



**PennState Health**  
Milton S. Hershey Medical Center

# **PARKING AND TRANSPORTATION SERVICES**

Permit stickers shall be placed on the interior lower right hand corner of the rear window or the rear passenger side window. Exterior permit stickers are available for tinted windows.



## **CONTACT INFORMATION**

Room: CG608  
Telephone: 717-531-3713  
E-mail: [parkingservices@pennstatehealth.psu.edu](mailto:parkingservices@pennstatehealth.psu.edu)  
Fax: 717-531-0765  
Mail Code: H028

## **HOURS OF OPERATION**

Monday: 12:00 PM – 4:00 PM  
Tuesday: 8:00 AM – 12:00 PM  
Wednesday: 12:00 PM – 4:00 PM  
Thursday: 7:00 AM – 12:00 PM  
Friday: 12:00 PM – 4:00 PM  
\* Closed on weekends and Holidays

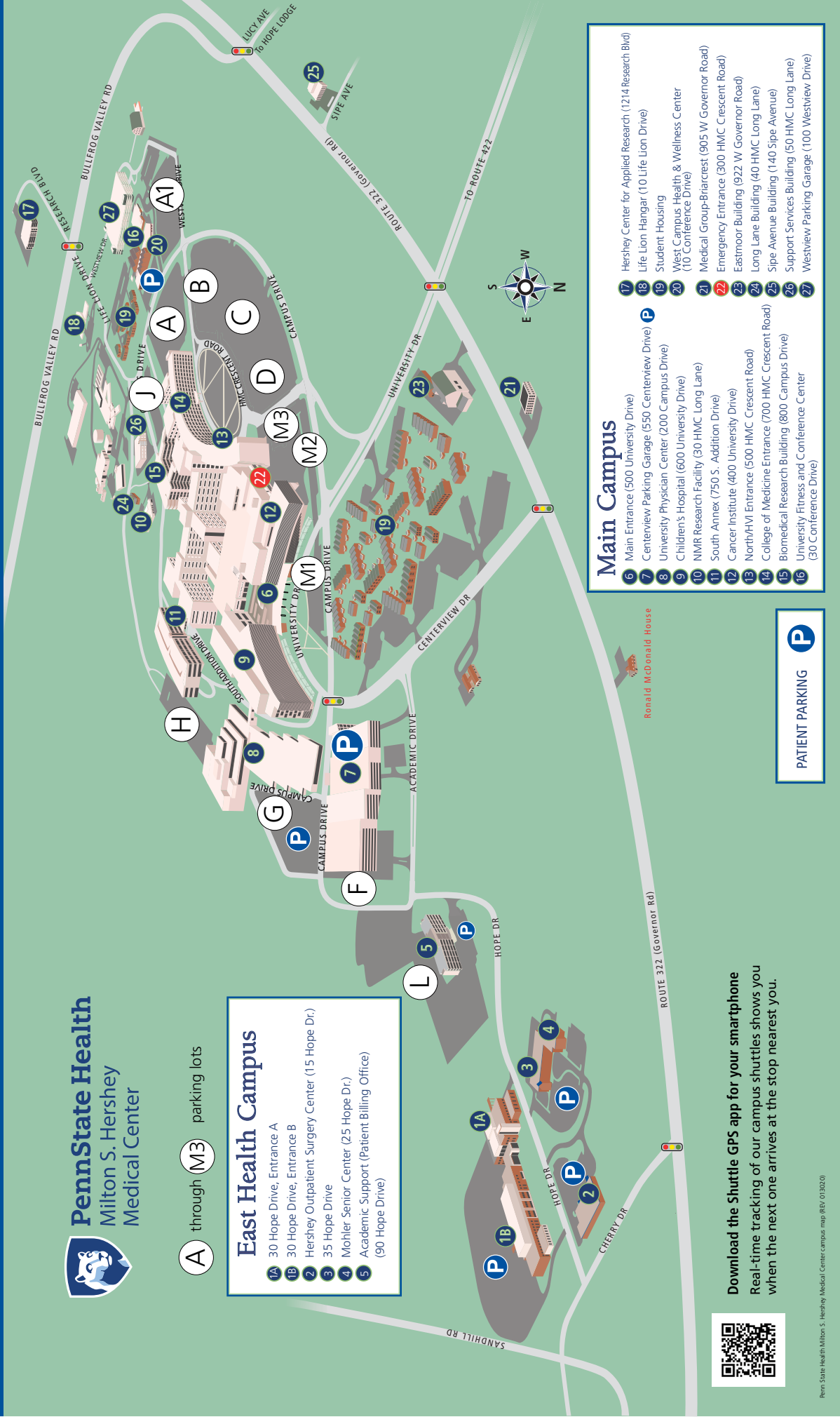
# Penn State Health Milton S. Hershey Medical Center CAMPUS MAP



A through M3 parking lots

## East Health Campus

- 1A 30 Hope Drive, Entrance A
- 1B 30 Hope Drive, Entrance B
- 2 Hershey Outpatient Surgery Center (15 Hope Dr.)
- 3 35 Hope Drive
- 4 Mohler Senior Center (25 Hope Dr.)
- 5 Academic Support (Patient Billing Office) (90 Hope Drive)



## Main Campus

- 6 Main Entrance (500 University Drive)
- 7 Centerview Parking Garage (550 Centerview Drive)
- 8 University Physician Center (200 Campus Drive)
- 9 Children's Hospital (600 University Drive)
- 10 NMR Research Facility (30 HMC Long Lane)
- 11 South Annex (750 S. Addition Drive)
- 12 Cancer Institute (400 University Drive)
- 13 North/HVI Entrance (500 HMC Crescent Road)
- 14 College of Medicine Entrance (700 HMC Crescent Road)
- 15 Biomedical Research Building (800 Campus Drive)
- 16 University Fitness and Conference Center (30 Conference Drive)
- 17 Hershey Center for Applied Research (1214 Research Blvd)
- 18 Life Lion Hangar (10 Life Lion Drive)
- 19 Student Housing
- 20 West Campus Health & Wellness Center (10 Conference Drive)
- 21 Medical Group-Briarcrest (905 W Governor Road)
- 22 Emergency Entrance (300 HMC Crescent Road)
- 23 Eastmoor Building (922 W Governor Road)
- 24 Long Lane Building (40 HMC Long Lane)
- 25 Sipe Avenue Building (140 Sipe Avenue)
- 26 Support Services Building (50 HMC Long Lane)
- 27 Westview Parking Garage (100 Westview Drive)

PATIENT PARKING

Download the Shuttle GPS app for your smartphone  
Real-time tracking of our campus shuttles shows you  
when the next one arrives at the stop nearest you.



Penn State Health Milton S. Hershey Medical Center campus map (REV. 01/2020)

# PENN STATE HEALTH MILTON S. HERSHEY MEDICAL CENTER AND PENN STATE COLLEGE OF MEDICINE

## Campus Driving and Parking Rules, Regulations, and Information

The purpose of the Hershey Medical Center and College of Medicine parking program is two-fold:

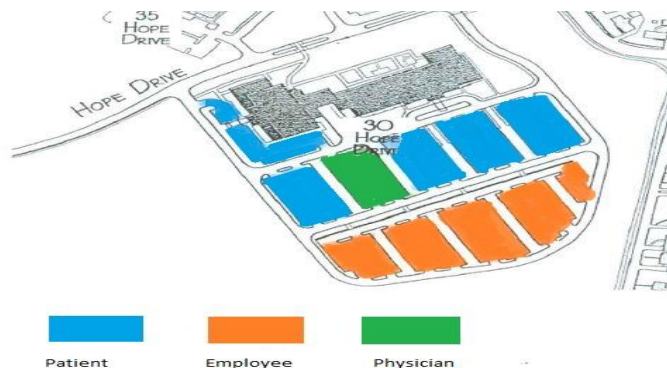
1. To promote Service Excellence by providing patients and their visitors with adequate, secure parking accommodations as close and convenient to the building as possible. We recognize that our patients are looking to us to provide excellent service to them in all areas, and we must accommodate their needs.
2. To assign employees, students, and others working on the campus, in a logical manner, to parking areas that are secure and that will be available to them on their assigned duty hours.

### A. PATIENT/VISITOR PARKING

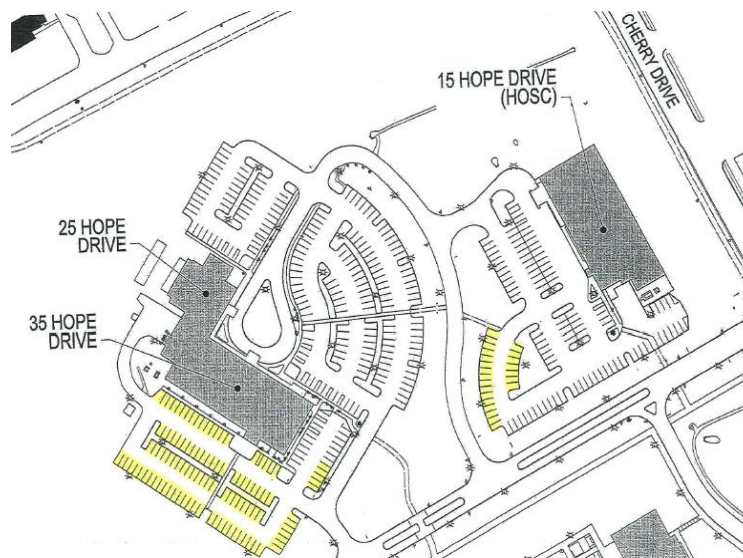
1. The patient/visitor parking areas are designated for patients and visitors only. Employees parking in these areas other than to attend a clinic visit will be ticketed. Employees ticketed in these areas will be given the option of an appeal process to waive the ticket if they were attending a clinic appointment. Appeals must be received within 10 days of issuance. Employees may be required to show documentation of the clinic appointment.
2. Employees, students, external employees and/or contractors shall not park in any of the following patient/visitor lots: M2 Lot-Emergency Department, M1 Lot directly across from The Cancer Institute, Centerview Garage levels one (red) and two (brown), and any other identified Valet lots. This restriction is 24-hours a day, seven days a week.
3. Employees shall not park in Patient Parking in the South Garage on dayshift.
4. Employees assigned to surface lots shall not relocate to the Centerview Garage during inclement weather.

### B. PARKING LOCATIONS

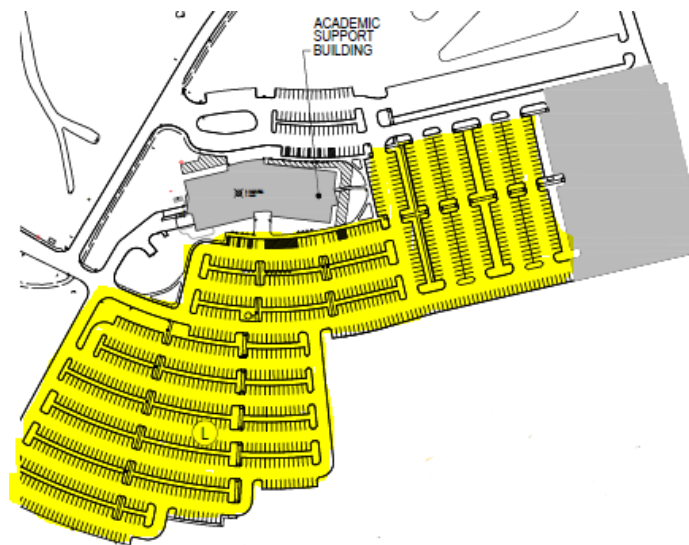
1. **30 Hope Drive**: Employees may park in the far back section of the parking lot. Parking closest to the building is reserved for patients and visitors. (See diagram below.)



2. **35 Hope Drive:** Employees may park in the back of the building. When the back lot is full, employees may utilize the 5 unreserved spaces in the laboratory lot and the farthest section of 15 Hope Drive. Yellow highlighted section in diagram indicates appropriate staff parking area. (See diagram below.)



3. **Academic Support Building (ASB) L Lot:** During the day, the front parking lot is reserved for visitors of ASB. Highlighted sections are available for employee parking (east and south sides of the building). Employees attending meetings should utilize employee parking areas. Employees located at ASB may utilize the front parking lot only during the hours of 5:00 PM to 5:30 AM. For employees parking here as an overflow lot, the campus shuttle runs approx. every 15 minutes.



4. **Centerview Garage:** - **Red Level 1 and Brown Level 2:** Levels one (red) and two (brown) are reserved at all times for patients and visitors only. Oversized Parking, for Centerview Garage, is located in Lot F which is directly behind Centerview Garage.

**Yellow Level 3, Blue Level 4, Orange Level 5, and Purple Level 6:** Employee parking is available on levels three (yellow), four (blue), five (orange), and six (purple). Employees are allowed to park on the ramp between levels two (brown) and three (yellow). Employees with oversized vehicles should park in Lot F located directly behind the Centerview Garage. F and L lots are for overflow parking.



5. **Eastmoor Lot** – The Eastmoor Building parking lot is restricted to Eastmoor staff parking only. University Manor tenants shall at no time use this lot for parking. This will be enforced 24/7.
6. **Gated Parking Lots (A, BCD, H, J)** – Gated parking assignments are primarily assigned by continuous years of service at the Medical Center and/or College of Medicine. Additional criteria include consideration of status as an attending physician, professor, assistant professor, or associate professor, and medical resident status. General parking for staff or students who are not assigned to a gated parking lot should occur, in Westview Garage, on the top four levels (levels three-yellow, four-blue, five-orange, and six-purple) of the Centerview Parking Garage, Lot F, or the ASB employee Lot L.
7. **F Lot** -F Lot is primary the overflow Lot for Centerview Garage. It is located behind the Centerview garage, employees are eligible to park in this location at any time.
8. **Fitness Center/Conference Center Parking Lot/A1 Lot** - Only employees who are exercising at the fitness center or attending meetings at the conference center may use this parking location. General parking in this lot is not permitted by staff or students, unless this is the employees regular parking assignment or using the facility as a guest.
9. **Housing (UME and UMW) Lots** – Housing tenants only at all times.
10. **Wellness Center (Lot K)** – This lot is reserved for patients only. There is no time restriction for this lot over the weekend.
11. **M1 Lot** – Valet patient parking only. (Employees are not permitted to park in this lot at any time.)

12. **M2/M3 Lot** - Emergency Department patients only at all times. (Employees are not permitted to park in this lot at any time.)
13. **South Garage** – Day shift employees and students may not park in the South Parking Garage Monday through Friday. The South Garage is to be kept open for second and third shift employees, and those with special hanging permits who come to campus periodically from other sites. Weekend parking in the South Garage is permitted on all shifts. **Gamma Knife parking spaces are reserved patient spaces at times posted.**
14. **Support Services Building (SSB) Lot** – Employees with valid SSB parking placard during the day. Employees without valid SSB placard are eligible to park in this lot during the hours of 5:00 PM to 5:30 AM only.
15. **University Physician Center (UPC) Lot – Patients and Visitors only during the day.** Employees may utilize this lot from 6:30 PM to 7:30 AM only. Employees found parking in this lot after 7:30am are subject to a parking violation.
16. **ARF/Central Plant/HCAR/Life Lion Hanger/Long Lane/MRI/NMR** – Reserved lots, not for general parking.
17. **Off Campus Locations** – Manger will assign parking for Employees at selected offsite locations. Employees located at select sites are not required to have a permit sticker on their vehicle.
18. **MOA Employees** - All Employees in the MOA Training program that will be working off site must provide their vehicle information and receive a parking assignment while here on campus.
19. **Westview Garage**  
Westview Garage if for employee and students parking. Students with an assigned housing space is not permitted to park in Westview Garage. EV Charging Stations are located on the first floor of Westview Garage; prices are posted. Oversize vehicle, with a height of 8’2” or lower, should park on the first floor of Westview Garage and should enter on the North Side of Westview Garage. The shuttle stop for Westveiw Garage is located on the Ground floor.

**\*\*Please note that during inclement weather the roof tops of the Centerview, Westview Garage and South Garage may be closed for safety reasons. \*\***

### **C. PARKING PRIVILEGES**

1. Assignment of parking areas and the issuance of Hershey Medical Center parking registration sticker will be performed by the Hershey Medical Center Parking Office.
2. If you are assigned to a gated lot, your ID badge is also your parking gate access card. Vehicle parking stickers/decals may be obtained at the parking office, (located on the ground floor of the college, upon completion of an application). The location of the Parking Office and Badging Office is CG608. You must drive up to the gate and hold your badge to the reader. If you are not in your vehicle, the gate will not open.
3. ID badges are not transferable between employees and/or students. You may not use another person's ID badge to access a lot. You may not give your ID badge to another person to use to access a lot. This could result in the loss of parking assignment on campus.
4. Parking privileges are authorized for the faculty, student, or staff member only, not for members of the family, nor for other individuals.
5. It is the responsibility of the faculty member, staff member, commuting student, and agency employee to obtain a parking card in advance to park in the assigned parking area.
6. Replacement parking stickers will be issued without charge.
7. Parking tickets/violations will be issued by Security for violation of campus parking rules and regulations. (See Section I.) If penalties/fines are not paid or appealed within ten days of the violation being issued, the penalty/fine will be deducted from the employee’s pay. For students, a

hold will be placed on their academic records. For external employees and/or contractors, a letter will be sent to their company for payment.

8. Vehicles parked in violation of Hershey Medical Center parking regulations shall be issued parking tickets by Security. These penalties are payable to Penn State Health Milton S. Hershey Medical Center (PSHMC). Vehicles found in violation in University Housing parking lots should pay fines directly to the Housing Office in University Manor West (x8210).
9. The acceptance by the employee of the privilege to park or drive a motor vehicle on campus shall constitute acceptance of the responsibility to see that any vehicle owned or registered in his or her name is not parked in violation of these regulations. It also shall constitute acceptance of the appropriate penalty when violations are cited.
10. Dangerous or Hazardous Situations: The acceptance by the employee of the privilege to park or drive a motor vehicle on campus shall constitute acceptance of the responsibility to ensure that any vehicle owned or registered in his or her name is maintained in a safe operating condition. All vehicle owners are required to register their vehicles with their state, ensure their vehicles are inspected in accordance with state regulated safety and emissions inspections and are maintained in good operating condition.
11. In the event that a registered vehicle becomes disabled for any reason (i.e. mechanical failure, flat tire or injury rendering the operator unable to drive) the owner/operator must notify the Security Department immediately. The owner/operator is responsible for having the vehicle moved or towed as soon as possible. The Security Department reserves the right to have a vehicle towed at the owner/operator expense if the vehicle is leaking fluids or causing a dangerous situation. Any motor vehicle parked on Hershey Medical Center or College of Medicine campus property that causes a dangerous or hazardous situation or requires removal due to University authorized parking ban will be towed at owner/operator expense if the owner cannot be notified in a reasonable and timely manner.
12. The Campus offers a shuttle services to different areas around campus. For a list of shuttle stop locations and hours of operation, please visit the Infonet/Shuttle Services/Hours of operation.

#### **D. APPLICABILITY**

In addition to fines, penalties, towing, or other actions outlined in this policy, employees who repeatedly violate any provision of this policy may be subject to disciplinary action, up to and including termination of employment. All sections of this policy apply to all employees at all times, whether or not they are scheduled to work at the time of the violation.

To accommodate our growing campus, Parking Services reserves the right to change or adjust any of the parking rules and regulations. For the most up to date information regarding parking, please visit the Infonet at <https://infonet.pennstatehershey.net/web/security/our-services/traffic-and-parking/overview> or contact Parking Services with questions.

## E. REGULATIONS

### Parking Regulations

1. Vehicles parked on campus must have a valid Hershey Medical Center parking registration sticker displayed on the bottom right section of the rear window, no more than 3" from the bottom. If the sticker will not fit below the defrosting system, please put it in the lower corner of rear passenger side window.
2. Vehicles must be parked between lines designating a proper parking space. It is not feasible to mark with signs or paint all areas of Hershey Medical Center property where parking is prohibited. Parking is prohibited on walks, grassy areas, dirt areas, parking lot curb areas, graveled areas (unless specified for parking), in fire lanes, in loading zones, in service drives, at yellow curbs, at hatched-painted areas, at any posted prohibition, in traffic lanes, at traffic signs or signals, by fire hydrants, at building egress points, or in any other area that is not designated specifically by markings as a parking space.
3. The fact that other vehicles are parked improperly shall not constitute an excuse for parking any part of the motor vehicle outside or over a prescribed parking space.
4. If an employee with gated parking access forgets their parking card/I.D. badge, they should proceed to the employee parking areas in the Centerview Parking Garage, Lot F, or the Academic Support Building (Lot L).
5. Faculty, staff and students are prohibited from parking in reserved parking spaces unless the reserved parking space applies to the individual. **Reserved parking spaces are enforced 24/7.**
6. Faculty, staff and students may find it necessary to use a leased or rental car. Any employee/student using a rental vehicle should contact Parking Services with the vehicle information for every rental vehicle in order to obtain a temporary permit sticker.
7. Any vehicle parked on campus shall be parked at the owner's risk. Hershey Medical Center and College of Medicine assumes no responsibilities for theft, damage, or personal injury.
8. Vehicles parked so as to obstruct roadways, hinder Hershey Medical Center or College of Medicine operations, and/or damage property may be towed at the owner's expense.
9. Vehicles may not be stored on campus at any time. Any vehicle found to be stored may be towed at the owner's expense.
10. Students living on campus shall not use employee or patient parking.

### General Regulations

1. The speed limit on campus is twenty-five (25) miles per hour except as otherwise posted.
2. Motorists shall yield the right-of-way to pedestrians crossing at crosswalks.
3. Hershey Medical Center reserves the right to establish such other regulations and rules of the road to properly control traffic on its roadways and parking areas.
4. After office hours or on weekend's calls should be referred to the department of Security (x8711).
5. Valet parking on campus is for the use of patients and visitors only.



## Bicycle Regulations

1. Bicycles must be parked at the provided bicycle racks, which are located at various campus locations.
2. Any bicycle that is not parked at a designated bike rack (ie. secured to signs, railings, etc., not at a bike rack) will be confiscated. If there is a lock on the bike, it will be removed and the bicycle will be confiscated.
3. The owner of any confiscated bicycle is subject to receive parking violations and/or a \$25.00 recovery fee may be required to release it to its owner. Bikes not claimed within 60 days will be donated to a local charity.
4. Personal bikes shall not be parked in Zagster bike sharing racks or inside buildings.

## F. PARKING VIOLATIONS AND PENALTIES

Faculty, staff, students and others who violate the parking regulations on the Hershey Medical Center Campus will be required to pay the penalty listed for the following infractions:

PARKING VIOLATIONS AND PENALTIES			
Violation Description	Penalty	Violation Description	Penalty
Displayed Fraudulent, Altered or Unauthorized Permit	\$15.00	On The Roadway	\$15.00
Fire Lane	\$15.00	Snow Restriction	\$15.00
Handicapped Space	\$25.00	Parking Outside Space Lines	\$15.00
Loading Zone	\$15.00	Contractor Parking Only	\$15.00
No Parking Zone	\$15.00	No Permit Displayed	\$30.00
Parked on Grass	\$15.00	Reserved Space	\$30.00
Parked at Curb	\$15.00	Staff/Student in Patient Parking	\$100.00
Illegal Entry Into Lot	\$50.00	Reserved Lot	\$30.00
Time Violation	\$15.00	Other	\$15.00

1. More than one violation may be written for the same continuing violation if the vehicle remains parked in violation for more than eight (8) hours. Abuse of parking privileges can result in a revocation of parking privileges, as well as possible impoundment.
2. Vehicles violating the same regulation continuously may face escalating fines for each repeated infraction. Fines may be doubled from the original amount (e.g. \$15.00 first offense, to \$30 second offense, to \$45 third offense, to \$60 fourth offense).
3. Parking penalties/fines must be paid within ten (10) days of the date of the infraction at the Parking Office, ground floor of college. Checks should be made payable to Penn State Health Milton S.

Hershey Medical Center (PSHMC). The parking ticket should accompany payment to ensure proper credit. As stated in Section A., if the penalty/fine isn't paid within the allotted ten day period, the penalty/fine will be deducted from the employee's pay, or for students, a hold will be placed on their academic records.

5. Employees charged with a violation have the right to appeal within ten (10) days of the date of the infraction, by completing the "Parking Violation Appeal Form." Appeal forms may be acquired at the Information Desks in the Main Hospital Lobby and the UPC II Building, the Parking Office or on-line on the Security website, <https://infonet.pennstatehershey.net/web/security>. They must be submitted within ten (10) days of the date of infraction. The original ticket or a copy of the ticket must accompany the appeal form for consideration.
6. IF THE APPEAL IS GRANTED, the parking penalty will be waived and you will be so notified. IF THE APPEAL IS DENIED, you will be notified that you must pay the fine within five (5) days of the date of the denial notice. Otherwise, the violation penalty will be deducted from the next scheduled pay, or for students, a hold will be placed on academic records.

#### **G. HANDICAP ACCESSIBLE PARKING**

1. Employee accessible spaces are available in various employee lots. These spaces are reserved for those employees determined to need them according to Pennsylvania state criteria, i.e. possessing an H/C plate and/or placard. Employees requiring special parking considerations (on a temporary or permanent basis) which are needed as a result of an injury, illness, or physical handicap should contact the department of Parking Services, (x3713) in order to receive a Hershey Medical Center parking placard.
  - a. Hershey Medical Center placards are required for any employee utilizing handicap parking on campus.
  - b. Employees may not use handicapped parking in patient/visitor parking lots.
  - c. For permanent handicap parking, employees are required to complete a permanent disabled parking request form and provide a copy of their "person with disability ID card". Any employee who has a handicap license plate will need to provide a copy of their vehicle registration in place of their ID card. Permanent disabled request forms can be obtained from Parking Services.
  - d. For temporary disabled parking, employees are required to complete a Person with Disability Parking Placard Application. The physician must certify they fall within the eligibility requirements listed on the form. The length of time requires a starting and ending date or a span of time not to exceed one year. Applications can be obtained from the Parking Services office or online at Parking Services website.

#### **H. LOADING, UNLOADING, PICK-UP, AND DELIVERY**

1. Patients or staff members may be loaded or unloaded provided it is done in a safe manner and location with vehicle's emergency warning flashers or headlights operating. No vehicles will be allowed to stand for more than fifteen (15) minutes unless there are extenuating circumstances.

Vehicles must be moved to the assigned parking area for patients or staff immediately upon completion of loading or unloading.

#### **I. VEHICLES OWNED BY HERSHEY MEDICAL CENTER, COLLEGE OF MEDICINE, FEDERAL, STATE, OR MUNICIPAL GOVERNMENTS**

1. Vehicles owned by Hershey Medical Center, College of Medicine, Federal, State, or Municipal Governments that are identified by special license plates may park in patient and visitor areas as situations warrant.

#### **J. FACULTY AND STAFF PARKING AT UNIVERSITY PARK AND PENN STATE HARRISBURG CAMPUS**

1. Faculty and staff members from Hershey Medical Center and College of Medicine are subject to the rules and regulations of University Park. Parking illegally could result in magistrate citations. PSHMC staff are not considered visitors while in University Park.
2. Effective July 1, 2018, PSHMC permits will no longer be accepted at University Park. Parking at University Park will require payment of the hourly fee, or purchase of a one-day permit.
3. Faculty, staff and students from Hershey Medical Center and College of Medicine are subject to the rules and regulations at the Penn State Harrisburg campus. Those taking classes at Penn State Harrisburg must register their vehicles and pay any associated fees related to parking at the parking office located at Penn State Harrisburg.

# Shuttle Route Transition



## Employee Shuttle

**Two shuttles: 6:30 a.m.-6:30 p.m.**

**Campus Shuttles #3 and #4**

**Arrival approximately every 6 minutes**

- Academic Support Building
- Lot L-1
- Lot L-2
- Lot G
- College of Medicine
- Hospital North Lobby entrance
- Centerview Garage North Side

## Patient Shuttle

**Two shuttles: 6:30 a.m.-6:30 p.m.**

**Campus Shuttles #1 and #2**

**Arrival approximately every 8 minutes**

- Hospital Main Entrance
- University Physician Center
- Centerview Parking Garage
- Hospital North Lobby entrance

## On-Demand Shuttle

**Call 717-599-6376 for ride**

**Van: 5:30 a.m.-11:30 p.m.**

**Campus Shuttle #5: 7 a.m.-5 p.m.**

**Supporting the following locations:**

- Ronald McDonald House
- 30 Hope Drive
- 35 Hope Drive
- Cocoa Ave
- Hershey Center for Applied Research
- Chocolate Avenue
- Sipe Avenue
- Granada
- Support Services Building
- Briarcrest
- University Conference Center
- Hope Lodge
- Union Deposit Parsonage – West Canal Street
- Spring Creek Parsonage – Areba Avenue
- West Internal Medicine



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