

PARKING, BUS & SHUTTLE TRAVEL TO KHSC – OPTIONS FOR VOLUNTEER SHIFTS

<p>P A R K I N G</p>	<p>AT KGH SITE *</p> <p>Upon request Carol Botting will provide you with a parking pass for the underground parking garage (operated by Queens University) across from the main entrance of KGH. This pass can ONLY be used while completing volunteer shifts.</p> <p>If you do use it for other purposes you will be asked to reimburse KHSC the expenses incurred for those dates when we receive the invoice from Queens at the end of each month. Please DO NOT use it other than for volunteering unless the situation is urgent as it does consume resources to reconcile the reports and payments.</p>	<p>AT HOTEL DIEU SITE *</p> <p>Unfortunately parking passes are not available for the Chown parking garage (operated by the City of Kingston) across from Hotel Dieu. As a result if you drive to volunteer you will have to pay for parking up front at Chown or on a street. You can then request reimbursement every April, August and December. You will receive an email from the Volunteer Services Department to let you know when the expense form is due. It is attached or at any time through Carol Botting.</p>
<p>B U S</p>	<p>AT KGH SITE</p> <p>Upon request Carol Botting can provide you with a bus pass for Kingston Transit.</p>	<p>AT HOTEL DIEU SITE</p> <p>The Transportation Reimbursement form can also be used to track bus expenses incurred for volunteer shifts at HDH site. In April, August and December you can submit this form for reimbursement from Volunteer Services to HDH site.</p> <p>Volunteers can also request a bus pass from Carol Botting for Kingston Transit.</p>
<p>S H U T T L E</p>	<p>A free shuttle van operated by Protection Services runs between Providence Care, Kingston General Hospital and Hotel Dieu Hospital Monday-Friday (excluding stat holidays). You must show your KHSC identification badge in order to use the van. If you live, learn or work near one of the 3 hospitals you can potentially walk to the nearest one and use the shuttle van to get to and from your volunteer shifts at not cost. Please ask Carol Botting for the most recent schedule and pick up locations for the van at each site as it changes occasionally.</p>	

* The **KGH Auxiliary** pays for parking and bus passes for volunteers in fundraising services at the KGH site. KHSC pays for all other volunteer parking and passes.

* **KHSC Volunteer Services Department** reimburses volunteers for parking and bus expenses at the HDH site.