



UNIVERSITY of MARYLAND  
UPPER CHESAPEAKE HEALTH

**University of Maryland  
Upper Chesapeake Health**

**PARKING REGULATIONS**

**Policy:** Designated parking has been established to ensure adequate Patient and Visitor parking is available as close to the Hospital and Physician Office buildings as possible.

To enforce the parking policy, disciplinary action up to and including termination applies to parking violations.

- Procedure:**
1. Each team member, physician, volunteer, student, is responsible for registering all vehicles parked on the hospital campus with the Security Department. This includes current registration of new vehicles and license plates. The Security Department issues each person a parking identification tag which must be displayed at all times when parked on hospital property.
  2. In order to ensure that parking is available for patients and visitors, physicians, team members, volunteers and students must not park in restricted areas identified by posted signs and shown on the attached map.
  3. The Security Department is responsible for maintaining a current record of registered vehicles and enforcing parking regulations. Parking violations are considered a major rule violation subject to disciplinary action up to and including loss of employment. Department managers are responsible for administering discipline according to the following schedule:
    - a. **First policy violation - *Written Warning***
    - b. **Second policy violation - *Final Written Warning***.
    - c. **Third violation – *Loss of Employment***
  4. Any disputes or appeals regarding parking violations should be made by the affected employee to his or her manager, not to the Security Department staff.



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5. Failure to visibly display a parking identification tag will be considered a second violation for enforcement purposes (Final Written Warning).
6. Handicap, Fire Zones and County restricted areas are enforced by local and county authorities and are subject to towing or citation by Bel Air Police.
7. All temporary special parking requests for medical reasons must be approved by Occupational Health.

**Booting &  
Towing**

UM UCH may utilize a parking boot on any vehicle parked in violation of organization parking regulations. The purpose of this measure is to assure compliance of parking regulations for persons who are identified as repeat offenders (2 or more times). The cost to remove the boot will be **\$50.00** per occurrence payable prior to removal of the device.

**Training &  
Education**

This policy is reviewed during the initial on-boarding with HR at the time of hire and during orientation for all new employees.

**Auditing &  
Monitoring**

Security officers monitor parking areas and issue citations for violations.

