

## **Guidelines for Identification Badges and Parking for Students/Instructors with Educational and/or Clinical Rotations at Facilities of Seton Family of Hospitals**

### Identification Badges

1. For safety and security reasons, all students and instructors must wear Seton-issued ID badges whenever they are in a SETON facility.
2. To obtain the ID badge initially, the student/instructor brings the following to either of the Seton badge offices:

#### High School Students:

- School-issued picture ID badge.
- Completed form, “Student/Instructor ID Badge and Parking Application” (attached). Please note that the form requires the instructor’s signature and a copy of the school badge.

#### College/University Students and all Instructors:

- One of the following government-issued identifications: drivers license, or state-issued ID. (A school-issued ID badge will not meet this qualification.)
- Completed form, “Student/Instructor ID Badge and Parking Application (attached). Please note that, for students, an instructor’s signature is required.

#### Badge Offices:

Seton Medical Center—ground floor, between Housekeeping and Plant Operations; open 0800-1600, Monday through Friday.

Brackenridge Hospital—in Security Office on street level of Brackenridge Parking Garage; open 0800-1600, Monday through Friday.

3. The initial identification badge requires a \$10 refundable deposit. If parking access is added, there may be additional charges (see parking guidelines below). The badge may be replaced for a non-refundable fee of \$5.
4. A student or instructor may use the same SETON ID badge from semester to semester. However, it must be reactivated in an ID Badge Office at the beginning of each subsequent semester in which the student/instructor is in a SETON facility.
5. To reactivate a badge, the student/instructor completes another application form (as above) and takes it, with the deactivated badge, to either of the badge offices.
6. At the conclusion of rotations at SETON facilities, the student/instructor may return the badge to either badge office, for a refund of the \$10 deposit.

## Parking Guidelines

1. It is highly recommended that students/instructors carpool or come by bus, as the parking around many Seton facilities is quite limited. The following parking arrangements are available.

Seton Medical Center—24-hour parking assignment is in the Wabash Parking Garage, between 33<sup>rd</sup> and 34<sup>th</sup> Streets, on Lamar Blvd. The cost for parking is \$10 per month, payable monthly or in lump sums at either badge office. The ID badge will be coded to lift the entry/exit gates for this garage.

Brackenridge Hospitals—24-hour parking assignment is in the Brackenridge Parking Garage, immediately west of the hospital building. The cost for parking is \$10 per month, payable monthly or in lump sums at either badge office. The ID badge will be coded to lift the entry/exit gates for this garage.

### Seton Northwest Hospital

Parking lot across the street (Seton Parkway) from the hospital, adjacent to the strip center with Quizno's and Texas Orthopedic Imaging. Parking is free of charge.

### Other SETON facilities

Surface-lot parking is available, at no charge.

2. Students/instructors should obey all notices and signs for restrictions in parking at SETON parking facilities.

3. Each semester, as the ID badge is reactivated, parking arrangements will be reviewed, for changes as appropriate.

SETON Healthcare Network  
Student / Instructor ID Badge and Parking Application

Full Name:	Preferred First Name:
Name of school/college/university:	Status (check one): <input type="checkbox"/> Student <input type="checkbox"/> Instructor
Badge/Parking will be active for which semester? (check only one): <input type="checkbox"/> Fall (expires 12/31) <input type="checkbox"/> Spring (expires 5/31) <input type="checkbox"/> Summer (expires 8/31)	
If you will be driving a vehicle onto SETON property, please give the following: Drivers License #: _____ State: _____ State and plate # of Primary vehicle: _____ Secondary vehicle: _____	
If you desire parking garage access, indicate which garage(s): <input type="checkbox"/> Brackenridge <input type="checkbox"/> Seton Medical Center <input type="checkbox"/> Clinical Education Center (ACC on-site faculty/students only)	
Required for all students—Instructor's Name (Please print): _____	
Instructor's Signature: _____	Date: _____
I understand that the identification badge remains the property of Seton Family of Hospitals, and should be returned to the ID Badge Office upon completion of my final student rotation at a SETON facility. I understand that ID badges and parking privileges <u>cannot</u> be transferred to another individual, and that violations can result in the revocation of parking privileges.	
Applicant's signature: _____	Date: _____

FOR HIGH SCHOOL STUDENTS ONLY: Copy your school-issued, picture ID badge below.