input type="checkbox"/>	
1. Equal Opportunities	N		
2. Get rid of discrimination	N		
3. Get rid of harassment	N		
4. Promote good community relations		Y	
5. Promote positive attitude to disabled people	N		
6. Encourage participation by disabled people		Y	
7. Consider more favourable treatment of disabled people		Y	
8. Promote and protect human rights	N		



Assessed by (Name/s) \_\_\_\_\_

Signe d		Post :		Date:	
Signe d		Post :		Date:	

**Approving Signatories**

**Name of Sub-Committee / Business Unit:** \_\_\_\_\_

<b>Date:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Print Name:</b>	<b>Print Name:</b>
<b>(Chairperson of Board or Committee indicated above)</b>	<b>(Chairperson of Board or Committee indicated above)</b>

		(✓)
<b>Approved by</b>	Trust Board	H
	IM&T Strategy Group	H
	Information Governance Committee	H
	Audit Committee	H
	Human Resources and Organisational Development Committee	H
	Quality Board	H
	Executive Management Committee	X
	Health and Safety Committee	H
	Safeguarding Committee	H
	JSMC	X

<b>Date:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Signature:</b>
<b>Chief Executive Officer</b>	<b>(Chairperson of Board or Committee indicated above)</b>

**Responsible Executive Director Signature**

<b>Signature:</b>	<b>Date:</b>
<b>Print Name: Nina Fraser</b>	<b>Job Title: Director of Nursing</b>

## Consultation List

A completed list should accompany **every** guideline/policy  
*(This gives evidence on who has seen this policy and any comments made)*

Be

Name of Person	Department or Committee	Comments
Chris Todd	Head of Estates	Comments received and i
Terry Edwards	Health & Safety Manager	Comments received and i
Chris Bartram	Security Manager	Comments received and i
	JSMC	Sent for information
Anne Buck	Human Resources	Comments received and i
Robert Shaw	APCOA Parking Management	Comments received and i
	EMC	Sent for approval
Paul Cooper	Communications Manager	Comments received and i
Jane Jelly	Hotel Services Manager	Comments received and i
Nina Fraser	Director of Nursing and Patient Services	Comments received and i