



PARKING ON CAMPUS

Parking on the main campus is free. All of our parking is in surface parking lots-no parking decks. Parking has been assigned to maximize availability for WELLSTAR WGMC patients, residents, and their guests. All staff is expected to comply with the parking policy outlined below.

VEHICLE REGISTRATION: All staff (employees, managers, executives, physicians, volunteers) vehicles parked on the campus must be registered with the Security Department. Each such vehicle is required to display a WELLSTAR WGMC parking decal on the rear driver's window (subject to vehicle and visibility limitations). Decals are provided at no cost and are available from the Security Department. Students/job shadowing students are not required to register their vehicles.

PARKING POLICY: It is the policy of Wellstar West Georgia Medical Center to control vehicle parking on the campus to provide efficient parking for patients, residents, vendors, visitors, employees and medical staff.

Emergency Ambulance Area: This area is set aside for ambulances, fire and police vehicles only. A private vehicle in this area may be permitted to remain only long enough to unload an emergency department patient.

Emergency Department Parking Lot: This area is to be used by persons dropping off or picking up Emergency Department patients only. Special permits for using this area are available from the ED registration staff.

Dismissal: This area is for use only by vehicles picking up discharged patients (main entrance of South Tower).

Only doctors may park in designated physician spaces.

All traffic control and restrictive parking signs must be observed at all times. Security enforces restrictive parking at all times.

Corrective Actions – Employees:

- ✓ For the first offense, a parking violation notice will be left on the vehicle and a notice will be sent to the department director.
- ✓ If a violation occurs after the initial notice; step (a) will be repeated.
- ✓ A third or subsequent violation could result in the offending vehicle being removed from the campus at the owner's expense.
- ✓ Employees who receive a parking violation in error must contact Security so that it can be corrected. (For example, an employee gets a ticket while visiting)