



Parking Guidelines I.H.S.C

Office of Faculty Affairs
Parking at I.H.S.C. Guidelines
Tips to Help Faculty

1. New Parking Policies at the Medical School.

Welcome

- **Clinical Faculty** (intermittent and/or external physicians, and course instructors) qualify for free parking on the I.H.S. Campus. **Employees** (with permits) can park behind the building (North Lot) or in (Lot 3). Employees may ***not*** park in Visitor spots ***or*** in the student lot. **Students** (with permits) can park in the front student lot (the South Lot) and anywhere else on campus ***except*** visitor spots.

Parking permits are required at all times on the Interprofessional Health Sciences Campus in Nutley. Enforcement has begun and a valid permit MUST be displayed at all times

Anyone in need of **handicapped parking** should display their state issued handicapped permit and may park in the dedicated handicap spaces in the East Lot (accessed via the South Lot).

2. Course Directors

Procedures

- Course Directors will forward their final list of teaching faculty for each session to the Office of Faculty as soon as possible, but **no later than 3 weeks** before start date of the course.
- The list should contain names of **ONLY** the teaching faculty previously submitted to the OOF that has been “cleared” to teach and should include:
 - Physician’s Full Name
 - Course
 - Hospital Affiliation

3. Office of Faculty

Procedures

- OOF will email each physician listed with specific instructions outlining the process to receive a parking placard.
 - **Clinical Faculty** (e.g., episodic, external physicians) fall into three categories.
 - *JSUMC* and *Raritan Bay* physicians already have a HMH decal (logo with identifier) that they display on the driver’s side rear window of their cars; this is sufficient.



Parking Guidelines I.H.S.C

- Most other HMH employees do not get decals and must receive a placard from I.H.S. security to park on campus.
- Non-HMH-employed physicians fall into the “Guests” category and must be issued a dated pass (described in #4).
- OOF will work with the I.H.S.C. parking/security department to process the submitted application(s) for placards.
- OOF will email a copy of the parking placard to the recipient. Instructions will be included describing the process to pick up the original placard, display of the placard, appropriate parking locations, receipt of tickets, and the courtesy shuttle.
- *A sample email is marked as Addendum A*

4. HMSOM Administrators/Staff

Procedures

- HMSOM Administrators/Staff will be responsible for issuing a dated, “**Guest**” pass to ALL **Non-HMH-Employed Physicians** to cover the duration of their teaching duties on campus (available from any HMSOM administrative assistant).
- *A sample is marked as Addendum B*
 - **Guests** (with a dated, “guest” pass) can park either behind the building (the North Lot) or in Lot 3. This is the equivalent of “validated parking.” They may ***not*** park in Visitor spots ***or*** in the student lot.
- HMSOM Administrators/Staff will be responsible for issuing a dated, “**Guest**” pass to **ALL Student Guests**.
 - This applies to applicants on Interview Days and, in the future, ***may*** apply to Phase 2 and/or Phase 3 HMSOM students who are not going to have to purchase I.H.S.C. parking permits for a full year
 - Student guests (with a dated, “student” pass) may park in the front student lot (the South Lot) and Lot 3. They may ***not*** park in Visitor spots.
- *A sample is marked as Addendum C*
- HMSOM Administrators/Staff will be responsible for issuing a dated, “**Guest**” pass to **ALL Guests of the Medical School**. This applies to guests of the school (e.g., an interview candidate, the interviewer on interview day, the Dean’s luncheon guest, meeting attendees who aren’t students or faculty).
 - **Guests** (with a dated, “guest” pass) can park either behind the building (the North Lot) or in Lot 3. This is the equivalent of “validated parking.”
 - They may ***not*** park in Visitor spots ***or*** in the student lot.



Parking Guidelines I.H.S.C

Note : Visitors with no pass must park in a numbered spot on Metro Blvd. or in a numbered spot in Lot 3, remember their number, and purchase parking at the kiosk in the foyer (coming soon) just before the Winter Garden.

❖ *Each department is responsible for distributing the applicable parking "pass" to Guests.*

5. Standardized Patients (SP)

Procedures

- For parking placards/permits please reach out to the OOF for guidance.

ADDENDUM A

Sample Email:

To receive a **Free** parking placard and to ensure you are not ticketed please:

- Complete the attached application form and email it back to SOMFACULTY@shu.edu
- Receive a parking placard for dashboard display (we will contact you via email when they are available), and
- Park for free in the North lot (behind the building) and in Lot 3 (near Route 3) at no risk of a ticket.
Anyone in need of **handicapped parking should display their state issued handicapped permit and park in the dedicated handicap spaces.**

Employee, overflow and daily parking is located in Lot #3. The lot in front of the building is reserved only for those students with a vehicle displaying a valid parking permit. Please keep in mind that you CANNOT park in the front lot, or Visitors parking spaces, you will be ticketed, which is a \$50 fine.

Also, Visitor spots have been marked with numbers, and the kiosk for purchasing parking passes for visitor spots will soon be in place.

If you park in Lot 3 (near Route 3), there is a shuttle service (On3 Shuttle) that runs every 15 minutes from 7:45am-9:45am and again from 3:45pm-5:45pm. For additional service outside the normal operating hours, the security team can escort you to your car. This courtesy service should be used only in the event that you have a disability and/or safety concerns (leaving a late hours),

Just a reminder that parking permits are required at all times on the Interprofessional Health Sciences Campus in Nutley. Enforcement has begun and a valid permit MUST be displayed at all times. Since permits require time to be processed please do not wait until your start date to order your permit.

Parking Guidelines I.H.S.C



Hackensack Meridian
School of Medicine
at Seton Hall University

ADDENDUM B



SETON HALL
UNIVERSITY



Hackensack
Meridian *Health*

INTERPROFESSIONAL HEALTH SCIENCES CAMPUS

IHS TEMPORARY PARKING PERMIT

DATES VALID: 2/6/2019

Instructions:

Please print out and leave this pass displayed on your vehicle's dashboard during your visit to the Interprofessional Health Sciences Campus.

This pass is only valid on the dates listed above.

Authorized by:

Public Safety & Security

340 Kingsland Street, Nutley, NJ 07110

Temporary Passes VALID ONLY on IHSC Property

IHSC PUBLIC SAFETY: (973)-542-6600

Parking Guidelines I.H.S.C



Hackensack Meridian
School of Medicine
at Seton Hall University

ADDENDUM C



SETON HALL
UNIVERSITY



Hackensack
Meridian Health

INTERPROFESSIONAL HEALTH SCIENCES CAMPUS

IHS TEMPORARY PARKING PERMIT

Student Interview

DATES VALID: 2/28/2019

Instructions:

Please print out and leave this pass displayed on your vehicle's dashboard during your visit to the Interprofessional Health Sciences Campus.

This pass is only valid on the dates listed above.

Authorized by:

Public Safety & Security

340 Kingsland Street, Nutley, NJ 07110

Temporary Passes VALID ONLY on IHSC Property

IHSC PUBLIC SAFETY: (973)-542-6600