

Parking Guidelines for Volunteers

Sunnybrook Parking and Transportation Services manage safe and accessible parking for patients and visitors, employees and volunteers. Patients, visitors and staff are charged for parking. Active volunteers are provided with complimentary parking. The following guidelines are intended to provide a clear understanding of the expectations and responsibility associated with complimentary parking privileges for volunteers of Sunnybrook Health Science Centre (SHSC).

1. It is SHSC practice to provide Active volunteers, who attend shifts at the 2075 Bayview Avenue Campus, and at the 285 Cummer Street, St. John's Rehab site with complimentary parking.
2. Complimentary parking is granted for the site and duration of the volunteer's placement and each volunteer will be assigned to a designated Parking Lot.
3. **Complimentary parking is only to be used by volunteers while on volunteer duty or attending activities related to volunteering, as directed by Sunnybrook Volunteer Resources.**
4. **To access complimentary parking** volunteers must visit the site-specific Parking Office to have parking access activated on their SHSC Photo ID and receive a Permit (hanging tag) to display. A \$10 refundable deposit must be paid to the Parking Office. (*Bring your SHSC Photo ID and your vehicle license plate number*) o Bayview Site, Rm. CG01, (416) 480 - 4123 o St. John's Rehab site, 285 Cummer Ave. Rm B119, (416) 226-6780 x.7339

**Volunteers Assigned to the CNIB location may access complimentary parking for Bayview site and either take the shuttle or walk (10 minutes) to the CNIB location*

5. If volunteers arrive for their volunteer shift and parking is not available in the designated parking lot, please buzz from the intercom or phone Parking Services to request an alternate designated parking lot for that day.
6. Failure to:
 - Register your car with Parking Office
 - Display your hanging permit
 - Park in your designated Parking Lot-may result in a City of Toronto parking fine for which the volunteer will be responsible for paying.

7. Volunteers who are active at more than one site may arrange complimentary parking at both locations through the Parking Office. This will not require an additional deposit.
8. Volunteer Parking usage is monitored on a regular basis. Volunteers who abuse complimentary parking privileges (e.g. for personal appointments) may be invoiced for parking charges incurred or, have their parking privileges revoked.
9. Parking passes are to be used solely by the individual to whom they have been issued for volunteer shifts and other volunteer-related activities, and may not be shared with friends/family or others.
10. Volunteers who no longer require parking for volunteer activities must return their hanging permit to Parking Services to receive the \$10 refundable deposit.
11. Volunteers driving a vehicle other than the vehicle registered with Parking Services, are required to report to Parking services upon arrival, otherwise, may receive a parking fine.
12. All SHSC Photo IDs used for parking are set up for one “in and out” cycle. Do not scan your Photo ID for someone else to go in or out of the parking lot at any time. Failure to follow this will impact your access to the parking lot.
13. Volunteer are responsible for lost Photo ID badges and hanging permits and will be charged \$25.00 to replace a Photo ID, and \$10.00 to replace hanging permits.

Any questions related to volunteer parking privileges should be directed to Volunteer Resources:
volunteer@sunnybrook.ca