



VEHICLE REGISTRATION FORM

As outlined in the Parking Standards and Expectations Policy, all colleagues are required to register their motor vehicle(s) with Security immediately upon hire or purchase of new a vehicle. Registration will include: First Name, Last Name, Department, Shift, Parking Permit Number, and License Plate Number for each vehicle you drive. Proof of registration will be required at the time of registration. Upon registration, Security will issue a static cling parking permit that must always be displayed while using Mercy Health parking facilities for work purposes. This permit must be displayed on the passenger side, upper corner of your front windshield. Failure to register your vehicle and display a parking permit is a type A work rule violation in accordance with the corrective action policy.

The Security Department offers free vehicle assistance on hospital property upon request. Such services include, jump starts, air to fill a flat tire, assistance with changing tires, and assistance with frozen locks. In the event we are unable to meet your needs, we will assist with calling for a tow service at the request of the vehicle owner. Towing service is contacted at the expense of the vehicle owner and is not free of charge.

If you have any questions or require vehicle assistance, please call the Security Dispatch at (231) 672-3988. To better help our security dispatchers address your need promptly, please indicate the campus and location you are calling from.

Name: _____ Primary Shift: _____

Department/Location: _____ Manager: _____

Vehicle #1:

Make: _____ Model: _____ Plate #: _____ Sticker #: _____
To Be Completed by Security

Vehicle #2:

Make: _____ Model: _____ Plate #: _____ Sticker #: _____
To Be Completed by Security

**Please complete fully and email to
MSHSPARKINGPERMITS@TRINITY-HEALTH.ORG**