


Trust Policy and Procedure

Document Ref. No: PP(24)016

**POLICY FOR CAR PARKING AND MANAGEMENT OF BARRIER CONTROLLED SITE,
including access rights, charging and emergency arrangements.**

For use in: (specified clinical areas)	West Suffolk NHS Foundation Trust		
For use by: (staff groups)	All Staff and Site Visitors/Patients		
For use for: (patient groups)	All Users of WSH site		
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Date of approval by D&T: (if applicable)	N/A		
Guideline Editorial Group Use			
File name:	Car Park and management of barrier controlled site		
Approval			
Issue number	Committee approval	Date of approval	
PP0016			
Version Control			
Version	Amended by	Date	Changes made
12			

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Purpose of this Document

To specify the criteria for access to site, car park charges, off-site parking, concessions and dispensations and non-compliance with the policy.

Aims

Ensure consistency in monitoring access to site schemes; barrier control car parking; administration of car park charging policy, and recognition of concessions/dispensations.

Ensure compliance with government guidance and instructions.

West Suffolk NHS Foundation Trust

Policy for access to site, vehicle parking, charges & reimbursement

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1. Introduction

Charges for parking on the West Suffolk Hospital site were first levied in 1996. Since that time the Trust has engaged a number of different contractors to manage the site. Various schemes have been introduced to manage capacity and traffic control issues with the aim of providing safe and accessible parking for all users.

The current system was introduced in July 2018 to improve ease of accessibility and improve traffic flow.

Access and payment for all users of the site is linked to vehicle registration.

Staff, patients and visitors to the site are required to pay to park in accordance with the tariffs set by the Trust which are reviewed annually.

Staff details are held on a central database to verify access rights and methods of payment i.e. salary deduction, payment in advance or payment daily. Information is managed in line with the General Data Protection Regulation 2016/679. The information provided by staff will be used to manage their use of the West Suffolk NHS Foundation Trust car parks, including recharging of costs incurred for repairs to damaged equipment or underpayment of charges, and will be shared with the appointed contractors who manage the car parks on behalf of the Trust.

Patients and visitors are required to use the Pay on Foot system - based on the time they are on site - when using dedicated car parks i.e. car park A at the front of the hospital and all specified car parks at the rear of the site.

Concessionary parking is available for Blue Badge holders, Volunteers and other identified patient groups.

Any person contravening the Trust's car parking regulations will be subject to the Parking Charge Notice process (managed by the Trust contractors).

Any member of staff contravening the Trust's car parking regulations may also be subject to the Trust's Disciplinary procedure.

This document sets out the criteria for access to site, car park charges, concessions/dispensations and non-compliance with the Policy.

2. Access to site

Staff

All staff employed by the West Suffolk NHS Foundation Trust are required to complete an access to site application form to provide details of their contractual hours and shift patterns.

Since 1st March 2014, access to site is not automatically granted. Eligibility criteria are applied to assess access to on-site parking for those members of staff who started work in a substantive role with the Trust after 1 March 2014.

Anyone working within the core times of 7.00 a.m. to 6.30 p.m. is expected to park off site and take advantage of the Rugby Club Park & ride facility Monday to Friday. There is no restriction on access to site for staff working evenings and weekends, the current staff daily rate will be charged by visiting the car park office.'

Note: Eligibility / permission to park on site does not guarantee a space. At peak times when the car parks on site are at full capacity staff should make alternative arrangements and never park outside marked bays.

Those staff eligible to park on site have **three options for payment and access:**

- Monthly Salary deduction except for staff who will be below the National Living Wage
- Pay daily either directly at the pay machine or via a Phone App (Glide Parking)
- Pay in advance (top up at machine at monthly deduction rates)

Staff paying by salary deduction will complete a salary deduction form and send this to carparkingenquiries@wsh.nhs.uk
– for method of payment to be recorded before forwarding to the Payroll Department.

It is the member of staff's responsibility to keep the carparkingenquiries@wsh.nhs.uk informed of any changes in hours worked; shift patterns; leaving date; or changes in method of payment so that they can notify the Payroll Department that these changes have been authorised.

Other stakeholders' staff (Wedgwood, Busy Bees, Renal Unit and Hospice) require approval to park on site from carparkingenquiries@wsh.nhs.uk See Appendix A

General public

Access is unrestricted and payment required according to duration of stay on site unless concessions apply.

3. Barrier Control

The West Suffolk Hospital has a number of car parks clearly designated for staff, patients/visitors or other organisations. Some of these are controlled by barriers. The main visitors' car park (A) has two entry lanes and one exit lane with barrier. There are 2 barriers on the site exit road (two-lane exit to Hardwick Lane).

There is separate barrier control for the WSH senior staff car park, Wedgwood Unit and Hospice car parks.

Staff will pay for parking either by salary deduction, making advance payment for a specific time period or paying daily directly at a pay machine. Payment can also be made on a phone App (Glide Parking).

Patients and visitors using barrier-controlled car parks are required to enter the vehicle registration details into the pay machine and pay the specified amount for duration of stay.

After making a payment in the Pay on Foot machines situated around the Trust, the barrier on exit should lift automatically.

If the barrier does not lift for any reason, intercom contact can be made to the car parking office for assistance.

Full details of the barrier scheme are set out in **Appendix A**.

4. Car Free Day Scheme

Since 1st August 2011, a car free day scheme for staff has been in operation. Each member of staff 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 carparkingenquiries@wsh.nhs.uk.
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.

5. Supporting Schemes

To assist staff in adhering to the car free day rules, a number of alternative travel arrangements are suggested.

5.1 Off-site parking at Rugby Club

Parking is available at the Rugby Club for no additional charge.
Bury St Edmunds Rugby Club
The GK IPA Haberden
Southgate Green
Bury Saint Edmunds
IP33 2BL

Please contact carparkingenquiries@wsh.nhs.uk with your Name, vehicle registration and work base/department if you would like to be added to the Rugby Club database.

5.2 Shuttle bus

A shuttle bus runs at pre-arranged times from the Rugby Club to the Hospital each morning and returns again early afternoon and evening. The timetable is available on the travel pages of the Trust intranet. Staff are required to show their Trust ID badge as proof of identity to use this service.

5.3 Car sharing from Rugby Club

Staff can park and share a lift from the Rugby Club.

5.4 Car Sharers web-sites

West Suffolk Hospital encourages staff to make their own car sharing arrangements and register with the carparkingenquiries@wsh.nhs.uk. Staff can also link into the wider Suffolk car-share scheme.

5.5 Car sharers car park (dedicated area in car park R)

Staff displaying car share permits *must* park in the designated car share area in Car Park R.

Staff using this car park are exempt from the car free day scheme.

Staff who have or give lifts and do not use the car sharers car park are not eligible for the car sharers' concessions.

See Appendix C

5.6 Cycle2Work schemes

The Trust endorses financial assistance for the purchase of bicycles.

There are cycle stands strategically positioned around the site including secure access controlled shelters.

Showers and changing rooms are also available for staff use.

6. CHARGING ARRANGEMENTS

The current scale of charges and concessions can be obtained from the car park office at the front of the site; on the Trust's website or from carparkingenquiries@wsh.nhs.uk

Car park	Location	Type	Payment
A	Main patients and visitor's car park at the front of the hospital	Pay on foot either in the main Reception area or outside at the bottom of the external steps	Cash, card or phone app, using number plate recognition. Blue badge free – visit car park office
<i>Special arrangements have been agreed for late, twilight and night staff to use car park A at the front of the hospital at staff rates from 3pm only.</i>			

L	Blue badge bays directly in front of the hospital	Free – a valid blue badge MUST be displayed	Free
N	Blue badge bays - Eye Treatment Centre/Day Surgery Unit	Free – a valid blue badge MUST be displayed	Press button on pay machine and talk to car park office
D	Rear of site near Macmillan Unit (Some patient and visitors' spaces, some staff spaces)	Pay on foot at pay machines located in the Day Surgery Unit Foyer and outside the Macmillan Unit	Cash, card or phone app, using number plate recognition. Blue badge free – press button on pay machine and talk to car park office
Senior staff car park	Barrier controlled car park at rear of site adjacent to Education Centre	Access added to staff ID badge	Salary deduction only – premium monthly rate
C, E, F, and R	Staff car parks at the rear of the site	Automatic number plate recognition, barrier on exit.	Salary deduction, Glide app or pay on foot at machine
Car sharers R	Registered car sharers designated spaces at the entrance to car park R at the rear of the site	Automatic number plate recognition, barrier on exit.	Salary deduction, Glide app or pay on foot at machine
Accommodation- short stay (up to 30 days)	Any staff designated car park	Automatic number plate recognition, barrier on exit.	Staff daily rate applied
Accommodation- long stay (over 30 days)	Any staff designated car park	Automatic number plate recognition, barrier on exit.	Free of charge
K Pool Car	Pool cars car park	Vehicles added to ANPR FOC	Pool cars free of charge
I	Contractors' car park	Vehicles added to ANPR system for duration of project	Contractors daily rate
B	Macmillan Way, Hospice Staff only	Barrier controlled	
Wedgwood	Wedgwood staff only	Barrier controlled	
Busy Bees	Busy Bees staff and visitors only	Marked spaces	
Renal Unit	Renal Unit patients only	Marked spaces	Free for registered patients

Please note there is no charge for visits of 20 minutes or less at the front of the site and 30 minutes or less at the rear of the site.

Electric vehicle charge points

Electric vehicle charge points are available at the West Suffolk Hospital site for Trust vehicles, staff and public use.

10 x charge points are located on Rowan Way outside the Education Centre.

7 x charge points are located in staff car park E behind the Education centre.

Staff wishing to make use of the electric vehicle charge points at the reduced staff rate must already have permission to park on site.

To access the concessionary staff rate, colleagues must:

1. email carparkingenquiries@wsh.nhs.uk from their WSFT email address. In order for the EV account to be activated please send car registration, name, staff email address and contact details.
2. Download the Fuuse app and sign up with your staff email address

Colleagues who are not eligible to park on site and choose to use the EV charging facility will be charged the public rate for charging and the public rate to park on site for the time the vehicle is on site.

The income generated from the use of the electric vehicle charge points is paid to the Trust less an agreed administration charge.

Staff

Payment for car parking by monthly salary deduction is available for staff who are band 4 and above.

Staff who do not have car park charges deducted from salary will be required to pay for parking in advance (*recommended minimum period of three months*) or pay daily.

Late/Night/Twilight Staff

Late, night and/or twilight staff are permitted to park in car park A from 3.00 p.m. Any member of staff not providing evidence of payment of staff rates can be charged the full patient/visitor rate.

Staff can be escorted to the car parks during twilight/night time hours by the Trust security, team, contactable via medic bleep or switchboard.

Norfolk and Suffolk NHS Foundation Trust and other non-West Suffolk Hospital employees

NSFT staff based at, or operating from the West Suffolk Hospital site, are required to apply for permission to use the WSH car parks and must comply with Trust's access to site/car free day scheme. Certain staff working at Wedgwood House will be issued with permits by NSFT Administration for their own barrier-controlled car park.

Charging Period

The charging period for patients/visitors is midnight to midnight.
The 24-hour period for staff paying daily will be from the time of entry to the site.

On-Call Staff

On-call staff returning to site on official business outside normal working hours who normally pay to park will not incur any additional charges for undertaking on-call duties.

On call staff not usually eligible to park on site will be charged at the staff rate, if using their own vehicle.

Senior Staff Car Park

Payment will be made, via salary deduction, for all Trust staff paid through Payroll. The individual's proximity reader card (WSFT ID Badge) will be activated for access to the barrier.

Contractors/Company Representatives

Parking charges for contractors will be applied at the rates agreed in the annual tariff review. All Contractors are required to sign in at the Estates Helpdesk or provide their vehicle registration numbers in advance to the relevant Capital Project Manager when undertaking contract work; maintenance contract duties and/or attending meetings. No contractor working on the site should park in car park A

The number of vehicles coming onto site for **capital schemes** will be limited and these vehicles must park in the designated contractor car park or a designated compound. Prior to the start of each project the Project Manager will agree with the Travel Manager the number of vehicles permitted to park on site.

Company representatives must obtain a visitor's permit before walking around the hospital site. Standard parking charges will apply.

Administration of Scheme

All new staff will receive details of the car parking arrangements in the "starter pack" issued by Human Resources. Confirmation of eligibility to park on site will be provided in the unconditional offer letter.

Managers/Heads of Departments are responsible for ensuring new staff are aware of the current car parking policy. They should also ensure the car parking company is given all relevant details, to enable the new person, if eligible, to be entered into the central database in a timely manner, for unhindered access to the site via the barrier system.

All queries regarding management of the car parking arrangements should be directed to carparkingenquiries@wsh.nhs.uk.

Review of Charges

The charging structure/tariffs will be reviewed by the Trust annually and benchmarked with other Trusts and corporate organisations.

The Trust reserves the right to add a levy to fund Travel Plan initiatives as well as maintain and improve parking arrangements on site.

7. TRAVEL PLAN STEERING GROUP

In accordance with the Trust's Travel Plan, a Travel Plan Steering Group was established in October 2010. This Group absorbed the role of the former Car Park Working Group. In conjunction with the Estates and Facilities Managers, the Steering Group ensures effective communication between staff, patients, visitors, stakeholders and contractors.

The Travel Plan Steering Group meets approximately three times a year and can be convened at any time to consider any change of policy or travel plan initiatives.

8. ACCESS TO, AND ALLOCATION OF, CAR PARKS

Staff are required to use only the car parking areas identified; not park on hatched areas or double yellow lines.

No member of staff is allowed to park in the front car park without prior authorisation from the Travel Manager (if not working twilight or night shifts).

The Car Park Contractor will monitor closely the availability of spaces on a daily basis and assist staff who may have difficulties parking.

Electronic recording of car parking spaces in staff car parks will assist staff in identifying where spaces are available. Staff are required to exit and re-enter the one-way system if car park R is full but C or E have spaces.

Any difficulties with locating a space should be reported to carparkingenquiries@wsh.nhs.uk

Car Sharers car parking area

24 spaces have been designated for car sharers in car park R (until 9.30 a.m. each day).

Only staff with a Car Sharers Permit will be eligible to park in these areas prior to 9.30 a.m.

Staff with a Car Sharers Permit must not use any other spaces around the hospital site, as these need to be kept free for staff not able to car share.

St Nicholas Way

No parking is allowed on St Nicholas Way at any time.

Busy Bees (Nursery)

The parking bays adjacent to the Nursery are for Busy Bees visitors only.

St Nicholas Hospice

St Nicholas Hospice's car park is for patients/visitors attending the Hospice only. Car park B is for St Nicholas Hospice staff only.

9. EXEMPTIONS FROM PAYMENT AND REIMBURSEMENT OF FEES

Trust exemptions from car park charges as follows:

Delivery Vehicles

All vehicles, when delivering or collecting on the site, will be exempt from parking charges. Official Trust vehicles (excluding "personal use lease" vehicles) and NSFT vehicles will also be exempt.

Motorcycles and Bicycles

Motorcyclists and cyclists will be exempt from parking charges provided they do not take up car spaces. Parking areas are available on site.

Voluntary Workers

The Voluntary Services Manager, and Head of Chaplaincy, are responsible for ensuring the voluntary workers/voluntary chaplains comply with the Trust's car parking policy whilst working officially at the hospital. Volunteers are not required to pay for parking whilst volunteering at the hospital but should pay the full visitor rates if they are on site for any other reason.

POLICE AND EMERGENCY VEHICLES

There is no charge for police and emergency vehicles.

Vehicles attending the Emergency Department or the front of the hospital will use the marked bays for emergency vehicles. There is no barrier control in this area so no restriction on access or egress.

10. NON-PAYMENT OF PARKING FEES

Parking Charge Notice System

The Car Park Contractor is responsible for policing the site and identifying vehicles contravening Trust policy.

All staff, patients and visitors who are causing an obstruction; not displaying a valid blue badge; and/or parking illegally will be issued with a warning, followed by parking charge notice after a second offence.

This fine is paid to a central Enforcement Agency and is not administered by the contractor or the Trust.

Persistent offenders will be notified to the Travel Manager for appropriate action e.g. discussion with Line Manager/Human Resources

Role of Car Park Contractor

Car Park Contractor staff are responsible for patrolling all car parks and barrier control of the whole site.

In addition to identifying those people not complying with the policy, they maintain traffic flow around the site; deal with congested areas; assist with machine problems; and liaise with the Travel Managers regularly.

11. REVIEW

This policy will be reviewed biennially, or more frequently as the need dictates, to incorporate changes in requirements; and to reflect the evolving situation regarding car parking and the site in general.

Staff will be consulted and notified of progress on any schemes that may be developed to improve car park management on site.

12. ZERO TOLERANCE

The Trust's Acceptable Behaviour Policy applies to all users of the site. Any concerns about the management of the car parking arrangements should be referred to the Estates and Facilities Travel Manager.

WEST SUFFOLK HOSPITAL – BARRIER CONTROLLED CAR PARKS**(a) WEDGWOOD HOUSE (Norfolk and Suffolk NHS Trust - NSFT)**

NSFT has its own car park to the rear of Wedgwood House but there are strict criteria for its limited use. Staff not eligible to use this car park have access to WSH car parks and are required to comply with the WSH Trust's policy and charging arrangements.

All visitors to Wedgwood House not able to park at the Unit, are required to comply with the WSFT car parking charges.

As Wedgwood House staff are not employed by the WSFT, staff are required to pay daily or arrangements can be made for the charges to be deducted by NSFT and recharged to WSH.

Alternatively, staff can pay in advance. A period of time can be specified for a pre-payment and access to site restricted to that time only – until further payments made.

(b) BUSY BEES Nursery

Staff who use the Busy Bees Nursery on site are exempt from the car free day scheme and are eligible to park in WSH car park C. Method of payment of parking will be in accordance with Trust policy.

Other users of Busy Bees will be required to register car details with the Busy Bees Manager which, in turn, will be passed to carparkingenquiries@wsh.nhs.uk for entering on the centralised database. These visitors will have access to site by automatic recognition of vehicle registration. Vehicles registered on the car park system will be reviewed annually by Busy Bees and WSFT.

Staff working at Busy Bees are required, if eligible, to register with carparkingenquiries@wsh.nhs.uk in the same way as WSH staff. No charge is levied for those staff who park in the Busy Bees car park.

No automatic right is given to Busy Bees staff to park in the WSH car parks. If prior permission is obtained, these staff are required to pay for parking and will pay daily.

Other ad hoc visitors to Busy Bees, or anyone who has not registered as a regular visitor, will be able to leave without charge if they leave the site within 30 minutes.

Any visitor staying longer who has parked only in the Busy Bees car park can be allowed to leave the site with no payment, provided the Manager contacts carparkingenquiries@wsh.nhs.uk to notify them and make arrangements for the vehicle to leave the site.

Any visitor staying longer than 30 minutes (for whom no concessionary parking has been granted) can stop at the Pay on Foot machine near the Macmillan Unit to make the relevant payment before leaving the site at the rear exit onto Hardwick Lane.

(c) HOSPICE

All patients and visitors to the Hospice are exempt from car parking charges. The Hospice has its own car park for the majority of its users and a separate car park B for its staff.

The Hospice reception staff will use a secure web link to register ad hoc visitors to facilitate easy egress via the exit barrier. Alternatively, the intercom can be used at the exit.

Details of all staff and volunteers' vehicles will be registered with carparkingenquiries@wsh.nhs.uk to enable exit from the site by automatic recognition of vehicle registration.

(d) EDUCATION CENTRE

Students attending the Education Centre are required to pay for parking on site. The method of payment will vary from a Service Level Agreement with the University; by daily payment or payment in advance for a specified period of time.

All students must be registered with carparkingenquiries@wsh.nhs.uk for free of charge access to the site.

Visitors to the Education Centre will make payment at a Pay on Foot machine (near Macmillan Unit or in the DSU reception area).

Visiting lecturers or guests who are not required to pay will be approved by the Travel Manager.

Concessionary parking for courses/events at the Education Centre require approval by the Travel Manager.

(e) EMERGENCY ACCESS affecting Wedgwood House, Busy Bees and Hospice

The Managers of any building on site that is not automatically connected to the West Suffolk Hospital switchboard will, in the event of an emergency (e.g. fire) take the following action:

- Email carparkingenquiries@wsh.nhs.uk, or out of hours call the car parking team - 07815 154230

The Car Parking Attendants have a procedure for handling these calls dependent on whether one or two men are on duty. The aim will be to ensure unhindered access of the fire engine or other emergency vehicles; monitor traffic flow and access to the rear of the site until the vehicles wish to leave the site by the rear exit onto Hardwick Lane.

- Ring the West Suffolk Hospital Switchboard – 01284-713000 to advise of the emergency so that the Site Manager can be put on alert
- Ring both the Car Parking Office and WSH Switchboard when the emergency has been cleared.

(f) VALIDATION VIA WEBLINK

The responsibility for concessionary parking is delegated to specific Managers and areas within the Trust. Any deviation from the authority given will need to be obtained from the Travel Manager.

Authority for using the secure web link for concessionary parking is delegated to:

Macmillan Unit
Hospice
Estates Help Desk
Travel Manager

WEST SUFFOLK NHS FOUNDATION TRUST

PROCEDURE FOR REIMBURSEMENT AND REDUCTION OF CAR PARK FEES

1. INTRODUCTION

The West Suffolk NHS Foundation Trust Procedure for reimbursement and reduction of car parking fees identifies the groups of people who are eligible for a permit, reduction or refund of fees already paid. This procedure gives details of how this eligibility is to be determined and how refunds will be made.

2. ELIGIBILITY

Groups eligible for concessionary parking rates are agreed at the annual tariff review taking account of relevant Government Guidance. Details of concessions are available on the Trust website.

Patients attending an appointment and in receipt of Income Support or Family Credit are able to claim a permit, reduction or refund of up to 2 hours parking charges directly from the **Trust General Office**. Patients claiming this concession must provide evidence of eligibility.

Note: Members of the public receiving a state pension are NOT exempt from car park charges unless they meet the eligibility criteria for one of the identified concession groups.

3. DISCRETIONARY ARRANGEMENTS

It is recognised that there may be occasions when the agreed criteria need to be waived.

Ad hoc arrangements for concessionary fees/extended use of weekly tickets can be approved by the Travel Manager.

4. Refund requests

Refund requests for parking charges will be considered on a case-by-case basis in the following circumstances:

- Pay machine malfunction
- User error - when the claimant has made a mistake entering details on the pay machine
- If a person eligible for a concession is not able to access the concession immediately
- Staff leaving the Trust with a credit on their Pay as you go or Payment in Advance account

All refund requests will be investigated by the Travel Manager and approved by the Head of Business.

PROCEDURE FOR CAR SHARING ON THE WEST SUFFOLK HOSPITAL SITE

Purpose of this Document

To highlight the advantages to staff of car sharing and specify the Trust criteria.

Aims

Ensure staff are aware of the opportunities/benefits associated with car sharing and provide guidance on how they can join the Trust's car share scheme.

1. INTRODUCTION

Car sharing is when there is more than one occupant in a private car. Whilst drivers will often share with friends and family, there are many occasions when individuals go to and from work as a single occupant.

This can be for many reasons including shift patterns, convenience and personal commitments and possibly just not thinking about the advantages of sharing.

Travel costs can be halved, sharing a journey can be pleasant and car parking issues can be addressed.

Car sharing can be appropriate for regular journeys or one-off journeys depending on personal circumstances.

2. CAR SHARING AT WEST SUFFOLK HOSPITAL

The Trust has provided a dedicated car park for car sharers – **24** at the entrance of the new car park R.

To be eligible for a car share space on the West Suffolk Hospital site, car sharing must result in there being at least one less car on site.

During periods of temporary capacity issues, these spaces are dedicated for car sharers until 9.30 a.m. when they are *temporarily* available for general staff use.

3. CAR SHARE SCHEMES

You may be able to find someone to car share with through Suffolkcarshare.com or informally through contacts at the Trust.

4. CRITERIA FOR CAR SHARING

To be able to park in the dedicated car park spaces, two car share permits must be clearly displayed on the dashboard.

Other criteria include:

- The car share permits are only valid if the car is occupied on arrival at work by more than one person.
- Only one of the car sharers cars is allowed on site at any one time**
- Permits must not be photocopied or altered in any way.
- No-one other than you or your designated car share partners are allowed to use the car share permit.
- If your car share partner is on annual leave or off work sick you can still have access to the car share car park.
- In the event of your car share partner being on long term sick leave (more than three weeks) you will be expected to use the normal parking spaces.
- Payment for parking should be agreed between the individuals sharing the car.
- Any changes to your car share status must be reported to carparkingenquiries@wsh.nhs.uk
- If the designated car sharers areas are full you must find a staff parking space either on the WSH site or at the Rugby Club.
- Any infringement of the rules will result in your permit being revoked.

*** If there are any occasions when both car sharers have to be on site at the same time, the car parking office needs to be notified to allow access. The second person will need to pay the staff daily parking rate for that day.*

Eligibility Criteria

