

Citation Policy

Purpose

Citations for violating parking policies are used to increase compliance with policies. Parking policies help ensure that parking resources are used efficiently, balance competing needs and allocate limited resources. All faculty, staff and students are required to pay for parking on campus.

Policy

- The registered owner is responsible for a parking citation (including lost, stolen or damaged citations) whether or not the owner was operating the vehicle at the time the citation was issued.
- A citation is an official document that describes the violation, amount of penalty, time and location of issuance, vehicle description, and information about how to pay or appeal the citation. Wisconsin State Statutes give UW-Madison authority to enforce parking policies and issue citations.
- Citations are delivered by placing them on a vehicle or by mail.
- Only authorized UW Transportation Services employees and UW Police may issue parking citations.
- Vehicles are subject to towing and relocation to another lot or location on campus if the vehicle is in violation of parking policies, a safety or security risk.
- Vehicles are subject to towing and impoundment if the vehicle has \$100 or more in unpaid citations (30 days or more past due). All citations and towing fees due to UW Transportation Services must be paid prior to the vehicle being released to the registered owner.
- Vehicles are subject to towing and impoundment if the vehicle is parked on campus with an altered, counterfeit or stolen permit. All citations and towing fees due to UW Transportation Services must be paid and the permit returned to the towing company prior to the vehicle being released to the registered owner.
- More than one citation per day may be issued to a vehicle that is in violation of parking policies.
- All citations must be paid within 7 days to avoid further policy enforcement action which may include late fees, suspension fees, suspension of license plates, and referral to a debt collection agency. Citations should be paid online at www.wisc.edu/trans; click on the “Pay My Ticket” link.
- Parking Citation rates (fines) are approved annually by the UW Campus Transportation Committee and are subject to change.
- Citations may be issued for violating any parking policy including (but not limited to the following):

Citation Type	Definition
Altered, counterfeit or unauthorized use of permits	<ul style="list-style-type: none">• Altered or counterfeit permits are not valid on campus. Altered or counterfeit permits include but are not limited to; reproductions of an actual permit, altering the lot number, altering the effective/expiration date or using a permit listed as cancelled, lost or stolen.• Unauthorized use of a permit includes but is not limited to; the use of a departmental permit in lieu of purchasing an Annual Baselot Permit, use of a departmental permit to park closer to your office, the use of a permit reported as lost or stolen, or the sale of a permit from one individual to another.
Double Permit	<ul style="list-style-type: none">• An annual carpool parking assignment authorizes one vehicle to be parked on campus. Parking two vehicles on campus at the same time either in the assigned baselot or in a baselot and alternate lot is considered a double permit violation.

Citation Type	Definition
Improper Display	<ul style="list-style-type: none"> Permit must be displayed from the rear view mirror or inside lower left corner of the front windshield. Vehicles with permits that are not displayed in the approved manner and are not readable by Field Services staff will be issued a citation for improper display. Motorcycle/Moped Permits must be displayed on the front fork, front fender or other area visible from the front of the vehicle by Field Services staff.
Improper Parking	<ul style="list-style-type: none"> Permits are valid in one permit stall. Vehicles parked outside of the marked stall lines, taking up two permit stalls, parked against traffic, or parked in a Compact Car stall with an oversize vehicle are considered improperly parked.
Invalid / Missing License Plate	<ul style="list-style-type: none"> Vehicles parked on campus with an invalid license plate; includes but is not limited to expired plate or invalid vehicle registration. Vehicles parked on campus without a license plate displayed.
No Parking	<ul style="list-style-type: none"> Permits are valid in authorized parking areas only. Vehicles parked in non-authorized areas may be issued a no parking citation. Non-authorized parking areas are defined as: grass, sidewalk, fire lane, curb, driveway, disabled access aisle, reserved stalls or reserved meters without the appropriate permit, loading docks, disabled stall without authorization, lots being used by Special Events or in “no parking” snow designated areas.
No Permit	<ul style="list-style-type: none"> Valid permits must be displayed and readable by Field Services Staff. Failure to display a valid permit may result in a no permit violation. Permits are not valid on campus after the expiration date stamped on the permit. A vehicle with a State DOT Disabled permit or plate is valid in a State DOT stall or meter greater than 30 minutes. State DOT DIS permit/plate is not valid in a permit or UW DIS stall. Parking in a UW DIS or permit stall with a State DOT permit will result in a no permit violation. A UW DIS Permit is valid in a UW DIS, State DOT, permit stall and at meters greater than 30 minutes Flex Permit is valid in a permit stall for the assigned lot once payment is received. Motorcycle Permits are valid in designated motorcycle stalls only Moped/Motor Scooter permits are valid in designated moped/motor scooter stalls only.
Overtime Parking, Expired Meter or Inoperable meter	<ul style="list-style-type: none"> Vehicles may not park longer than the time limit posted at a loading dock, UW or State DOT Disabled stall (overtime parking) Vehicles may not park past the maximum time limit posted on metered stalls. Adding additional funds to the meter does not extend the posted maximum time limit for parking. Parking in a metered stall longer than the posted time limit is an overtime parking violation. Parking longer than the purchased time on the meter (expired meter). Vehicles with a valid annual permit may not park in a permit stall for more than 72 hours without authorization from UW Transportation Services. Overnight parking is restricted for the period beginning November 15th through March 15th for snow removal. Vehicles may not park at an inoperable meter. Customers should move to the next metered stall and report the inoperable meter to UW Transportation Services.
Parking in a disabled (HC) stall without proper authorization	<ul style="list-style-type: none"> Parking in State DOT or UW DIS stalls is restricted to authorized vehicles only. State DOT permits/plates or UW DIS Permits are the only vehicles authorized to park in a State DOT stall. Unauthorized use of a State DOT or UW DIS permit by an individual other than the permitholder.

Citation Type	Definition
Vehicle Tow/Large Vehicle Tow	<p><u>Towed and Impounded</u> – Vehicles are towed and impounded to a facility off campus. All citations and towing fees due to the University must be paid before the vehicle will be released.</p> <ul style="list-style-type: none"> • Vehicles with \$100 or more in unpaid citations (30 days or more past due) will be towed and impounded until all citations and towing fees due to the University are paid. • Vehicles parked on campus with an altered, counterfeit or stolen permit will be towed and impounded. All citations and towing fees due to the University must be paid and the permit returned to the towing company prior to the vehicle being released to the registered owner. <p><u>Towed and Relocated</u> – Vehicles that are towed and relocated to a different stall or lot on campus for safety or other reasons. All citations and fees associated with the tow must be paid within 7days.</p> <ul style="list-style-type: none"> • Vehicles are subject to towing and relocation to another lot or location off campus if the vehicle is in violation of parking policies, a safety or security risk. <p><u>Large Vehicle Tow</u> - A large vehicle (as determined by the tow company) will be assessed a large vehicle tow. Examples of large vehicles include but are not limited to recreational vehicles, semi trucks/trailers, and buses.</p>

Related References

- Citation Appeal Policy
- Permit Rate Policy
- Lot Times & After Hour Parking Policy

Policy Revisions:

Policy Number	TS-51
Effective Date	Permit Year 2009-10
Date Approved	3/2004
Revision Dates	<p>3/2005 – Define Parking Violations</p> <p>3/2006 – Add invalid/missing license plate citation & moped/motor scooter permit rules</p> <p>3/2007 – Define towed, impounded, or relocated vehicles and fees payable at the time vehicle is released.</p> <p>1/2009 – Overnight parking restrictions for snow removal.</p>
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