

Business Alternate Permit Policy

Definition & Purpose

This policy defines a way for baselot permit holders to have access to one alternate location/lot to conduct business on campus using their personal vehicle. Those faculty/staff who must work at multiple locations on a regular basis may request a Business Alternate Permit if they are applying for (or have already received) an Annual Baselot Permit. All faculty, staff and students are required to pay for parking on campus.

Policy

- One Business Alternate decal to display on your Annual Baselot/Flex Permit may be assigned to UW employees to allow additional alternate parking to meet business needs on campus.
- Refer to the Annual Baselot or Flex Permit Policy for display options.
- Business Alternate Permit will be affixed by Transportation Staff to annual permit.
- Permits must be properly displayed and correct license plate numbers must be on file with UW Transportation Services.
- The Unit Transportation Coordinator must approve requests using criteria indicated below.

Eligibility Criteria

- Business Alternates will be assigned by priority number and space availability as determined by UW Transportation Services.
- Appropriate Unit Transportation Coordinator approvals must be secured indicating there is a legitimate work-related reason for the permit to be issued, and the request was based on:
 1. Ease/difficulty of access by bus between the two building or work areas
 2. Need to move supplies and/or equipment between two work areas
 3. Routine need to leave campus and return for university related reasons
 4. Need to accommodate special parking needs of carpools
- Business Alternate Permits for backup drivers of State Vanpools.
- Business Alternate requests for Lot 11 must be approved by the Chancellors Office prior to being issued by UW Transportation Services.
- Applicant can have no history of misuse of Business Alternate Permits.

Restrictions

- Permitholder is limited to one (1) Business Alternate assignment (permit). Permitholder must pay costs; Business Alternate Permit is not pro-rated and is non-refundable. (Refer to Rate Chart for cost.)
 - Flex permit must be displayed and payment received through customer's Verrus account when the permitholder is parked on campus between the hours of 7:00 am and 4:30 pm in the assigned alternate or baselot.
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- Business Alternate Permit may be exchanged for a different alternate lot at no cost if the alternate lot is closed for construction or the business needs of the permitholder changes. The Business Alternate Permit exchange can only be made on a space available basis and if the permitholder qualifies for the new lot based on their priority number.
- Business Alternate assignments cannot be closer to the applicant's office (as defined by UW mailing address) than their baselot assignment.
- Business Alternate Permits do not allow permitholders to have 2 vehicles on campus at one time.
- Business Alternate Permits are not valid at meters, reserved stalls, loading zones, construction areas, or lots being used for Special Events. Parking in restricted areas may result in a citation.
- All citations and other unpaid fees that are due to UW Transportation Services must be paid prior to applying or accepting an annual permit assignment.

Related References

- Alternative Transportation Options Policy
- Permit Rate Policy
- Annual Baselot Permit Policy
- Payment/Refund/Cancellation Policy
- Department Permit Policy

Policy Revisions:

Policy Number	TS – 02
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Dates	<p>3/2002 – Limit to 1 BA in 2002-03</p> <p>3/2003 - Fee charged for the 1 BA</p> <p>3/2004 – Permit display options</p> <p>3/2006 – Deleted physical disability as eligibility criteria</p> <p>3/2007 – Require payment of all fees & citations prior to applying for or accepting parking.</p> <p>3/2008 –Flex customers qualify for business alternate permits.</p>
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