

INFORMATION FOR ALL NEW EMPLOYEES
(including Locums and Students)

WEST SUFFOLK HOSPITAL
CAR PARKING ARRANGEMENTS

(to be read in conjunction with the Policy for Car Park Management – PP(21)016

1. ACCESS TO SITE

Parking on the West Suffolk Hospital site is limited and no guarantee is given to any user of the site that parking can be provided. However, the Trust recognises that staff or students working outside core hours (07:00-18:30), twilight, late, night shifts will need access.

For posts that **do not** entitle you to apply to park on the Hospital site but that include “on call” duties colleagues will be able to access on-site parking for their ‘on call’ rostered days only. Please provide details of your on-call days to the car park office who will validate parking at the staff rate on these days only.

Staff or students who are resident in on-site accommodation will also be eligible to park on site.

The Trust also has an off-site parking area at the local Rugby Ground (approximately one mile from the hospital) and a shuttle bus to and from the hospital mornings and afternoons.

ALL staff or students who are eligible to park on the West Suffolk Hospital site are required to register with the car parking office (Car Park A at the front of the hospital).

However, before visiting the car park office to register, ALL staff or students must have **evidence of their eligibility to park on site** - for example their unconditional letter of appointment from HR.

The West Suffolk Hospital site is controlled by vehicle registration (camera on entry and camera with barrier on exit). Payment for parking can be by monthly salary deduction, daily (cash, card or App), or in advance at the car parking office.

Staff or students wishing to park at the Rugby Club ground should email their name, department and vehicle registration number to carparking enquiries@wsh.nhs.uk .

2. INFORMATION

This pack gives you all of the information you will need about parking at West Suffolk Hospital.

- Car Park Management Policy – PP016 – see intranet Policies
- Car Free Day rules (Appendix 1)
- Shuttle bus times (Appendix 2)
- Map of car parks, cycle storage and hospital departments – see link <https://www.wsh.nhs.uk/Patients-and-visitors/Information-for-visitors/Getting-here.aspx>
- Information about Car sharing – see car Park Policy appendix C

Other sustainable travel contacts are also listed below:

- Walk it route planner - www.walkit.com
- Cycle route planner – www.cyclestreets.net
- Another cycle route planner - www.cycle.travel/map
- Public transport route planner - www.traveline.info
- Suffolk Public Transport Information - www.suffolkonboard.com
- Suffolk Car Share - www.suffolkcarshare.com
- Green Suffolk Travel Links - www.greensuffolk.org/travel/journey-planning/

Please complete the application form and return to the car park office, CP Plus Ltd (Group Nexus), Car park A. It is preferable if you can do this before your first day of employment so that the car parking Attendants will know how you wish to pay for your parking (monthly, daily, in advance or by App.) and how to register you on the database.

If you are driving to work on your first day, please park in the Patient and Visitor car park situated at the front of the hospital (car park A) and visit the Car Parking Office promptly to ensure you are registered correctly. Please ensure that you also bring **evidence of your eligibility to park** for example the unconditional letter of appointment from HR. If you do not bring this evidence it will delay setting up your car park account.

3. PAYMENT METHODS

All new employees of the Trust who work full time are required to pay for car parking by monthly salary deduction, unless there are extenuating circumstances to prevent this e.g. employed by an organisation not using the same payroll system.

You must complete the appropriate section of page 2 of the Car Parking Application Form, **Payment Options for Car Parking** to indicate how you wish to pay for parking.

Salary Deduction forms will be forwarded to payroll.

Car park charges

A list of current charges can be obtained on the application form or from the Car Parking Office when registering with the car parking office.

4. CAR FREE DAY SCHEME

All staff/students at West Suffolk Hospital who work during core hours (07:00-18:30) and eligible to park on site must adhere to the car free day scheme, subject to the restrictions of their contractual obligations.

The scheme guidelines are attached, see Appendix 1.

5. ALTERNATIVE MODES OF TRANSPORT

In line with the car free day scheme, staff are encouraged to either walk, cycle or car share to the hospital. In addition to free parking at the Rugby Club and provision of a shuttle bus, provision is available on site for parking bicycles, scooters and motorbikes.

The Trust also participates in two different cycle schemes to assist permanent members of staff buy a bicycle in a cost-effective way: -

- Halfords cycle2work scheme.
- Cyclescheme (a scheme using independent bicycle traders)

If you are interested in either of these schemes, information is available on the **intranet** Travel pages or from the **Finance Department**.

In addition to general parking (open shelters), the Trust provides secure cycle storage with access by staff ID. A one-off payment is required for access to these shelters for the duration of employment. Further details can be obtained from the Travel and Sustainability Manager.

6. CONTACT DETAILS

For further details do not hesitate to contact:

Clare Farrant
Travel & Sustainability Manager,
Facilities Department
West Suffolk Hospital
clare.farrant@wsh.nhs.uk
01284 713829

David Kite, CP Plus Ltd (Group Nexus)
westsuffolknhs@groupnexus.co.uk or
07815 154230

CAR FREE SCHEME RULES

Guidance on application of car free scheme

Since 1st August 2011, a car free day scheme for staff has been in operation. Each member of staff who works during core hours (07:00 – 18:30) is required to select a day once a week (or once a month if part-time) when their vehicle is not brought onto site.

The Rules of this Scheme are set out below:

1. Staff will be expected to come to work as usual on the allocated day but will need to make alternative travel arrangements, as they will not be able to park on site. *
2. The car free day applies to shifts between 7.00 a.m. and 6.30 p.m.
3. The car free day will not apply to early, late, twilight, night or weekend shifts, long days, on-call duties or car sharers.
4. Staff who work variable shifts should still identify a car free day when working a week or more of day shifts/within the core hours. This day can be flexible.
5. The scheme will apply one day a week for full time staff and one day a month for part time staff (3 days and less).
6. The car free day information will be contained in the database held by the car parking company and access on the selected day is not allowed without prior permission.
7. Any member of staff wishing to park on site on the allocated car free day must seek approval beforehand from the Travel and Sustainability Manager.
8. Anyone parking on a car free day without permission will be required to pay the full patient/visitor tariffs.
9. Failure to comply with the above rules may result in a parking charge notice and/or access to site being revoked.

* Staff are encouraged to either walk, cycle, car share or use the off-site parking and shuttle bus from the Rugby Club on their car free day – see (5) below.

Failure to comply with the above rules may result in a fixed penalty notice and/or your access to site (car free day) permit being revoked.

Note: Permission to park on site does not guarantee you a parking space.

Alternative travel arrangements

1. On your allocated car-free day parking may be available at the Rugby Club and a shuttle bus will run at pre-arranged times.
2. You may be able to park at the Rugby Club and car share to a guaranteed parking space in Car Park R (see Car park policy appendix C).
3. You may like to check on the Suffolk Car Share websites to co-ordinate car sharing from other locations.
4. Discussions will continue with the local Council and bus companies to encourage increased and improved services to the hospital site.

Staff shuttle bus

Timetable

Rugby club to West Suffolk Hospital

Every 20 minutes

6.40am	7.00am	7.20am	7.40am	8.00am	8.20am
8.40am	9.00am	9.20am			

West Suffolk Hospital to rugby club

Every 30 minutes

1.45pm	2.15pm	2.45pm	3.15pm	3.45 pm	4.15pm
4.45pm	5.15pm	5.45pm	6.15pm	6.45pm	

If your shift finishes after 6.30pm please park, if possible, on the upper section of the car park to ensure that evening rugby club activities are not restricted.

If you walk to the hospital from the rugby club, please park on the opposite side of the pitch if possible (20-30 spaces on hard standing) and use the pedestrian access to the adjacent pavement.

Thank you

Putting you first