

St. John's Hospital Travel Guide

**An information guide for all staff
who work on the St. John's Hospital site**



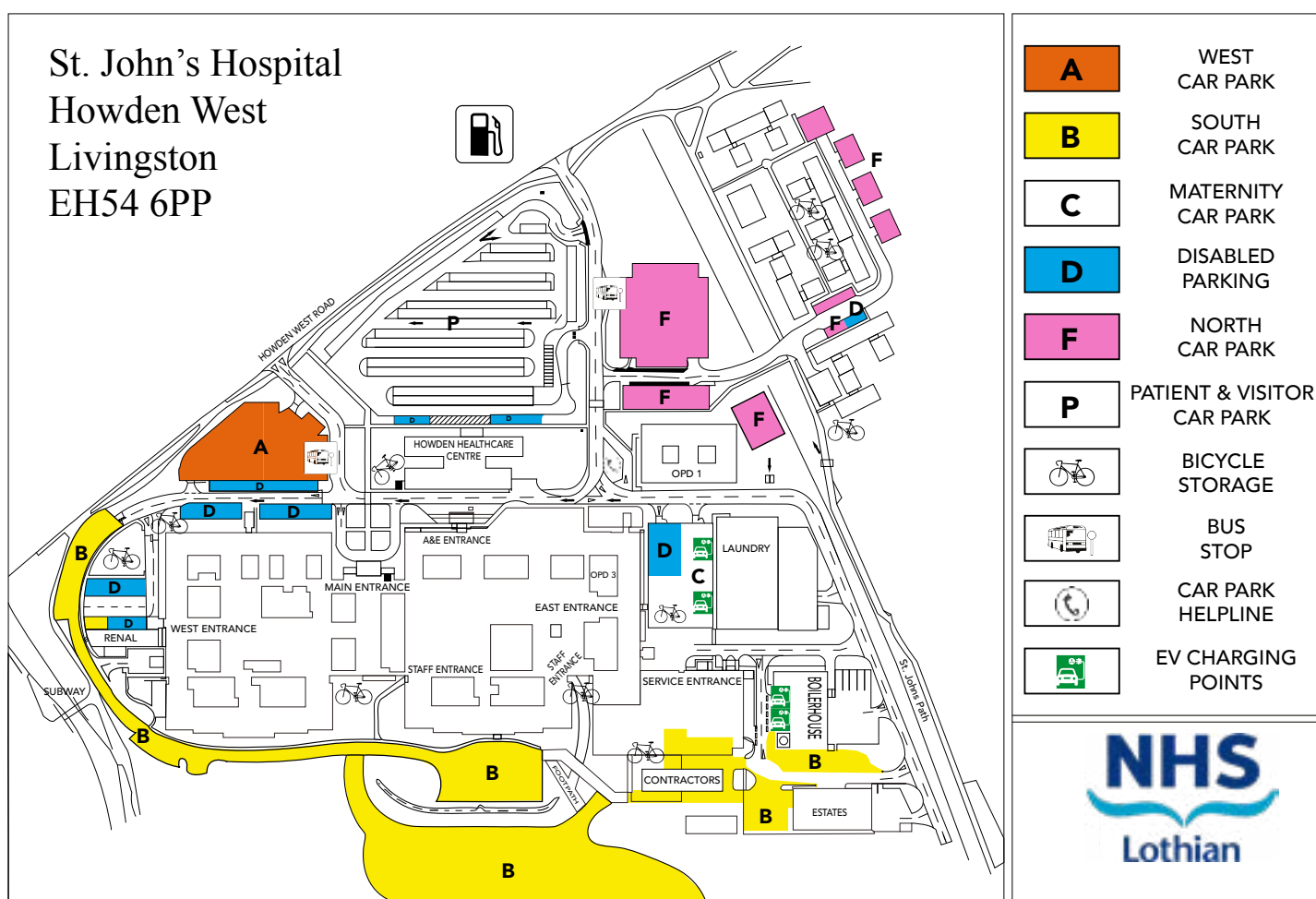
Revised April 2023



Location

Howden Road West
Howden
Livingston
West Lothian
EH54 6PP
Telephone: 01506 523000

Map of site



Travel by car

It is important for all staff to be aware that all hospital sites have a limited amount of parking spaces that can be allocated to allow us to balance the needs of staff, patients and visitors, as well as our service delivery requirements. The offer of a post at any NHS Lothian site does not mean an automatic parking space and travel to and from work is the individual member of staff's responsibility. You must apply for a permit if you plan to park on the site by completing an NHS Lothian car parking application form, which can be picked up at the security booth in the main reception area or appended document.

Allocation of parking permits is based on agreed pan-Lothian criteria that prioritise business need and then take into account individual circumstances rather than specific job roles. Our capacity will never meet demand, so when permits are allocated they are subject to annual review and to the terms and conditions being adhered to.

Staff who do not score any points against the scoring criteria will receive a letter to advise they have been unsuccessful. There is an appeal process that all applicants are entitled to use. If their personal circumstances change, staff can reapply at any time. These staff will be required to find an alternative to bringing their car on site.

Staff must not use the designated Patient and Visitor parking unless they have prior approved exemption from the Traffic Management Group. This car park has Automatic Number Plate Recognition (ANPR) in place, which records the registration and time every vehicle enters and exits the car park and misuse of this is a breach of the NHS Lothian Car Parking Policy and the locally approved protocol for recording and reviewing appropriate car park use.

On-call Staff - We understand that your travel arrangement may be different when on call. Please contact the car parking supervisor on extension 52087 for further information.

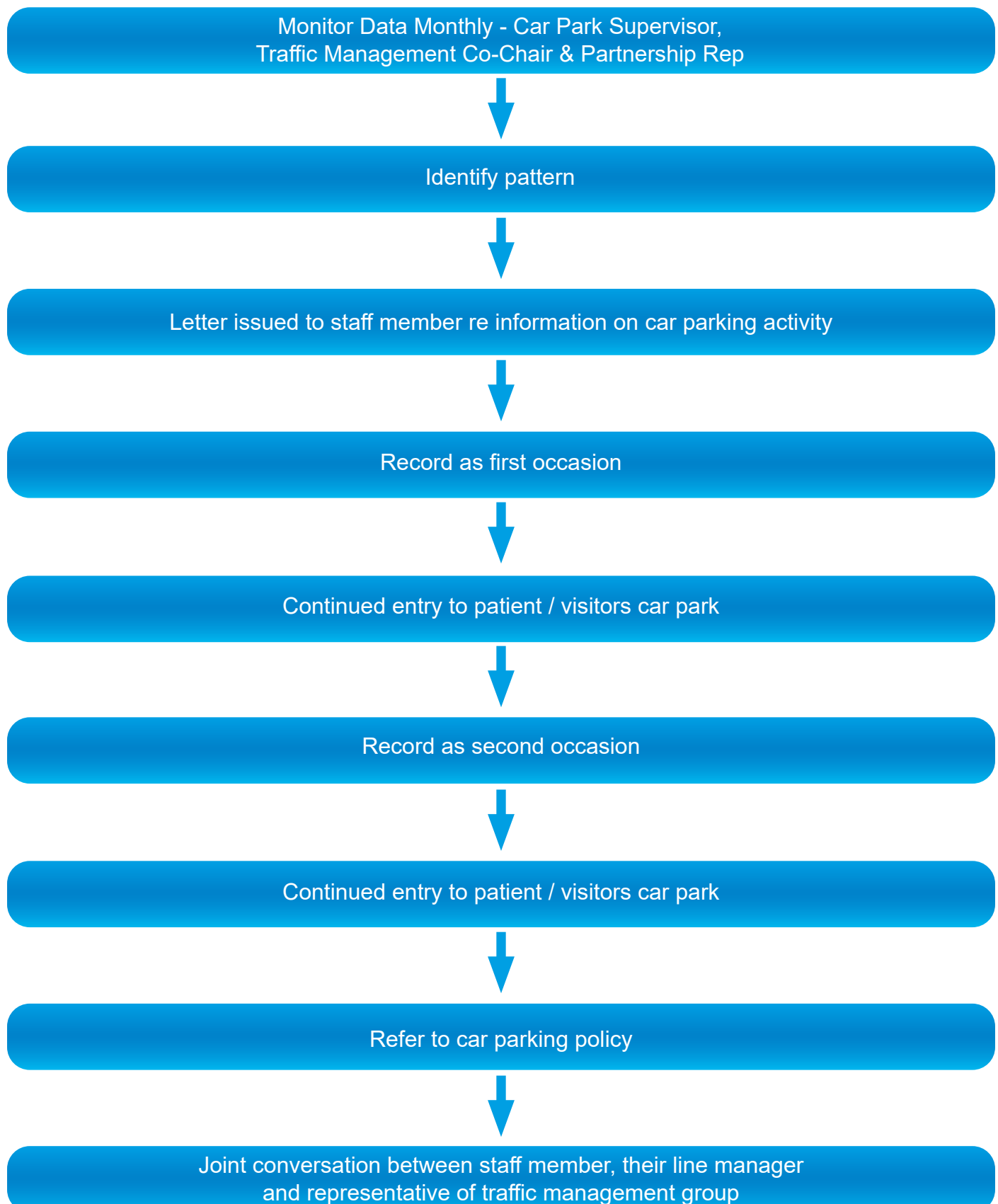
Off-site Parking - Supported travel provision between Ladywell Park & Ride to St. John's Hospital. Further Information is available from the Security Office at the Main Entrance.

Personal Travel plans - In conjunction with Mobilityways we have set up a facility for staff to consider travelling to work by different means to create their own personal travel plan. Please use the link below to create your own PTP.

<http://intranet.lothian.scot.nhs.uk/StaffRoom/TransportAndTravel/Pages/default.aspx>



Protocol for Management of Patient / Visitor Car Park



In order to support staff who have not been allocated permits, there is an understanding that at non-peak periods there may be capacity in some parking areas where staff can gain access to park; please see the attached table on the next page.

Staff who score against the criteria but are not awarded a permit will be informed they are on the waiting list to get a permit when a space is available. The length of time on the list until a permit is released depends on individual circumstances and availability of space. There is an appeal process that all applicants are entitled to use. If their personal circumstances change, staff should update their application to ensure the criteria and scoring is accurate and timely.

Staff supplied with a permit are responsible for ensuring they follow the site rules and park responsibly within the allocated car park they have been designated. Misuse of the permit, such as allowing other staff to use your permit, parking in an area you have not been designated to park in, or using your pass to allow others into a parking area, can result in the permit being revoked on a temporary or permanent basis.

Parking around the St. John's Hospital site

Parking on the St. John's Hospital site is a challenge for patients, visitors and staff. Due to the nature of our site and location, it is understood that we will never be in a position to have sufficient car parking spaces for all those who would like one. We appreciate that this can be frustrating for staff.

Consequently, many staff attempt to park in our nearby neighbourhoods. Unfortunately, the increasing and repeated incidence of thoughtless parking (e.g. blocking driveways) by a few staff in some neighbourhoods has led some local residents to ask the council to introduce parking restrictions.

Council representatives have shared information with Andy MacKay, Site Director about some of the incidents involving staff and local residents. "I encourage staff to remember that St. John's Hospital is a major part of the local community and that any staff member who parks in the local area does so with consideration for residents' driveways and safe access," said Andy.

Clinical staff are also reminded that travelling to and from work in uniform is not permitted unless they are Community-based staff. This is a well-established policy within NHS Lothian and we expect high professional standards.

There have been some incidents of staff vehicles being vandalised when parking locally. Such incidents should be reported to the local police so that they can fully investigate.



<p>Patient and visitor designated areas</p>	<p>Main car park (Patient and visitors car park P)</p> <ul style="list-style-type: none"> • 24 hour Barrier control – Motion sensor • ANPR • Disabled spaces • Shared with Howden Health Centre • Physically staffed each day. 	<p>Maternity car park</p> <ul style="list-style-type: none"> • 24 hour Barrier control • Disabled spaces • NHS pool cars only.
<p>Staff permit designated areas</p>	<p>West car park (Staff car park A)</p> <ul style="list-style-type: none"> • 24 hour Barrier control – allocated Permit holders • Liftshare permit spaces • Disabled spaces 	<p>South car park (Staff Car Park B)</p> <ul style="list-style-type: none"> • Barrier control at east and west side - allocated permit holders at peak times • Open to non permit holders at off peak times (2.45pm through to next working day) • Open Weekends & Public Holiday Days
	<p>North car park (Staff car park F)</p> <ul style="list-style-type: none"> • Barrier control - allocated Permit holders • Open to non permit holders at off peak times (5.45pm through to next working day) 	



Liftshare

This is a system offered to staff which, if the application is approved, enables access to dedicated Liftshare spaces in Car Park A. As well as having many cost-saving benefits, by encouraging staff to 'Budi-up' to share car journeys, the scheme enables more staff to travel to site by car and reduces the number of vehicles on site, which in turn reduces the traffic management risks.

Liftshare is managed through a registered process where up to five individuals can create a budi team and apply through a separate application form from the standard car parking application form. To manage the system there is a designated lead responsible for the pack which contains the pass to enter the car park where there are ringfenced Liftshare spaces. To ensure we encourage and support staff to use this facility the system is flexible to support annual leave and sickness. There is also flexibility to work across budi teams, taking into account shift patterns.

NHS Lothian have our own Liftshare scheme which all staff are encouraged to join. The more colleagues who sign up, the more likelihood for us all to find matches. To find out more about Liftshare click [here](#)

Current individual permit holders thinking of changing on to this system for the many savings / benefits to be gained are required to give up individual permits to ensure we maximise capacity and have a fair system for all. There are still arrangements in place to remain on the waiting list for individual permits in the event of budi team changes.

<https://liftshare.com/uk/savings-calculator>

<https://liftshare.com/uk/trust-and-safety>



LIFTSHARE PARKING PERMIT APPLICATION



Lead driver to complete all sections fully and correctly before returning to, PO Box 30 (Internal Mail), Logistics Department at St John's Hospital.

Title		Date of Application	
Forename		Job Title	
Surname		Ward / Section	
Home Address		Hospital Base	
		Contact No	
		Other:	
Post Code			
Vehicle Registration:		Current NHS Permit Holder: Yes / No	
Do you wish to remain on car park waiting list? Yes / No			
Signature :			

Please note you cannot have an individual car parking permit and hold a liftshare permit, you will however be able to remain on the car parking waiting list in the event of your liftshare situation changing.

Other Budi Team Members

Surname	Forename	Ward / Section	Car Registration No.	Current Permit Holder Yes / No	Do you wish to remain on car park waiting list Yes/ No	Signature

OFFICE USE ONLY

Permit No. : _____ Proximity Card No. : _____ Date of Issue: _____

Driving Licence Checked 1 No. _____ Date - _____

Driving Licence Checked 2 No. _____ Date - _____

Driving Licence Checked 3 No. _____ Date - _____

Driving Licence Checked 4 No. _____ Date - _____

Driving Licence Checked 5 No. _____ Date - _____

St John's Hospital (SJH) Liftshare Parking Permit (LPP)

TERMS AND CONDITIONS

1. Liftshare Parking Scheme is open to all staff as well as other users currently entitled to a Standard Parking Permit who are registered users of the NHS Lothian liftshare scheme.
2. Details of the liftshare group can be found on the intranet (<http://intranet.lothian.scot.nhs.uk/NHSLothian/StaffRoom/NHS%20information/transport/CarSharing/Pages/carshare.aspx>). A liftshare group (BUDi team) must have at least two, SJH based, car driving members who car share for at least three days per week. Each group must have a designated lead driver whose responsibility it will be to apply for the LPP and be responsible for the users permit pack. Members of the group who are drivers should also be included on the application form.
3. LPP's will only be issued to those who car share on a regular basis. Ad-hoc arrangements, such as attendance at conferences, meetings, and home visits etc., will not entitle drivers to a LPP.
4. Permits will normally be valid for a period of twelve months and will be reviewed annually by the Logistics Car Parking Office, who will issue the relevant application form. Changes in relation to condition(s) 7,10, &13 will instigate a review and new permit may be issued at this point.
5. Any permit holder changing a registered vehicle should notify the Logistics Car Parking Office (01506 522087) and they will be issued with a replacement permit.
6. The LPP should only be displayed in the windscreen when the vehicle is being used whilst on duty at SJH, and is valid only in designated trip share bays.
7. An LPP will be issued to each lift share group. Each group must have a designated lead driver whose responsibility it will be to inform the Logistics Car Parking Office (01506 522087), in writing, of any change to the group membership. Where the designated lead driver ceases to be a member of the scheme, the group should elect a new lead driver and inform the Logistics Car Parking Office of this change, ensuring it meets the minimum required three SJH based drivers.
8. Liftshare parking spaces are designated within Car Park A.
9. A LPP does not guarantee a parking space. The permit will only entitle you to bring your vehicle on site for you to look for an available liftshare parking space.
10. If the number in the group permanently becomes less than **two**, then the entitlement to a LPP ceases and it is withdrawn. In such a case an application for an individual staff parking permit can be submitted, 28 day notice will be given to either make alternative arrangements or seek a new BUDi team.
11. Car sharing is **not** defined as:
 1. A member of staff who is giving a lift to a colleague who is not a permit holder/car owner
 2. A current NHS Lothian parking permit holder – Staff can relinquish their individual permit but remain on the waiting list to ensure no detriment in the circumstances change and the Budi Team in not viable.
12. Permit holders must adhere to NHS Lothian Site Traffic Regulations at all times.
13. Applicants must demonstrate they have a current valid driving licence.
14. The NHS Lothian Car Parking Attendants will have a regular presence within the car parks to monitor usage and to help ensure that the system is not abused. Camera images can be used for monitoring purposes, and participants of the liftshare scheme will be encouraged to report any incidents of misuse.
15. Misuse of the LPP may result in the permit being withdrawn, giving a minimum of one week's notice in writing to the last known home address in line with the Terms & Conditions & NHS Lothian Car Parking Policy.

DATA PROTECTION / PRIVACY NOTICE

NHS Lothian will only use the information collected on this form for the purpose of staff parking management and will not be used for any other purpose.

Alternatives for staff who are unable to or who choose not to travel by car.

Cycling

If you are thinking about cycling to work or using a bicycle for business use, you may not know where to start. The numerous benefits of cycling to work include increasing your levels of physical activity, reduced financial costs and reduced impact on the environment.

NHS Lothian can provide you with your own bespoke, individualised travel plan which includes all cycling opportunities within a 6mile radius. <http://intranet.lothian.scot.nhs.uk/StaffRoom/TransportAndTravel/Pages/default.aspx>

NHS Lothian has a cycle to work salary sacrifice scheme which enables you, as an NHS employee, to purchase a bike and or bike accessories then pay for it via your salary. Further information is on HR Online in the A-Z section under 'cycle 2 work scheme' or via the following links: <http://intranet.lothian.scot.nhs.uk/NHSLothian/Corporate/A-Z/financeonline/Documents/CycleToWorkProcedure.pdf> and www.cyclescheme.co.uk. Please note NHS Lothian's employer code is **ce134C**.

If you wish to try a bicycle before you buy one and you stay in West Lothian, you may be able to borrow a bike through West Lothian Council Bike Library. For more information you can email hit@westlothian.gov.uk or call them on 01506 775626.

Safety

Although there are many benefits to cycling you must ensure you are safe at all times, following the Highway Code, being visible and wearing appropriate protective gear. You can find more information on www.roadsafetyscotland.org or call them on 0131 244 6133.

If you have a bike then you need to ensure it is fit for purpose, including regular maintenance. Sustrans have developed an easy to use guide which you can view by clicking the link to <http://www.sustrans.org.uk/change-your-travel/get-cycling/bicycle-maintenance-made-easy> or contact Sustrans on 0131 346 1384.

You can find a range of maps and cycle routes to help you work out the best commute at <http://www.cycle-route.com/routes/Scotland-Cycle-Routes-1.html> or your local council's website.

For West Lothian the link is: www.westlothian.gov.uk%2Farticle%2F7881%2FMapping-of-walking-and-cycling-routes&usg=AFQjCNG7nlrfd-_SdVnLLbaI3iT0Di79eQ&bvm=bv.150120842,d.ZGg

Changing Facilities

If you need to source showering facilities we have a designated staff changing area located on the 1st floor. These facilities were upgraded in 2015. The female changing area has 12 showers and the male area has 3 showers. This is a staff pass entry area and you can apply for a secure locker via the Sewing Room on ext. 53376. You will need to provide a padlock and key to secure the designated locker.



Cycling

To support cyclists, staff can access the NHS cycle scheme to reduce the cost of buying bikes and equipment. Additional secure bike cages have been provided. Staff feedback tells us that this is an important factor in encouraging staff to choose a bike over a car.

Additionally, the St. John's Hospital traffic management group will continue to look at other actions to support parking and alternative transport options, including liaison with bus companies, increasing use of the Liftshare scheme and reviewing the current allocation of staff parking permits.

Cycle storage on site (127 spaces on site)

Location	Secure	CCTV Coverage	Sheltered	No of spaces
Front of hospital (West of main disabled parking)	Yes	Yes	Yes	10
Howden H/C	No	No	Yes	8
Maternity car parking area	Yes	Yes	Yes	16
Renal car park	No	Yes	8 of 18	18
Back of hospital Ward 1 and 2 staff entrances	Yes	Yes	8 of 31	31
Staff Residencies block 3/6	No	No	No	20
Staff Residencies block 1/1	Yes	Yes	No	4
Comm equipment store	No	Yes	Yes	20

Please note at **NO** times should bicycles be stored within the hospital building itself this is for Health & Safety, Fire and Infection Control reasons and will not be permitted.

How To Access

Secure cycle storage can be accessed by contacting the Car Parking Supervisor on extension 52087.



Travel by public transport

Bus services

Frequent buses service the St. John's Hospital site each day and also run along Alderstone Road servicing the bus stops on the main road to the west side of the site. Services are provided by McGills buses trading as Eastern Scottish, Lothian Country, Stagecoach, SD Travel and EM Horsburgh. Information on bus times is available through the respective operators websites shown below or travelinescotland website, or by calling 0871 200 2233.

McGills - www.mcgillsscotlandeast.co.uk

E&M Horsburgh - www.horsburghcoaches.com

S&D travel - SD Travel – bustimes.org

Stagecoach - www.stagecoachbus.com/about/east-scotland

Monday to Friday	733 (320 services Eastern Scottish X24 & Stagecoach x51 services run along Alderstone Road servicing the stops to the west side of the site)
Saturday	684 (320 services Eastern Scottish X24 & Stagecoach x51 services run along Alderstone Road servicing the stops to the west side of the site)
Sunday	467 (120 services Eastern Scottish X24 & Stagecoach x51 services run along Alderstone Road servicing the stops to the west side of the site)

We have real time public transport screens in both the main entrance and the coffee shop on the ground floor and there is a real time screen at the bus stop outside the main entrance.

Lothian Country offer promoting discounts for passengers buying ticket bundles. More information can be found on the Lothian Country website.
www.lothiancountry.co.uk

Stagecoach - X51 service - Dunfermline to Livingston provides hourly links to/from Fife close to the hospital (Alderstone Road on the western edge of the hospital site. This services commenced on Monday 16th August 2021). The operator offers a staff discount scheme via staff benefits nhsstaffbenefits.co.uk and click on the Stagecoach section. There you'll find a link to visit/download the Stagecoach Bus App (via a direct link or QR code) which will automatically give you access to 10% off our zonal tickets across Scotland when you're signed in!

NHS staff in Scotland just need to select the zone to suit individual travel needs, add the relevant ticket to their basket and once the payment is made, the tickets will be ready to activate for the first journey. It's that simple!

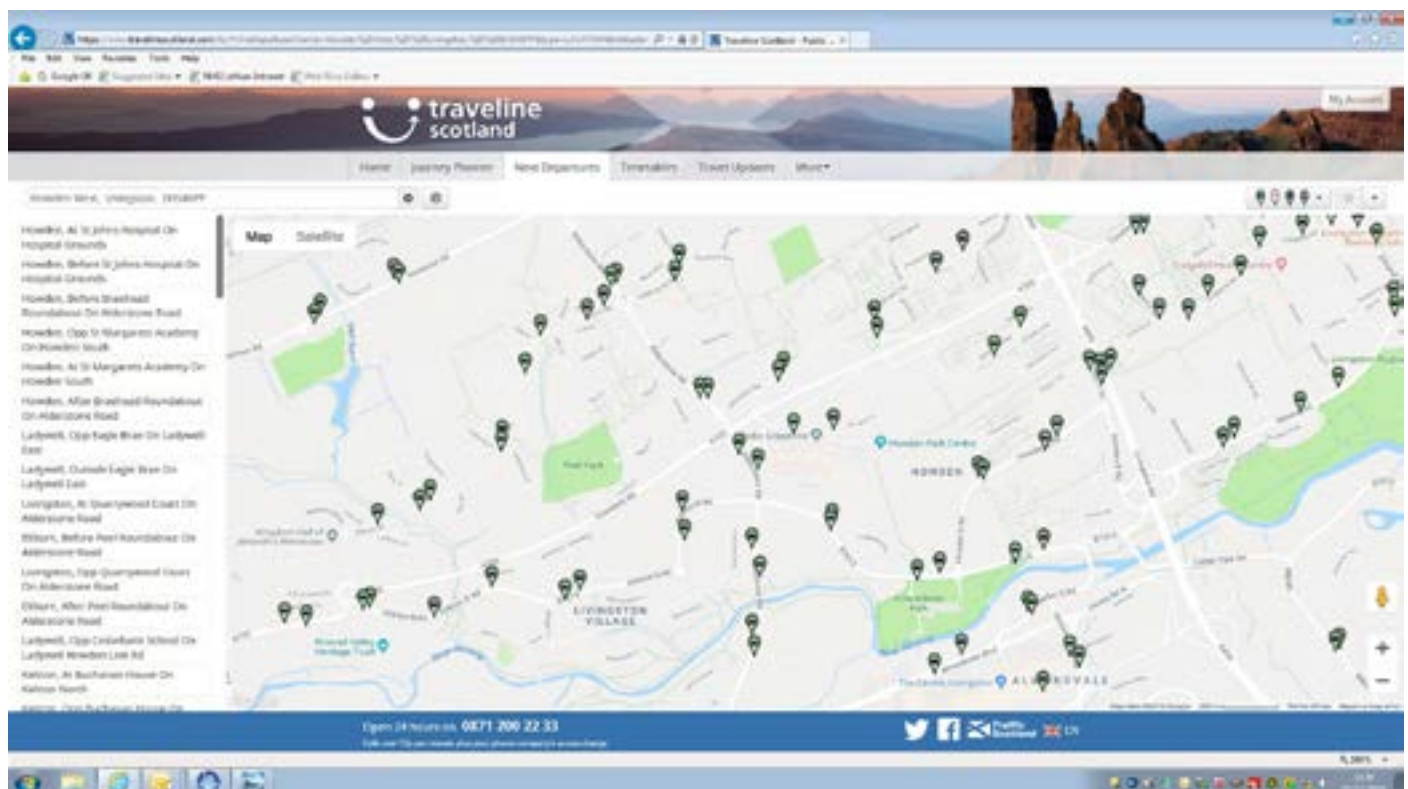


Park & ride / Fastlink

The town of Livingston has three small park and ride facilities called fastlink. This consists of parking bays near the main town dual carriageway which are served by public transport options. There are options to park and then get connecting buses to Glasgow / Edinburgh, or there is the option to park and take the 5 minute journey into St. John's Hospital.

To get up-to-date information on bus numbers and times take the following steps:

- Go onto traveline Scotland www.travelinescotland.com and in the top right hand corner there is a journey planner.
- Enter from your home address or an alternative such as park and ride and destination
- If you wish to use the Park and rides sites, enter one of the following and you will get information about which buses will serve your journey, when they are due, how long the journey takes and how much it costs.
 - Ladywell park and ride
 - Howden park and ride
 - Knightsridge park and ride.



Train

St. John's Hospital has easy links to two train stations:

Livingston North train station: serviced by trains from Glasgow to Edinburgh line approximately every 15 minutes. To get to the hospital takes 10 minutes cycling / 25 minutes walking, or there is a bus stop with a direct bus link to St. John's Hospital. The bus services are Eastern Scottish (Mcgills) X25 & 26/26A, services 25 and 26A or Lothian Country Buses, Services x28 and X27. (every 20 minutes during the day)

Livingston South train station: 20 minutes cycling / 50-60 minutes walking or there is a bus stop where First Bus Service 27 provides a direct link or Lothian Country Service 275 or 280 from the Hospital to the shopping centre and EM Horsburgh Service 9C to station and vice versa (every 30 minutes during the day).

To find appropriate routes, you can use the traveline link below; follow the same steps and change the format 'from' to show bus and cycling options; it will give you exact directions, or for walking options use google maps.

www.travelinescotland.com



NHS Lothian CAR PARKING PERMIT APPLICATION

For Office Use Only
Approved: No Approved:

App No:

Score:

Date Issued:

APPLICATIONS WILL NOT BE CONSIDERED UNTIL FULLY AND CORRECTLY COMPLETED. PLEASE COMPLETE ALL SECTIONS AND RETURN TO LOGISTICS, see **Terms and Conditions for local addresses**.

PLEASE ENSURE YOU HAVE READ THE CRITERIA BEFORE COMPLETING THIS FORM

Indicate which sites you wish to apply for a permit (excluding RIE, see intranet Corporate / A-Z / Facilities / Logistics / Traffic Management for application)

Do you hold a permit for any other site? If so, Indicate here

REH	SJH	LB	WGH	
REH	SJH	LB	WGH	RIE

PERSONAL DETAILS

Title

(eg Mr, Mrs Ms, Dr etc) _____

Date of Application: _____

Forename: _____

Job Title: _____

Surname: _____

Department: _____

Home Address: _____

Hospital Base _____

Division: _____

Ext: _____

Bleep No: _____

Post Code: _____

Other: _____

Employer (e.g. NHS , HSCP, BTS, UoE) _____ E Mail Address: _____

COMPLETE THIS SECTION ONLY IF YOU REQUIRE YOUR CAR FOR BUSINESS JOURNEYS OUTWITH YOUR DAILY COMMUTE

Where do you travel on Business? (usual locations):

What are the purposes of these trips?

Duration off site time ?

How often do you make business trips? (average frequency)

OFFICE USE BT D PN UH ON SN CS

Proof of address confirmation: _____ Checked : _____ Date: _____

Driving Licence No. : _____ Checked: _____ Date: _____

1. Date Permit To Commence?

2. Is it an individual or car share permit?

Individual

☐

Car Share

☐

Frequency of car sharing? Days per month

N.B. By car share we mean travelling to/from work in the same vehicle for the same shift

3. Do you work full or part time?

Full Time

Part Time

4. Number of hours worked each week?

5. Work Patterns: (please tick all boxes appropriate to your shift pattern)

Week Days

☐

Nights (any)

☐

Weekend Days

☐

Evenings (any)

☐

(please enter start and finish times and tick the days of the week applicable)

	From	To	Mon	Tue	Wed	Thu	Fri	Sat	Sun
<i>Example</i>	08:00 22:00	20:00 08:00		X	X	X	X	X	X
Office Hours									
Early shift									
Late shift									
Nights (any)									

6. Are your shifts worked on a rotational basis? Yes / No (please circle)

7. Vehicle Details (Applicant):

Make & Model 1. _____ 2. _____ 3. _____

Registration Number 1. _____ 2. _____ 3. _____

If car sharing, please complete Appendix 1.

ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION

Disabled Badge ?	Yes / No	To be evidenced
Any Health Issues? by medical professional.	Yes / No	If so, Appendix 2 is attached for completion
Carer Commitments?	Yes / No	If so, Appendix 3 is attached for completion

Child Care Information:

Ages of children: 1. _____ 2. _____ 3. _____ 4. _____

School , Nursery & Crèche details required:

****All car parking applications should be supported by the following mandatory elements, before being considered within the scoring process****

1. **Copy of Driving Licence with current address**
2. **Utility Bill from previous month or other proof of current address**
3. **Disabled Badge or other supportive medical documentation, where required**

If awarded a permit, I have read and agree to abide by the terms and conditions as shown overleaf.

SIGNATURE:

DATE:

PRINT NAME:

APPLICATION
REF NUMBER:

The following section must be completed by your line manager / operational manager and forwarded to the relevant Logistics office.

TO BE COMPLETED BY LINE MANAGER & OPERATIONAL MANAGER.

I CONFIRM THE APPLICATION DETAILS TO BE CORRECT

LINE MANAGER:

OPERATIONAL MANAGER:

TEL No:

TEL No:

SIGNATURE:

SIGNATURE:

PRINT NAME:

PRINT NAME:

DATE:

DATE:

ADDITIONAL COMMENTS:

EMAIL ADDRESS:

EMAIL ADDRESS:

If car share, please insert details of other personnel / vehicles

Name(s) _____

Job Title(s) _____

Departments(s) _____

Payroll No(s) **(RIE Only)** _____

Other car share registrations _____ Staff Members
Line Manager's _____

If car share, please insert details of other personnel / vehicles

Name(s) _____

Job Title(s) _____

Departments(s) _____

Payroll No(s) **(RIE Only)** _____

Other car share registrations _____ Staff Members
Line Manager's _____

If car share, please insert details of other personnel / vehicles

Name(s) _____

Job Title(s) _____

Departments(s) _____

Payroll No(s) **(RIE Only)** _____

Other car share registrations _____ Staff Members
Line Manager's _____



APPENDIX 2

In order to consider a car parking application on health ground the following questions are required to be answered.

Does the individual have a condition which would :

1. Stop them from using off site parking and walking to the site Yes / No
- if yes, what would be the maximum walking distance? _____
2. Stop them from using Off Site Parking and using the shuttle service?
3. Stop them using public transport to the site?

Please add below any further information which should be considered as part of the application.

I confirm that the above details supplied by are correct.

Medical Professional: Title

Name..... Signature:.....

Date:

Staff Car Parking Permit Application – Supporting Information
Carer Commitments

1. Please give details of your carer responsibilities:

2. Does this impact on your current working hours (e.g. do you have a flexible working arrangement)?

3. Do you ever have to leave work at short notice because of the carer commitments, and if so how often does this happen, approximately?

4. Are you the sole carer?

I confirm that the above details supplied by are factually correct.

Service Managers Signature:

Date: