

# Queen Elizabeth II Medical Centre Trust

## Green Commuter and Carpooling Parking Guidelines 2018

### 1. Introduction

The TravelSmart program at the QEII Medical Centre aims to reduce congestion and make the best possible use of the finite number of car parking bays on campus. Its purpose is to create a mode shift away from staff members using single occupant vehicles to visit the campus.

Much of the focus of the TravelSmart program is on enabling and encouraging the use of alternatives, such as walking, cycling and public transport, however another key approach is incentivising staff to share their journey (carpooling), or to use their cars less (Green Commuting).

### 2. General Terms

- 2.1. Any staff member of any tenant of the QEII Medical Centre Trust that is eligible for a parking permit can apply for a Green Commuter or Carpooling permit, provided they meet the specific requirements of that permit.
- 2.2. In the Queen Elizabeth II Medical Centre Priority Parking Policy<sup>1</sup>, Green Commuters and Carpoolers are set as Priority Group 2.
- 2.3. Both Green Commuter and Carpooling permits can be applied for during the standard parking permit application process.
- 2.4. If a cap is placed on Green Commuter or Carpooler permits, further applicants will be placed on a waiting list, in order of the date and time of their application.
- 2.5. Unless otherwise noted, all other procedures, such as methods of paying parking fees, are the same as they would be for a standard parking permit.
- 2.6. Green Commuters and Carpoolers are allocated parking in Car Park 3.

### 3. Green Commuters

- 3.1. What is a “Green Commuter”? – Staff using alternative transport (cycling, walking, or public transport) for the majority of their work week are eligible for a Green Commuter parking permit for the remainder, up to a maximum of two

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<sup>1</sup> Queen Elizabeth II Medical Centre Trust (20 April 2017). *Queen Elizabeth II Medical Centre – Priority Parking Policy*. <http://www.qeiihc.health.wa.gov.au/staff-parking/>

week days in a full week as well as evening (1700-0530 Mon-Sun) and full weekend access.

- 3.2. Only staff members employed at the QEIMC on a full-time basis (minimum of a nine day fortnight) are eligible for a Green Commuter permit.
- 3.3. Staff members that fall under Priority Group 1 or another category of Priority 2 (i.e. primary carers) under the Priority Parking Policy<sup>2</sup> will not be allocated a Green Commuter permit.
- 3.4. The user may access parking on any two week days of any week on an ad hoc basis as well as evening (1700-0530 Mon-Sun) and full weekend access. Parking access days are calculated on a weekly basis; they cannot be “saved” and used at a later time.
- 3.5. Staff that live within a 5km radius of the QEIMC are not entitled to a Green Commuter parking permit. The suburbs included within the 5km radius include: Subiaco, Nedlands, Shenton Park, West Perth, Leederville, Crawley, Daglish, Claremont, Mt Claremont and Karrakatta.
- 3.6. Use of the Green Commuter permit will be subject to regular audit; misuse constitutes fraudulent behaviour. In the case of evident misuse, the TravelSmart Coordinator or the Parking Department reserves the right to withdraw the permit. Parking infringements may apply.
- 3.7. Additional days of parking can be awarded in exceptional circumstances, e.g. illness or injury, however a request must be made to the Parking Department as soon as possible. If the circumstances are expected to last for an extended period of time, the driver may be granted Priority 1 parking on a temporary basis.

#### **4. Carpooling**

- 4.1. Carpooling refers to two or more QEIMC staff members commuting to the QEIMC together in one car.
- 4.2. Carpooling permit holders are given daily access, provided that at least two staff members are present in the car.
- 4.3. The Carpooling permit is not intended for use by individuals that carpool together on an irregular basis. If one partner works part time or on a different shift roster, individuals are not permitted to enter the car park on the days that their partner is absent.

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<sup>2</sup> Ibid.

- 4.4. Use of the Carpooling permit will be subject to regular audit; misuse constitutes fraudulent behaviour. In the case of evident misuse, the TravelSmart Coordinator or the Parking Department reserves the right to withdraw the permit. Parking infringements may apply.
- 4.5. Carpooling permit holders will have one Smart Parker (SP) account with a corresponding SP card per group. Funds must be applied to this account (at the discretion of the assigned users) and the funds must always be in a positive balance in order to access the QEIMC designated car park. Only one email account can be used to access this account online to add funds via the Capella website. Funds can also be added by using the SP card provided, at the kiosk machines located around the QEIMC.
- 4.6. The Smart Parker account will be linked to a transponder (swipe card). Only one card will be provided per Carpooling group. This card is to be used between users to access and exit the designated car park by 'swiping' the card at the reader located on the intercom machines.
- 4.7. One electronic 'Carpooler' permit will be issued to each group. This is to be displayed at all times on the car selected to park on site for that particular day. A clip will be provided to each user in the Carpooling group to affix the Carpooler permit flush against the windscreen of their respective cars. This permit is to show that you are staff members and that you are permitted to park in a staff car park. Failing to display the Carpooler permit may lead to an infringement notice being issued.
- 4.8. Carpooling partners may still park on a temporary basis if one partner is arriving as a single occupancy driver due to a short-term absence of the other partner(s) for reasons such as annual leave, sick leave, or emergency.

If the unforeseen leave extends beyond one week, the TravelSmart Coordinator or Parking Department reserves the right to withdraw parking to the other partner (being a single occupancy driver) for the respective period.

- 4.9. In the case of unforeseen leave, if the absent party has the transponder card and/or the Carpooling permit in their possession, staff should visit the Wilson Parking office to receive a temporary E-tag for an agreed time.

If the present party possesses the card and permit and will be entering the car park alone, they must still report the absence of their partner to TravelSmart, to avoid being flagged in an audit.

- 4.10. If one partner has planned leave, prior notice should be given to the TravelSmart Coordinator or Parking Department. If the planned leave will last for more than one week, the TravelSmart Coordinator or Parking Department reserves the

right to withdraw parking to the other partner (being a single occupancy driver) for the respective period.

- 4.11. To minimise the possibilities of misuse, the TravelSmart Coordinator or Parking Department reserves the right to ask users for appropriate proof (within reason) if one partner parks as a single occupant driver. Proof should be provided within five working days of a request being made.
- 4.12. Any member of a carpooling group can leave the group at any time. In doing so, a two-partner carpooling group will be cancelled. Parking can be provided to the other partner for a transition period of one week. Carpooling groups comprising three or more partners may continue with the remaining partners. Intent to cancel must be made known to the Parking Department.

## **5. Emergency Ride Home service**

- 5.1. The Emergency Ride Home service is available to Carpooling permit holders, and can be used to claim a taxi voucher under exceptional circumstances that may leave some partners “stranded” in a situation where time is critical or there is no reasonable travel alternative.
- 5.2. The Emergency Ride Home program can be claimed up to a maximum of four times per year.
- 5.3. The Emergency Ride Home program is for unexpected emergencies and unforeseen overtime only.
- 5.4. Carpoolers are able to use the Emergency Ride Home Service for the following occurrences:
  - Unscheduled overtime or late meeting (i.e. no advance warning);
  - Sickness or accident of immediate family member (child, spouse, parent, sibling), where the individual is not the owner of the car being used for transport on that day;
  - The driver needs to unexpectedly leave work early (i.e. illness or immediate family emergency), leaving the other partner/s without transport.
- 5.5. The Emergency Ride Home Service cannot be used for working late without a supervisor’s request, weather emergencies, any type of building closure, evacuations or acts of God.
- 5.6. The Emergency Ride Home service may not be used for personal errands, previously scheduled appointments or business related travels.

- 5.7. The TravelSmart Coordinator, Parking Manager, or Operations Manager, or their delegated officers, reserve the right to ask for appropriate proof of emergency or overtime, within reason.
- 5.8. One side trip is permitted, provided it is related to the emergency in question (e.g. picking up a sick child from day care or school, and proceeding to home or a doctor's clinic).
- 5.9. The staff member may nominate a destination other than their home as their final destination (e.g. the home of a family member, or a hospital where a family member has been transported).
- 5.10. Taxi vouchers can be collected from the TravelSmart Junction (E Block, Ground Floor, Monday to Friday, 8:00am to 4:00pm). A receipt for the use of the voucher should be provided within one week of issue.
- 5.11. If the emergency occurs outside of office hours or the individual is unable to reach the TravelSmart office, a receipt for the journey can be provided and reimbursement made. It is recommended that the TravelSmart office be notified as soon as possible however, either by email or phone. Leaving a voicemail message is also acceptable.

## **6. Carpooling register**

- 6.1. The Carpooling register is located on the QEIIIMC website at <http://www.qeiiimc.health.wa.gov.au/carpool-register>. Applicants can provide their details and be added to the register.
- 6.2. If a suitable match is found, both applicants will be contacted. No personal details or identifying information will be released until both applicants have given permission.
- 6.3. If both applicants agree to an exchange of information, it is then their responsibility to make contact and agree on the terms under which they will carpool together, in line with the Carpooling Guidelines.
- 6.4. The QEIIIMC Trust only facilitates the contact of both parties, and accepts no liability thereafter. Participation in this scheme is the responsibility of the individual. They are expected to perform their own due diligence in matters such as the driving licence status of their partners, and the motor vehicle insurance of any vehicle they travel in. No liability whatsoever is accepted by the QEIIIMC Trust or its officers.
- 6.5. Applicants may be contacted periodically to determine if they wish to remain on the Carpooling register.