

Employee Parking and Shuttle Service Guide

Employee Parking Policy

Beth Israel Lahey Health
Winchester Hospital



Welcome to Winchester Hospital.

Due to limited parking space at the 41 Highland Avenue campus, priority must be given to our patients and visitors. This document describes the parking policy and guidelines all employees are expected to follow.

The employee parking lots are described on the reverse side of this guide and directions provided. Employees assigned to work at other Winchester Hospital campus locations should ask their supervisors about designated employee parking areas.

Shuttle Service: A shuttle service operates between the Hospital's employee parking lot and the Hospital, Monday through Friday, 5 a.m. to 1 a.m., excluding holidays. In addition to continuous runs to and from the parking lot at Holton Street, on demand shuttle service is available between the Hospital and the McKay Avenue campus and Child Development Center on Swanton Street. There is no service to other locations.

Hospital Garage: The only employees allowed to park in the Hospital's garage or A-1 lot are those with specific authorization. These include night shift employees, defined as those staff working four (4) or more hours between 11 p.m. and 7 a.m. (or 7 p.m. to 7 a.m., 11 p.m. to 11 a.m., 3 a.m. to 3:30 p.m., and any other shift meeting this criteria). **Employees who work on holidays or weekends** are also allowed to park in the Hospital garage.



Employee Orientation: Employees who attend orientation at the Hospital and night shift employees who are oriented on the day shift are expected to park in their assigned parking lot.

Employees as Patients/Visitors: Employees who come to the Hospital as a patient or family member of a patient may park on the Hospital campus but need to notify Security when doing so to avoid being issued a parking violation. The Hospital provides a valet parking service for patients seven days a week. The streets around the Hospital have one- to two-hour parking which the local police strictly enforce. We ask that employees not park on these streets, not only to avoid receiving a ticket, but also to cooperate with our neighbors. There is a bicycle rack in the parking lot outside the Emergency Department for employees who choose to bicycle to work.

McKay/Swanton: The parking lot located at 7 McKay Avenue is designated for full-day use by employees who work in this building. The parking lot at the Hospital's Child Development Center at 259 Swanton Street is designated for use only by employees who have children enrolled in the Center, or by those who work at the Hospital's 1021 Main Street campus. Staff needing rides, please call **781-756-2560**.

Non-Compliance with Parking Policy: The Security, Transportation & Parking department monitors employee vehicles and will report occurrences of non-compliance to an employee's supervisor. Employees who are not compliant with this policy may face disciplinary action.

**Security, Transportation
& Parking Department
41 Highland Avenue
Winchester, MA 01890
781-756-2560**



17-34 Holton Street, Woburn

Take Montvale Avenue, towards Woburn. Cross Washington Street and drive about 3/4 mile. Take a left onto Green Street, then take a left onto Holton Street. The parking lot is about 3/4 mile down on the left side of the road.

When taking Cross Street in Winchester, take a right onto Holton Street and drive about 3/4 mile and the parking lot will be on the right side of the road.



Child Development Center 295 Swanton Street, Winchester

Coming from 93N or 93S, take exit 36 (Montvale Ave). If on 93N, turn left off the ramp. If on 93S, turn right off the ramp. Continue on Montvale Ave. to first set of lights at intersection with Washington Street and turn left. Follow Washington Street through two sets of lights (Forest St. and Cross St.) to next set of lights at Swanton Street and turn right. Follow Swanton Street under railroad bridge and look for White Street on your right (last street before Main St., Rte. 38). Turn right onto White Street and turn left into the Winchester Child Development Center. Employee parking spaces are located behind the building.

Notes about 295 Swanton Street Lot

There are many small children in the areas so please drive slowly and carefully and use caution when entering and exiting this lot. Employees should only use the parking spaces located at the rear of the building which have a "WH" painted on the pavement.