

Flex Parking Permit Policy

Definition & Purpose

Flex Parking provides an incentive for faculty and staff with a valid UW Madison Campus ID to drive less. Research indicates that people park less if they are paying only for what they use. All faculty, staff and students are required to pay for parking on campus.

Policy

- **Flex Parking** allows faculty and staff who need occasional parking on campus to purchase parking by phone through their Verrus account.
- Flex assignments are available in the following lots: 7, 16, 17, 29, 34, 36, 38, 39, 41, 46, 51, 59, 60, 62, 64, 76, 79, 82, 83, 85, 91 and 95.
- Refer to the Annual Baselot Permit Policy for display options.
- Flex permitholders using a Department Universal Permit or a Business Alternate Permit must display their flex permit and pay for parking.
- Flex permitholders displaying a Temporary Disabled Permit or a Temporary Daily Permit which is provided to permitholders who have forgotten their Flex hangtag must pay for parking.
- Flex permitholders are required to display their Flex Permit and pay for parking between the hours of 7:00 AM to 4:30 PM, Monday through Friday.
 - A minimum trip charge will be assessed each time Flex is activated.
 - An hourly rate will be assessed (after the first 4 hours) up to the maximum daily charge.
 - At all other times a Flex Parking Permit must be displayed.
- Flex participants parked in Type Y lots from 4:30 PM - 7:00 AM and all day Saturday and Sunday must display their Annual Flex Parking Permit but do not need to pay for parking.
- Flex participants may park in any annual baselot permit stall in their assigned lot.
- Flex participants are responsible for all fees associated with their cell phone service or credit card provider.
- The State of Wisconsin Commuter Benefits Program offers Flex Permitholders a pre-tax payroll deduction option for the purchase of Flex parking. Information is available at <http://etf.wi.gov>.
- Flex participants may cancel their Flex parking assignment and apply for an annual baselot assignment. The Flex Permit, In-Car Meter, and all Smart Cards must be returned before the new assignment can be processed.

Eligibility Criteria

- Flex participants must be committed to reducing the amount of single occupant vehicle trips to campus by using alternative modes of transportation, such as biking, walking, busing, carpooling, vanpooling, and telecommuting.
 - Flex participants must apply online for an annual flex parking assignment and go through the normal priority system.
 - Flex participants can participate in a carpool with other eligible faculty and staff with a valid UW Madison Campus ID.
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Restrictions

- Flex permitholders must pay for the correct license plate number and lot location number between the hours of 7:00 AM and 4:30 PM Monday through Friday. Failure to pay for the correct license plate or location may result in a citation.
- Flex Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, disabled stalls without a State DOT permit (in assigned lot only), loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots used for Special Events. Parking with Flex Permits in restricted areas will result in a citation.
- All In Car Meters or Smart cards must be returned prior to accepting an annual baselot or flex parking assignment. Meter deposits or the balance remaining on smart cards will not be processed until all items are returned. Administrative fees will be charged for all lost/stolen cards or meters.
- 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
- Annual Baselot Permit Policy
- Permit Rate Policy
- Lot Times & After Hour Parking Policy
- Carpool Permit Policy
- Payment/Refund/Cancellation Policy

Policy Revisions:

Policy Number	TS-42
Effective Date	Permit Year 2009-10
Date Approved	4/2002
Revision Dates	<p>3/2003 – Expanded lot choices, added 100 participants</p> <p>3/2004 – Expanded lot choices, added 200 participants</p> <p>3/2005 – Clarify Flex Meter use with Temporary Permits</p> <p>3/2006 – Added lot 29 to lot choices, implemented minimum trip charge & daily maximum charge.</p> <p>3/2007 – Require payment of all fees & citations prior to applying for or accepting parking & return of all smart cards and flex meters.</p> <p>3/2008 – Business Alternate restriction removed from policy</p> <p>1/2009 – Implement Pay By Phone and eliminate flex meter.</p>
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