



Stanford
MEDICINE



Transportation Services

Stanford Medicine Transportation Services Code

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Chapter 1: Scope of Services

For the purposes of this document, Stanford Medicine includes Stanford Health Care (SHC), Lucile Salter Packard Children's Hospital at Stanford (Lucile Packard Children's Hospital, Stanford Children's Health, or LPCH), Stanford University School of Medicine (SoM), Stanford Blood Center, LLC (SBC), University HealthCare Alliance (UHA), Packard Children's Health Alliance (PCHA), The Hospital Committee for the Livermore-Pleasanton Areas (Stanford Health Care – ValleyCare or SHC – VC), Stanford University Medical Network Risk Authority (The Risk Authority), Stanford Health Care Advantage (SHCA), Affinity Medical Group, and Care Council, LLC.

- I. **Parking:** Stanford Medicine Transportation Services completely or partially manages parking in the following areas. See [Section 2.1: Staff Parking Maps and Resources](#) for a map of Stanford Medicine Main Hospital Campus parking areas by ownership.
 - a. Pasteur Visitor Garage (PVG) – 200 Pasteur Drive, Palo Alto, CA
 - b. Pasteur Staff Garage (PSG) – 1189 Welch Road, Palo Alto, CA
 - c. Adult and Trauma Emergency Department Surface Lot – 1199 Welch Road, Palo Alto, CA
 - d. Pediatric Emergency Department Surface Lot – 900 Quarry Road Extension, Palo Alto, CA
 - e. J Lot – 903 Quarry Road Extension, Palo Alto, CA
 - f. Blake Wilbur Surface Lot – 900 Blake Wilbur Drive, Palo Alto, CA
 - g. Blake Wilbur Overflow Lot – 1059 Welch Road, Palo Alto, CA
 - h. Hoover Pavilion Garage (HPG) – 217 Quarry Road, Palo Alto, CA (Staff parking in this garage requires Stanford University Permits)
 - i. Neurosciences Health Center Surface Lot – 213 Quarry Road, Palo Alto, CA
 - j. Lucile Packard Children's Hospital Main Garage (LPCH Main) – 725 Welch Road, Palo Alto, CA
 - k. Lucile Packard Children's Hospital West Garage (LPCH West) – 725 Welch Road, Palo Alto, CA
 - l. Pasteur Drive, including the "Bucky Ball" Driveway at 500 Pasteur Drive
 - m. Blake Wilbur Drive loop
 - n. Stanford Shopping Center Garage Rooftop – 450 Stanford Shopping Center
 - o. Stanford Health Care Loading Dock – entrance on Quarry Road
 - p. Lucile Packard Children's Hospital Loading Dock – entrance on Quarry Road
 - q. Byers Eye Institute and Stanford Ear Institute Parking Lot – 2452 Watson Court, Palo Alto, CA
 - r. Santa Clara Park & Ride Lot – 2945 Tasman Drive, Santa Clara, CA
 - s. SRI Park & Ride Lot – 301 Ravenswood Ave, Menlo Park, CA
 - t. Stanford Children's Health – Bohannon – 4100 Bohannon Drive, Menlo Park, CA
 - u. Stanford Children's Specialty Services – Sunnyvale – 1195 W. Fremont Avenue, Sunnyvale, CA
 - v. Fircrest Park & Ride Lot – 35263 Fircrest Street, Newark, CA
 - w. Stanford Health Care – Emeryville Garage – 5800 Hollis Street, Emeryville, CA
 - x. Emeryville Staff Garage 2 – 5885 Hollis Street, Emeryville, CA
 - y. Emeryville Staff Garage 3 – 5858 Horton Street, Emeryville, CA
 - z. Stanford Medicine Outpatient Center in Redwood City Surface Lot – 420-450 Broadway, Redwood City, CA
 - aa. Stanford Medicine Outpatient Center in Redwood City Exterior Garage – 460 Broadway, Redwood City, CA
 - bb. Stanford Medicine Outpatient Center in Redwood City Underground Garage – 420-450 Broadway, Redwood City, CA
- II. **Shuttles and Transportation:** Stanford Medicine Transportation Services completely or partially manages the following Shuttle routes and transportation options
 - a. SRI Shuttle
 - b. Fircrest Shuttle

- c. Bohannon Shuttle
 - d. TECH Shuttle
 - e. Hospital Direct (HD) Line (partnership with Stanford University Marguerite)
 - f. Medical Center (MC) Line (partnership with Stanford University Marguerite)
 - g. Patient and Visitor Transportation at Stanford Health Care
 - h. Ronald McDonald House Shuttle
 - i. Evening Parking Shuttle (EPS)
 - j. VA to Blake Wilbur Cancer Center Transportation (Lyft Concierge service)
- III. **Transportation Demand Management Programs:** Stanford Medicine Transportation Services completely or partially manages all Transportation Benefits offered to SHC and LPCH staff. Programs are available to staff who meet the eligibility requirements, and include:
- a. Scoop Carpool
 - b. Lyft for Business
 - c. Bicycle Amenities
 - d. Vanpool
 - e. Clipper Card Benefits
 - f. Caltrain GoPass
 - g. VTA Smart Pass
 - h. AC Transit Easy Pass
 - i. Stanford Medicine Park & Ride Lots and Shuttles
 - j. Santa Clara Park & Ride Lot
 - k. SRI Park & Ride Lot in Menlo Park
 - l. Fircrest Park & Ride Lot in Newark
 - m. Pre-Tax Commuter Benefits
 - n. Pre-Tax Parking Benefits
- IV. **Fleet:** Stanford Medicine Transportation Services manages the lease/purchase, maintenance, and use of hospital vehicles. The department also manages driver approval, state regulatory compliance, incident management, and 24/7 tracking of all vehicles.
- V. **Staffing:** Stanford Medicine Transportation Services works with external vendors (eg Douglas Parking) to support additional staffing needs. These vendors are managed by Transportation Services.

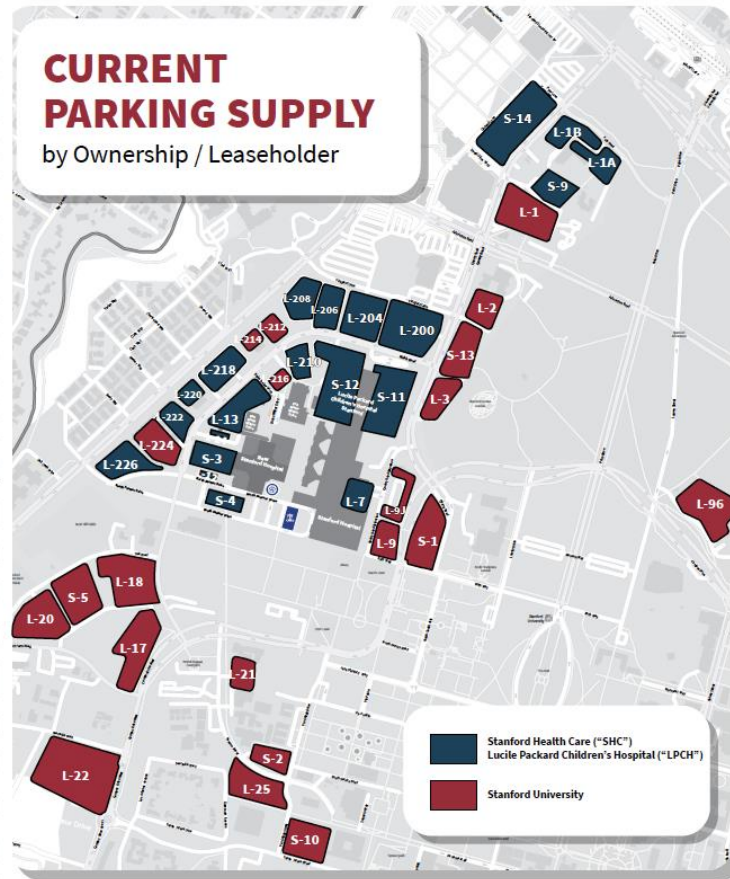
Chapter 2: Staff Parking

For the most updated parking maps and resources, visit <https://stanfordmedicinetransportation.org/mapsandresources/> and <https://stanfordmedicinetransportation.org/Parking>

Section 2.1: Staff Parking Maps and Resources

I. Stanford Medicine Main Hospital Campus Parking Map by Ownership

#	Garage/Lot Name	Type	Address
L-1A	Hoover Pavilion North Surface Lot	Lot	211 Quarry Rd
L-1B	Neuro Surface Lot	Lot	213 Quarry Rd
S-3	Pasteur Staff Garage (PSG)	Garage	1189 Welch Rd
S-4	Pasteur Visitor Garage (PVG)	Garage	200 Pasteur Dr
L-7	300 Pasteur ED Surface Lot	Lot	900 Quarry Rd Extension
S-9	Hoover Pavilion Garage	Garage	217 Quarry Rd
S-11	LPCH Main Garage	Garage	725 Welch Rd
L-12	500 Pasteur ED Surface Lot	Lot	1199 Welch Rd
S-12	LPCH West Garage	Garage	725 Welch Rd
L-13	Blake Wilbur Surface Lot	Lot	900 Blake Wilbur Dr
L-14	Blake Wilbur Overflow Lot	Lot	1059 Welch Rd
S-14	Stanford Shopping Center	Garage	450 Stanford Shopping Center
L-200	Stanford Barn	Lot	700 Welch Rd
L-204	730/732 Welch Rd	Lot	730/732 Welch Rd
L-206	750 Welch Rd	Lot	750 Welch Rd
L-208	770 Welch Rd	Lot	770 Welch Rd
L-210	777 Welch Rd	Lot	777 Welch Rd
L-218	900 Welch Rd	Lot	900 Welch Rd
L-220	1000 Welch Rd	Lot	1000 Welch Rd
L-222	1100 Welch Rd	Lot	1100 Welch Rd
L-226	1190 Welch Rd	Lot	1190 Welch Rd
L-1	Hoover Pavilion South Surface Lot	Lot	385 Quarry Rd
S-1	Roth Way Garage	Garage	355 Roth Way
L-2	Quarry Psychiatry Lot	Lot	401 Quarry Rd
S-2	Via Ortega Garage	Garage	285 Via Ortega Dr
L-3	Lot 3	Lot	455 Quarry Rd
S-5	Stock Farm Garage	Garage	260 Oak Rd
L-9	Dean's Lawn	Lot	Roth Way at Campus Dr
L-9J	Steam Plant Lot (J-Lot)	Lot	903 Quarry Rd Extension
S-10	Robie Field Garage	Garage	519 Via Ortega Dr
S-13	Center for Academic Medicine (CAM)	Garage	453 Quarry Rd
L-17	Stock Farm South Lot	Lot	199 Stock Farm Rd
L-18	Stock Farm North Lot	Lot	Oak Rd at Welch Rd
L-20	Bus Farm	Lot	Oak Rd at Stock Farm Rd
L-21	Lot 21	Lot	Panama St & Campus Dr
L-22	Searsville Lot	Lot	130 Searsville Rd
L-25	Panama Lot	Lot	Via Ortega Dr & Panama St
L-96	Galvez Lot	Lot	150 Galvez St
L-212	780 Welch Rd	Lot	780 Welch Rd
L-214	800 Welch Rd	Lot	800 Welch Rd
L-216	801 Welch Rd	Lot	801 Welch Rd
L-224	1180 Welch Rd	Lot	1180 Welch Rd



VERSION 5/6/2021

II. Stanford Medicine Main Hospital Campus Parking Map by Permit Type

#	Garage/Lot Name	Type	Address
Stanford Health Care (USHC) / Lucile Packard Children's Hospital ("LPC")			
L-1A	Hoover Pavilion North Lot	Lot	211 Quarry Rd
L-1B	Neuro Surface Lot	Lot	213 Quarry Rd
S-3	Pasteur Staff Garage (PSG)	Garage	1189 Welch Rd
S-4	Pasteur Visitor Garage (PVG)	Garage	200 Pasteur Dr
L-7	300 Pasteur ED Surface Lot	Lot	900 Quarry Rd Extension
S-9	Hoover Pavilion Garage	Garage	217 Quarry Rd
S-11	LPCH Main Garage	Garage	725 Welch Rd
L-12	900 Pasteur ED Surface Lot	Lot	1189 Welch Rd
S-12	LPCH West Garage	Garage	725 Welch Rd
L-13	Blake Wilbur Surface Lot	Lot	900 Blake Wilbur Dr
L-14	Blake Wilbur Overflow Lot	Lot	1059 Welch Rd
S-14	Stanford Shopping Center	Garage	450 Stanford Shopping Center
L-200	Stanford Barn	Lot	700 Welch Rd
L-204	780/782 Welch Rd	Lot	780/782 Welch Rd
L-206	750 Welch Rd	Lot	750 Welch Rd
L-208	770 Welch Rd	Lot	770 Welch Rd
L-210	777 Welch Rd	Lot	777 Welch Rd
L-218	900 Welch Rd	Lot	900 Welch Rd
L-220	1000 Welch Rd	Lot	1000 Welch Rd
L-222	1100 Welch Rd	Lot	1100 Welch Rd
L-226	1150 Welch Rd	Lot	1150 Welch Rd
Stanford University			
L-1	Hoover Pavilion South Lot	Lot	365 Quarry Rd
S-1	Roth Way Garage	Garage	355 Roth Way
L-2	Quarry Psychiatry Lot	Lot	401 Quarry Rd
S-2	Via Ortega Garage	Garage	285 Via Ortega Dr
L-3	Quarry South Lot	Lot	459 Quarry Rd
S-5	Stock Farm Garage	Garage	260 Oak Rd
L-9	Dean's Lawn	Lot	Roth Way at Campus Dr
L-9J	Steam Plant Lot (J-Lot)	Lot	903 Quarry Rd Extension
S-10	Robie Field Garage	Garage	519 Via Ortega Dr
S-13	Center for Academic Medicine (CAM)	Garage	455 Quarry Rd
L-17	Stock Farm South Lot	Lot	199 Stock Farm Rd
L-18	Stock Farm North Lot	Lot	Oak Rd at Welch Rd
L-20	Stock Farm West Lot	Lot	Oak Rd at Stock Farm Rd
L-21	Jordan Quad Lot	Lot	Panama St & Campus Dr
L-22	Searsville Lot	Lot	190 Searsville Rd
L-25	Panama Lot	Lot	Via Ortega Dr & Panama St
L-96	Galvez Lot	Lot	250 Galvez St
L-212	780 Welch Rd	Lot	780 Welch Rd
L-214	800 Welch Rd	Lot	800 Welch Rd
L-216	801 Welch Rd	Lot	801 Welch Rd
L-224	1180 Welch Rd	Lot	1180 Welch Rd



Section 2.2: SHC Staff Parking on Stanford Medicine Palo Alto Hospital Campus

SHC staff parking at the main hospital campus must purchase a parking permit and park in a designated staff parking area unless they fall under one of the exceptions listed in [Section 2.4: Stanford Medicine Main Hospital Campus Staff Parking Exceptions](#).

SHC Staff Parking options:

I. 500P - Pasteur Staff Garage (PSG) – 1189 Welch Road

- a. Rate: \$12 per day
- b. A permit is required between 6:00am – 4:00pm, Monday – Friday. Badge access is required outside of those hours
 - i. Staff with after-hours parking access have a grace period of 1 hour to exit, allowing exit until 7:00am Monday – Friday
 - ii. Staff who do not exit the garage by 7:00am are subject to parking fees
- c. Parking Permits for 500P - Pasteur Staff Garage may be purchased via the Stanford Medicine Parking app.
- d. Staff can qualify for discounted or free parking at 500P – Pasteur Staff Garage by participating in the carpool program.
 - i. Vehicles with 2 occupants: \$6 per day
 - ii. Vehicles with 3 or more occupants: free
 - iii. Staff can sign up to participate in the carpool program through the Stanford Medicine Parking App
 - iv. For more information about the carpool program, please view the flyer here: https://www.stanfordmedicinetransportation.org/PSG_Carpool_Program_Flyer
- e. For information about parking a motorcycle at 500P - Pasteur Staff Garage, please see [Section 2.4: Stanford Medicine Main Hospital Campus Staff Parking Exceptions](#)
- f. For additional information about parking at the 500P - Pasteur Staff Garage, please see [Section 2.5: Staff Parking Details by Location](#)

II. Stanford University Parking Permits

- a. Stanford University offers several types of parking permits for the University-managed lots and garages around campus. To view a parking map showing where these permits are valid, see [Section 2.1: Staff Parking Maps and Resources](#). The following permit types are available for purchase to qualifying hospital staff members:
 - i. **'A' permit:**
 1. All SHC staff may purchase a daily or monthly 'A' permit from Stanford University.
 2. Rate: \$19 per day or \$133 per month
 3. 'A' permit holders may park in any 'A' permit space, as well as any 'C' permit spaces.
 4. 'A' permit holders may not park in 'Z' spaces.
 - ii. **'C' permit:**
 1. SHC staff hired **before** January 1, 2019 may purchase a daily or monthly 'C' permit from Stanford University.
 2. Rate: \$6.50 per day or \$40 per month
 3. 'C' permit holders may only park in 'C' permit spaces, including the upper levels of Hoover Pavilion Garage
 - iii. **'Z' permit:**

1. SHC staff hired **after** January 1, 2019 may purchase a daily or monthly 'Z' permit from Stanford University
 - a. Staff hired prior to that date are not eligible to purchase a 'Z' permit
2. Rate: \$6.50 per day or \$40 per month
3. 'Z' permit holders may only park in 'Z' permit spaces, which can be found in Hoover Pavilion Garage and Stock Farm Garage
 - a. Stock Farm Garage 'Z' permit parking is temporary through 8/31/2024
'Z' permit parking at the Stock Farm Garage may be removed earlier if an alternative agreement is made prior to this date.
- iv. **'Motorcycle' (MC) permit:**
 1. All SHC staff members who drive a motorcycle are eligible to purchase a motorcycle permit
 2. Rate: \$3 per day or \$15 per month
 3. 'Motorcycle' permits are valid in 'Motorcycle' (MC) spaces
- b. Enforcement Hours
 - i. Unless posted otherwise, Stanford University 'A', 'C', and 'Z' permit parking is enforced Monday – Friday, 6:00am – 4:00pm
- c. Purchasing a Stanford University Permit
 - i. Stanford University permits may be purchased online at <https://transportation.stanford.edu/order>

III. SHC Staff Parking Quick Reference:

Permit Type	Eligibility	Parking Location	Cost	How to Purchase	Enforcement Hours
500P - Pasteur Staff Garage Daily Permit	All SHC staff	500P - Pasteur Staff Garage (PSG)	\$12 per day	Stanford Medicine Parking App	Permit required M-F 6am – 4pm Badge access required all other times
'A' Permit	SHC employees	All Stanford University 'A' permit spaces, and all Stanford University 'C' permit spaces	\$19 per day \$133 per month	https://transportation.stanford.edu/order	M-F 6am – 4pm
'C' Permit	SHC employees hired before 1/1/2019	All Stanford University 'C' spaces	\$6.50 per day \$40 per month	https://transportation.stanford.edu/order	M-F 6am – 4pm
'Z' Permit	SHC employees hired after 1/1/2019	All Stanford University 'Z' spaces in Hoover Pavilion Garage and Stock Farm Garage	\$6.50 per day \$40 per month	https://transportation.stanford.edu/order	M-F 6am – 4pm
Motorcycle Permit	All SHC staff	All Stanford University 'Motorcycle' spaces	\$3 per day \$15 per month	https://transportation.stanford.edu/order	M-F 6am – 4pm

Section 2.3: LPCH Staff Parking on Stanford Medicine Palo Alto Hospital Campus

LPCH staff parking at the main hospital campus must purchase a parking permit and park in a designated staff parking area unless they fall under one of the exceptions listed in [Section 2.4: Stanford Medicine Main Hospital Campus Staff Parking Exceptions](#).

LPCH Staff Parking options:

I. Stanford University Parking Permits

- a. Stanford University offers several types of parking permits for the University-managed lots and garages around campus. The following permit types are available for purchase to qualifying hospital staff members:
 - i. **'A' permit:**
 1. All LPCH staff may purchase a daily or monthly 'A' permit from Stanford University.
 2. Rate: \$19 per day or \$133 per month
 3. 'A' permit holders may park in any 'A' permit space, as well as any 'C' permit spaces
 4. 'A' permit holders may not park in 'Z' permit spaces
 - ii. **'C' permit:**
 1. LPCH staff hired **before** January 1, 2019 may purchase a daily or monthly 'C' permit from Stanford University.
 2. Rate: \$6.50 per day or \$40 per month
 3. 'C' permit holders may only park in 'C' permit spaces, including the upper levels of Hoover Pavilion Garage
 - iii. **'Z' permit:**
 1. LPCH staff hired **after** January 1, 2019 may purchase a daily or monthly 'Z' permit from Stanford University
 - a. Staff hired prior to that date are not eligible to purchase a 'Z' permit
 2. Rate: \$6.50 per day or \$40 per month
 3. 'Z' permit holders may only park in 'Z' permit spaces, which can be found in Hoover Pavilion Garage and Stock Farm Garage
 - a. Stock Farm Garage 'Z' permit parking is temporary through 8/31/2024. 'Z' permit parking at the Stock Farm Garage may be removed earlier if an alternative agreement is made prior to this date.
 - iv. **'Motorcycle' (MC) permit:**
 1. All LPCH staff members who drive a motorcycle are eligible to purchase a motorcycle permit
 2. Rate: \$3 per day or \$15 per month
 3. 'Motorcycle' permits are valid in 'Motorcycle' (MC) spaces
- b. Enforcement Hours
 - i. Unless posted otherwise, Stanford University 'A', 'C', and 'Z' permit parking is enforced Monday – Friday, 6:00am – 4:00pm
- c. Purchasing a Stanford University Permit
 - i. Stanford University permits may be purchased online at <https://transportation.stanford.edu/order>

II. LPCH Staff Parking Quick Reference:

Permit Type	Eligibility	Parking Location	Cost	How to Purchase	Enforcement Hours
'A' Permit	All LPCH employees	All Stanford University 'A' permit spaces, and all Stanford University 'C' permit spaces	\$19 per day \$133 per month	https://transportation.stanford.edu/order	Enforced M-F 6am – 4pm
'C' Permit	LPCH employees hired before 1/1/2019	All Stanford University 'C'	\$6.50 per day \$40 per month	https://transportation.stanford.edu/order	M-F 6am – 4pm
'Z' Permit	LPCH employees hired after 1/1/2019	All Stanford University 'Z' spaces in Hoover Pavilion Garage and Stock Farm Garage	\$6.50 per day \$40 per month	https://transportation.stanford.edu/order	M-F 6am – 4pm
Motorcycle Permit	All LPCH staff	All Stanford University 'Motorcycle' spaces	\$3 per day \$15 per month	https://transportation.stanford.edu/order	M-F 6am – 4pm

Section 2.4: Stanford Medicine Main Hospital Campus Staff Parking Exceptions

I. SHC Swing Shift Staff

- a. SHC Staff who are hired before 1/1/2019 and are listed in the SHC MyWorkday system as “swing” with a work shift start time after 1:00pm are eligible for complimentary Swing Shift badge access in the Pasteur Visitor Garage.
 - i. Swing Shift Badge Access to Pasteur Visitor Garage allows staff to enter the garage between 12:45pm – 4:00am. Swing shift access will not permit entry outside of those hours
 - ii. Swing Shift staff parking in the Pasteur Visitor Garage must park on level 4 (lowest level), and should not park in any space marked as “Reserved Parking for Patients & Visitors Only”
- b. SHC Staff who are hired after 1/1/2019 and are listed in the SHC MyWorkday system as “swing” with a work shift start time after 1:00pm are eligible for complimentary Swing Shift badge access in the Hoover Pavilion Garage lower levels
 - i. Swing Shift Badge Access to Hoover Pavilion Garage allows staff to enter the garage between 12:15pm – 4:00am. Swing shift access will not permit entry outside of those hours
 - ii. Staff members who are granted access to Hoover Pavilion Garage may not park in any space that is marked as “Reserved Parking for Patients & Visitors Only”
- c. For details about SHC Swing Shift Parking and instructions on how to apply, please view the flyer here: <http://stanfordmedicinetransportation.org/SHC-Swing-Shift>
- d. Swing Shift staff must follow the badge access process to park. Badge access must be used both at the garage entry and exit. If a parking ticket is pulled at the entry, the staff member is responsible for paying the cost of that parking ticket.

II. LPCH Swing Shift Staff

- a. LPCH Staff who are hired before 1/1/2019 and are listed in the LPCH PeopleSoft system as “swing” or “Shift 2” with a work shift start time after 1:00pm are eligible for a complimentary Swing Shift parking hangtag and badge access in the LPCH Main Garage
 - i. Swing Shift Badge Access to LPCH Main Garage allows staff to enter the garage between 12:45pm – 4:00pm. Staff who wish to enter after 4:00pm may park at the LPCH West Garage instead
 - ii. Swing Shift staff parking in LPCH Main Garage must park in the reserved “Swing Shift” parking stalls
- b. LPCH Staff who are hired after 1/1/2019 and are listed in the LPCH PeopleSoft system as “swing” or “Shift 2” with a work shift start time after 1:00pm are eligible for complimentary badge access in the Hoover Pavilion Garage
 - i. Swing Shift Badge Access to Hoover Pavilion Garage allows staff to enter the garage between 12:15pm – 4:00am. Swing shift access will not permit entry outside of those hours
 - ii. Staff members who are granted access to Hoover Pavilion Garage may not park in any space that is marked as “Reserved Parking for Patients & Visitors Only”
- c. For details about LPCH Swing Shift parking and instructions on how to apply, please view the flyer here: <http://stanfordmedicinetransportation.org/LPCH-Swing-Shift>

III. SHC Night Shift Staff

- a. SHC staff who arrive at the main hospital campus after 4:00pm are eligible for complimentary badge access to park in the Pasteur Visitor Garage or the Hoover Pavilion Garage underground
- b. Night Shift Badge Access allows staff to enter the garage between 3:50pm – 4:00am Monday – Friday, or anytime on weekends. Night shift access will not permit entry outside of those hours
- c. Night Shift staff must follow the badge access process to park at the Pasteur Visitor Garage. Badge access must be used both at the garage entry and exit. If a parking ticket is pulled at the entry, the staff member is responsible for paying the cost of that parking ticket.
- d. To apply for night shift badge access, please fill out the form here:
<http://stanfordmedicinetransportation.org/PVG-Access-Form>

IV. LPCH Night Shift Staff

- a. LPCH staff who arrive at the main hospital campus after 4:00pm are eligible for complimentary badge access to park in the LPCH West Garage or the Hoover Pavilion Garage underground
- b. Night Shift Badge Access to LPCH West Garage allows staff to enter the garage between 3:45pm – 4:00am Monday – Friday, or anytime on weekends. Night shift access will not permit entry outside of those hours
- c. Night Shift Badge Access to Hoover Pavilion Garage allows staff to enter the garage between 4:00pm – 4:00am. Night shift access will not permit entry outside of those hours.
- d. Night Shift staff must follow the badge access process to park at the Lucile Packard Children's Hospital West Garage. Badge access must be used both at the garage entry and exit. If a parking ticket is pulled at the entry, the staff member is responsible for paying the cost of that parking ticket.
- e. To apply for night shift badge access, please fill out the form here:
<https://bit.ly/lpchparkingform>

V. SHC Independent Contractors

- a. SHC contingent workers, including temporary workers, independent contractors who work on an as-needed basis, project consultants, managed services staff, and affiliate company staff have two parking options depending on preference and onboarding status:
 - i. 500P - Pasteur Staff Garage daily permits do not require any additional onboarding
 - ii. 'Z' permits may be purchased if the independent contractor has been sponsored by a department and onboarded to SHC MyWorkday.
- b. For additional information about parking for Independent Contractors, please see the flyer here:
<http://stanfordmedicinetransportation.org/SHC-Independent-Contractor>

VI. LPCH Independent Contractors

- a. LPCH contingent workers, including temporary workers, independent contractors who work on an as-needed basis, project consultants, managed services staff, and affiliate company staff may purchase a 'Z' permit from Stanford University if they are sponsored by a department and onboarded to LPCH People Soft.
- b. For additional information about parking for Independent Contractors, please see the flyer here:
<http://stanfordmedicinetransportation.org/LPCH-Independent-Contractor>

VII. Emergent On-Call Staff

- a. Emergent On-Call Staff with a response time of 30 minutes or less may park in the reserved Emergent On-Call Staff parking spaces in the Pasteur Staff Garage or the 300 Pasteur Emergency Department Surface lot with an Emergent On-Call Permit. Badge Access is also required to park in the Pasteur Staff Garage
- b. Permit must be displayed on rear view mirror or vehicle dashboard while parked

- c. For additional information and instructions on how to apply for an On-Call Permit, please see the flyer here: <https://stanfordmedicinetransportation.org/Emergent-On-Call-Parking>

VIII. On-Call Trauma Doctors

- a. Trauma doctors who are on-call and reporting to 500 Pasteur may qualify for a Yellow Permit, with the approval of the Stanford Medicine Transportation Services department
- b. Yellow permits can be used to park in the “Yellow Permit Only” parking space on Blake Wilbur Drive, or in Pasteur Staff Garage if the “Yellow Permit Only” space is unavailable. Badge access is required to park in the Pasteur Staff Garage
- c. Permit must be displayed on rear view mirror or vehicle dashboard while parked. If parking in Pasteur Staff Garage, permit must be presented upon entry.

IX. LPCH After-Hours & Weekends On-Call Staff

- a. LPCH staff who are arriving on-site between 4:00pm – 7:00am Monday – Friday, or anytime on weekends, may apply for badge access to park at the LPCH West Garage. Staff will be required to badge in and badge out when using the garage.
- b. To apply for access, fill out the form here: <https://bit.ly/lpchparkingform>

X. Medical or Health-Related Parking Accommodations

- a. Employees with certain medical or health-related conditions may apply for parking accommodations as an exception to standard parking procedures. Parking accommodations are considered on a case-by-case basis. Employees who are granted a parking accommodation will still be required to purchase a parking permit.
- b. When a medical or health-related parking accommodation is approved, the staff member will be provided with information about purchasing their permit and where they are permitted to park
- c. For more information about applying for a parking accommodation, please talk to your manager, or see the relevant Human Resources Contact information below
 - i. SHC staff: email HARAM@stanfordhealthcare.org
 - ii. LPCH staff: <https://stanfordchildrensaskhr.org>

XI. SHC Board Members

- a. SHC Board Members are provided a gold parking pass for complimentary parking on campus during official board business.
- b. Board members may use this pass to park at the 500P - Pasteur Staff Garage (PSG). Permit must be scanned at the badge reader upon entry and be available to present to any parking staff

XII. Off-Site Clinical Faculty

- a. Clinical faculty of SHC and LPCH who have their clinical practice and academic office off site and visit the hospital for clinical services may apply for complimentary parking
 - i. **SHC Off-Site Clinical Faculty** may park in 500P - Pasteur Staff Garage (PSG) with a valid orange Off-Site Clinical Faculty hangtag permit and badge access. Permit must be visible upon entry and be displayed visibly on rear view mirror or vehicle dashboard while parked.
 - ii. **LPCH Off-Site Clinical Faculty** may park in LPCH Main Garage with badge access and a valid yellow Off-Site Clinical Faculty hangtag permit. Permit must be displayed visibly on rear view mirror or vehicle dashboard while parked.
- b. For more information and instructions on how to apply for complimentary parking, view the flyer here: <http://stanfordmedicinetransportation.org/Offsite-Clinical-Faculty>

XIII. Community Physicians

- a. Community Physicians who are not employed or contracted with the Stanford University School of Medicine and are infrequent visitors to the Stanford Medicine main campus may apply for complimentary badge access to park. With approved access, Community Physicians visiting SHC

may park in the Pasteur Visitor Garage, and Community Physicians visiting LPCH may park in the Community Physicians Lot at LPCH West Garage.

- b. For additional information and instructions on how to apply for badge access, please see the flyer here: <https://stanfordmedicinetransportation.org/Community-Physicians>

XIV. 30+ Year Parking

- a. Regular employees of SHC or LPCH with 30 or more years of service may be eligible to receive a complimentary Stanford University 'A' or 'C' parking permit. Employees whose primary work location is offsite (not on the Stanford Medicine main campus) are not eligible for this program.
- b. For more information and instructions on how to apply for this program, please see the flyer here: <http://stanfordmedicinetransportation.org/30-Year-Permit>

XV. Volunteer Parking

- a. SHC and LPCH volunteers may apply for complimentary badge access to park at the hospitals when they are volunteering
 - i. SHC volunteers with approved badge access may park in Pasteur Visitor Garage or Hoover Pavilion Garage.
 - ii. LPCH volunteers with approved badge access may park in LPCH Main Garage.
- b. For additional information about parking for volunteers, please view the flyer here: <https://stanfordmedicinetransportation.org/Volunteer-Parking>

XVI. Hospital Department Service Vehicle Parking

- a. Departments who operate Hospital-owned Vehicles may purchase a Service Vehicle Permit from Stanford University. Service vehicle permits are valid in any 'A' or 'C' permit space, as well as metered spaces, visitor parking areas, residential permit spaces, and special "Service Vehicle" spaces. They are **not** valid in spaces marked "Special Area Permit"
 - i. Rates: \$36.40 per day or \$395 per month
 - ii. For more information and instructions on how to purchase a Service Vehicle Permit, please click here: <https://transportation.stanford.edu/parking/learn-about-vehicle-policies/servicedelivery-vehicles>
- b. Only the following hospital vehicles may park in 500P - Pasteur Staff Garage (PSG) without a permit:
 - i. SHC Regional Supply Chain Services
 - ii. SHC Mail Services
 - iii. SHC Digital Solutions
 - iv. Stanford Blood Center
 - v. Engineering & Maintenance Lock Van
- c. Certain hospital-owned vehicles may be granted an access card that allows access into parking lots or garages for official purposes (ex: Security vehicles)
 - i. If a Transportation Services access card is lost or misplaced, the department must notify Transportation Services immediately
 - ii. Lost access cards will result in a \$25 fee to cover the costs of replacing the card

XVII. Americans with Disabilities Act (ADA) Accessible Parking for Staff

- a. SHC staff with a state-issued disability placard may park in accessible parking spaces in the following locations:
 - i. Stanford University lots and garages
 - 1. Accessible parking spaces are available in many Stanford University lots and garages. Individuals with state-issued disability parking placards may park in any marked space in university lots and garages
 - ii. 500P – Pasteur Staff Garage (PSG)

1. Accessible parking spaces are available in 500P - Pasteur Staff Garage (PSG), with the purchase of a daily parking permit (\$8) from the Stanford Medicine Parking app.
- iii. California Vehicle Code regulations for vehicles with accessible placards are valid on public streets and other municipal lots. Stanford Medicine lots and garages are privately owned and are therefore not governed by the CVC codes in section 225115.
- iv. For more information about accessible parking for SHC staff, please view the flyer here: <http://stanfordmedicinetransportation.org/SHC-Accessible>
- b. LPCH staff with a state-issued disability placard may park in accessible parking spaces in the following locations:
 - i. Stanford University lots and garages:
 1. Accessible parking spaces are available in many Stanford University lots and garages. Individuals with state-issued disability parking placards can park in any marked space in university lots and garages
 - ii. California vehicle code regulations for vehicles with accessible placards are valid on public streets and other municipal lots. Stanford Medicine lots and garages are privately owned and are therefore not governed by the CVC codes in section 225115.
 - iii. For more information about accessible parking for LPCH staff, please view the flyer here: <http://stanfordmedicinetransportation.org/LPCH-Accessible>

XVIII. Motorcycle Parking at 500P - Pasteur Staff Garage (PSG)

- a. SHC staff motorcycle parking in 500P - Pasteur Staff Garage (PSG) is free. Staff who arrive at 500P - Pasteur Staff Garage (PSG) on a motorcycle and park in the designated motorcycle parking spaces are not required to purchase a permit
- b. Motorcycles parking in any other area must abide by all posted rules and fees
- c. For more information, please see the flyer here: <http://stanfordmedicinetransportation.org/PSG-Motorcycle-Parking>

XIX. Official Vehicle Access

- a. Official vehicles, as approved by the Transportation Services department, may be granted access into parking lots or garages for official business. These vehicles may include:
 - i. Transportation Services Shuttle vehicles
 - ii. Ambulances and other emergency vehicles

XX. Badge Access Exceptions

- a. Staff with Badge Access for Official Purposes
 - i. Stanford Medicine Transportation Services may grant staff members badge access to parking lots and garages for official business needs. All applications for access must have a qualifying business justification and will be reviewed on a case-by-case basis by the Director of Transportation Services
 - ii. Staff who are granted badge access to a parking lot or garage for a business purpose may not use that access for personal or other unapproved purposes
 - iii. If access is abused or any other Stanford Medicine Transportation Services rules are violated, the access may be revoked, and the violating staff member's supervisor may be notified
- b. Other staff members may qualify for badge access to park for free with a qualifying business justification
 - i. This access is considered on a case-by-case basis, and allocated based on availability
 - ii. To apply for badge access with a qualifying business justification, please fill out the form here: <http://stanfordmedicinetransportation.org/Exception-Application>

Section 2.5: Staff Parking Details by Location

I. Hoover Pavilion Garage (217 Quarry Road)

- a. The Hoover Pavilion Garage is 9 levels, 3 below ground and 6 above ground
 - i. Levels 2-6 are staff parking only. Any staff member who holds a 'C' or 'Z' permit may park on these levels. 'A' permits are not valid in the Hoover Pavilion Garage.
 - ii. Street level and Lower Level 1 of the garage are patient and visitor parking only.
 - iii. Lower Levels 2 & 3 are primarily for patient & visitor parking, but staff with authorized badge access may also use this area. For more information and instructions on applying for badge access, please view the flyer here:
<http://stanfordmedicinetransportation.org/HPG-Underground>
 - iv. Badge Access to Hoover Pavilion Garage is granted based on availability. Staff are eligible to apply for badge access to the lower levels of Hoover Pavilion Garage if they meet one of the following criteria:
 1. Purchase a monthly 'Z' permit
 2. Work Night shift
 3. Work Swing Shift at the Hoover campus

II. 500P - Pasteur Staff Garage (PSG) (1189 Welch Road)

- a. The Pasteur Staff Garage is 5 levels, 2 below ground and 3 above ground
- b. A permit is required for all vehicles parked in 500P - Pasteur Staff Garage (PSG) between 6:00am – 4:00pm Monday – Friday
- c. Badge access is required to enter the 500P – Pasteur Staff Garage at all other times. Staff parked overnight must exit before 7:00am, Monday – Friday. After hours and weekend badge access may be requested by filling out the form located here:
<http://stanfordmedicinetransportation.org/psg-access-form>
- d. Any staff parked in 500P - Pasteur Staff Garage (PSG) overnight must leave the garage by 7:00am, or purchase a permit for the following day
- e. For more information about parking at 500P - Pasteur Staff Garage (PSG), view the flyer here:
<http://stanfordmedicinetransportation.org/PSG-Passport>

III. Pasteur Visitor Garage (200 Pasteur Drive)

- a. The Pasteur Visitor Garage is for hospital patients and visitors. Any staff members who are granted access to the Pasteur Visitor Garage should park only on Level 4, in order to preserve the closest parking for patients and visitors

IV. LPCH Main Garage (725 Welch Road)

- a. This garage is for hospital patients and visitors. Staff members who are granted Swing Shift access should park in the designated Swing Shift parking stalls on P2

V. J Lot (903 Quarry Road Extension)

- a. A limited number of hospital staff members who purchase a 'Z' permit from Stanford University were granted temporary badge access to J Lot in 2019
 - i. This temporary access was provided when 'Z' permit holders were required to vacate Stock Farm Garage in 2019
- b. J Lot access is granted by Stanford Medicine Transportation Services based on availability, and will be rescinded if the staff member does not maintain a valid 'Z' permit

VI. Welch Road properties

- a. Welch Road properties parking is only for authorized staff working at the following locations: 700, 750, 770, 777, 900, 1000, & 1190 Welch Road. Parking at 730, 732 and 1100 Welch Road is reserved for patients/visitors only
- b. Authorized staff should use the Stanford Medicine Parking App to purchase a Welch Road parking permit
- c. Rates: \$12 per day or \$133 per month
- d. SHC & LPCH employees with 30+ years of service may qualify for a free permit. To confirm qualifying eligibility, SHC employees should email: transportationservices@stanfordhealthcare.org and LPCH employees should email spaceplanning@stanfordchildrens.org

VII. Stanford Mall Rooftop Parking

- a. Stanford Medicine Transportation Services manages a limited amount of parking on the Stanford Shopping Center Garage Rooftop, which is used for construction worker parking, as well as Douglas Parking Staff Parking
- b. A valid Stanford Mall Rooftop Parking Permit is required to park in this area
- c. Permits are distributed by quarter, based on project date

Section 2.6: Staff Parking at Off-Site Locations

Staff should abide by all posted and communicated rules in their designated staff parking area. Staff may not park in any spaces or areas reserved for patients and visitors. Certain off-site staff parking areas, listed below, have additional procedures staff should be aware of.

I. Stanford Medicine Outpatient Center in Redwood City

- a. Staff parking at the Stanford Medicine Outpatient Center in Redwood City should not park in any parking areas that are reserved for patients and visitors. Staff may park in one of the following designated staff parking areas:

i. Exterior Parking Garage

1. The Exterior Garage, located at 460 Broadway, has 4 levels, 3 above ground and 1 below ground.
2. Staff may park in the below ground level, or on levels 2 or 3
3. Level 1 (street level) is reserved for patients and visitors only
4. Staff Electric Vehicle charging is available on Level 2 of the Exterior Garage. Staff members must have a ChargePoint account to pay for Electric Vehicle Charging, and must abide by all posted rules and limitations

ii. Underground Garage

1. The underground garage, located below the Stanford Medicine Outpatient Center, is only available to authorized staff with badge access
 2. Badge access is available to clinical faculty, and staff with over 30 years of service, as identified by Human Resources
- b. Staff may not park in the surface lots, which are reserved for patients and visitors
 - c. For additional information about staff parking at the Stanford Medicine Outpatient Center in Redwood City, please view the flyer here:

<http://stanfordmedicinetransportation.org/RedwoodCity-Staff-Parking>

II. Stanford Health Care – Emeryville

- a. The garage located at 5800 Hollis is reserved for patients and visitors only
- b. Staff at Stanford Health Care – Emeryville may be assigned to one of the following garages:
 - i. Garage 2 – 5885 Hollis
 - ii. Garage 3 – 5858 Horton
 - iii. Garage 4 – 5855 Horton
 - iv. Garage 5 – 6100 Horton
- c. Staff must apply for access to a staff parking garage. Stanford Medicine Transportation Services will review all applications and reach out to the staff member with their assigned parking area and further instructions.
- d. A hangtag permit, transponder, and Wareham card may be required to park in the assigned garage. Stanford Medicine Transportation Services may require a refundable deposit when distributing these items
 - i. In the event that parking access is no longer needed, such as when leaving employment at Stanford Health Care – Emeryville, a staff member should return any transponders, permits, or access cards to Transportation Services, and may reach out to TransportationServices@stanfordhealthcare.org to request a refund of the deposit
- e. To apply for parking access, please fill out the form here:

<http://stanfordmedicinetransportation.org/Emeryville-Parking-Form>

III. Stanford Health Care – Ravenswood

- a. Staff whose primary work location is the SRI Building at 301 Ravenswood Ave in Menlo Park can request access to the SRI lot located behind building I, off of D Street.
- b. Visitors to 301 Ravenswood may park in the visitor lot in front of Building I, following the posted signs
- c. For additional information about parking at 301 Ravenswood, please view the flyer here:
<http://stanfordmedicinetransportation.org/Ravenswood-Staff-Parking>

IV. Byers Eye & Stanford Ear Institute at Watson Court

- a. A limited amount of staff parking is available at 2452 Watson Court.
- b. In addition, two overflow lots are available for staff working at this location: 2479 E. Bayshore Rd (Overflow Lot 1) and 2600 E. Bayshore Rd (Overflow Lot 2)
- c. Rewards programs are in place to provide additional benefits to staff who choose to park in the overflow lots:
 - i. Staff parking in the overflow lots have access to Yoshi fuel & wash. See flyer for details:
<https://www.stanfordmedicinetransportation.org/wc-yoshi>
 - ii. Staff parking in the overflow lots can also earn points towards the Parking Rewards Program. Each day parked in an overflow lot will earn points for the staff member, which can later be redeemed for prizes. See flyer for details:
<https://www.stanfordmedicinetransportation.org/wc-pointsprogram>

Chapter 3: Patient and Visitor Parking

For the most updated patient and visitor parking information, visit
<https://stanfordmedicinetransportation.org/SHCPatientVisitor> (SHC) or
<https://stanfordmedicinetransportation.org/LPCHPatientVisitor> (LPCH)

Section 3.1: Patient and Visitor Parking on Stanford Medicine Main Hospital Campus

Patients and Visitors to the Stanford Medicine main campus should park in designated Stanford Medicine patient and visitor parking areas (listed below) and must follow the rules for parking in those areas.

I. Pasteur Visitor Garage (200 Pasteur Drive)

- a. The Pasteur Visitor Garage is an ideal parking option for patients and visitors to 300 Pasteur Drive, 500 Pasteur Drive, 875 Blake Wilbur Drive, and 900 Blake Wilbur Drive. The garage is gated, and all patients and visitors must take a parking ticket and ensure that their ticket fee is paid or validated before exiting the garage
- b. Rates:
 - i. First Two Hours: Free
 - ii. Third hour: \$2
 - iii. Each Additional Hour or Fraction Thereof: \$1
 - iv. Daily Maximum (accrues after 7 hours): \$18
 - v. Patients or Visitors with a lost ticket must pay the daily maximum of \$18
- c. Payment Information:
 - i. Patients and Visitors are encouraged to bring their parking ticket with them and pay immediately before returning to their vehicle
 - ii. Payment machines are available on street level above the garage, as well as the lobby of each level inside the garage
 1. Cash and credit card are both accepted on street level and level 1. Some machines are credit card only. Please refer to posted signage
 2. Credit card only on levels 2, 3, and 4
 - iii. Credit card payments are also accepted at the machines at the garage exit gates. No cash is accepted at the garage exit
- d. Special Parking Types:
 - i. Accessible Parking (state-issued disability placard or license plate required) is available on levels 1, 2, and 3
 - ii. Limited Mobility Parking is available on level 1
 - iii. 2 Hour Parking is available on level 1
 - iv. Oversized Vehicle Parking is available on level 1

II. Blake Wilbur Surface Lot (900 Blake Wilbur Drive)

- a. The Blake Wilbur Surface Lot is a parking option for patients and visitors to 875 Blake Wilbur Drive and 900 Blake Wilbur Drive. The lot is staffed by a parking attendant, and all patients and visitors must pay for their parking when exiting.
- b. Rates:
 - i. Each Hour or Fraction of an Hour: \$2
 - ii. Daily Maximum (accrues after 8 hours): \$18
 - iii. Patients or Visitors with a lost ticket must pay the daily maximum of \$18
- c. Payment Information:
 - i. The Blake Wilbur Surface Lot is Credit Card Only. For cash payments, please park in the Pasteur Visitor Garage
 - ii. Payment for parking is accepted by the payment machine at the lot exit
- d. Special Parking Types:
 - i. Accessible Parking (state-issued disability placard or license plate required) is available near the entrance of the Blake Wilbur Surface Lot

III. Blake Wilbur Overflow Lot (1059 Welch Road)

- a. The Blake Wilbur Overflow Lot is used only when the Blake Wilbur Surface Lot is at capacity. A staff member will assist any patients or visitors who need to park in the Blake Wilbur Overflow Lot

IV. Hoover Pavilion Garage (217 Quarry Road)

- a. The Hoover Pavilion Garage is an ideal parking option for patients and visitors to Hoover Pavilion or the Neuroscience Health Center. The garage is gated, and all patients and visitors must take a parking ticket and ensure that their ticket fee is paid or validated before exiting the garage. The lower levels (level 1, and lower levels 1, 2, and 3) are available for patient and visitor parking
- b. Rates:
 - i. First Hour: Free
 - ii. Each Additional Hour or Fraction Thereof: \$1
 - iii. Daily Maximum (accrues after 12 hours): \$18
 - iv. Patients or Visitors with a lost ticket must pay the daily maximum of \$18
- c. Payment Information:
 - i. Patients and Visitors are encouraged to bring their parking ticket with them and pay immediately before returning to their vehicle
 - ii. Payment machines are available on street level of the garage
 - 1. Cash and credit card payments are both accepted
 - 2. Some machines are credit card only. Please refer to posted signage
 - iii. Credit card payments are also accepted at the machines at the garage exit gates. No cash is accepted at the garage exit
- d. Special Parking Types:
 - i. Accessible Parking (state-issued disability placard or license plate required) is available on level 1
 - ii. Clean Air Vehicle Parking is available on all patient and visitor parking levels. No Electric Vehicle charging is available

V. Neuroscience Health Center Lot (213 Quarry Road)

- a. The Neuroscience Health Center Lot is a parking option for patients of the Neuroscience Health Center. Parking in this lot is limited to 4 hours maximum. For longer stays, please park in the Hoover Pavilion Garage. Each space in the Neuroscience Health Center Lot is equipped with a parking meter
- b. Rates:
 - i. Each Hour or Fraction Thereof: \$1
 - ii. 4 hours (\$4) maximum
- c. Hours of Enforcement:
 - i. 8:00am – 4:00pm
 - ii. Monday – Friday
 - iii. Pre-payment is available 2 hours before enforcement begins
- d. Payment is by credit card only. No cash accepted. For cash parking, please park in the Hoover Pavilion Garage

VI. LPCH Main Garage (725 Welch Road)

- a. The LPCH Main Garage is an ideal parking option for patients and visitors to the LPCH Main lobby. The garage is gated, and all patients and visitors must take a parking ticket and ensure that their ticket fee is paid or validated before exiting the garage
- b. Rates:
 - i. First Two Hours: Free
 - ii. Third hour: \$2
 - iii. Each Additional Hour or Fraction Thereof: \$1
 - iv. Daily Maximum (accrues after 7 hours): \$18
 - v. Patients or Visitors with a lost ticket must pay the daily maximum of \$18
- c. Payment Information:
 - i. Patients and Visitors are encouraged to bring their parking ticket with them and pay immediately before returning to their vehicle
 - ii. Payment machines are available on both levels of the garage
 - 1. Cash and credit card are both accepted
 - iii. Credit card payments are also accepted at the machines at the garage exit gates. No cash is accepted at the garage exit
- d. Special Parking Types:
 - i. Accessible Parking (state-issued disability placard or license plate required) available on P1 and P2
 - ii. Electric Vehicle Charging is available for patients and visitors on P1 and P2. A ChargePoint account is required to use the Electric Vehicle charging stations. Staff are not permitted to use Electric Vehicle charging in LPCH Main garage

VII. LPCH West Garage (725 Welch Road)

- a. The LPCH West Garage is an ideal parking option for patients and visitors to LPCH West. The garage is gated, and all patients and visitors must take a parking ticket and ensure that their ticket fee is paid or validated before exiting the garage
- b. Rates:
 - i. First Two Hours: Free
 - ii. Third hour: \$2
 - iii. Each Additional Hour or Fraction Thereof: \$1
 - iv. Daily Maximum (accrues after 7 hours): \$18
 - v. Patients or Visitors with a lost ticket must pay the daily maximum of \$18
- c. Payment Information:
 - i. Patients and Visitors are encouraged to bring their parking ticket with them and pay immediately before returning to their vehicle
 - ii. A payment machine is available in the upper level of the garage, near the building entrance
 1. Cash and credit card are both accepted
 - iii. Credit card payments are also accepted at the machines at the garage exit gates. No cash is accepted at the garage exit
- d. Special Parking Types:
 - i. Accessible Parking (state-issued disability placard or license plate required) is available on the upper and lower level
 - ii. Active Labor Parking is available on the upper level, near the building entrance
 - iii. Motorcycle Parking is available on the lower level

VIII. 500 Pasteur Adult and Trauma Emergency Department (1199 Welch Road)

- a. The 500 Pasteur Emergency Department Parking Lot is reserved for Emergency Patients only. All patients parking in this lot must see a parking staff member for instructions
- b. If the Emergency Department Surface Lot is at capacity, patients may be directed to park inside of 500P - Pasteur Staff Garage (PSG)

IX. 300 Pasteur Pediatric Emergency Department (900 Quarry Road Extension)

- a. The 300 Pasteur Emergency Department Parking Lot is reserved for Emergency Patients only. All patients parking in this lot must see a parking staff member for instructions.

X. Hours of Enforcement

- a. Unless otherwise stated or posted, patient and visitor parking areas are enforced 24/7

XI. Parking Validation

- a. Parking validation is available for patients and visitors in certain situations, as deemed appropriate by Stanford Medicine Transportation Services
- b. The following types of validations are accepted:
 - i. Validation Machine:
 1. Validation machines are specifically programmed to validate tickets from specific parking lots or garages, for a designated number of hours
 2. Parking tickets can only be validated one time
 3. Validation machines are provided and operated with the approval of Stanford Medicine Transportation Services, and are only to be used for the specified business purpose
 4. Staff may not use validation machines to validate their own parking tickets
 - ii. Validation Vouchers:
 1. 1 Day Self-Parking Validation Voucher
 - a. LPCH 1 Day Self-Parking Validation Vouchers are valid at LPCH Main Garage and LPCH West Garage
 - b. These vouchers will validate up to 24 hours (\$12) of parking
 2. VIP Validation Voucher
 - a. Valid at all valet and self-parking locations
 - b. Validates up to 24 hours of parking
 - iii. Online Validations:
 1. Approved clinics may be granted a handheld scanning device and access to the online parking validation portal to validate a patient or visitor's parking
- c. The following are possible situations that may warrant a parking validation:
 - i. LPCH patients may be granted parking validation or a seven-day parking pass, depending on length of stay. These validations, when granted, are valid only at the LPCH Main and West Garages
 - ii. Patients with an appointment at the Blake Wilbur Cancer Center may be granted a validation for the Pasteur Visitor Garage
 - iii. Patients with an appointment at the Radiation Therapy Clinic in the Blake Wilbur Cancer Center may be granted a validation for the Blake Wilbur Surface Lot
 - iv. Visitors with a meeting at the Executive Suites may be granted a validation for the Pasteur Visitor Garage
 - v. Other validations may be granted as deemed appropriate by the Transportation Services department

XII. Seven-Day Parking Passes

- a. LPCH:
 - i. Seven-Day passes may be available at Admitting to patients who are admitted to the hospital for more than 24 hours
 - ii. Valid at LPCH Main Garage and LPCH West Garage
- b. SHC:
 - i. Patients and visitors may purchase a Seven-Day pass (\$35) from the Transportation Lounge, located at 500 Pasteur Drive
 - ii. Valid at Pasteur Visitor Garage and Hoover Pavilion Garage
- c. Seven-Day passes allow users to enter and exit the specified parking garages with a single ticket for seven consecutive days. Instead of taking a parking ticket, the user should insert the Seven-Day parking pass at the garage entrance, retrieve it, then insert and retrieve it again at the exit

XIII. Americans with Disabilities Act (ADA) Accessible Parking

- a. Accessible parking spaces for patients and visitors with a state-issued Disability placard are available in many on-campus lots and garages. All accessible spaces in university-owned lots and garages are free with a valid state-issued placard or license plate. Accessible spaces in hospital-managed lots and garages are subject to the standard parking cost in that parking area.
- b. California Vehicle Code (CVC) regulations for vehicles with accessible placards are valid on public streets and other municipal lots. Stanford Medicine lots and garages are privately owned and are therefore not governed by the CVC codes in section 225115.
- c. For more information about accessible parking for Stanford Medicine patients and visitors, please view the flyer here: <http://stanfordmedicinetransportation.org/Accessible-Parking>

XIV. Limited Mobility Parking

- a. Limited Mobility parking spaces for patients and visitors are available in Pasteur Visitor Garage on the main hospital campus and in the parking garage at the Stanford Medicine Outpatient Center in Redwood City.
- b. These spaces do not require a state-issued Disability placard, but are intended to be used by patients and visitors who are experiencing any condition that impedes their mobility, including, but not limited to, injuries, pregnancy, or illness.

XV. Recreational Vehicle (RV) Parking

- a. Short Term Recreational Vehicle (RV) Parking is available for patients in the H Permit section of Lot 1, located at 217 Quarry Road. RV parking is available for a maximum of 7 consecutive days and must be reserved at least 2 business days in advance.
- b. Patients parking in the RV parking area must meet all eligibility requirements and display a valid RV parking permit visibly on the vehicle dashboard at all times.
- c. Rates:
 - i. \$12 per day
 - ii. 7-day (\$84) maximum
 - iii. A processing fee will be added to your total
- d. RV Parking is restricted to patients only. All RVs and travel trailers must be less than 30 ft in total length and be fully self-contained. (No electrical hookups, no water hookups, no sewer hookups, no dumping, no standalone generators, no open flames). Parking is allowed for a maximum of 7 consecutive days, with no renewals.
- e. For more information about RV parking, including instructions to purchase a permit, view the flyer here: <http://stanfordmedicinetransportation.org/RV-Parking>

XVI. Vendor Parking

- a. Vendors who need to park at the Stanford Medicine main campus should refer to the parking instructions on the flyer here: <http://stanfordmedicinetransportation.org/Vendors>
- b. Approved Medical Couriers (example: Medspeed) Vehicles who need to make a delivery to 500 Pasteur may be allowed to park on G/L1 of Pasteur Staff Garage

XVII. Media Parking

- a. All vehicles associated with Media Outlets should park at the Cantor Art Center located at 328 Lomita Drive.
- b. For additional information, please view the flyer here: <http://stanfordmedicinetransportation.org/Media>

Section 3.2: Patient and Visitor Parking at Off-Site Locations

- I. Patient and Visitor Parking at Off-site Locations
 - a. Patients and visitors parking at any Stanford Medicine Location should abide by all posted rules.
 - b. SHC, SHC-VC, and UHA locations
 - i. Additional parking and transportation information is available for patients and visitors online here: <https://www.stanfordmedicinetransportation.org/SHCPatientVisitor>
 - c. LPCH and PCHA locations
 - i. Additional parking and transportation information is available for patients and visitors online here: <https://www.stanfordmedicinetransportation.org/LPCHPatientVisitor>

Chapter 4: Parking Rules and Enforcement

Section 4.1: Parking Rules

All vehicles parking in areas managed by Stanford Medicine Transportation Services must abide by any posted signs or painted indications defining a parking type, including, but not limited to:

- I. Accessible Parking Spaces**
 - a. Any space that is marked as an accessible space may only be used by individuals with a state-issued disability placard or license plate
- II. Carpool Staff Parking Spaces**
 - a. Carpool Parking Spaces should only be used by staff members who carpooled with at least one other person on their commute
- III. Reserved**
 - a. Any reserved parking space should not be used without prior approval
- IV. Electric Vehicle (EV) Charging**
 - a. Electric Vehicle Charging is available in Hoover Pavilion Garage and Pasteur Visitor Garage, for both staff and patient/visitor use
 - i. Hoover Pavilion Garage staff EV charging is available at a cost of \$0.25/kWh (subject to change). Employees who are parked in these staff parking spaces must also display the appropriate parking permit ('C' or 'Z')
 - ii. Hoover Pavilion Garage and Pasteur Visitor Garage patient & visitor EV charging is available at a cost of \$0.25/kWh for the first 3 hours. After 3 hours, an additional fee of \$5/hour will be added onto the charging cost. Patients and visitors parking in these charging stalls are also subject to standard garage parking fees
 - b. Staff Electric Vehicle (EV) charging stations are also available in some Stanford University parking lots and garages near the Stanford Medicine main hospital campus. A ChargePoint account is required to pay for parking and charging in these spaces
 - c. Vehicles parked in EV charging stalls must be plugged in and actively charging.
 - d. For more information, please see the flyer here:
<http://stanfordmedicinetransportation.org/Staff-EV>
- V. Clean Air Vehicle**
 - a. Clean Air Vehicle spaces should only be used by a qualified hybrid or clean air vehicle, as defined by the California Air Resources Board
- VI. Time Limits**
 - a. Any person parking in a space with a posted time limit must abide by that limit
- VII. ZipCar Parking**
 - a. Any parking space that is identified as a ZipCar parking space may only be used by ZipCar vehicles
- VIII. Valet Parking**
 - a. "Valet Parking Only" spaces may only be used by Stanford Medicine Transportation Services Valet staff
- IX. Ambulance Parking spaces**
 - a. Ambulance Parking Spaces are only to be used by ambulances. No personal vehicles are allowed

- X. Loading Areas**
 - a. Any area that is identified as a loading zone, loading dock, or loading bay may only be used for loading and unloading. All posted time limits must be followed, and no long-term parking is allowed
- XI. No Stopping Zones**
 - a. Vehicles may not be stopped or parked in any fire lane or other area that is marked with a “no stopping” sign
- XII. First Come, First Served**
 - a. Parking spaces are not assigned to individual employees, and are instead made available on a first-come-first-served basis to those who are permitted to park there.

Section 4.2: Parking Enforcement

Stanford Medicine Transportation Services will enforce all posted rules in roadways or parking areas that are managed by Stanford Medicine Transportation Services. Violations or rules may result in a warning, citation, invoice, or towing, as appropriate

- I. Manager Comp**
 - a. When a customer service issue with a patient or visitor cannot be resolved, Transportation Services managers may fill out a Manager Comp card providing free parking for the patient or visitor
- II. “I Owe You” (IOU) Parking Invoices**
 - a. When a patient or visitor does not have funds to pay for their parking fees, a Transportation Services Manager may provide them with an IOU Parking Invoice, allowing the patient or visitor to pay at a later date
- III. Warnings, Citations, and Invoices**
 - a. Any printed warning, citation, or invoice distributed by Stanford Medicine Transportation Services will include information about how to pay any owed fees, and/or contact information for questions or concerns
 - b. If a parker believes they received an invoice in error, they may submit an appeal. All appeals will be reviewed by Stanford Medicine Transportation Services prior to approval or denial
- IV. Towing**
 - a. Unauthorized vehicles parked in tow-away zones may be towed at vehicle owner’s risk and expense
 - b. When towing is required, Stanford Medicine Transportation Services uses Specialty Towing. For more information about, or to reclaim, a towed vehicle, please contact Specialty Towing at 650-365-1610

Chapter 5: Shuttles

For the most updated list of patient, visitor, and staff shuttles, visit

<https://stanfordmedicinetransportation.org/Shuttles/>

Section 5.1: Patient/Visitor and Staff Shuttle Lines

- I. [Line AE-F Shuttle](#)
 - a. Managed by: Stanford University Marguerite
 - b. Operated by: Hallcon Transportation
 - c. Location: Connects East Bay with Palo Alto
 - d. Description: This route supplements AC Transit's Line U Transbay Service. In the East Bay, this line serves Fremont BART station, Fremont Wells Fargo lot, ACE/Amtrak Fremont Station, and Ardenwood Park & Ride lot. In Palo Alto, this line serves Embarcadero Rd at Wildwood Ave, Embarcadero Rd at N. California Ave, Stanford Campus Oval, Roth Way Garage, and the Psychiatry Building on Quarry Road
- II. [Bohannon](#)
 - a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Location: Connects Menlo Park with Palo Alto
 - d. Description: Serves the Bohannon campus and the Menlo Park Caltrain station. In Menlo Park, this line serves the Menlo Park Caltrain Station, and Bohannon campus. In Palo Alto, this line serves El Camino Real at Quarry Rd, Stanford Barn, and Quarry Rd near Falk Building
- III. [Campbell Shuttle](#)
 - a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Hallcon Transportation
 - c. Used by: Stanford Health Care & Lucile Packard Children's Hospital staff
 - d. Locations: Santa Clara and Campbell
 - e. Description: The Campbell Shuttle provides free staff transportation between the Campbell Park & Ride lot, Lucile Packard Children's Hospital, and 500 Pasteur
- IV. [East Bay Express](#)
 - a. Managed by: Stanford University Marguerite
 - b. Operated by: Hallcon Transportation
 - c. Location: Connects East Bay with Palo Alto
 - d. Description: This route travels between Stanford and the East Bay, including Ardenwood Park & Ride, Union City BART station, and Fremont BART station. In Palo Alto, this line serves the Stanford Campus Oval and the Falk Center
- V. [Evening Parking Shuttle](#)
 - a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Used by: Stanford Medicine staff
 - d. Location: Stanford Campus
 - e. Description: This is an on-demand or scheduled service from the Main Hospital Campus to parking areas. This line picks up at the 500 Pasteur Transportation Lounge, LPCH Main Lobby, and 875 Blake Wilbur and drops off passengers at the Palo Alto Transit Center, Hoover Pavilion Garage, Stock Farm Garage, and Searsville Lot, on demand. From 4:00am – 5:00am Monday-Friday, this line runs every 15 minutes from Hoover Pavilion Garage to LPCH and 500 Pasteur

- VI. [Fircrest-Ardenwood Shuttle](#)
 - a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Used by: Stanford Medicine staff
 - d. Location: Connects East Bay Park & Ride Lots
 - e. Description: Transports staff between the Fircrest Park & Ride Lot and the Ardenwood Park & Ride Lot
- VII. [Hospital Direct \(HD\)](#)
 - a. Managed by: Stanford University Marguerite and Stanford Medicine Transportation Services
 - b. Operated by: First Transit (peak hours) and Douglas Parking (off-peak hours)
 - c. Location: Stanford Campus
 - d. Description: Connects Stock Farm North Lot and Hoover Pavilion, serving LPCH, Welch Road at Blake Wilbur Drive, and 500 Pasteur Transportation Lounge
- VIII. [Line X](#)
 - a. Managed by: Stanford University Marguerite
 - b. Operated by: First Transit
 - c. Location: Palo Alto
 - d. Description: Runs to and from the Palo Alto Transit Center, serving Stanford Shopping Center, Medical Center on Quarry Extension, Towne and Country Village, and other stops along the route. An Express route is available in the mornings, providing a direct connection from the Palo Alto Transit Center to the Medical Center on Quarry Extension
- IX. [Line Y](#)
 - a. Managed by: Stanford University Marguerite
 - b. Operated by: First Transit
 - c. Location: Palo Alto
 - d. Description: Runs to and from the Palo Alto Transit Center, serving Medical Center on Roth Way, Galvez Street at El Camino Real, and other stops along the route. And Express route is available in the afternoons, providing a direct connection from the Medical Center on Roth Way to the Palo Alto Transit Center
- X. [Medical Center \(MC\) Shuttle](#)
 - a. Managed by: Stanford University Marguerite and Stanford Medicine Transportation Services
 - b. Operated by: First Transit (peak hours) and Douglas Parking (off-peak hours)
 - c. Location: Stanford campus
 - d. Description: Travels between the Palo Alto Transit Center, 500 Pasteur Transportation Lounge, and LPCH, serving additional stops along Quarry Road and Welch Road
- XI. [Ronald McDonald House Shuttle](#)
 - a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Used by: LPCH patients and visitors
 - d. Location: Palo Alto
 - e. Description: Connects LPCH with the Ronald McDonald House locations at Arillaga and Taube. Runs scheduled service on weekdays, and on-demand on weekends

- XII. [Santa Clara Shuttle](#)
- a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Hallcon Transportation
 - c. Used by: Stanford Health Care & Lucile Packard Children's Hospital staff
 - d. Locations: Santa Clara and Palo Alto
 - e. Description: The Santa Clara Shuttle provides free staff transportation between the Santa Clara Park & Ride lot, Lucile Packard Children's Hospital, and 500 Pasteur
- XIII. [TECH Shuttle](#)
- a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Location: Palo Alto
 - d. Description: Connects the Palo Alto Transit Center to the Byers Eye Institute and the Palo Alto Technology Center, serving additional stops along the way
- XIV. [Patient/Visitor Golf Cart – Main Hospital Campus](#)
- a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Used by: SHC patients and visitors
 - d. Location: Stanford Campus
 - e. Description: Connects Pasteur Visitor Garage with 300 Pasteur, 500 Pasteur, and 875/900 Blake Wilbur. Golf cart service runs every 10 minutes during operating hours and can be requested via callbox at each stop. Transportation for patients with limited mobility is available on-demand
- XV. [Patient/Visitor Golf Cart – Redwood City Outpatient Center](#)
- a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Used by: SHC patients and visitors
 - d. Location: Stanford Medicine Outpatient Center in Redwood City
 - e. Description: Connects Parking Garage with Pavilions A/B and Pavilions C/D. Available on-demand via callbox or by calling 650.736.8000 during operation hours
- XVI. [Patient/Visitor Golf Cart – Hoover Campus](#)
- a. Managed by: Stanford Medicine Transportation Services
 - b. Operated by: Douglas Parking
 - c. Used by: SHC patients and visitors
 - d. Location: Hoover Pavilion
 - e. Description: Connects Hoover Pavilion Parking Garage with Hoover Pavilion and Neuroscience Health Center. Available on-demand via callbox or by calling 650.736.8000 during operation hours

Section 5.2: Shuttle Rules

All passengers on shuttles managed by Stanford Medicine Transportation Services and operated by Douglas Parking must follow the following rules while riding the shuttle. Any passengers who do not follow these rules, any posted rules, or are otherwise acting in an unsafe manner may be asked to leave the shuttle.

- I. No Smoking or Vaping**
 - a. No smoking is allowed on Stanford Medicine property, including Stanford Medicine shuttle vehicles
 - b. Santa Clara, San Mateo, and Alameda County all also prohibit smoking at transit stops. Please refer to the applicable county ordinance for more information
- II. No Standees**
 - a. All passengers must be seated while the shuttle is in motion
 - b. Please note that this rule does not apply on many Marguerite shuttles. For Marguerite rules please refer to Stanford University Transportation
- III. No Pets**
 - a. Service animals are the only animals permitted on shuttle vehicles
 - b. Please note that emotional support, therapy, comfort, or companion animals are not considered service animals under the Americans with Disabilities Act (ADA) and are therefore not permitted on shuttle vehicles
- IV.** For information about rules on Stanford University Marguerite Shuttles, please contact marguerite@stanford.edu

Chapter 6: Alternative Transportation Options for Staff

For the latest information about Transportation Demand Management Programs, visit

<https://stanfordmedicinetransportation.org/Alternatives/>

Section 6.1: Lyft for Business

- I. What is a “Lyft Business / corporate account?” It’s a transportation program designed to provide an efficient and stress-free commute from business to business or business to business meeting location. This guidance extends to all Stanford Medicine employees who are eligible to participate in the Lyft Corporate program upon approval by their direct supervisor/manager.
 - i. Please be advised; the Lyft corporate account is for business-related trips only and cannot be used for commute trips between place of residence & place of business.
 - ii. All rides taken under the Lyft Corporate Program must be business related and should not be submitted as a reimbursement through the SHC Concur Travel and Expense (T&E) system.
 - iii. The Lyft corporate account is strictly for business use only. Which means anticipated travel from office / professional work-site locations to other professional business locations. This program’ intended use is not for traveling from a place of residence to the work environment or from the business location back to a designated place of residence /or home.
- II. **SHC Lyft Procedure**
 - a. Access Request to the SHC Lyft Corporate Program
 - i. SHC Employees must request access to the SHC Lyft Corporate Program through the SHC ServiceNow portal under Access Request
 1. Click on “Request Services”
 2. In the Categories box, select “Access”
 3. Select “Other Access” and write “Lyft for Business” in the Notes/Comments section
 4. Enter your business justification and submit the form
 - b. Approval for access to the SHC Lyft Corporate Program
 - i. Upon submission of the access request in the SHC ServiceNow portal, SHC supervisors/managers will receive an email notification to review and approve the Lyft Corporate Program requests from their direct reports/employees
 - ii. Once an employee is approved to access the SHC Lyft Corporate Program, all rides taken by the employee will be automatically paid for by SHC without any additional approvals
 - c. Activating the SHC Lyft Corporate Program:
 - i. SHC Employees must activate the SHC Lyft Corporate Program by following the activation steps below:
 1. Once an employee’s manager approved an employee’s access request to the SHC Lyft Corporate Program, it will take 48 hours for Lyft to process the employee’s account
 2. Employees will receive an email invitation with activation steps from Lyft. The email will include steps for downloading the Lyft Application from the Apple Application Store or Android Google Store

3. Verification steps will include inputting the employee's phone number and verification code (sent to an employee's phone via text message)
- d. Using the SHC Lyft Corporate Program
 - i. When booking a Lyft ride in the Lyft app, select if each trip is a business or personal trip using the purple highlight on the payment screen on the bottom left
- e. For more information about the SHC Lyft for Business program, view the flyer here:
<http://stanfordmedicinetransportation.org/SHC-Lyft>

III. LPCH Lyft Procedure

- a. Access Request to the LPCH Lyft Corporate Program
 - i. Only LPCH employees whose location is set as "off-site" may apply for Lyft access
 - ii. Qualifying LPCH Employees must request access to the LPCH Lyft Corporate Program through Access HR
 1. Under "Employee Self Service", click Lyft Request
 2. Click on Lyft Policy and review. Click Submit
- b. Activating the LPCH Lyft Corporate Program:
 - i. Once the access request is approved, employee will receive an email from PeopleSoft
 1. Once an employee's manager approved an employee's access request to the LPCH Lyft Corporate Program, it will take 48 hours for Lyft to process the employee's account
 2. Employees will receive an email invitation with activation steps from Lyft. The email will include steps for downloading the Lyft Application from the Apple Application Store or Android Google Store
 3. Verification steps will include inputting the employee's phone number and verification code (sent to an employee's phone via text message)
- c. Using the LPCH Lyft Corporate Program
 - i. When booking a Lyft ride in the Lyft app, select if each trip is a business or personal trip using the purple highlight on the payment screen on the bottom left

IV. Guidelines

- a. All rides taken under the Lyft Corporate Program must be business related. The Lyft Corporate Program can be used for trips between work sites or for other businesses-related trips
- b. Commute trips between an employee's home and work are excluded from the Lyft Corporate Program
- c. If the Lyft Corporate Program is used for unauthorized or non-business-related rides, or if it is used for commute trips between an employee's home and work, employees must write a personal check payable to Stanford Health Care or Lucile Packard Children's Hospital for the personal expense and submit to Payroll within 30 days from the date the personal ride was taken
- d. Employees must select the appropriate profile (Business or Personal) before requesting any rides on the Lyft Application
- e. Tips should be reasonable and not exceed 15% of the total cost of the ride
- f. Employees must include the purpose of the business trip in the Notes section in the Lyft Application after completing each ride

Section 6.2: Clipper Card and Transit Passes

- I. Stanford Medicine provides eligible employees (benefitted employee who reside off campus) with a Clipper card pre-loaded with a Caltrain Go Pass, a VTA SmartPass, and an AC Transit EasyPass for unlimited travel, any time, on Caltrain, VTA, and AC Transit
 - a. The [VTA SmartPass](#) allows unlimited travel on VTA buses and light rail, and some express buses (excluding the Dumbarton Express)
 - b. The [Caltrain Go Pass](#) provides unlimited travel on Caltrain
 - c. The [AC Transit EasyPass](#) provides unlimited travel on AC Transit buses (including the Dumbarton Express)
 - d. To be eligible for [VTA SmartPass](#) and [Caltrain Go Pass](#), employees must:
 - i. work 20 or more hours per week
 - ii. receive regular Stanford Health Care (SHC) or Lucile Packard Children's Hospital (LPCH) benefits
 - iii. be at Stanford primarily for employment
 - iv. have a residence address that is not on Stanford property (outside of the 94304, 94305, and 94309 ZIP codes)
 - v. have a residence address within a typical commuting range of Stanford's main campus (i.e., Alameda, Contra Costa, Marin, Merced, Monterey, Napa, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma, Stanislaus, and Yolo counties)
 - vi. are not in a classification listed under "Not eligible"
 - vii. are not fully remote
 - viii. assigned work location is within 10 miles of a Caltrain station, and
 - ix. assigned work location is in one of the following zip codes within the Caltrain Service Area: 94304, 94087, 94305, 94025, 95110, 94303, 95054, 94028, 94027, 95134, 94063, 94070
 - e. To be eligible for [AC Transit EasyPass](#), employees must:
 - i. work 20 or more hours per week
 - ii. receive regular Stanford Health Care (SHC) or Lucile Packard Children's Hospital (LPCH) benefits
 - iii. be at Stanford primarily for employment
 - iv. have a residence address within in the East Bay
- II. All passes will remain valid through the employee's time at Stanford unless their eligibility changes
 - a. Please note: provided employees remain eligible, their passes will automatically renew every four months (i.e. April, August, and December) to avoid Clipper's 180-day deactivation policy
- III. **Badge Required with Go Pass use**
 - a. Effective January 1st, 2022, all Stanford Medicine Go Pass users must be prepared to show their employer-issued ID badge to Caltrain conductors along with their Clipper card.
 - b. Staff who do not present their employer-issued ID badge along with their Clipper card may be subject to citation.
- IV. **Passes are non-transferable.**
 - a. Fraudulent use and transfer of the passes is a serious violation of the program, which may result in:

- i. fines up to \$400
- ii. confiscation of the pass
- iii. the forfeiture of Commute Club privileges (if eligible)
- iv. the forfeiture of the privilege of receiving future passes and prizes through Stanford Transportation

- b. For more information about the Go Pass terms of use please refer to the Go Pass Use Acknowledgement page

V. Lost, Stolen, or Damaged Clipper Cards

- a. In the case of a lost, stolen or damaged Clipper card employees **should not request a replacement card via email or phone**. Instead, they should submit a request on the Stanford University Transportation website
- b. Please be aware that it can take up to 3 to 5 business days to load or mail a replacement
- c. While employees are waiting for their replacement, Stanford Transportation will not provide reimbursements for Caltrain, VTA, or AC Transit fare except in cases where the Go Pass, SmartPass and/or EasyPass needs to be replaced because of a Stanford Transportation error

- VI. For more information about how the passes work, please view the [Caltrain Go Pass](#), [VTA SmartPass](#), and [AC Transit EasyPass](#) flyers

- VII. For more information about Clipper Cards, view the flyer here:
<http://stanfordmedicinetransportation.org/Clipper-Card>

- VIII. If an employee does not receive a Clipper card at their orientation as they were not eligible at the time Clipper cards were issued, and their eligibility changes, they **should not request a Clipper card via email or phone**. Instead they should submit a request on the Stanford University Transportation [website](#)

Section 6.3: Pre-Tax Transit Benefit

- I. Employees who use transit and /or who park at transit, can use pre-tax dollars to purchase transit passes and transit parking. Employees can load pre-tax dollars onto a Clipper card or onto a Commuter Check Prepaid Mastercard (an alternative payment method used to purchase transit passes and parking at transit) and can save 30-40% on transit and transit parking expenses with a pre-tax payroll deduction
 - i. Employees should keep track of account balances online to make sure pre-tax deductions do not exceed expenses. Orders should be adjusted, as necessary, so that excess funds are not accumulated. Federal tax code specifies that pre-tax deductions are non-refundable.
- II. If an employee is not eligible to receive a Clipper card from Stanford Medicine, they can request or pick up a card from Clipper card directly. Contact Clipper card at 877.878.8883 or visit <https://www.clippercard.com> for more information or to find Clipper card retail locations
- III. For more information about the Pre-Tax Transit benefit, view the flyer here: <http://stanfordmedicinetransportation.org/Edenred-Commuter>

Section 6.4: Pre-Tax Parking Benefit

- I. Employees who pay for parking at (or near) transit or at (or near) the worksite can use pretax dollars to pay for the purchase. For example, employees who pay for daily parking in the 500P - Pasteur Staff Garage (PSG) for \$8/day using the Stanford Medicine Parking app, can load pre-tax dollars onto a Commuter Check Prepaid Mastercard to pay for the parking and can save 30-40% on parking expenses with a pre-tax payroll deduction. Employees can also purchase parking for transit directly from Edenred using pre-tax dollars. Employees who purchase monthly parking passes; like A, C, Z, will automatically pay for parking using pre-tax dollars. Employees do not need to take additional steps to request that pre-tax dollars are used.
 - i. Employees should keep track of account balances online to make sure pre-tax deductions do not exceed expenses. Orders should be adjusted, as necessary, so excess funds are not accumulated. Federal tax code specifies that pre-tax deductions are non-refundable.
- II. **How to Sign Up**
 - a. To start using pre-tax dollars to pay for parking at Pasteur Staff Garage, sign up for Commuter Benefits online
 - b. Create an account:
 - i. Go to <https://login.commuterbenefits.com/>
 - ii. Select "Employee", then click "New User Sign Up"
 - iii. When prompted to enter Company ID, please enter:
 1. SHC Employees- 1556
 2. LPCH Employees- 1554
 - iv. Fill out the information as prompted
 - v. Your user name is your work email address. Follow the steps to create a password
 - c. Please Note: Before you begin the next process, ensure that your delivery address is accurate by taking the following steps:
 - i. Click on "My Account". A drop-down menu will appear
 - ii. Click on 'My Profile'
 - iii. Click on "Delivery Address" and confirm if the address listed is current
- III. **Place an order for the Commuter Check Prepaid Mastercard®:**
 - a. From the side menu, select "Place an order"
 - b. Select "Parking"
 - c. Enter your home and work zip code, then click "Next"
 - d. Select "I pay with a Debit/Credit Card"
 - e. Select "Commuter Check Prepaid Mastercard®"
 - f. Enter your order details (the minimum order is \$10), create a 4-digit activation code, and enter your date of birth. You can choose to automatically place this order each month
 - g. Review your order. If everything is correct, click "Place Order"
 - h. A confirmation will display that your order has been placed Orders must be placed by the 9th of the preceding month. For example, to receive an order in March, place your order by February 9th

- IV. Employees who have questions should call the Commuter Check/Edenred support line at 888.235.9223. Support staff are available Monday-Friday (8am-8pm EST)
- V. For more information about the Pre-Tax Parking Benefit, view the flyer here:
<http://stanfordmedicinetransportation.org/Pre-Tax-Parking>

Section 6.5: Park & Ride Lots

- I. Stanford Medicine Manages the following free Park & Ride Lots for Stanford Medicine Staff. A free hangtag parking permit is required to park in all Stanford Medicine Park & Ride Lots
 - a. **Campbell Park & Ride Lot** (600 E Hamilton Ave, Campbell, CA)
 - i. The Campbell Park & Ride Lot provides free parking for staff working on the main hospital campus
 - ii. The Campbell Park & Ride Lot provides a direct connection between the Campbell Park & Ride Lot and the main hospital campus
 - iii. For more information, view the flyer here:
<https://www.stanfordmedicinetransportation.org/campbell-pnr>
 - iv. Yoshi fuel delivery and car wash programs are available at this location
 - b. **Santa Clara Park & Ride Lot** (2945 Tasman Drive, Santa Clara, CA)
 - i. The Santa Clara Park & Ride Lot provides free parking for staff working on the main hospital campus
 - ii. The Santa Clara Park & Ride Lot provides a direct connection between the Santa Clara Park & Ride Lot and the main hospital campus
 - iii. For more information, view the flyer here:
<http://stanfordmedicinetransportation.org/santaclara-pnr>
 - iv. Yoshi fuel delivery and car wash programs are available at this location
 - v. Yoshi fuel delivery and car wash programs are available at this location
 - c. **Fircrest Park & Ride Lot** (35263 Fircrest Street, Newark, CA)
 - i. The Fircrest Park & Ride Lot provides free parking for staff working on the main hospital campus
 - ii. The Fircrest-Ardenwood shuttle connects the Fircrest Park & Ride lot with the Ardenwood Park & Ride Lot, where staff can connect with Marguerite Line AE-F or AC Transit Line U
 - iii. For more information, view the flyer here:
<http://stanfordmedicinetransportation.org/Fircrest-Shuttle>

Section 6.6: Vanpool and Carpool

I. Vanpool:

- a. A commuter vanpool is a group of five or more employees who commute to and from work together. Most vanpool members can choose to ride on a full-time or occasional basis, depending on their schedule. The vanpool driver can use the vehicle for free personal use
- b. For more information about Vanpools, view the flyer here:
<http://stanfordmedicinetransportation.org/Vanpool>

II. Carpool:

- a. The Stanford University Carpool Program allows staff to match with other carpoolers
- b. Interested staff can create a carpool listing or join an existing listing on the Stanford University Transportation website
- c. For more information about the Stanford University carpool program, please visit
<https://transportation.stanford.edu/rideshare/learn-about-carpooling>

Section 6.7: Bicycle Programs

- I. **Bike parking and repairs**
 - a. There are bike racks and bike repair stations with multiple tools to make minor repairs and pump up tires. located around campus. The racks also serve as bike stands
 - b. Bicycles are not permitted inside hospital buildings.
- II. **Bike cages**
 - a. Lock your bicycle in the bike room at 500P, located near Welch Road. Look for more bike cages to come
- III. **Bike shop**
 - a. The Campus Bike Shop is located in Tresidder Union at 459 Lagunita Drive. Stop by for discounted helmets, tune-ups, bike rentals and sales, accessories, and more. Call or email for more information on offerings and hours of operation, 650.723.9300
info@campusbikeshop.com
- IV. **Folding bike rental and discounts**
 - a. Take advantage of the folding bike program. Qualified commuters can receive a free trial rental for a week (weekday only) and \$100 stipend towards the purchase of a folding bike at the Campus Bike Shop
- V. **Bike classes and programs**
 - a. Take a bicycle safety class or attend a Bicycle Safety Station held on the first Friday of each month, where you can register your bike, do a bicycle safety check, learn the “rules of the road”, and ask questions
- VI. For more information about Bicycle programs, view the flyer here:
<http://stanfordmedicinetransportation.org/Bike-Program>
- VII. For maps of bicycle facilities, please see below:
 - a. Main campus locker rooms and showers: <http://stanfordmedicinetransportation.org/Bike-Showers>
 - b. Main campus bike facilities: <http://stanfordmedicinetransportation.org/bike-facilities-main>
 - a. Stanford Medicine Outpatient Center in Redwood City bike facilities:
<http://stanfordmedicinetransportation.org/RWC-Biking>

Section 6.8: Watson Court and Palo Alto Labs Caltrain Connection Lyft Pass

- I. SHC, LPCH, Palo Alto Labs and SoM staff working at 2452 Watson Court are eligible to apply for the Caltrain Connection Lyft Pass
- II. The Caltrain Connection Lyft Pass Provides up to \$20 towards a Lyft ride between:
 - a. 2452 Watson Court
 - b. California Avenue Caltrain Station
 - c. Palo Alto Caltrain Station
- III. Valid anytime Monday – Friday. Not valid for weekend trips
- IV. Each Lyft Pass provides up to 50 rides per month, and renews automatically each month
- V. For more information about the Watson Court Caltrain Connection Lyft Pass Program, view the flyer here: <http://stanfordmedicinetransportation.org/wc-lyftpass-flyer>

Chapter 7: Fleet Services

- I. All Stanford Health Care and Stanford Health Care ValleyCare Fleet vehicles are purchased using Capital funding
- II. **To request a new fleet vehicle:**
 - a. Submit a request online [here](#)
 - b. Your request will be reviewed by Transportation Services.
 - i. If approved, the request will be submitted to Treasury for capital funding review
 - ii. If not approved, the request will be returned to the requesting department with feedback
 - c. Requests approved by Transportation Services will be submitted to Treasury for review
 - d. All new/replacement vehicle requests must be purchased with capital funding
- III. **To request a new/replacement fleet vehicle:**
 - a. Submit a request online [here](#)
 - b. Vehicles with upcoming lease expirations will need to be approved by Transportation Services for capital funding approval by Treasury

Chapter 8: Stanford Medicine Transportation Services – Privacy Standard

Introduction

Stanford Medicine Transportation Services collects various data from users of its parking and transportation facilities. Protecting the privacy of staff, patients and visitors who use Stanford Medicine parking facilities is an extremely important task, and one that we take very seriously.

This Privacy Standard covers our treatment of personal information that we gather when Stanford Medicine personnel use the Stanford Medicine Transportation Services website or park a vehicle in parking facilities managed by Stanford Medicine Transportation Services. Our Privacy Standard does not apply to the information practices or services offered by other organizations or individuals, known as third parties, including service providers, contracted vendors, public agencies and others linked from our website.

Data Provided to and Collected by Transportation Services

Stanford Medicine Transportation Services collects the data described in the table below from users of its parking facilities

Type of Data	When collected from users	How Transportation Services uses this data
First and last name	When staff member users purchase daily or monthly parking	To confirm user identity in order to authorize parking privileges
Email (staff are encouraged to provide work emails) and mobile phone number	When staff member users purchase daily or monthly parking	To confirm user identity in order to authorize parking privileges For communications related to parking permits, parking rules, and parking impact notices
Vehicle license plate number	From users, when staff member users purchase daily or monthly parking By license plate recognition (LPR) systems, when vehicles are parked in Stanford Medicine facilities	To track parking facility (garages and lots) utilization To validate that parking has been paid for and issue invoices as needed

License Plate Recognition (LPR) Technology. Stanford Medicine Transportation Services and Stanford University both employ license plate recognition, or LPR, technology for parking operation and enforcement purposes. Use of LPR technology allows parking operations and enforcement staff to manage and monitor parking permits and parking utilization.

Collection and Use

Data collection. Personally identifiable data such as name, email address and mobile phone numbers is collected from users as described in the table above. Users provide this data when purchasing parking. LPR technology uses cameras mounted at parking facilities, cameras mounted on mobile vehicles and handheld devices to scan license plates of vehicles parked in Stanford Medicine facilities. Stanford University also scans license plates using LPR technology in parking facilities it manages which may include facilities that you park in. License plates are publicly available and scanning occurs one vehicle and one area at a time. The process of scanning license plates is similar to the process of checking for permits on a windshield.

Data use. Stanford Medicine Transportation Services collects, stores, and uses this data only for parking and transportation-related uses and to comply with Stanford Medicine or Stanford University policies and applicable laws and regulations, including the California Vehicle Code (which is enforced on the Stanford campus) and the requirements of land use permits issued by Santa Clara County and other governmental authorities. The purposes for which your data may be used include the following:

- To evaluate your parking usage type and frequency to determine if you would benefit from a different permit type or could be eligible for incentive programs or alternative commuting solutions.
- To solicit feedback about our programs, including the use of LPR for parking management.
- To evaluate the effectiveness of programs and services in changing parking choices and/or commute behavior.
- To notify you of information, updates, resources, programs, services, initiatives, or surveys related to transportation.
- To calculate parking rates based on utilization among participants as a whole and by groups and to design strategies to increase use of alternatives to driving alone.
- To suggest and plan future parking and transportation programming and services at Stanford.

Stanford Medicine Transportation Services uses third-party vendors and information technology service providers for the storage and processing of this data, as well as general administration of parking and transportation programs and for the other purposes set forth in this document. We do not sell or license your identifiable data to any third parties for any other purpose. Aggregated data that is not identifiable to any particular individual, including aggregated LPR data, may be shared with other Stanford Medicine or Stanford University organizations and third parties for research, program management and other purposes related to Transportation Services operations. Stanford Medicine Transportation Services also shares data with Stanford University Transportation Services. Your data that is shared with University Transportation Services will be governed by University Transportation Services' privacy policy which is located [here](#).

Data Security

Stanford Medicine Transportation Services retains license plate information and personally identifiable data in a secure and private manner. As with all personally identifiable data at Stanford Medicine, LPR data is managed with appropriate information technology security measures in place.

Access to personally identifiable data and license plate data will require individual logins, providing added security, tracking, and accountability for those who access the data.

The LPR data and other personally identifiable data will not be used for any unauthorized purposes and will be limited to groups with a need to know. License plate data will only be associated with other identifiable data where necessary to process permits, invoices, and other parking information and to achieve the purposes for which data may be used under this standard.

Changes to this Privacy Standard

This Privacy Standard will be updated periodically to reflect any material changes in our programs and practices. These changes will be evident by inserting a new “Effective Date” (see below) and are effective when they are posted to our website at stanfordmedicinetransportation.org. Treatment of information we collect is subject to the version of the Privacy Standard in effect at the time such information is used.

Contacting Us

If you would like to send us a request, or if you have any questions or concerns regarding our Privacy Standard, you may contact us by e-mail at TransportationServices@stanfordhealthcare.org or call us at 650.736.8000.

Effective Date

This document is effective as of July 27, 2021.

Stanford Medicine Transportation Services

Appendix: Updating and Approval Procedures

This document is created, updated, and approved by the Stanford Health Care Facilities, Services, & Planning (FS&P) Transportation Services Department on behalf of the Stanford Medicine entities who are supported by the Stanford Medicine Transportation Services shared service. It is reviewed quarterly by members of the Stanford Medicine Transportation Services Department.

Date	Description of Changes
January 2021	Original Document
February 2021	Revised to clarify topics and order of sections
June 2021	Revised to format as a standalone Transportation Code
July 2021	Revised appendix, added version history table, added Privacy Standard
August 2021	Revised formatting
September 2021	Revised to reflect parking changes at Searsville Lot (L-22) and Stock Farm Garage (S-5), HD Line Route Change, update SHC Swing Shift parking process, remove social distancing passenger limits from Section 5.3: COVID-19 Safety
October 2021	Added clarification to section 6.9 (Bicycle Programs) that bicycles are not allowed inside hospital buildings
November 2021	Updated all references to 500P – Pasteur Staff Garage to note that the Stanford Medicine Parking app has replaced Passport Parking in that garage. Updated all references to ‘A’ and ‘C’ permit eligibility due to new hire date eligibility update effective 12/1/2021. Clarified language describing J Lot temporary parking access. Updated Caltrain Go Pass section to include update that as of 1/1/2022 staff must be prepared to show employer-issued ID along with Clipper card to Caltrain conductors. Clarified ‘C’ permit parking locations.
December 2021	Updated language to reflect minor operational changes at: Pasteur Staff Garage, Pasteur Visitor Garage, Lucile Packard Children’s Hospital Main & West Garages. Added note about access cards granted to approved official and/or service vehicles, and the cost of replacing those cards.
January 2022	Formatting revisions
April 2022	The Santa Clara Shuttle was added to the Shuttle section, also added the Santa Clara Park & Ride Lot to the Alternative Transportation Options for Staff (TDM) section. In addition, the Watson Court Caltrain Connection Lyft Pass name was updated to: “Watson Court & Palo Alto Labs Caltrain Connection Lyft Pass”. The table of contents was also updated to reflect the recent changes.

June 2022	Updated Welch Road Staff Parking Section to reflect new operations. "7 Day Passes" in the Stanford Health care Patient & Visitor Parking section updated to reflect the correct location where the passes can be purchased. Park & Ride section updated to include more information about fuel delivery & car wash service. Minor formatting edits. Table of contents updated accordingly.
July 2022	Note added about 'Z' permit parking at the Stock Farm Garage rooftop parking date extended. Also, clarified Lyft for Business guidelines.
August 2022	Note added about pre-tax benefits, updated to clarify federal tax code rules. Scoop program information was removed, as the Scoop program for Stanford Health Care and Lucile Packard Children's Hospital staff discontinued 9/1/2022. Table of contents updated accordingly.
November 2022	Updated Sections 2.2 Stanford Health Care (SHC) & 2.3 Lucile Packard Children's Hospital (LPCH) "Staff Parking on Stanford Medicine Main Hospital Campus" permit eligibility date, "2019" for A / C / Z permits.
January 2023	The Parking Exceptions details have been updated to reflect a change to parking permissions in the lower levels of Hoover Pavilion Garage to remove 'Z' permit parking and add a portion of swing shift parkers who now park in this location.
March 2023	Revised Swing Shift Parking guidelines to reflect new parking locations for swing shift staff hired after 1/1/2019, effective April 3, 2023. Added Campbell Park & Ride lot and shuttle as a new service for staff. Removed information about masking requirement on shuttles. Added Watson Court Overflow Parking incentive program details
May 2023	Updated Parking Rules to denote that spaces are not reserved for individual employees, but available on a first-come-first-served basis to eligible employees.
June 2023	Updated Section 6.2 Clipper Card and Transit Passes to reflect more detailed eligibility requirements.
September 2023	Updated parking pricing to reflect new rates, updated 'A' permit eligibility (all SHC and LPCH staff now eligible), and removed SRI Park & Ride information.