

## Parking Safety Tips

- Don't leave valuables or money exposed in your car.
- Park in well-lighted areas.
- Lock your doors and roll up windows (even if you are coming right back.)
- Have keys in hand when approaching your car to leave.
- Think about what you would do if you encountered potential adverse situations. Have a plan and practice it mentally.
- When returning to a parked car, check the interior and your surroundings.
- Use the Security escorts service. If not, use the "buddy system."
- Trust your instincts – if something or someone makes you uneasy – walk directly to a place where there are other people.
- While walking to or from your car, stay alert. Send the message you're calm, confident and know where you're going.
- Have your cell phone programmed to speed dial 9-1-1. Know the locations of the parking lot Emergency Phones.
- Security can arrange special parking locations for employees who have been threatened, or are potential victims of domestic violence.

## Incident Reporting

Report crimes or suspicious incidents to Security by calling **716-3305** or **6-9111**.

## Security Escorts

A free security escort service is provided by WFUBMC Security 24-hours-a-day. (**716-3305**) "Be Smart... Call Before You Start."

## Emergency Phones

Emergency telephones are located in parking areas. (Look for the blue lights at the top of the poles.) Familiarize yourself with their locations in parking lots that you frequently use.

Use these phones in case of emergency to summon assistance. You may also use them to report suspicious persons or request aid if you have car trouble.



Wake Forest University Baptist  
**MEDICAL CENTER**

## Security Section of Risk Management Services

Medical Center Blvd.  
Winston-Salem, NC 27157  
Phone (336) 713-2300  
Fax (336) 713-2303  
[Infinet/wfubmc.edu/depts/risk](http://Infinet/wfubmc.edu/depts/risk)

# WFUBMC Parking Regulations



**Remember, when parking,  
patients and visitors  
are our first priority!**

**From the Security Section of  
Risk Management Services**

*At Wake Forest University Baptist Medical Center, one of our goals is to reserve as much convenient parking space as possible for our patients and visitors.*

*At the same time, we attempt to provide adequate parking space for employees, physicians, students and volunteers without negatively affecting patient satisfaction.*

*To accomplish these purposes, we need your cooperation in following the parking regulations outlined in this brochure.*

The Vehicle Parking Policy can be found on the WFUBMC Intranet at:

<http://infinet.wfubmc.edu/policies/admin/ncbh148.pdf>

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## Registration

All employees are required to register any vehicles they park at the Medical Center.

Vehicles must be registered at the time of initial employment and after purchase of any new vehicle. New vehicles are required to be registered within five-working-days from date of purchase.

Vehicles are registered through the Human Resources Department

(NCBH: 6-4717)

(WFUHS: 6-7270)

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## Parking Decals

A parking decal will be issued for every registered vehicle.

Employees are required to attach the authorized parking decal to any vehicle they park at the Medical Center.

On cars or trucks, the parking decal will be displayed on the left side of the rear bumper or in the lower left corner of the rear window.

Due to the varying configurations of motorcycles: license plate extenders, open faced luggage tags or other such devices may be used to attach parking decals. However, the decal must be readily visible for inspection when parked.

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## Temporary Handicap

Employees with a temporary medical disability may apply for alternative parking.

For an application or information, call the NCBH Leave of Absence Administration Office at 3-0160 or get the required form on the WFUBMC Intranet at:

<http://infinet.wfubmc.edu/forms/TempHandicapParking.pdf>

(NCBH: 3-0160)

(WFUHS: 6-7270)

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## Patient/Visitor Parking Decks

Employees who park in the Patient/Visitor Parking Decks are prohibited from parking in spaces marked with yellow lines. These *yellow-lined* spaces are reserved for patients and visitors.

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## Parking Tickets & Fines

Medical Center Security Officers will issue parking tickets for violations.

- No Parking Decal
- Parking in Unauthorized Areas
- Parking in a Fire Lane
- Parking in a Handicap Space Without Permit
- Blocking an Entrance, Driveway or Moving Lane of Traffic
- Parking in Violation of Signs
- Failure to Obey Instructional or Directional Signs

Upon hiring, all employees sign an agreement to allow payroll deduction of parking fines. All fines are donated to the work of the Division of Pastoral Care.

- 1<sup>st</sup> Offense \$5 Fine
- 2<sup>nd</sup> Offense \$10 Fine
- 3<sup>rd</sup> Offense \$15 Fine and Possible Parking Suspension
- 4<sup>th</sup> Offense \$25 Fine and Possible Wheel Lock
- 5<sup>th</sup> (& Subsequent Offenses) \$25 Fine & Possible Towing

Persistent violations will be reported to the employee's Departmental Manager.

Appeals of parking tickets may be made to the Chief of Security (3-2309).

