

Department Permit Policy

Definition & Purpose

This policy defines departmental and personal parking options for faculty, staff and visitors needing access to parking on campus for University related business. For the purpose of UW Transportation Services Business Policies, affiliated departments currently include: State Historical Society, UW Hospital, UW Foundation, Alumni Center, System Administration, University Research Park and WARF.

Policy

- Departments are encouraged to use other alternative transportation options; refer to the Alternative Transportation Options Policy
- Departments are responsible for informing all users of parking policies.

Category 1: - valid in permit stalls only. This category is for departments who need to park a departmental vehicle on campus, transfer equipment, supplies or staff to other areas of campus or provide parking for visitors conducting university business

Category 2: - valid in service drives, along curbs, loading docks and in permit stalls if other areas are not available. This category is for departments who need to provide maintenance to campus buildings or grounds and need immediate access to their vehicles for tools and building materials.

Category 3: - valid anywhere on campus for emergencies only. This category is for departments who need to provide emergency service to campus 24/7.

Type	Valid on Campus	Valid on Vehicles
Department Limited Permit (Category 1)	<ul style="list-style-type: none"> • Permit stalls only in assigned lot • Valid in UW DIS stalls if displayed with valid State DOT permit 	<ul style="list-style-type: none"> • Department (state owned/plated) • Personal vehicles
Department Universal Permit (Category 1)	<ul style="list-style-type: none"> • Permit stalls only; NOT VALID in lots 5, 11, 13, 18, 21, 22, 23, 25, 27, 30, 35, 50, 53, 56, 57, 63, 65, 68, 69, 72, 75, 79, 92, 93, and 95 	<ul style="list-style-type: none"> • Any vehicle that fits into one standard permit stall and displays a valid permit. • Valid permits include: Annual Baselot, Department Limited, Temporary, UW Disabled, or Flex Permits with payment.
Off Campus Department Universal Permit (Category 1)	<ul style="list-style-type: none"> • Permit stalls only; NOT VALID in lots 5, 11, 13, 18, 21, 22, 23, 25, 27, 30, 35, 50, 53, 56, 57, 63, 65, 68, 69, 72, 75, 79, 92, 93, and 95 	<ul style="list-style-type: none"> • Any vehicle that fits into one standard permit stall and displays a valid permit. • Valid for use by UW or affiliated Departments located off campus.
Temporary Permits (Category 1)	<ul style="list-style-type: none"> • Permit or bagged metered stalls only as designated on permit 	<ul style="list-style-type: none"> • Any vehicle that fits into one standard permit stall and displays a valid permit.

Type	Valid on Campus	Valid on Vehicles
(Category 2)	<ul style="list-style-type: none"> Along curbs, loading docks and in permit stalls if those areas are not available 	<ul style="list-style-type: none"> Vehicles Authorized by UW Transportation Services
(Category 3)	<ul style="list-style-type: none"> Anywhere on campus 	<ul style="list-style-type: none"> Emergency vehicles authorized by UW Transportation Services

Display Options

- **Annual Baselot Hangtag** - hung from the vehicle's rear view mirror or displayed in a plastic pouch or from a manufacturer's permit clip on the inside lower left hand corner of the windshield. Remove all items from mirror or window that block the permit from view.
- **Permanent Sticker** – Sticker must be permanently affixed to the inside lower left corner of the front windshield and limits the use of the permit to one (1) vehicle.

Restrictions

- Department Permits cannot be purchased/used by:
 - (1) Faculty, staff and students in lieu of purchasing an Annual Baselot Permit for their personal vehicle.
 - (2) Faculty and staff to park closer to their office than their baselot assignment.
 - (3) Department Permits cannot be used for any purpose other than work-related business.
 - (4) Not valid in lots used during Special Events.
 - (5) Department Service permits are not valid on personal vehicles or department vehicles used to transport staff, equipment or supplies to and from buildings on campus. Transportation Services will work with departments to determine the service status of a department vehicle.
 - (6) Department Service permits may not block entrances/exits to buildings, parking lots and ramps, block parked vehicles or restrict pedestrian access..
- All Department Permits will be issued on a space available basis as determined by UW Transportation Services.
- No refunds for Department Universal or Department Universal Off-Campus Permits. Replacement for the lost/stolen permit is at the annual pro-rated cost.
- An Administrative fee will be charged for replacing Department Limited Permits reported as lost or stolen.

Related References

- Alternative Transportation Options Policy
 - Permit Rate Policy
 - Department Reserved Parking Stall Policy
 - Payment/Refund/Cancellation Policy
 - Lost/Stolen Replacement Permit Policy
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Policy Revisions:

Policy Number	TS-05
Effective Date	Permit Year 2009-10
Date Approved	3/2000
Revision Dates	3/2001 – Dept. Universal & Limited 3/2002 – New Permit System Changes 3/2003 – ID, Affiliates, Permit Display Update 3/2004 – Display Options 3/2005 – Add lots 25, 50, 79 7& 93 to Universal restrictions. 3/2006 - Department Limited valid in UW DIS stalls when displayed w/State DOT. Remove Lot 20 & add lot 18 to Universal restrictions 3/2007 – Pro-rated Universal permits 3/2008 – Add lot 35 to Universal permit restrictions 1/2009 – Add lots 13, 22, 69 to Universal permit restrictions. Remove lot 85 from Universal restrictions.
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