

- Obey posted road signs on private property.
- Always wear seat belts, and ask passengers to do the same.
- Operate only safe vehicles.
- Operate vehicles in a safe and responsible manner and never drive while impaired, affected or influenced by alcohol, drugs, illness, fatigue or injury.
- Be aware of vehicle height where headroom is restricted.
- Be sure the vehicle has enough fuel or electric charge to complete the assigned task.
- Immediately report all accidents, incidents or injuries to your supervisor.
- Keep possession of the key when leaving the vehicle.
- Engage the parking brake when leaving the vehicle.
- Do not pick up hitchhikers or non-guest related persons.
- When on public roadways, use cell phones only for necessary business communications, and only in hands-free or Bluetooth mode. **Never read or send text messages while operating a vehicle.**

#### **Valet Parking Attendants:**

In addition to all the associates' responsibilities above, parking attendants must also do the following:

- Refuse to operate and take custody of unsafe vehicles.
- Lock parked vehicles.
- Never leave keys or key board unattended or unsecured.
- Inspect vehicles upon receiving them from and returning them to guests; note all damages on the valet ticket. If possible, mention these findings to guests at arrival.
- Park only in authorized areas.
- Do not tamper with or adjust vehicle accessory settings. Adjust the seat only for safety reasons.
- Remove windshield ticket stub when returning the vehicle to a guest.
- Notify security or the MOD when a guest who does not appear to be able to drive safely asks for the keys to his/her car.

# Hospital Security Officer Training Manual

**E Durkheim**



## **Hospital Security Officer Training Manual:**

Hospital Security Guard Training Manual John A. Wanat, John Francis Brown, Lawrence C. Connin, 1977-01-01

**Hospital Security Officer** International Association for Hospital Security. Education and Training

Committee, I.A.H.S., 1987      Handbook of Hospital Security and Safety James T. Turner, 1988      Basic Training Manual for Healthcare Security Officers, 2010      **Effective Security Officer's Training Manual** Ralph Brislin, Ralph F.

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