1. **INTRODUCTION**

1.1 The Trust recognises its responsibilities to contribute to a ‘greener’ environment and is committed to a Green Transport Policy that aims to implement measures that help reduce the need for employees to bring their car (or motorcycle) to work and promotes awareness of the benefits of alternative travel methods.

1.2 The Trust, however, also recognises that some employees need to use their car (or motorcycle) for travel to and from work and/or for travel in connection with their job. Other people, such as patients, visitors, contractors and trainees/students also need to use their car (or motorcycle) for travel to and from Trust premises.

1.3 As well as recognising these issues, this policy sets out the strategy for addressing car parking issues and dealing with the impact the Trust’s Transforming Newcastle Hospitals will have in the short, medium and long term. There will be significant disruption to current parking arrangements as well as a significant reduction in the number of spaces available.

1.4 In view of the above, the Trust will take reasonably practicable measures to:

   a) provide appropriate parking facilities for employees and other users;
   b) administer the allocation of car parking permits for employees (and other users) on a fair and equitable basis;
   c) implement a system of parking charges;
   d) explore ways to minimise on-site car parking problems e.g., ‘park-and-ride’ schemes and car sharing;
   e) provide discounted travel tickets for use on public transport;
   f) provide facilities for employees to cycle to work;
   g) promote the health and environmental benefits of walking, running and cycling to work;
   h) minimise the impact of hospital parking on adjacent streets.

2. **POLICY AIM**

2.1 The aim of the policy is to:

   a) formalise and raise awareness of the Trust’s car parking arrangements;
   b) raise awareness of the alternatives to using a car (or motorcycle) for work and the support available from the Trust;
   c) ensure employees and other users are aware of their responsibilities in respect of this policy;
   d) ensure employees and other users are aware of that action will be taken in consequence of a failure to act in accordance with either the letter, or spirit of the policy.
3. **SCOPE**

3.1 The policy covers the car parking facilities and arrangements at the following locations:

   a) Freeman Hospital site;
   b) Royal Victoria Infirmary site (including Dental Hospital);
   c) Newcastle General Hospital site;
   d) St James Park Football Ground;
   e) Walkergate Hospital;
   f) International Centre for Life (two spaces provided).

3.2 It applies to the following users:

   a) all employees;
   b) all visitors (including employees of other employer who may or may not work on Trust premises);
   c) all patients and relatives;
   d) all students and trainees;
   e) all contractors.

4. **MANAGEMENT ARRANGEMENTS**

4.1 The Operational Services Manager has overall responsibility for the administration and management of car parking arrangements as Chair of the Trust Travel Group. Other members of the Group are:

   - IWL Manager
   - Operational Services Manager
   - Operational Services Administrator
   - Estates Manager
   - Green Transport Coordinator
   - Financial Representative
   - Union Representative
   - Portering & Security Representative
   - Medical Staff Representative
   - Personnel Representative
   - Nursing Representatives
   - Assistant to the Chairman and Chief Executive

4.2 The role of the Trust Travel Group is:

   a) to oversee the allocation of all parking permits to employees (and visitors);
   b) to consider all appeals arising from the allocation and non-allocation of permits;
   c) to ensure appropriate measures are taken to ensure compliance with this policy by all car park users. For employees who breach the policy, this can include withdrawal of their permit and/or disciplinary action;
   d) to consider all appeals arising from a breach of the Car Parking Policy;

4.3 The Portering & Security Manager on each of the three main hospital sites is responsible for the day-to-day operational management and control of car
parking on that particular site including penalties and matters arising from this, such as processing appeals.

4.4 The General Office on each of the three main hospital sites is responsible for the administration of car parking permits.

4.5 The IT Department is responsible for the technical management and maintenance of the car park access system.

4.6 The Estates Department will manage the car park hardware, surfaces and infrastructure.

4.7 Line Managers are responsible for ensuring employees comply with this policy and that they give full and proper consideration to applications before they are authorised.

4.8 Employees must ensure that they act in accordance with this policy. In particular, permit holders must adhere to the terms of their permits and access to car parks at all times. Failure to do so may lead to disciplinary action and/or withdrawal of the permit and access.

5. CAR PARKING FACILITIES

5.1 Employees

a) The Trust currently provides a total of 2,022 car parking spaces for staff (71 at Walkergate are also available to the public) as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Spaces</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freeman Hospital</td>
<td>967</td>
<td>Excl. current contractor parking in MSCP</td>
</tr>
<tr>
<td>Royal Victoria Infirmary</td>
<td>250</td>
<td>(includes 180 multi-storey)</td>
</tr>
<tr>
<td>Newcastle General Hospital</td>
<td>474</td>
<td></td>
</tr>
<tr>
<td>St James Park</td>
<td>260</td>
<td>Multi-storey</td>
</tr>
<tr>
<td>Walkergate Hospital</td>
<td>71</td>
<td>(also available to public)</td>
</tr>
</tbody>
</table>

NB – RVI figures are subject to variation due to ongoing construction work.

b) With the exception of St James Park, which is leased from Newcastle United Football Club, access to employees parking areas is restricted by barrier control. All Trust car parks are covered by Security Guard patrols as well as CCTV surveillance.

c) In addition, the Trust has facilitated the establishment of a ‘walking bus’ scheme at the RVI between Peacock Hall and St James Park for employees wishing to walk as part of a group, rather than on their own, to and from their car. All wards and departments have also been issued with personal attack alarms that staff can borrow, or purchase from Security at cost price.
d) All staff using Trust facilities should ensure that they have a valid permit and pay current charges as indicated and which are reviewed annually. Failure to display a valid permit may result in disciplinary action.

e) Changes in Personal Circumstances
Where staff are having to take extended periods of leave/absence e.g., maternity/sickness absence staff must inform the General officer FH, RVI NGH in writing to this effect providing the following details i.e., full name, ward or department, payroll number, reasons for absence and the period in which the employee will be absent i.e., from and to dates.

Following receipt of this information Payroll will be informed and deductions suspended until the return date. During the period access to Hospital car parking will be removed.

5.2 Public

a) The Trust currently provides a total of 868 car parking spaces for the general public (71 spaces at Walkergate Hospital are also available for staff and are included in staff figure above) as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freeman Hospital</td>
<td>348 of which 49 are for the disabled</td>
</tr>
<tr>
<td>Royal Victoria Infirmary</td>
<td>139 of which 21 are for the disabled</td>
</tr>
<tr>
<td>Newcastle General Hospital</td>
<td>304 of which 34 are for the disabled</td>
</tr>
<tr>
<td>Walkergate Hospital</td>
<td>77 of which 6 are for the disabled</td>
</tr>
</tbody>
</table>

b) Use of all the Trust's public car parking spaces is subject to a charge on a pay-and-display basis. The charges are as follows:

<table>
<thead>
<tr>
<th>Site</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freeman Hospital</td>
<td>£1.00 per hour or part thereof</td>
</tr>
</tbody>
</table>
| Royal Victoria Infirmary – Multi-Storey Car Park | £1.20 per hour or part thereof  
6–10 hours £7.20  
10 – 24 hours £13.00  
Sunday £1.20 per hour or part thereof  
5 – 24 hours £5.00 |
| Royal Victoria Infirmary – Surface Pay-And-Display | £1.00 per hour or part thereof                  |
| Newcastle General Hospital                   | £1.00 per hour or part thereof                  |
| Walkergate Hospital                          | No charge                                       |

c) Charges apply to all users with the exception of the disabled – see d) below.

d) Disabled users of surface disabled car parking spaces are not subject to charge. Use of the pay-and-display surface spaces is charged at £1.00 per day. Use of multi-storey spaces RVI is charged at the rates in b) above.
6. CAR PARKING PERMITS

6.1 Employees

a) In addition to permit provision, employees may use public car parking spaces, with the exception of Freeman Hospital, subject to the following charges:

<table>
<thead>
<tr>
<th>Site</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freeman Hospital</td>
<td>No parking permitted.</td>
</tr>
<tr>
<td>Royal Victoria Infirmary – Multi-Storey Car Park</td>
<td>£0.60 per hour</td>
</tr>
<tr>
<td>Newcastle General Hospital</td>
<td>£1.00 per day</td>
</tr>
<tr>
<td>Walkergate Hospital</td>
<td>No charge</td>
</tr>
</tbody>
</table>

b) It is the Trust's intention to standardise charges for employees so that the rate on each site is the same Trustwide.

Charges will normally be subject to annual inflationary uplifts, however the Trust reserves the right to review charges and approve uplifts over and above inflation, subject to Board approval.

c) Permits are as follows:
### Permit Type

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full</strong></td>
<td>Unrestricted to base at all times whilst on duty. No parking during ‘office hours’ if not on duty.</td>
</tr>
<tr>
<td><strong>Split Site</strong></td>
<td>Unrestricted to base at all times whilst on duty. Unrestricted to other sites. No parking during ‘office hours’ if not on duty.</td>
</tr>
<tr>
<td><strong>Night Duty</strong></td>
<td>*Unrestricted to base for night duty shifts.  *Unrestricted to other sites for night duty shifts. No parking during ‘office hours’ if not on duty. (<em>Excludes Multi-Storey Car Park at the RVI.</em>)</td>
</tr>
<tr>
<td><strong>Weekend/Out of Hours</strong></td>
<td>Unrestricted to base for weekend and out of hours shifts. Unrestricted to other sites for weekend and out of hours shifts. No parking during ‘office hours’.</td>
</tr>
<tr>
<td><strong>On-Call</strong></td>
<td>Unrestricted to base for on-call commitments. Unrestricted to other sites for on-call commitments. No parking during ‘office hours’.</td>
</tr>
<tr>
<td><strong>Visitor</strong></td>
<td>Available for employees with split site commitments and who have an allocated parking permit for their base. The allocation of a base permit does not guarantee a visitor’s permit for other sites. A visitor’s permit will only be issued if appropriate.</td>
</tr>
<tr>
<td><strong>Community</strong></td>
<td>Applies to employees who are based on one of the main hospital sites but spend the vast majority of their working time in the community. Access to base is unrestricted. Access to other sites is also unrestricted although a visitor’s pass may be required. No parking during ‘office hours’ if not on duty.</td>
</tr>
</tbody>
</table>

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d) Each type of permit will have its own colour, format and unique number so that it can be easily identified. The registration number(s) of the permit holder’s vehicle(s) will be written on the permit for identification purposes. The permit holder must ensure that their permit is clearly on display in the vehicle windscreen at all times. Any change to vehicle details must be notified in writing to the General Office immediately.

e) All car parking permits are subject to an application process. Applications are available from the General Office at Freeman Hospital, RVI and NGH.

f) Each application will be considered on its merits by the Office Manager, General Office, on the relevant main hospital site using a simple Trustwide scoring system. The system will score each application in the following categories:

- requirement of duties and responsibilities to use own transport for work purposes;
- availability of public transport (including the hopper service) for travel to and from work and work purposes;
- travel distance to and from work;
- special circumstances, such as childcare or dependent commitments;
- car sharing.
NB: Applicants residing within a 1 mile walking distance from their base hospital are automatically excluded under this policy. This applies to all staff who have 100% attendance at their base hospital.

g) All permits will be reviewed annually and employees will be required to submit an application form in the normal way each year. (See application form for guidance.)

h) Due to the limited number of car parking spaces a permit holder is not guaranteed a parking space. The Trust will monitor the allocation and usage of permits to ensure the optimum ratio of permits to spaces is maintained.

The Trust reserves the right to allocate staff to parking areas to meet service change or need.

In exceptional circumstances the Trust may have to reduce the overall number of available parking permits. As a result, employees may have their permit withdrawn. Where this is necessary, the Trust will give affected employees as much prior notice as possible.

A list of employees who have their permit withdrawn will be maintained so that they can be contacted should it become possible in future to increase the number of permit holders. Individuals must satisfy the eligibility criteria before a permit can be issued.

i) To manage the ratio of permits to spaces there is no guarantee that a successful application will be granted a permit. A waiting list will be set up and managed by the General Office.

j) If an application is successful and a permit is issued the General Office will:

- contact the individual to collect it;
- arrange with Payroll for the appropriate deduction from salary;
- arrange ID badge swipe access to the appropriate car park(s);
- bring the Car Parking Policy to the individual’s attention;
- explain their responsibilities as a permit holder.

k) The permit holder must ensure that their permit and/or access to car parking spaces is not used by anyone else. Failure to do so may compromise the Trust’s security arrangements and will constitute a disciplinary offence.

l) If an employee loses their access card (i.e., ID badge or visitor’s pass) or it is stolen, they must report it immediately to Security on telephone (0191) 2231302 (Freeman Hospital) or telephone (0191) 2825704 (RVI/NGH sites). Failure to do so may compromise the Trust’s security arrangements.

m) If an application is successful and a permit is not issued i.e., the applicant is put on the waiting list pending the availability of a permit, the applicant
will be informed within 20 working days and given the opportunity to appeal if they wish.

n) If an application is unsuccessful, the applicant will be informed within 20 working days and given the opportunity to appeal if they wish.

o) An employee who wishes to appeal under m) or n) above must do so in writing to the Operational Services Manager at the relevant site within 14 days of receiving notification of the outcome of their application. The letter must state the grounds on which the appeal is based and provide as much detail as possible.

p) The Operational Services Manager will refer all appeals to the Trust Travel Group for consideration.

q) Persons appealing due to an underlying condition, will be subject to a review by the trust Occupational Health Dept.

r) The Operational Services Manager will notify the outcome of the appeal to the employee within 10 working days of the decision. The decision of the Group is final.

s) Only one appeal per application is allowed.

6.2 Visitors

a) Visitors are not permitted to use employees car parking spaces unless they have a visitor’s pass (see 6.1 a) above).

b) Visitors who need to bring their own transport to Trust premises are expected to use the pay-and-display spaces available to the general public and normal car parking charges will apply.

6.3 Contractors

a) A contractor’s parking procedure is in place. A copy can be obtained from the Estates Department.

b) All contractors are not permitted under the terms of the Trust contracts to use employee car parking spaces unless they have made prior arrangements with the Trust e.g., to drop off and pick up equipment and/or materials.

d) All contractors are not expected to use the Trust’s public parking spaces. They must make their own arrangements to bring their workers on site.

e) If a contractor has been allocated the use of a designated compound on-site then their vehicles must be within the boundary of the compound.

7. Appeals

7.1 The Trust Travel Group will hear all appeals in connection with this policy. For details concerning appeals, see the relevant sections as follows:
### Appeal Against

<table>
<thead>
<tr>
<th></th>
<th>See Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decision to put on the waiting list</td>
<td>6.1 m) to q)</td>
</tr>
<tr>
<td>Decision not to issue a permit or put on the waiting list</td>
<td>6.1 m) to q)</td>
</tr>
</tbody>
</table>

8. **OTHER/ALTERNATIVE TRANSPORTATION ARRANGEMENTS**

8.1 Through its commitment to a Green Transport Policy, the Trust will endeavour to provide and explore new travel alternatives for staff that will reduce their need to use private vehicles for work purposes.

8.2 Alternative arrangements currently in place are:

   a) the provision of cycling spaces on each site – 58 at Freeman Hospital, 163 at the RVI and 76 at NGH;
   b) discount travel tickets on local bus and Metro services/Train;
   c) the introduction of a car sharing scheme – see journey to share website.

8.3 Alternative and other arrangements currently being explored are:

   a) Park-And-Ride Scheme.
   b) Shared Drive Scheme.

9. **POLICY REVIEW AND AMENDMENT**

The Operational Services Manager is responsible for the review and amendment of this policy.