One-Point Lesson: Hoover Swing Shift Staff Parking Access

Purpose: To guide Stanford Health Care (SHC) and Lucile Packard Children's Hospital (LPCH) swing shift staff on how to request, activate, and use badge access for parking at Hoover Pavilion Garage (HPG), ensuring smooth entry/exit and compliance with campus parking guidelines

1 Before Your Shift:

a. Confirm that you are eligible for Swing Shift complimentary parking:

- Listed in MyWorkday as "Evening" with a work shift starting after 1 PM

b. If your badge is not yet active, submit a badge access request (see below).

c. Ensure you have received badge access confirmation via email from Hospital Transportation Operations Center (HTOC).

2 Submitting a Badge Access Request:

Swing shift staff may request badge access using one of the following methods:

a. Submit a Badge Access Request – Ask SHC via Service Now or Stanford Medicine Children's Health Service Now

b. If you do not have access to Service Now, apply via the form linked below:

   a. Stanford Health Care Applicants (Under Inquiry Type, select "Parking Badge Access")

   b. Stanford Medicine Children's Health Applicants

You will receive a confirmation email once processing is complete. For any questions or to check on the status of your application, please call or text 650-736-8000 or email TransportationServices@stanfordhealthcare.org.

3 Accessing the Garage:

a. Entry:

- Badge access is required after 12:15PM
- Tap your SHC/SMCH ID badge at the Hoover Pavilion Garage (HPG) entry gate reader.
- The gate will lift once access is verified.

b. Exit:

- Tap your badge again at the exit gate reader to leave the garage.
- Wait for the gate to fully open before driving through.

c. If Access Fails:

- Press the intercom button at the gate for immediate assistance from HTOC.
- Provide your name, department, & badge number (located on the back of your SHC/SMCH ID).

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Parking Guidelines:

a. Swing shift parking is only permitted at Hoover Pavilion Garage (HPG).

b. Parking remains complimentary for eligible evening shift staff.

c. Designated Evening Shift Parking Areas:

- Lower Level 2 (LL2): 130 spaces

- Lower Level 3 (LL3): 42 spaces (overflow)

d. No Evening Shift Parking at Pasteur Visitor Garage, Pasteur Staff Garage, or LPCH Main Garage.

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End of Shift

a. Exit using the same badge used for entry.

b. Report any badge or gate issues to TransportationServices@stanfordhealthcare.org.

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Shuttle Operations:

a. If you prefer to take a shuttle to and from your worksite, please explore the Stanford Medicine Transportation Services website for a variety of options, including the Hospital Direct, Medical Center, and Evening Parking Shuttles.

b. https://www.stanfordmedicinetransportation.org/shuttles