

# SWING SHIFT STAFF

## LUCILE PACKARD CHILDREN'S HOSPITAL SWING SHIFT STAFF PARK IN HOOVER PAVILION GARAGE OR LUCILE PACKARD CHILDREN'S HOSPITAL MAIN GARAGE

BADGE ACCESS REQUIRED



### Lucile Packard Children's Hospital Employees Starting Work

#### AFTER 1PM:

- Lucile Packard Children's Hospital swing shift staff hired before 1/1/2019 can be granted badge access and a temporary "swing shift parking permit" to enter the Lucile Packard Children's Hospital Main Garage. A 15 minute grace period allows access at 12:45pm
- Lucile Packard Children's Hospital swing shift staff hired after 1/1/2019 can be granted badge access to enter the lower levels of Hoover Pavilion Garage. A 45 minute grace period allows access at 12:15pm

Swing Shift Staff arriving after 4PM on weekdays, or anytime on weekends should park in Lucile Packard Children's Hospital West Garage.

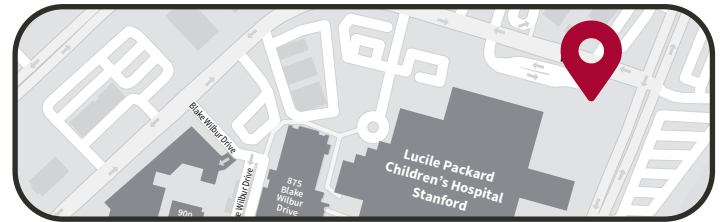
See reverse side for information on how to get your temporary **Swing Shift Parking Permit**.

#### HIRED BEFORE 1/1/2019

Lucile Packard Children's Hospital Swing Shift Staff Parking:

#### LUCILE PACKARD CHILDREN'S HOSPITAL MAIN GARAGE (LPCH Main)

725 Welch Road

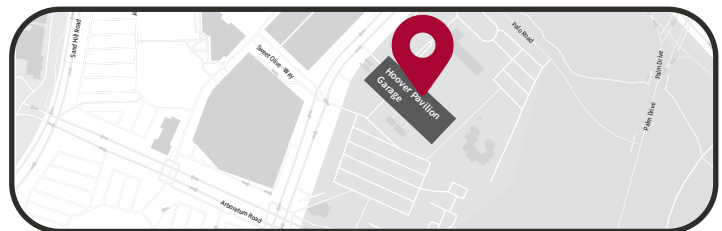


#### HIRED AFTER 1/1/2019

Lucile Packard Children's Hospital Swing Shift Staff Parking:

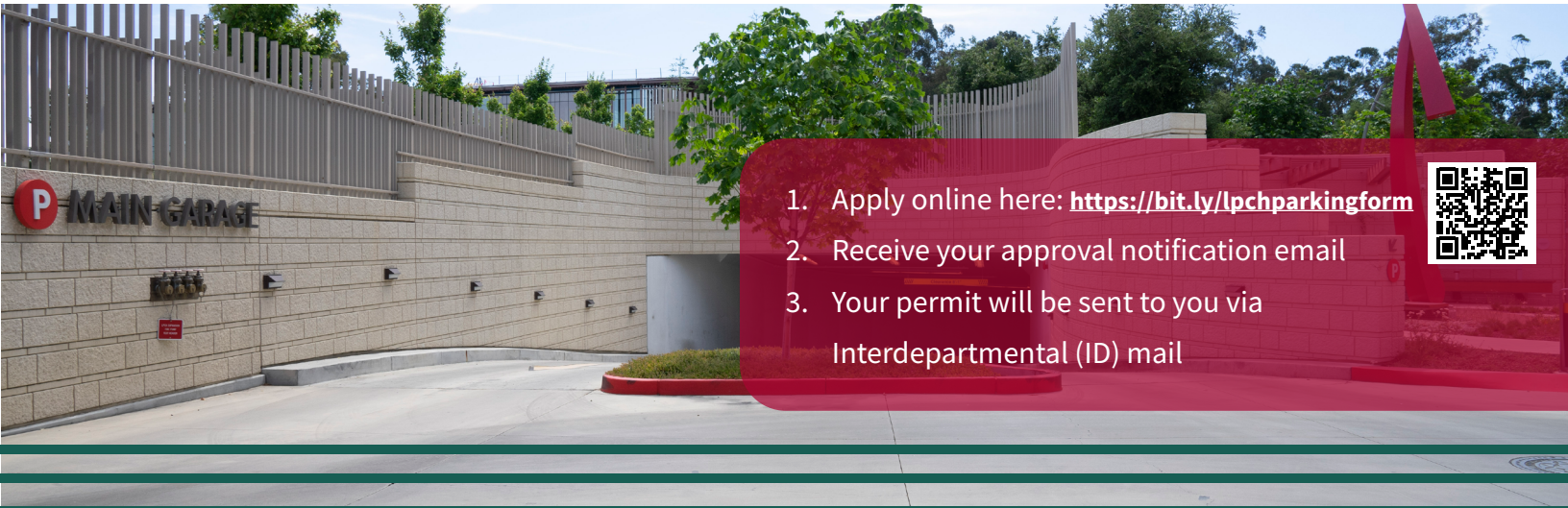
#### HOOVER PAVILION GARAGE (PVG)

217 Quarry Road



# GETTING YOUR TEMPORARY SWING SHIFT PERMIT

Staff hired before 1/1/2019



1. Apply online here: <https://bit.ly/lpchparkingform>
2. Receive your approval notification email
3. Your permit will be sent to you via Interdepartmental (ID) mail



## FAQs

Q: For staff hired before 1/1/2019, who is eligible for a "Swing Shift Parking Permit"?

A: Staff who are listed in the Lucile Packard Children's Hospital People Soft system as "swing" or "Shift 2" with a work shift start time after 1PM

Q: What is the cost of the parking permit?

A: Staff working Swing Shift (shift start time after 1PM) will receive a complimentary temporary parking permit and badge access

Q: How will I be notified if I am approved for a parking permit?

A: The Hospital Transportation Services department will email you confirmation that your parking permit is being sent and that badge access has been granted.

Q: Where do I pick up my parking permit?

A: After applying for a parking permit and receiving notification that your application is approved, permits will be sent via Interdepartmental (ID) mail.

Q: Why does the parking permit say "Temporary" on it?

A: A permanent staff parking program will be introduced in the coming months.

Q: Where do I park during Swing Shift on Weekdays?

A: Lucile Packard Children's Hospital employees arriving after 1PM on weekdays will have access to the Lucile Packard Children's Hospital Main Garage.

Q: Where do I park if I am late to a Swing Shift on Weekdays?

A: Lucile Packard Children's Hospital employees arriving after 4PM on weekdays will have access to the Lucile Packard Children's Hospital West Garage.

Q: Where do I park on weekends?

A: Lucile Packard Children's Hospital employees who receive Swing Shift access will also automatically receive 24-hour weekend access to Lucile Packard Children's Hospital West Garage. Staff may not park in Lucile Packard Children's Hospital Main Garage on weekends.

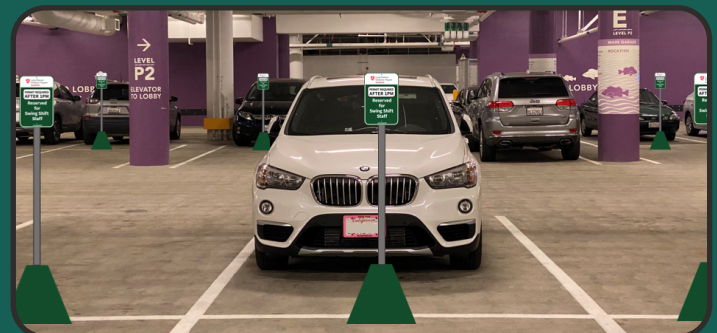
### Swing Shift Parking Permit



### Designated Parking Space



Look for the designated Swing Shift Parking Spaces in Lucile Packard Children's Hospital Main



# HOW TO PARK IN THE LOWER LEVELS OF HOSPITAL'S HOOVER PAVILION STAFF GARAGE

217 QUARRY RD, PALO ALTO

Staff hired after 1/1/2019



1. Apply online here: <https://bit.ly/lpchparkingform>
2. Receive your approval notification email
3. Your permit will be sent to you via Interdepartmental (ID) mail

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## ENTER THE GARAGE:

217 Quarry Road, Palo Alto, CA

### ENTER THROUGH SOUTH ENTRANCE

1. Turn into Hoover Pavilion South Lot (Lot 1) from Quarry Road
2. Turn **left** into Hospital's Hoover Pavilion Staff Garage
3. Proceed to the interior parking gate



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## SCAN BADGE TO OPEN THE GATE

For badge access issues, contact Transportation Services using the intercom at the gate, by texting or calling 650-736-8000, or email [TransportationServices@stanfordhealthcare.org](mailto:TransportationServices@stanfordhealthcare.org)



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## PROCEED TO LOWER LEVELS

Follow signs for "additional parking" to lower levels 1, 2, and 3



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## DO NOT PARK IN PATIENT/VISITOR SPACES

Swing shift staff parking is allowed in open unmarked spaces that are **not** reserved for patients or visitors. Parking in a reserved space may result in violation fees.



**DO NOT  
PARK IN  
RESERVED  
SPACES**

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## PROCEED TO SHUTTLE STOP

1. Follow signs for elevators
2. Use elevator or stairs to proceed to street level (★1)
3. Walk to Quarry Road, cross the street to reach the shuttle pick up stop at Quarry and Sweet Olive
4. Board any Hospital Direct (HD), Medial Center (MC), or SRI shuttle for a ride to Lucile Packard Children's Hospital or 500 Pasteur



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## AFTER YOUR SHIFT

1. Board a shuttle at 500 Pasteur, 801 Welch Road, or Lucile Packard Children's Hospital for a ride back to Hoover Pavilion
2. Arrive at Hoover Pavilion and walk to the garage  
**Before 9pm:** shuttle will drop off on Quarry Road at Neuroscience Health Center  
**9pm - 1am:** shuttle will drop off in Lot 1, at Hospital Hoover Pavilion Staff Garage

