

SEATTLE CHILDREN'S HOSPITAL RESEARCH INSTITUTE
Seattle, Washington

OPERATING POLICIES / PROCEDURES

DEPARTMENT: Research Support Services/C9S

POLICY NUMBER: RIA-B1-002

REPLACES: RSS-C9S-002

EFFECTIVE DATE: August 8, 2007

REVISION DATE: August 8, 2007

POLICY TITLE: Transportation Guidelines for Building 1, Research Institute

POLICY: To provide guidelines for the control and efficient utilization of allowable parking that reflects Children's support of staff, provides clarity, and recognizes the obligations of the Washington State Commute Trip Reduction Act and the City of Seattle and neighborhood zoning agreements.

Hospital Transportation Policy:

1. All Children's employees (on Children's Hospital payroll) are eligible for an annual FlexPass regardless of how they commute.
2. All commuters who drive alone and use Children's parking must pay for parking privileges. Parking fees are charged via payroll deduction for Children's employees every pay period. Non-payroll affiliates (UW, contractors) are billed every 4 weeks.
3. UW, CUMG employees, and contract staff are eligible for subsidized bus fare (as well as parking privileges) through Children's, provided they do not already have a bus pass. The form of that fare is based on the frequency of busing in their commute commitment.

Transportation Guidelines at Building 1:

4. Current parking rates are as follows:

	Children's staff per 2 weeks	UW, CUMG, contractor per 4 weeks
SOV	\$35.00	\$70.00
Carpool	\$17.50	\$35.00
Motorcycle	\$17.50	\$35.00

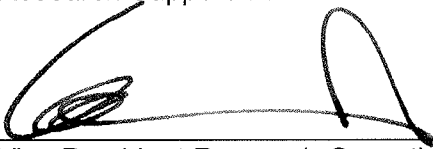
5. The parking rate is partially subsidized by Children's, and is based on compliance with city and state mandated guidelines to limit the number of staff who drive alone. The subsidy may be changed if Building 1 does not comply with city and state requirements.
6. Staff will be given at least one full month notice if the subsidy or rates change.

Procedures:

7. The first step is to complete and submit the Add/Remove 24/7 Access to the Building 1 Parking Facility form, which can be found at the Transportation intranet site. The application form will automatically go to Commuter Services and Building 1 B&E (Building & Engineering). You will receive a confirmation email which serves as notification that garage access will be available to you within 24 hours. Your hospital identification card will grant you access to the garage. Access will be granted on a space available basis.
8. Commuter Services will process payroll deduction for Children's employees or billing to UW, CUMG, and contract staff.
9. Parking Garage Hours of Operation
 - 9.1. There is an attendant on duty from 7 am - 7 pm, Monday through Friday.
 - 9.2. There is no attendant on duty on weekends, holidays, or outside hours of operation.
 - 9.3. Users with access cards can enter or leave at will.
10. All staff with an active Building 1 identification card will automatically have access to the garage before 7am, after 7 pm, on weekends, and on holidays.
11. If you are in the garage during regular hours of operation (7am - 7pm) and do not have a 24/7 permit, you will be charged at the prevailing hourly parking rate. No day passes are available.

Submitting Office: Research Support Services

Approved By:

 8/8/07
Vice President Research Operations & Logistics Date