

### **Parking Decals & Parking Instructions:**

1. Prior to the first day of clinicals the students and/or instructors must stop by Security at any St. Elizabeth Healthcare (SEH) facility to register their vehicles and obtain parking decals. Instructors may contact security ahead of time for decal stickers. Instructors may pick up a stack of forms from security, have their students fill them out, and then return them to security to obtain the group of parking decals. Security prefers group obtain cards ahead of time. Students will need their license plate numbers to fill out the forms.
  - i. Security offices at Covington, Dearborn, Edgewood, Florence, and Grant are in the ED lobby.
  - ii. The Security office at FTT is located across from the Gift Shop.
  - iii. If you are at an off-campus location (SETEC/Dolwick) you can get a Parking Sticker from Human Resources.
2. Decals must be affixed to the windshield's lower left corner.
3. Returning students who already have decals do not need to obtain another decal.
4. Students should be encouraged to car- pool due to congestion.
5. For the safety of all associates, patients, and visitors, employee entrances at all locations **have and/or will change** from code entry to SEH badge entry. **As students do not have a physical SEH badge, Ft. Thomas, Covington, and Grant students will no longer park in employee parking, see specific parking instruction changes below.**
6. All students and instructors are to park:
  - a) **Edgewood** - "Lot S", adjacent to Gateway College on Thomas More Parkway. Shuttles run Monday-Friday from 6am to 6pm. **Take the shuttle to the visitor entrance/1A entrance (opens at 8am) next to the ED, and you can enter through the night entrance with your school ID badge.** If an instructor employee is already parked in employee parking for work, they do not need to move their car for clinical instructing. Students may not park in the garage or employee parking, or they will receive a citation. **Weekend/night shift**-students can park in main employee Lot C. See Appendix A for parking map for Edgewood.
  - b) **Florence** – students may **NOT** park in employee parking. Students will park in the purple section noted on the map and enter hospital through the new Patient/Visitor Main Entrance circled in red (opens at 6am).
  - c) **Dearborn** – students are to park on the 4<sup>th</sup> floor (top) of the parking garage. Take the elevator down to main entrance. See Appendix D for Dearborn parking map.
  - d) **Ft Thomas** – Students will park on the 3<sup>rd</sup> and 4<sup>th</sup> floor of the parking garage, take the elevator up and enter through the main entrance (opens at 6am). See Appendix C for Ft. Thomas parking map.
  - e) **Covington** – Students will park in the front lot which is closest to the main entrance (opens at 6am). See Appendix E for Covington parking map.
  - f) **Grant** – Students will park in the farthest end of the ED lot which is closest to the main entrance (opens at 6am). See Appendix F for Grant parking map.
  - g) **Other facilities** – Check with unit manager of clinical site to determine if a SEH badge is needed to enter clinical site on off hours if applicable. Follow signs to employee parking.



7. All instructors and students parking on SEH property must have parking decals. Students and instructors who are employees do not need to obtain a student/instructor parking decal if they have an employee decal.
8. Contact security with any questions or concerns. Call (859) 301-2270 for any problems or difficulties with parking.

Appendix A

## EDGEWOOD CAMPUS PARKING MAP

(Park in Lot S, by Gateway Community College)

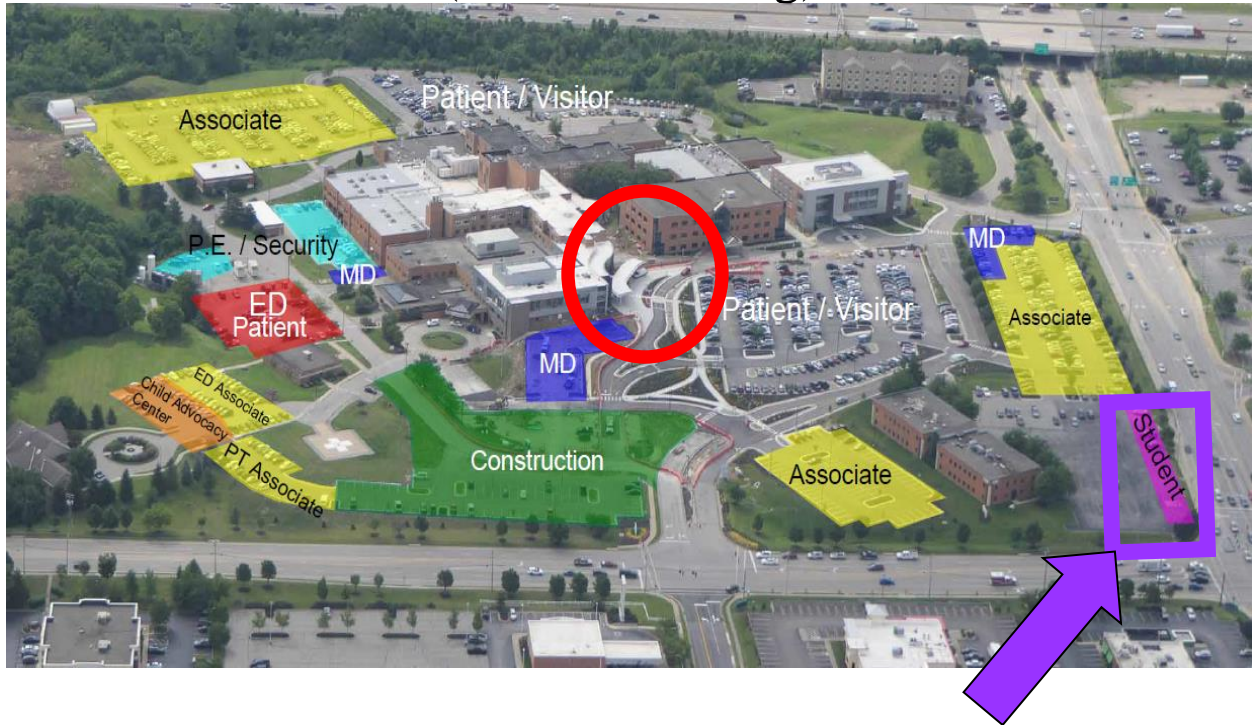
**Park Here. LOT S Gateway College**



**“Lot S”, adjacent to Gateway College on Thomas More Parkway. Shuttles run Monday-Friday from 6am to 6pm. Take the shuttle to the visitor entrance/1A entrance (opens at 8am) next to the ED, and you can enter through the night entrance with your school ID badge. If at EDG on the weekend or night shift, students can park in the main employee lot C.**



Appendix B  
**FLORENCE CAMPUS PARKING MAP**  
(Student Parking)



Students will park in the purple section noted on the map and enter hospital through the new Patient/Visitor Main Entrance circled in red (opens at 6am).

Appendix C

## FORT THOMAS CAMPUS PARKING MAP

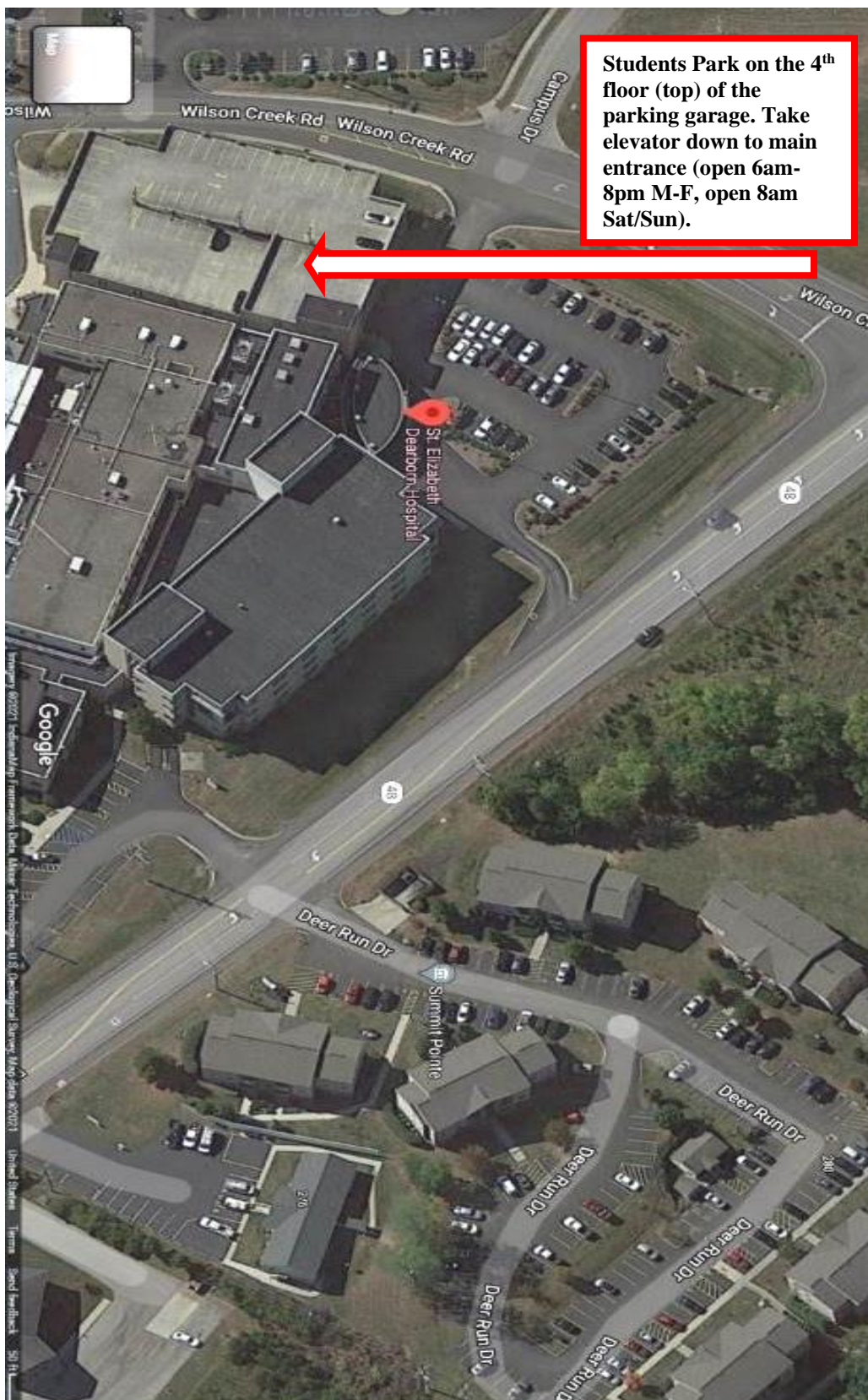


Students will park on the 3<sup>rd</sup> and 4<sup>th</sup> floor of the parking garage, take the elevator up and enter through the main entrance (open 6am-8pm).



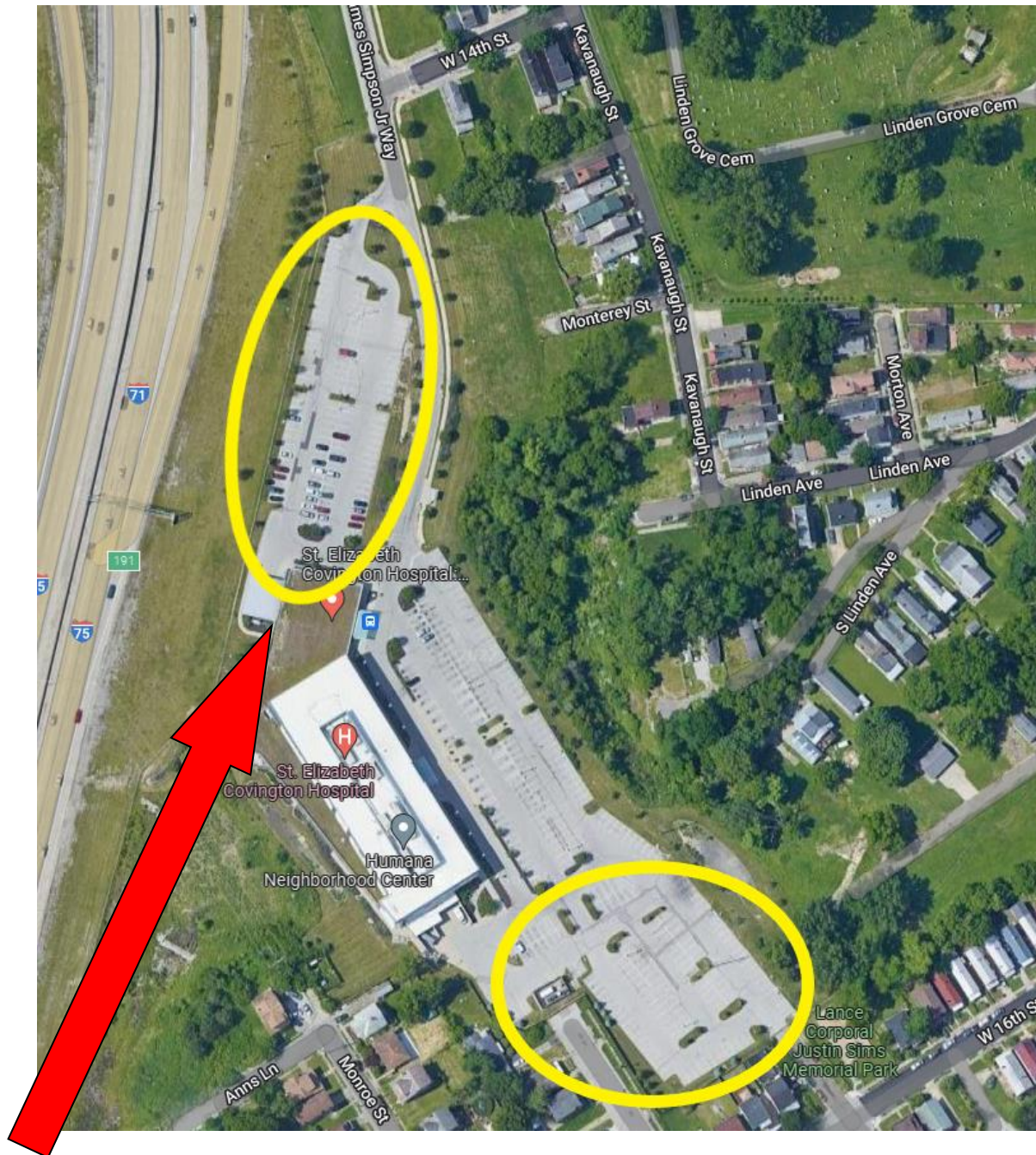
Appendix D

**DEARBORN INDIANA CAMPUS PARKING MAP**





Appendix E  
**COVINGTON CAMPUS PARKING MAP**



Students will park in the front lot which is closest to the main entrance (opens at 6am).

Appendix F  
**GRANT CAMPUS PARKING MAP**



Students will park in the farthest end of the ED lot which is closest to the main entrance (opens at 6am).