# Staff Parking Procedures

This is a working document to support the Staff Travel and Car Parking Policy. This Procedure will be updated by the Travel and Transport Team at any time, whenever a change is identified and agreed, to ensure staff have the most up to date information available at all times. Any major changes will be well communicated before being applied.

<table>
<thead>
<tr>
<th>Category:</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summary:</td>
<td>The purpose of this document is to support the Staff Travel and Car Parking Policy by providing up to date information to staff with regard to the application process and eligibility criteria for parking permits.</td>
</tr>
<tr>
<td>Equality Impact Assessment undertaken:</td>
<td>June 2016</td>
</tr>
<tr>
<td>Valid From:</td>
<td>November 2016</td>
</tr>
</tbody>
</table>
| Date of Next Review: | First Review: April 2017  
Next Review: As required when changes identified, but a full review will be undertaken annually as a minimum, to ensure all information is still current |
| Approval Date / Via: | Trust Management Executive |
| Distribution:      | Trust-wide |
| Related Documents: | Staff Travel and Car Parking Policy  
Staff Sustainable Travel Information  
Addressing Bully and Harassment Procedure  
Counter Fraud Policy and Reporting Procedures  
Disciplinary Procedure  
Raising Concerns (Whistleblowing) Policy |
| Author(s):         | Head of Strategic Asset Management |
| Further Information: | Head of Strategic Asset Management |
| This Document replaces: | New Document to be read in conjunction with the Staff Travel and Car Parking Policy |

**Lead Director:** Director of Organisational Development and Workforce  
**Issue Date:** December 2016
Introduction
1. This document should be read in conjunction with the Staff Travel and Car Parking Policy.
2. Current information is provided on the following:
   - Parking Permit applications - Appendix 2
   - Notes on completing permit application – Appendix 3
   - Permit charges - Appendix 4
   - Eligibility criteria to quality for a permit - Appendix 5
   - Car Parking and Transport details and site maps (providing locations of staff car parks, motorbike and cycle storage) - Appendix 6
   - Liftshare (car sharing) scheme - Appendix 7
   - Travel zones - Appendix 8
   - Travel and Transport Committee Terms of Reference - Appendix 9
   - Terms and Conditions of Parking – Appendix 10
   - Breach of Contract Notices (BCN) - Appendix 11
   - Medical Conditions information – Appendix 12

3. The detail is subject to minor changes without notice as information is updated. However any major changes which may impact on staff will be communicated well in advance, with temporary adjustments put in place if deemed to be necessary during any transition period.

Scope
4. This document provides up to date information for all staff, including those directly employed by OUH, honorary contract holders, third party employees, external contractors, voluntary workers, students, locums, interim/agency staff and tenants.

Aim
5. The purpose of this document is to support the Staff Travel and Car Parking Policy by providing up to date information to staff with regard to the application process and eligibility criteria for parking permits.

Responsibilities
6. **Staff members** are responsible for adhering to the Staff Travel and Car Parking Policy and Staff Parking Procedures. Staff must uphold the values of the Trust at all times, particularly in respect of communications with the Travel and Transport Team.

7. The **Travel and Transport Team** is responsible for ensuring the appendices are kept up to date at all times by adding new or amending current information as soon as a change is agreed. The team is also responsible for ensuring any personal data is held
in accordance with the Data Protection Act 1998 and the principles of the NHS Confidentiality Code of Practice.

8. The Travel and Transport Committee is chaired by the Head of Strategic Asset Management or nominated deputy. The purpose of the Committee is to consider the development of the Staff Travel and Transport services, including the review of this policy and supporting documents. It will also review all travel and transport related issues, including appeals regarding parking permit eligibility criteria and staff, patient and visitor BCN appeals, which may be of a contentious nature and unable to be resolved by the Travel and Transport Team. The decision of the Travel and Transport Committee is final; there is no further right of appeal. The Committee also monitors the efficient and fair use of our car parks. Membership of the committee is detailed in Appendix 9.

Monitoring Compliance

9. Compliance with this procedure will be monitored in the following ways:

<table>
<thead>
<tr>
<th>Aspect of compliance or effectiveness being monitored</th>
<th>Monitoring method</th>
<th>Responsibility for monitoring (job title)</th>
<th>Frequency of monitoring</th>
<th>Group or committee that will review the findings and monitor completion of any resulting action plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effectiveness of these procedures</td>
<td>Internal Review</td>
<td>Travel &amp; Transport Team</td>
<td>Annual</td>
<td>Travel and Transport Committee and/or Workforce Committee</td>
</tr>
<tr>
<td>Reduction in number of complaints received</td>
<td>Internal Audit</td>
<td>Travel &amp; Transport Team</td>
<td>Quarterly</td>
<td>Travel and Transport Committee and/or Workforce Committee</td>
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<tr>
<td>Number of PCN's issued</td>
<td>Internal Audit</td>
<td>Travel &amp; Transport Team</td>
<td>Monthly</td>
<td>Travel &amp; Transport Committee</td>
</tr>
</tbody>
</table>

10. In addition to the monitoring arrangements described above, the Trust may undertake additional monitoring of this document as a response to the identification of any gaps or as a result of the identification of risks arising from the procedure prompted by incident review, external reviews, or other sources of information and advice. This monitoring could include:
   - commissioned audits and reviews;
   - detailed data analysis;
   - other focused studies.

   Results of this monitoring will be reported to the nominated Committee.

Review

11. This procedure document supports the Staff Travel and Parking Policy and will be updated as changes arise. However, should there be any significant and fundamental
changes requiring management planning and action, these will be referred to the Director of Organisational Development and Workforce in the first instance, before changes are made.

**Equality Impact Assessment**

12. As part its development, this procedure’s impact on equality has been reviewed by the members of the Travel and Transport Team. The purpose of this review was to identify, minimise and remove any disproportionate impact on the grounds of race, gender, disability, age sexual orientation or religious belief. See Appendix 1.

**Document History**

<table>
<thead>
<tr>
<th>Date of revision</th>
<th>Version number</th>
<th>Reason for review or update</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2016</td>
<td>V1</td>
<td>New document to support Staff Travel and Car Parking Policy.</td>
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</table>
Appendix 1: Equality Impact Assessment

<table>
<thead>
<tr>
<th>Policy proposal name:</th>
<th>Staff Parking Procedures</th>
</tr>
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<tbody>
<tr>
<td>Date of Policy:</td>
<td>September 2016</td>
</tr>
<tr>
<td>Date due for review:</td>
<td>September 2017</td>
</tr>
<tr>
<td>Lead person for policy and equality analysis:</td>
<td>Head of Strategic Asset Management</td>
</tr>
<tr>
<td>Does the policy / proposal relate to people?</td>
<td>Yes</td>
</tr>
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</table>

1. **Identify the main aim and objectives and intended outcomes of the policy**
   The purpose of this procedure is to support the Staff Travel and Car Parking Policy by providing up to date information to staff with regard to the application process and eligibility criteria for parking permits.

2. **Involvement of stakeholders**
   The procedure has been developed taking into account all staff whether employed directly or indirectly by the Trust.
   The draft procedure will be available for all staff to comment on during the consultation period.

3. **Evidence General**
   The introduction of the electronic application process will enable the Travel and Transport Team to provide demographics of parking permit holders broken down by the nine protected characteristics, as required.

   **Disability**
   The procedure has been designed so that there is a positive impact for staff with disabilities in that Blue Badge Holders are eligible for a parking permit. There are also designated spaces for Blue Badge Holders across all sites. Blue Badge Holders would still need to apply for a parking permit in the usual way and they would be eligible to park in the designated parking spaces as long as they display their Blue Badge.

   **Sex**
   The procedure has been designed to have a positive impact on all staff, particularly those with childcare and/or caring responsibilities, as they are automatically eligible for a parking permit.

   **Age**
   No detriment identified.

   **Race**
   No detriment identified.

   **Sexual orientation**
   No detriment identified.

   **Pregnancy, maternity and adoption**
   The procedure has been designed to have a positive impact for pregnancy as if a woman has mobility issues related to pregnancy, she could apply for a temporary permit.
<table>
<thead>
<tr>
<th><strong>Religion or belief</strong></th>
<th>No detriment identified.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gender re-assignment</strong></td>
<td>No detriment identified.</td>
</tr>
<tr>
<td><strong>Marriage or civil partnerships</strong></td>
<td>No detriment identified.</td>
</tr>
<tr>
<td><strong>Other potential impacts e.g. culture, human rights, socio economic e.g. homeless people</strong></td>
<td>The Trust has a number of schemes to subsidise alternative means of transport which are detailed in the Staff Sustainable Travel Information document.</td>
</tr>
</tbody>
</table>

### 4. Summary of Analysis

**Does the evidence show any potential to discriminate? How will any negative impacts be reduced?**

No

**How does the policy advance equality of opportunity?**

There is a user friendly application process and clear eligibility criteria which ensure that parking permits are granted on the basis of need. The Workforce Directorate is responsible for ensuring that this policy is up to date and applied fairly and consistently throughout the Trust.

**How does the policy promote good relations between groups?**

The procedure is built on the principle of fairness and consistency.
Appendix 2: Parking Permit Applications

1. A new online application process will be implemented by the New Year of 2017 for the John Radcliffe Hospital, Churchill Hospital, Nuffield Orthopaedic Centre and Horton General Hospital. This is a secure web based system, in a user friendly format, requiring the applicant to supply their personal contact and work details, car registration(s) and ID badge number. For the Trust to identify eligibility, it is mandatory to supply supporting documents for the application to make it to the submission stage. A paper based application system will still be available until then, and will remain available after the launch of the web programme, for those staff without a computer. However the web based system will be encouraged wherever possible, as this gives a decision on the granting of a permit instantaneously.

2. Manager’s approval is not included in the online application process; the application is therefore made on the basis of “trust”. For this reason, online applications will be subject to regular spot checks by the Travel and Transport Team to verify eligibility and should the audit highlight any fraudulent activities for the purpose of obtaining a permit, this will be investigated and reported as appropriate. Any employee who is proven to have obtained a permit by deception will have their right to park on site removed.

3. Once an online application is approved, an email will be sent to the employee advising where and when to collect the permit and what ID will be required. Permits must be collected in person and cannot be given to a friend or colleague. Permits will not be released without all of the essential identification being provided at time of collection.

4. Non-OUH staff are subject to the same permit approval criteria as OUH staff. However non-OUH staff are unable to pay monthly from salary and will need to tick the Cash/Cheque section on the Payments Page of the application. In the future other methods of payment may be added, such as PayPal.

5. Voluntary or staff working out of hours must apply for a Permit even though there is no charge for these.

6. Inaccurate or false applications will be reviewed by the Travel and Transport Team in the first instance and if necessary referred to Counter Fraud. If any case is found to be fraudulent, the right to a permit will be withdrawn from that staff member and disciplinary action considered in consultation with Workforce and / or line management.

7. If the application is rejected, the applicant may appeal in writing to the Travel and Transport Committee, c/o Osler Lodge, John Radcliffe Hospital, but if the appeal is not successful, then there can be no further applications made within the next twelve months, unless personal circumstances have changed (for example: moved home address / change in caring responsibilities / medical conditions). The Committee’s decision is final.

8. The Permit issued is valid for one year (unless a temporary pass has been granted on medical conditions).

9. Permits are valid on each of the Trust’s main hospital sites.

10. It is the responsibility of the Permit holder to renew their Permit annually, regardless of any monthly salary payments. Continuing to pay from salary once a permit has expired does not give the right to park without displaying a permit. Where an email address has been provided, the Permit holder will be notified of expiry 6 weeks in advance to the email address provided in the application process. Further reminders will be sent at 2 weeks before expiry and also upon expiry. It is therefore essential that an email address is included and the Travel and Transport Team are kept up to date with any changes.
11. The on-line application process will give a decision on permit eligibility immediately. However where further evidence has been requested but not uploaded, it may delay the process until all information and evidence is provided correctly.

12. Staff who fail to renew their Permit in time are not permitted to park on the hospital sites until they are in possession of a valid parking permit. However, a maximum of two weeks’ grace may be granted in exceptional circumstances, provided the staff member has contacted transport@ouh.nhs.uk.

ADDITIONAL INFORMATION REGARDING APPLICATIONS

Departmental Permits
If you are either not eligible for an individual permit, or choose to travel to work by other means, but still need to travel between sites on an occasional basis for work purposes, you can ask your manager to arrange for a Departmental Permit. The team leader/manager needs to apply to transport@ouh.nhs.uk, stating the reasons for needing Departmental Permits. These should be kept in the department and booked out on the day of use, returned to the department after the journey, with a log being kept of the users as an audit trail. Departmental Permits are only valid in Staff Car Parking areas and must not be used in patient and visitor car parks. Terms and conditions of parking must be adhered to or a BCN will be issued, in which case it becomes the driver, not the department, who is liable. The issue of a Departmental permit does not guarantee a parking space. The permit is valid on any of the Trust sites where the permit system applies.

Changes to personal circumstances
Changes which must be notified are:
- New vehicle(s)
- New home address
- Change of Title / First Name / Surname
- Change of contact details - Mobile Tel / Desk landline / Email
- Pay Band / Job change
- Caring responsibility
- Shift changes
- Medical condition – changes to existing condition, or new/temp changes
- Working hours / days
- Leavers - refund request

Changes can be notified directly on the on line permit application system. Please note in some circumstances documentation will need to be uploaded as evidence. For staff with no computer access please visit one of the car park offices who can assist you – details of these offices can be found in Appendix 6.

The responsibility is on the member of staff to ensure their details are up to date at all times.

Supporting documentation will be required and you will be advised what to bring upon collection of any changes to your permit, and the old permit returned.
Communication with the Travel & Transport Team

Contact details for the team can be found in Appendix 6.

Staff should not communicate with the Travel and Transport Team in a manner that is threatening, abusive, harassing, disrespectful, derogatory or rude. Where such behaviour can be evidenced, the matter will be dealt with under Trust disciplinary procedures and the Travel and Transport Department has the right to refuse a car parking permit or withdraw eligibility.

The Travel and Transport Team, Car Park Offices, nor any other Trust staff, is unable to correspond directly with anyone who has received a Breach of Contract Notice on their car for non-compliance of parking regulations. The instructions on the paperwork must be followed if you wish to make an appeal. Please see Appendix 11 for information about these notices and the reasons one may be issued. The Trust uses enforcement as a means of controlling parking and is therefore essential to maximise availability of spaces and prevent unauthorised use.
Appendix 3

PLEASE READ THESE NOTES BEFORE COMPLETING A CAR PARKING PERMIT APPLICATION

General notes
It is important that you read and understand the Staff Travel and Car Parking Policy and that you read and follow these notes before you commence your application. The on-line system will instantly inform you whether you are eligible for a permit under the criteria.

The information you provide is used for establishing eligibility for a parking permit, to assist in managing car parking and for statistical analysis related to travel and car parking. The information will be stored electronically. Please answer each question that is relevant to you in full. Failure to do so will mean that your application may be rejected, or there may be a delay in processing.

Address
This must be the address where you are resident for the majority of the working week. It is the usual address from which you travel to and from work. It is not, for example, an address to which you return only at weekends or visit overnight on occasions during the working week. Please note: Resident parking permits that allow the holder to park in the designated car park for his or her residential accommodation are issued by the staff housing provider. Residents of staff accommodation are not eligible for a Trust parking permit.

Employer
This information is important in ensuring equal treatment of staff and to enable comparisons with data from staff travel surveys. Students should regard their University or Institute as their employer.

Base (main place of work)
This is the place where you are contractually based, or the base from which your travel expenses are calculated.

Department / section
Agency / nurse bank, or other temporary staff, should state the agency with whom they are contracted.

Reason for applying for a permit
Please refer to the eligibility criteria in Appendix 5. Please ensure your circumstances apply to one of the 'needs-based' criteria. You must provide the necessary supporting information where applicable.

Pay/salary
The relevant pay is basic salary, i.e. gross for contracted basic hours excluding overtime, enhancement or bonuses, but including the banded payment for doctors. It is what you receive – therefore, if you work part time it is the amount for the contracted basic hours you work, not the full time equivalent amount.

Applications
The on line permit application system should be used in the first instance. This also gives an automatic decision on eligibility.
Paper forms should only be completed by staff that do not have any computer access. In this event they should be taken or posted to one of the Car Parking Offices.

**Successful Applications**
If your application is successful, you will be contacted to advise you of the process for collection of your permit.

**Unsuccessful Applications**
If your application is rejected, you may appeal by stating your case in writing to the Travel & Transport Committee c/o Osler Lodge, John Radcliffe Hospital. This will be presented to the next Travel & Transport Committee (which is held monthly) and their decision is final. Unfortunately you may not park on site whilst awaiting a decision so please be prepared to make alternative travel arrangements in the meantime. If you need assistance with this, the Travel & Transport Team provide a Personal Trip Planning service. To make use of this please email transport@ouh.nhs.uk, ensuring that you put “Personal Trip Planning” in the email subject heading, or telephone the Travel & Transport Manager on 01865 227215.

**Collection of permits**
Parking permits must be collected by the applicant **in person** and **cannot** be issued to friends or colleagues. When collecting your permit you will be required to produce the following:

- Your Trust I.D. badge
- Your full driving licence
- Proof of residency – Council Tax bill or utility bill

**Plus** any other documentation as required, such as hard copies of what you have uploaded on the electronic application system

In the event that you are unable to provide these documents, your permit will not be issued to you and you will be asked to return to collect your permit at a later date, when you have these items with you.

**On-line Application Process**  [https://www.click2park.co.uk/OUH/](https://www.click2park.co.uk/OUH/)

The link will take you to the on line permit application system.

Staff without computer access can still obtain paper forms from the car park offices. However, it is recommended that the on-line system is used whenever possible, as this will give an instant decision on your eligibility. **Note: New starters cannot apply in advance of their first day as a badge number and assignment number are mandatory fields.**
Appendix 4: Permit charges

There is an annual fee for a Staff Permit, which depends on your annual basic pay.

Registered volunteers are exempt from payment but must still apply in order to validate their Permit.

Blue Badge holders will automatically qualify for a permit, which is chargeable in line with salary.

Permit charges will be subject to review, but currently stand at:

**Headington Hospitals (John Radcliffe, Churchill, NOC)**

<table>
<thead>
<tr>
<th>Basic salary</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £14,999</td>
<td>£69.00</td>
</tr>
<tr>
<td>£15,000 to £29,999</td>
<td>£138.00</td>
</tr>
<tr>
<td>£30,000 to £59,999</td>
<td>£207.00</td>
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<tr>
<td>£60,000 to £89,999</td>
<td>£276.00</td>
</tr>
<tr>
<td>£90,000 and above</td>
<td>£345.00</td>
</tr>
</tbody>
</table>

**Horton General Hospital**

<table>
<thead>
<tr>
<th>Basic salary</th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £14,999</td>
<td>£46.00</td>
</tr>
<tr>
<td>£15,000 to £29,999</td>
<td>£92.00</td>
</tr>
<tr>
<td>£30,000 to £59,999</td>
<td>£138.00</td>
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<tr>
<td>£60,000 to £89,999</td>
<td>£184.00</td>
</tr>
<tr>
<td>£90,000 and above</td>
<td>£230.00</td>
</tr>
</tbody>
</table>
Appendix 5: Eligibility criteria to qualify for a permit

If you live within one of the three exclusion zones listed in 5A during the majority of the working week, you will not be eligible for a parking permit and will need to fulfil one of the other eligibility criteria listed in 5B.

If none of the Exception Criteria in 5B applies to you, then you will not be granted a permit in any circumstances.

When submitting your application, if you meet the exception criteria, you will be required to supply necessary supporting evidence.

5A – Travel Exclusion zones

- **Green Travel Zones**
  A green travel zone of approximately 1.5 miles is in place around the Hospital sites.

- **Public transport zone**
  This zone applies to staff who can travel to work using up to two busses, with a maximum combined journey time of 45 minutes, plus 10 minutes walking time to place of work.

- **Oxfordshire Park & Ride Zones**
  This exclusion zone currently applies to the areas served by Thornhill and Water Eaton only. See Appendix 8 for zone maps. The criteria used is the same as for the public transport zone, i.e. total journey time; therefore some people may drive past a park and ride site, but still qualify for a permit; this is because they live well outside the exclusion zone.

  You may choose to use Park and Ride regardless of eligibility in order to avoid traffic queues and potential parking difficulties on site at specific times. Park and ride is the easiest way to get into Oxford by car. There are five park and ride sites located around Oxford's ring road, with ample parking and regular bus services to the city centre, and - from some car parks - to the hospitals.

  A new Park and Ride service is now also open at Bicester, not far from Bicester Shipping Village. Five more sites are planned in the new few years.

  It is easy to use. You simply park your car and use a bus to get to your destination. Please note that separate charges apply for both the car park and bus journey.

  See [https://www.oxfordshire.gov.uk/cms/content/park-and-ride-locations](https://www.oxfordshire.gov.uk/cms/content/park-and-ride-locations) for full details.
ALL PARK & RIDE LOCATIONS

Thornhill (OX3 8DP) - located off the A40 from Thame, Aylesbury, High Wycombe, London and the M40 to the east of the city, just before the ring road.

Redbridge (OX1 4XG) - located off the A34 from Abingdon, Didcot and Newbury. This site is located to the south of the city.

Seacourt (OX2 0HP) - located off the A420 from Swindon and Bath, to the west of the city on the Botley Road.

Peartree (OX2 8JD) - located to the north of the city, this site can be accessed from the A40 (from Witney and Cheltenham), A4260 (from Kidlington), A34 (from Banbury, Bicester and Northampton) and the M40.

Water Eaton (OX2 8HA) - this site is located to the north of the city and can be accessed from the A40 (from Witney and Cheltenham), A4260 (from Kidlington), A34 (from Banbury, Bicester and Northampton) and the M40.

5B – Exception Criteria

- **Priority Permit (Clinical commitments, or other duties, at two or more sites, 4 times a week).**
  You **must** attach details of clinical commitments, together with academic, research and management activities, including locations & frequency, requiring you to leave your base four or more times each week. You must also provide evidence of such commitments, i.e. authorised travel claims forms, rotas, contract, etc.

- **Blue Badge Holder**
  Registered disabled staff with Blue Badge entitlement are automatically eligible for a the Blue Badge number must be entered and copies of front and back of the badge provided as supporting evidence. Disabled staff must not park in Patient and Visitor car parks, but may park in a standard staff spaces if all Blue Badge staff spaces are full.

- **Caring Responsibilities**
  You must provide evidence of attendance / caring arrangements, including the name and address of the nursery(s) or school(s) attended and age(s) of the children, or details of circumstances regarding the dependant relative. Please note: If your child attends a nursery on one of the Trust’s hospital sites, you must provide a letter from the nursery to confirm their attendance at the facility. The letter must confirm the days and times attended.

  The Trust does not take into account caring responsibilities for children aged 12 and over, unless there are exceptional extenuating circumstances or costs associated with childcare.

  Caring responsibilities also extend to staff who are the registered or sole carer for a dependent family member.

- **Travel for work purposes**
  You **must** attach authorised travel claim forms for the past three months to confirm paid business travel which could not be made by alternative modes of transport (this includes walking, bicycle, public transport, staff shuttle service). OUH Trust employees must provide copies of their authorised and submitted electronic mileage expenses, showing start and finish times, and destination. Non-OUH employees must provide copies of their own organisation’s expenses forms. New starters who are expected to travel but are unable to provide expense forms until they have been in employment for a few weeks may produce a letter from their line manager confirming the need for frequent business travel, then upload copies of expenses forms when available at a later date.

- **Rostered Shifts**
  You must provide a copy of a shift rota for a minimum period of one month (excluding annual leave) including start and finish times. Shifts mean regular rostered working hours which vary, rotate or alternate. **Irregular hours which you may choose to work or be asked to work from time to time do not constitute shift working**

- **Medical Conditions**
  A full explanation of how to apply under this section is given in section 12. Temporary conditions of up to 3 months do not need a report from Occupational Health and Wellbeing, but for conditions of over 4 months or permanent adjustments will need further supporting evidence.
Appendix 6: Car Parking & Transport details and Site Maps
Please make yourself familiar with the locations of all the authorised parking spaces on each site, by viewing the car park maps on pages 17, 18, 19, 20.

<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| **John Radcliffe Hospital** - Car Parking Office | Located in the Main Corridor on Level 2 Main Building  
Telephone No: 01865 (2)23044  
**Opening hours:**  
Monday to Friday, 08.30-16.00 |
| **Churchill Hospital** - Security Office | Located on the Main Corridor, near the Old East Entrance  
Telephone No: 01865 (2)25466  
**Opening hours:**  
If the office is unattended, the Car Parking Supervisor can be contacted via the Churchill Hospital Switchboard. Telephone No: 01865 741841 |
| **Horton General Hospital** - Estates and Facilities Department | Located in Watts House, on the peripheral road to the north of the site  
Telephone No: 01295 229250  
**Opening hours:**  
Monday, Tuesday, Wednesday and Friday 08.30 – 12.30 and 13.30 – 15.30  
Note: Thursdays, Weekends and Bank Holidays the office is closed.  
In the event of a car parking emergency when the office is unattended, Security Supervisors can be contacted via the Horton General Hospital Switchboard. Telephone No: 01295 275500 |
| **Nuffield Orthopaedic Centre** | Cashier’s Office for paying penalty charges, located at Main Entrance  
Telephone No: 01865 738143  
**Opening hours:**  
Monday to Friday, 09.00-13.00 and 13.30-17.00  
**Main Entrance Reception for permit collection.** Telephone No: 01865 738011 |
| **OUH Travel & Transport Team** | Email: transport@ouh.nhs.uk  
Travel & Transport Manager : 01865 227215 |
JOHN RADCLIFFE HOSPITAL CAR PARK MAP

Please note: Parking in any area other than the authorised spaces marked below will result in a BCN being issued.
Please note: Parking in any area other than the authorised spaces marked below will result in a BCN being issued.
HORTON HOSPITAL CAR PARK MAP

Please note: Parking in any area other than the authorised spaces marked below will result in a BCN being issued.
NUFFIELD ORTHOPAEDIC CENTRE CAR PARK MAP

Please note: Parking in any area other than the authorised spaces marked below will result in a BCN being issued.
Appendix 7: Liftshare (car sharing) scheme

Have you considered car sharing? You can:

- Find drivers and passengers to share with for FREE
- Cut congestion and pollution
- Reduce the costs of fuel and parking – you can calculate this here: [https://liftshare.com/content/savings_calculator.asp?skin=238](https://liftshare.com/content/savings_calculator.asp?skin=238)
- Reduce the stress of driving

Liftshare matches you up with potential partners as a driver or passenger.

How to register:

1. Go to [https://ouh.liftshare.com/default.asp](https://ouh.liftshare.com/default.asp)
2. Enter your OUH email address, if prompted for a password please enter ouh2016

Any OUH and University staff can sign up to the Liftshare database ([www.ouh.liftshare.com](http://www.ouh.liftshare.com)) to take advantage of the savings attributed to car sharing, but only those staff eligible for a permit can park on site. Where there are a minimum of two eligible permit holders travelling together, they can create a BUDi team and take advantage of a reduced permit fee (30% reduction per permit holder). Once the uptake of BUDi teams is of a sufficient number and where site logistics allow it, staff in a BUDi team will be able to park in a designated Liftshare user’s area, the location of which will be added to the Staff Parking Procedures document.

Only those registered to a BUDi team can park in the designated Liftshare parking spaces. Audits will be undertaken.

Only one car in the BUDi team can be on site at any given time. Should a second car in the BUDi group try to park on site then a PCN will be issued unless there are extenuating circumstances.

Should the designated driver of the BUDi team need to leave site at short notice for any reason, leaving others without transport home, the Trust will arrange for alternative return travel for the affected parties if they have no other means of getting home. Contact the Travel and Transport Manager on telephone number 01865 227215 in office hours Monday to Friday, or the duty manager on call via Switchboard on 01865 220189 when out of hours, giving as much notice as possible.
Appendix 8: Travel Zones

GREEN TRAVEL ZONES – 1.5 mile around each site

The Trust has Green Travel Parking Exclusion Zones in place which help reduce carbon emissions and traffic congestion on its sites. Staff living within the Green Travel Zone for their contractual base will not be issued a parking permit.

Headington Hospitals Green Exclusion Zones

HEADINGTON HOSPITALS DIRECT BUS ROUTE ZONES
PARK & RIDE ZONE

There are five Park & Ride facilities around Oxford. If you live in a location which means you could travel past the Thornhill or Water Eaton P&R sites (see the coloured zones indicated on the maps below) you will not be eligible for a permit. Plans to include the other Park & Ride sites are underway.

Thornhill

Water Eaton
**Bus Route Zones**: For more detailed information on bus routes see Staff Sustainable Travel Information document. If you can get to work using up to two busses within a 45 minute combined journey time, plus a 10 minute walk to your department, you are not entitled to a permit. Taster bus tickets and discounted passes are available to qualifying staff.

**HORTON HOSPITAL EXCLUSION ZONE**
Appendix 9: Travel and Transport Committee Terms of Reference

1. **Introduction**

1.1 The Travel and Transport Committee is a Sub-Committee of the Workforce Committee. Its Terms of Reference (TOR) shall be set out as follows, subject to amendment at future Workforce Committee meetings.

2. **Purpose of the Committee**

2.1 The key purpose of the Travel and Transport Committee is to consider the development of the Travel and Transport services, which support the overarching Travel and Transport, and Staff Retention Strategies.

2.2 Committee meetings are to provide a forum for the sharing and leveraging of initiatives and successful activities to reduce the use of single car usage.

2.3 The Committee has delegated responsibility from the Workforce Committee to ensure that staff are compliant with the Staff Travel and Transport Policy.

2.4 The Committee is to monitor compliance on a quarterly and annual basis and provide assurance to the Workforce Committee that these obligations are being met, with remedies and risks being identified and reported as appropriate.

3. **Specific Duties**

3.1 The specific duties are to:

- shape the development and lead on the implementation of the Trust's Staff Travel and Transport Policy;
- review all travel and transport related issues, including contentious parking permit eligibility criteria and staff, patient and visitor PCN appeals. The decision of the Travel and Transport Committee is final, there is no further right of appeal within the Trust;
- identify, lead and support the development and implementation of behavioural change initiatives with regard to reducing single car usage;
- recommend objectives to the Workforce Committee and subsequently review performance, develop actions as appropriate and report progress;
- develop and agree Trust-wide initiatives for all employees prior to submission to Workforce Committee for approval;
- monitor the implementation and effectiveness of travel and transport policies and procedures;
- monitor the implementation of car parking terms and conditions for all staff groups, advising Workforce Committee on any changes or developments as required;
• monitor any travel and transport related risks, advising Workforce Committee of any areas of concern in a timely manner;

• review, monitor and advise on:
  
o staff feedback on plans to drive improvement and to share good practice;
  
o engagement plans for workforce, to include employee incentives and benefits, promotion events etc;

4. **Membership**

4.1 The membership of the Committee shall be composed of:

• Head of Strategic Asset Management, or nominated Deputy (Chair)
• Director of Organisational Development and Workforce representative, e.g. Executive Assistant/HR Business Partner
• Property Services Manager
• Travel and Transport Manager
• Clinical representation
• Union representation
• Occupational Health representation
• Workforce representation, eg Head of Workforce Planning and Information/Recruitment Manager
• University representative
• Strategic Asset Management Administrator (Committee Secretary)

5. **Attendance**

5.1 Attendance by invitation of the Chair is open to:

• Members of the Workforce Directorate
• Members of the Travel and Transport Team
• Additional representative(s) from Divisions
• Additional union representation

6. **Quorum**

6.1 The quorum for any meeting of the Committee shall be attendance by at least four members and must include the Head of Strategic Asset Management or deputy and HR representation. Where the Chair considers that there are contentious issues to be considered, details should be emailed to the whole membership for perusal and comment within a strict timeframe, and the final decision confirmed at the next Committee meeting.
7. **Meetings**

7.1 Meetings of the Committee shall be held at least once per month and at such other times as the Chairman of the Committee shall identify.

9. **Reporting arrangements**

9.1 The proceedings of the meetings of the Committee shall be reported to the next meeting of the Workforce Committee following production of the minutes. The Chairman will draw to the attention of the Workforce Committee to any issues that require disclosure or particular attention. The Chairman will report any specific issues on the risk register to the Audit Committee.

10. **Review of Terms of Reference**

10.1 These Terms of Reference of the Travel and Transport Committee shall be reviewed at least annually by the Workforce Committee. The effectiveness of the Committee will be reviewed by assessing compliance with the Terms of Reference.

_July 2016_
Appendix 10: Terms and Conditions of Parking

Entry and parking on Trust premises is restricted to patients, visitors, people accompanying or visiting patients, staff and persons having business on the premises.

Non-compliance is likely to result in the issue of a Breach of Contract Notice (BCN), for which you will become liable for and agree to pay an entry/parking charge together with any/all additional costs of recovery incurred by the Trust and its duly authorised agent. Payment of any such fee will be reduced by 50% if paid within 14 days. On receipt of a notice, you must strictly follow the instructions on the BCN paperwork. Trust staff cannot enter into negotiations directly with staff members who have received a BCN, as the Trust has a contract with an Authorised Agent to handle such matters.

By entering the premises you agree to be contractually bound by and consent to the following terms and conditions:

1. Parking or waiting must be in authorised areas only and wholly within a marked bay or such an area reserved for parking, as it is recognised some staff car parks are unmarked due to having a temporary surface. There is strictly no parking on an embankment or other grassed area, roadway, footpath, verge, or anywhere that is not an authorised parking area.

2. Drivers must park considerately and not cause an obstruction to others. This includes inconsiderate parking by blocking other cars, parking on red/yellow lines or in bus stops, impeding emergency vehicles, delivery trucks or public transport, or parking in any way that causes an obstruction or reduced visibility for other road users.

3. Staff must park in staff areas only, which are clearly marked as such, and display a valid permit at all times, which must be clearly visible. Any staff found to be parking in Patient and Visitor car parks will be issued with a BCN, unless accompanying a visor or patient, or attending as an appointment themselves.

4. Registered disabled persons who hold a Blue Badge must park in a staff disabled bay and display a staff parking permit, for which they will pay the appropriate fee. If all staff disabled spaces are full, staff may park in any staff space and display their Blue Badge alongside their permit. Staff Blue Badge holders must not park in patient and visitor disabled spaces.

5. Staff who are eligible for a permit are only permitted to park on site in staff areas for work purposes. Vehicles must not be left on site continuously for any length of time (for example while staff are on holiday). In addition, any staff who abandon vehicles on site will be liable for and recharged the cost of removal.

6. Parking on Trust premises is at the owner’s risk. The Trust does not accept liability for any damage or loss to vehicles or possessions, howsoever caused, whilst parked on Trust property.
Appendix 11: Breach of Contract Notices (known as BCNs)

Enforcement is accorded a high priority and is required also to meet the requirements of the Planning Authority (Oxford City Council) and the emergency services. Physical controls and signs – permanent or temporary - are in place to prevent unauthorised parking, keep roadways clear and eliminate obstructive parking.

A list of reasons why a BCN will be issued to staff

- Vehicle not parked wholly in a marked bay
- Vehicle parked in restricted or prohibited areas (e.g. traffic islands, red/yellow lines, hatched areas, service roads, bus stops)
- Vehicles parked in bays specified for ambulances/ambulance cars only
- Vehicles parked on pathways, verges or pavements
- Vehicles parked on a fire route
- Vehicles causing an obstruction
- Vehicles parked so as to compromise the road width or visibility for other road users
- Vehicles parked in a staff car park not displaying a valid staff permit
- Vehicle parked in a space for registered “Blue Badge” holders but not displaying a Blue Badge
- Vehicles parked in a short stay drop-off bay for longer than the permitted time (between 10 – 20 mins depending on signage)
- Staff Permit holders parked in a Patient/Visitor Car Park
- Permit holder’s vehicle displaying a permit that is defaced, altered, illegible or not valid for that vehicle
- Vehicle of class/type or use prohibited from parking or other breach (to be specified)
- Standard permit holders parked in priority bays.

Please note this list is not exhaustive

Important, please note

The Trust follows up on ALL unpaid or uncontested BCN's.

Do not ignore the BCN placed on your car or any subsequent Letters before Action. If you appeal within the given timeframe this “freezes” the charge at the lower amount whilst it is being investigated. Any BCN’s not paid or contested will be pursued through the legal process by the Trust’s Authorised Agents. It is particularly important that any court paperwork is not ignored as this could result in a County Court Judgement being awarded. One a CCJ is placed against you; this would subsequently affect your credit record for 6 years.
Appendix 12: Medical Conditions information

The Trust supports workers who need to make adjustments to working arrangements, for example, persons who are

- waiting for an operation/treatment,
- suffering serious illness/accident,
- develop a medical condition or suffer a relapse in an existing condition
- on a phased return to work programme.

This list is not exhaustive.

In these types of situation it may be possible to make an amendment (either temporary or permanent) to your right to a permit, or where you may be permitted to park.

Depending on the length of time the adjustment is required for, you may be advised to apply for a permit, together with supporting information. This can be requested using the on-line application system under the Medical Conditions Exception Criteria, and the appropriate fee paid.

For conditions likely to last up to 3 months

- Please include full details of your request – an example could be that you are not normally eligible for a permit but due to an operation/medical condition you need to be able to park on site for XXX weeks
- Confirmation may be sought from your Line Manager
- Supporting information for up to 3 months is not normally required but may be required, depending on the circumstances. Each application is dealt with on a case by case basis.
- At the end of the three month period your case will need to be reassessed if your circumstances have not changed and you continue needing adjustments to your parking arrangements. See below.

For conditions lasting between four and twelve months

- For longer term conditions, a referral to Occupational Health and Wellbeing should be made, with a report of their recommendations uploaded in order to support your case.
For conditions lasting over one year

- A report from Occupational Health will have supported your application during months 4 – 12 and if your condition is to be ongoing, an updated report from Occupational Health will be required at the time your permit is due for renewal, and annually thereafter.

REGULATIONS

- You must keep the Travel and Transport Team up to date with any changes to your circumstances or temporary arrangements. Email transport@ouh.nhs.uk and put “Medical Conditions” in the subject heading.
- The Trust reserves the right to charge the normal scale of fees for a temporary permit.
- Failure to comply with the terms and conditions of parking on site will result in a Breach of Contract Notice being issued.
- Staff working for other organisations would need to provide evidence from their own Line Management and/or Occupational Health provision to support their case.
- Where temporary arrangements are not approved, staff who wish to appeal may do so in writing and the appeal will be heard by the Travel and Transport Committee, held monthly, whose decision is final. Letters may be sent to the Travel & Transport Committee, c/o Osler Lodge, John Radcliffe Hospital. Staff may not park on site in the interim without receiving permission to do so
- The granting of a permit does not guarantee a space anywhere on site.