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## LHSC Policy Manual

# Parking and Traffic

**Policy Number:** FSP005

**Policy Owners:** Director, Customer Support Service

**Policy Sponsors:** VP, Facilities Management, Environmental Services & Support Serv

**Policy Approvers:** Director's Council

**Policy Applies To:** London Health Sciences Centre

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**Approval Date:** 2008-02-26

### POLICY

The grounds of London Health Sciences Centre (LHSC) are private property and, as such, LHSC reserves the right to maintain full jurisdiction over all vehicle parking and traffic control.

All vehicle operators are required to comply with LHSC parking and traffic regulations as well as regulations under the Highway Traffic Act and are subject to penalty for violations. The registered permit holder for the vehicle is responsible for all violations involving that vehicle.

LHSC Security and Impark are responsible for enforcement of parking and traffic policies.

All staff and affiliates of LHSC and/or its leasing agents are required to obtain and display an authorized parking permit to park on LHSC property.

Staff/affiliate parking permits are non-transferrable and are for the exclusive use of the registered permit owner. Parking permits are to be utilized for the purpose of conducting business at LHSC and must be returned to the Parking Office on termination of employment.

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All persons are responsible for providing correct information to obtain parking privileges. Persons who provide false information may have parking privileges withdrawn.

Vehicles are not permitted anywhere upon LHSC grounds other than in accordance with parking permit designation.

Vehicles left on LHSC property or leased property for a period of more than 48 hours without prior notification of the LHSC parking office will be considered abandoned and may be treated as such.

The issuance of a permit to park constitutes permission to park in a designated area. LHSC is not responsible for loss or damage to vehicles, including contents or injuries to persons, however caused.

Bicycles must be parked in designated parking racks only.

Recreational vehicles or vehicles towing a trailer are not permitted in parking lots or facilities. Drivers of recreational vehicles and other oversized vehicles must check with the parking attendant/office.

Traffic on LHSC property is limited to 20 km per hour. Speeds lower than 20 km per hour may be necessary in areas with pedestrians or hazards.

Questions or concerns regarding parking policies should be directed to the Parking Office at ext. 53078 (VH) or ext. 32446 (UH).

## PROCEDURE

### 1. Parking Rates

1.1. Parking rates and payment options are designated by LHSC in conjunction with Impark.

### 2. Staff and Affiliate Parking Permits

2.1. Parking permits are issued by the LHSC Parking Office only.

2.1.1. One parking permit will be issued per fee paid.

2.1.2. A parking permit comes with an associated parking lot/s assignment.

2.2. One vehicle only is allowed in parking facilities per permit at one time.

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2.3. Parking permits must be visibly displayed as designated by the Parking Office depending on type of permit. A vehicle entering a parking area without a visible parking permit may be refused entry to the parking area and requested to use alternative parking (i.e. meters or visitor's lot at prevailing rates). Any vehicle parked on LHSC property or leased property without the appropriate permit displayed as described will be considered an unauthorized parker and will be treated as such.

2.4. A parking permit may be replaced if stolen, broken/damaged, non-functioning, or lost. A replacement cost may be charged at the discretion of the Parking Office. There is a mandatory replacement fee for lost permits.

2.5. Persons cancelling their parking permit or holding an expired permit, including those whose employment or affiliation is ending, must return their permit to the Parking Office.

### **3. Permit Holder and Vehicle Information**

3.1. Contact the Parking Office at ext. 53078 (VH) or ext. 32446 (UH) to report any changes to permit holder or vehicle information.

### **4. Parking and Traffic Violations**

4.1. Violations include:

4.1.1. Unauthorized parking, which includes double-parking, parking in any parking area or reserved section of any parking area without a properly issued and displayed parking permit, parking in an emergency or loading zone, bus stop, roadway (including roadways and driving surfaces within parking areas), lane, driveway, walkway, on any grassed or landscaped area, or stopping for over 10 minutes in any time restricted zone, unless specifically permitted,

4.1.2. Failure to obey instructions or signals of LHSC Security Guard, Impark employee or any person acting in the discharge of duties related to traffic or parking, and

4.1.3. Driving on LHSC property in a careless manner, which includes driving over the posted speed limit and not obeying traffic signs.

4.2. Vehicles and/or persons violating the parking regulations of LHSC may be subject to any or all of the following actions:

4.2.1. Written warning (Security Notice),

4.2.2. Withdrawal of parking privileges and/or permit,

4.2.3. Towing of vehicle. All towing charges, including any loss or damages are at the owner's risk and expense, and

4.2.4. Legal action.

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4.3. Any person parking a vehicle anywhere (including roadways) on LHSC property while his/her parking privileges are withdrawn, or in contravention of the parking regulations, may be considered a trespasser, liable to prosecution by the Hospital under the Trespass to Property Act.

4.4. Questions or concerns regarding parking violations should be directed to Security.

## 5. Motor Vehicle Collisions, Loss and/or Damage to Property and Injuries

5.1. Motor vehicle collision, loss and/or damage to property, or injuries to persons while on LHSC property should be reported immediately to Security and report the event in AEMS.

## DEFINITIONS

**Affiliates** – Individuals who are not employed by the organization but perform specific tasks at or for the organization, including:

- Credentialed Professional Staff with a hospital appointment (e.g. physicians, midwives, dentists),
- Students,
- Volunteers,
- Contractors or contracted workers who may be members of a third party contract or under direct contract with the organization, and
- Individuals working at the organization but funded through an external source.

**Oversized Vehicles** – A vehicle that goes beyond the painted lines in a parking lot or facility.

**Parking** – The halting of a vehicle, whether occupied or not, except when halting temporarily for the purpose of, and while actually engaged in, the loading or unloading of goods or passengers.

**Parking Permit** – Includes gate card plus decal, transponder or other temporary parking device.

**Recreational Vehicle** – A camping trailer, motor home or tent trailer used for the purpose of accommodation.

**Staff** – Individuals who are employed by the organization.

**Trailer** – Any apparatus which is pulled or towed by another vehicle.

**Vehicle** – An automobile, motorcycle, motor assisted bicycle, trailer, or recreational vehicle.

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## REFERENCES

Ontario Highway Traffic Act

Trespass to Property Act

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