

PART 18

EDMONTON DIVISION MANUAL

The following definitions apply only to the **HOSPITAL PARKING PASS POLICY**. If any further clarification of these definitions is required, you are directed to contact the Division President.

Member: refers to an Active Member or Associate Member in good standing (*Dues Paid*) of the Edmonton Division of the RCMP Veterans' Association.

Immediate Family: refers to the parents, spouse/life partner, children, stepchildren, grand parents, grand children, and siblings of a Member.

Pass: is used as a short form reference for the subject of this policy, The Hospital Parking Pass.

Rules of Use: Policy used to describe to the member their responsibilities for taking possession of the pass(es).

Pass Log: A document indicating the member who is issuing the passes and to whom each of the passes was issued to. It also records the members acknowledgement of user responsibilities while in possession of a parking pass.

RULES OF USE

- (1) Passes will be distributed on a first come first serve basis.
- (2) Passes will be issued one (1) to a household, unless extenuating circumstances exist that warrant issuance of a second pass. (Eg: Spouses attending two different medical facilities at the same time.) The Issuer will document the rationale for issuing a second pass. Should the Issuer need guidance concerning the issuance of a

second pass, they should contact the Parking Pass Co-Ordinator for guidance.

- (3) Passes are the property of the Edmonton Division of the RCMP Veterans' Association for the sole use of Edmonton Division RCMP Veterans' Association Members, and their **immediate family** when visiting a Member of the Association.
- (4) Passes shall not be loaned to other persons, that are not listed in definition of - **immediate family**.
- (5) A member that is issued a parking pass acknowledges and accepts the Division's Parking Pass Policy which includes the Rules of Use. A pass shall not be issued unless the member accepts the "Rules of Use" policy.
- (6) Once acquired through the Issuer, the member agrees to personal accountability for the use of the pass and accepts all liabilities occurring from the passes use.
- (7) **Electronic Passes** are used to open gates at parkades for a single vehicle only. Eg: For Entry and departure of one vehicle. If the pass is used for a second vehicle, without the first vehicle exiting, the card will be automatically suspended. The member is then financially accountable to the Division to return the card to its operational status.
- (8) **Pink Reciprocal passes** are used for designated parking that do not have gate control. Refer to parking maps for authorized parking lot locations.
- (9) The pass can be used for short-term or long-term visitation or appointments, at a medical facility or hospital.
- (10) Loss of a pass shall be reported immediately to the person issuing the pass. The person who lost the pass shall be financially responsible for replacement of the pass. (2019 - \$200.00)
- (11) The user, while in possession of a pass is responsible and accountable for any parking tickets, physical damages occurring from the use of the pass.

- (12) The member acknowledges the Edmonton RCMP Veterans' Association is not responsible for any liabilities, loss, damages, or injuries, as a result of the use of the parking passes.
- (13) The pass must be returned to the point of distribution immediately upon completion of its use.

PASS LOGS

- (1) Members controlling the issuance of passes will keep a log supplied to them by the Division. The log shall contain their name and the name of the member acquiring a pass; time and date of pick-up, destination, the pass number and the return date. Users will legibly sign the log in order to secure a parking pass. If a user of the pass is unable to sign see paragraph (2).
- (2) If a user is not able to sign the log, (Pass left in the mail box for pick up) the issuer will note this on the log in the signature block and sign on their behalf, after explaining the Rule of Use and verbally receiving acceptance of this policy. The user will verify receiving the pass by text, phone call or email to the issuer.
- (3) A copy of this policy will be provided to all users with the issuance of a parking pass to ensure they understand their user liabilities and responsibilities. (It can be returned with the pass, to save paper)
- (4) Upon receiving a returned pass, the issuer will initial the log to indicate its' return. The person who borrowed the pass shall identify to the issuer any negative issues relating to the use of the pass. A report shall be made by the issuer immediately to the Pass Co-ordinator, should a problem be identified.
- (5) Log information will be provided by the Pass Co-Ordinator, on a quarterly basis to the Executive for review commencing April of each year.

Pass Co-Ordinator

- (1) A Parking Pass Co-Ordinator may be appointed by the President of the Division.
- (2) The Co-Ordinator will be responsible for the continued monitoring of the pass program. He/She will ensure that all issuers of parking passes, have the most current and relevant information, provide by the Alberta Health Services Parking Authority. The co-ordinator will ensure that Pass Issuers adhere to policy and provide quarterly reports of pass usage.
- (3) The Pass Co-Ordinator will monitor the use of passes and determine whether the Pass Annual Budget is adequate to meet demand.
- (4) The Co-Ordinator will report all problems to the President, or Vice-President, in his or her absence.

Distribution Points

Distribution points will be published on the Division's Website and in the Division newsletter, along with the list of medical facilities and hospitals, for which the passes are valid.