***Car Park Patrol Guidelines***

Car Parks and the rest of the main site are to be patrolled regularly throughout the day to ensure as best as possible that staff, patients and visitors to VHK adhere to the NHS Fife Car Parking policy – GP/C8.

Vehicles should not be parked in the following areas:-

* ***on double yellow lines, red lines, areas hatched with yellow/red lines or area denoted within the Highways code as such.***
* ***in a location which blocks entry or exit for emergency or delivery vehicles - for example outside emergency exits, plant rooms, delivery areas or on emergency access routes***
* ***at or adjacent to bus bays, stops or shelters***
* ***on grassed areas, on foot and cycle paths or turning circles***
* ***in areas temporarily cordoned and dedicated for specific and temporary operational purposes***
* ***in an area marked as temporarily or permanently allocated for use by visitors or for example in connection with maintenance or construction work***
* ***any area that is not clearly marked as a parking bay***
* ***disabled bays unless an authorised Blue Badge Holder.***
* ***Drop Off/Pick Up Zones (Excessive Time)***
* ***Electric Charging Bays (Excessive Time as displayed)***

Vehicles in contravention of the above will have advisory stickers applied to the rear drivers side window only. In the case of vehicles such as vans and sports cars with no rear window the sticker should be applied on the drivers side in the bottom left corner avoiding any obstruction of the wing mirrors.

Repeat offenders (Staff) will have details noted and Line Managers informed which could lead to further action in line with NHS Fife Management of Employee Conduct Policy.

***Drop Off Zones***

The Drop Off Zones at Phase 3 Main Entrance and outside AU1 are not for parking use and are strictly for picking up and dropping off only. This also applies to Blue Badge Holders who should only use the designated bays. Blue Badge Holders will have an advisory letter (non-sticker) issued advising them of the restrictions and details noted to identify repeat use. If a Blue Badge Holder repeatedly parks in the Drop Off Zones an advisory sticker will be issued.

Vehicle registrations should be noted and if they are still parked after a 20 minute “grace period” then they are to be stickered. Line Managers will be notified of any staff identified parking in Drop Off Zones.

A list of all areas is attached to this document. In addition Fife Council will monitor areas covered by the TRO and issue Penalty Charge Notices where applicable.

***Dayshift Car Park Duties***

Staff will man Car Park H and Car Park A from 0745 until 0915.

Patients, visitors and staff with authorised permits issued by Security (and in date) will be allowed access to both Car Parks H & A.

Staff permits must be checked and if out of date retained by Security and access denied, the member of staff must be advised to contact their Line Manager if they require access. This request must then be passed on to the Security Manager.

Staff attempting to gain access without a permit should be redirected to the other parking areas.

Staff may attend VHK for personal appointments and this will need to be considered when allowing/denying access.

Staff can be referred to the NHS Fife Car Parking Policy GP/C8 which is available on the Intranet for additional info.