



## Business Policy Manual

September 1, 2009 through August 31, 2010



University of Wisconsin - Madison  
Division of Facilities Planning & Management  
Department of Transportation Services  
[www.wisc.edu/trans](http://www.wisc.edu/trans)



## **Mission**

Provide innovative transportation solutions  
that serve & support the University

## **Our Objective**

Sustain & strengthen our cutting edge  
transportation programs

## **Our Strategic Priorities**

### **Amplify Customer Service**

- Build convenient and easily accessible information & services
- Create a positive and professional image
- Balance needs of different customers
- Increase partnerships
- Enhance communication

### **Accelerate Multimodal Transportation Initiatives for the University**

- Maximize & manage resources effectively
- Expand collaboration across campus to share resources
- Promote alternative transportation modes to balance parking demand
- Heighten campus-wide perspective and shared ownership

### **Advance Technology to stay on the cutting edge**

- Expand & share new advances in transportation technology
  - Research & develop new technology
  - Use technology to increase efficiency
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# ADA Parking Accommodation Request Policy

## Definition & Purpose

This policy defines the process that must be followed before special parking accommodations will be granted by UW Transportation Services. UW Transportation Services will only consider requests that are submitted through the appropriate UW Madison disability accommodation policy and procedures.

## Policy

- Anyone with a disability that requires a special accommodation for parking must contact the appropriate campus resource for ADA accommodations:
- Faculty/staff should contact their Division level representative (DLR) or the Office for Equity and Diversity (OED) at 179A Bascom Hall, (608)-263-2378 [www.oed.wisc.edu/](http://www.oed.wisc.edu/).
- Students and visitors should contact the McBurney Disability Resource Center (MDRC) at 1305 Linden Dr., Middleton Bldg. (608)-263-5174 [www.mcburney.wisc.edu](http://www.mcburney.wisc.edu) .
- OED and MDRC will coordinate a decision with the UW Facilities Planning and Management ADA Contact to approve, modify or deny a request in accordance with ADA requirements.
- UW Transportation Services Procedure:
  1. Decisions are on a case by case basis.
  2. Decisions are dependent on coordination/input from appropriate Disability Consultant.
  3. Decisions are based on what the ADA law requires.
  4. Approved parking accommodations will be reviewed periodically with OED, DLR to determine current needs.
  5. If a request is denied – applicant may appeal the decision through the process established by UW Madison Disability Accommodation Policies.
  6. When the person who receives the parking accommodation leaves campus, the accommodation is cancelled. If the accommodation involves a specific stall (in a specific location) UW Transportation Services will determine the appropriate designation and usage of the stall.

## Related References

- UW Madison Disabilities Accommodation Policy
- ADA information for employees:  
[www.oed.wisc.edu/](http://www.oed.wisc.edu/)  
OED Office @ 179A Bascom Hall  
608-263-2378
- ADA information for students & visitors:  
[www.mcburney.wisc.edu](http://www.mcburney.wisc.edu)  
MDRC Office @ 1305 Linden Dr.  
608-263-2741

**Policy Revisions:**

Policy Number	TS-40
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File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Alternative Transportation Options Policy

## Definition & Purpose

The purpose of this policy is to reduce the number of vehicles driven to campus on a daily basis, reduce environmental pollutants, traffic congestion, fuel costs, and the building of new parking ramps on campus. Alternative Transportation is defined as transportation options for faculty, staff, students and visitors which provide access to and around campus without the need to use a single-occupant vehicle.

## Policy

- It is the goal of UW Transportation Services to reduce traffic to and on campus and to provide alternative transportation options for faculty, staff, students and visitors.

### Getting to Campus:

- **An annual Madison Metro Bus pass** is available free of charge to all students and employees of UW-Madison, UW Hospital, Wisconsin Alumni Association, and Wisconsin State Historical. The employee bus pass program is managed by UW Transportation Services ([www.wisc.edu/trans](http://www.wisc.edu/trans)). The student bus pass program is managed by Associated Students of Madison ([www.asm.wisc.edu](http://www.asm.wisc.edu)).
- **The State Vanpool Program** is open to UW-Madison and affiliated employees. Vanpools are groups of 7 to 15 commuters who share their ride to work in a passenger van that is owned, insured, and serviced by the State Vanpool Program. Contact the State Vanpool Office at (266-7665) for information.
- **Park & Ride lot** at University Research Park provides low cost off campus parking. UW Transportation Services provides this low cost parking option as a method to limit the number of vehicles driving to and parking on campus ([www.wisc.edu/trans](http://www.wisc.edu/trans)).
- **Metro Park & Ride lots** are also available for commuters. For additional information, visit the Madison Metro webpage at [www.mymetrobus.com](http://www.mymetrobus.com).
- **Carpooling** allows faculty & staff an alternative to driving single occupancy vehicles to campus. UW Transportation Services supports and encourages faculty & staff to commute to campus in one vehicle. Dane County Rideshare (266-RIDE) can assist people looking for a carpool partner.
- **Biking and walking** is encouraged by UW Transportation Services as an alternative to parking vehicles on campus. We improve bicycle paths, provide bicycle racks & lockers, and work in partnership with others to improve safety and security on campus. City and university bicycle maps are available at UW Transportation Services offices to assist in route planning.

### Getting around Campus:

- A free campus bus (Route 80) circulates through campus with primary stops at the Memorial Union, Union South, UW Hospital and Eagle Heights. Service runs from approximately 6:15am until 2am. In addition, a second free campus bus (Route 85) circulates through campus with primary stops at the Welcome Center (21 N. Park St.), Memorial Union and Union South. Two evening routes (Route 81 and 82) circulate in nearby neighborhoods from 6:30pm until 2am. Routes 80, 81 82, and 85 schedules and maps are online at [www.mymetrobus.com](http://www.mymetrobus.com)

### Support Programs:

- **An Emergency Ride Home** is provided in the case of an illness or emergency for faculty and staff who commute to campus via alternative transportation. See the Emergency Ride Home Policy or our webpage at [www.wisc.edu/trans](http://www.wisc.edu/trans) for more information.
- **The Flex Parking Program** is an option for faculty & staff who primarily use alternative transportation modes to campus but have an occasional need to bring a vehicle and park it on campus. See Flex Permit Parking Policy or our webpage at [www.wisc.edu/trans](http://www.wisc.edu/trans) for more information.
- **Temporary Permits** are sold on a space available basis as an option for faculty and staff needing occasional parking on campus and as an alternative to purchasing an Annual Basemat Permit and parking on campus daily.
- **Car sharing** is an additional transportation option for faculty & staff who use alternative transportation to get to campus but have an occasional need for a vehicle. This partnership between UW Transportation Services and Community Car provides faculty & staff an opportunity to have access to a vehicle on campus without bringing their personal vehicle. For more information on Community Car visit our website at [www.wisc.edu/trans](http://www.wisc.edu/trans).

### Related References

- Emergency Ride Home Policy
- Park & Ride Permit Policy
- Flex Permit Policy
- Carpool Permit Policy
- State Vanpool Policy

### Policy Revisions:

Policy Number	TS-53
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Date Approved	3/2004
Revision Date	3/2005 – Updated Policy purpose 3/2007 – Update bus route (85) from Welcome Center to Campus. 3/2008 – Pay By Cell pilot program
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Annual Application Process Policy

## Definition & Purpose

Each year annual parking permits are assigned for the period September 1 through August 31. There is limited parking available so a priority system is used to assign parking to a limited number of applicants.

## Policy

- Current applicants on the wait list and existing Annual Permitholders will receive an e-mail notification in May to renew their parking application for the new permit year. The web page parking application must be completed by the deadline set by UW Transportation Services.
- New applicants must contact their Unit Transportation Coordinator to apply for parking.
- New Annual Permit applications that are received after the application deadline will not be processed until permit assignments for the new permit year have been processed.
- New applications for the current permit year will be processed as parking becomes available.
- All Annual Permit applications must be assigned a priority number by the Unit Transportation Coordinator before the application can be processed and parking assigned.
- Applicants will be notified by e-mail of their new parking assignment.
- Applicant must claim parking assignment by the deadline date or assignment will be offered to applicants on the wait list.
- If applicant fails to respond or chooses not to accept their assignment by the posted deadline date, their assignment will be cancelled.

## Related References

- Annual Baselot Permit Policy
- Flex Permit Policy
- Carpool Permit Policy
- Business Alternate Permit Policy
- Park & Ride Permit Policy
- Disabled Permit Policy

## Policy Revisions:

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Revision Dates	3/2003 – Online application process change
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Annual Baselot Permit Policy

## Definition & Purpose

This policy defines annual parking permits for faculty, staff and students with a valid UW Madison Campus ID whose work address is on campus. All faculty, staff and students are required to pay for parking on campus.

## Policy

- Faculty and staff with a valid UW Madison Campus ID and NetID must apply online annually (through their Unit Transportation Coordinator) for an Annual Baselot assignment.
- Annual Baselot Permits are primarily for use during a regular (40 hr M-F) workweek. At all other times the lot may be open to the public or may be reserved for other uses.
- Permitted vehicles may not park in the assigned lot for more than 72 hours without authorization from UW Transportation Services.
- Snow removal restriction for the period beginning November 15<sup>th</sup> through March 15<sup>th</sup>:
  1. No on street parking from 2:00 AM through 6:00 AM
  2. Overnight parking is restricted to designated areas on campus
  3. Refer to website [www.wisc.edu/trans](http://www.wisc.edu/trans) for updated parking restrictions for snow removal
- Annual Baselot Permits may not be transferred or sold.
- Annual Baselot Permits must be properly displayed and correct license plate numbers must be on file with UW Transportation Services.
- One (1) Permit (hangtag or permanent sticker) will be issued per Annual Baselot parking assignment.
- **Display Options**
  1. **Annual Baselot Hangtag** - hung from the vehicle's rear view mirror, 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. Permit must be visible by Field Services staff when the vehicle is parked on campus.
  2. **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.
  3. **Motorcycles/Convertibles/Mopeds** - acrylic holder (shield) is available for permitholders with registered motorcycles, convertibles or mopeds to secure permit to vehicle. Parking is valid in assigned lot only.
- The permitholder is responsible for returning permit and notifying UW Transportation Services when employment is terminated or the annual parking assignment is no longer needed. The permitholder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to UW Transportation Services.
- Permitholder is responsible for using gate card/permit to enter gated lots. UW Transportation Services collects information from the gate system and staff is not authorized to raise the gate for customers except on those occasions where the gate system is malfunctioning.
- Annual Baselot permitholders may receive a maximum of three (3) temporary parking permits per parking year. Each Temporary Permit may not exceed one day.

## Restrictions

- There may be times when Annual Baselot permit holders will be notified in writing and required to park in other areas of campus (such as DCI and WIAA, and for maintenance or construction). This is a condition of your acceptance of the annual parking assignment.
- If your assigned lot is full, park in a permit stall that is in the next closest non-gated lot to your original assignment. You must immediately report to UW Transportation Services online <https://fpm-www3.fpm.wisc.edu/Trans/OnlineServices/> that the assigned lot is full.
- Annual Baselot 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 permits in restricted areas will result in a citation.
- Only one vehicle (registered to your permit) may be parked on campus at a time.
- Failure to follow UW Transportation Services policies may result in your parking privileges being revoked.
- 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.

## Special Baselot Restrictions

- Lot 53 – Restricted to Heating Plant staff only.
- Lot 72 – Restricted to Heating Plant staff only.
- Lot 11 – Restricted to staff approved by the Chancellor's Office.
- Lot 23 – Restricted to System Admin or L&S staff approved by UTC.
- Lot 65 – Restricted to WARF staff only.
- Lot 68 – Restricted to Housing staff only.

## Related References

- Alternative Transportation Options Policy
- Annual Application Policy
- Lot Times & After Hour Parking Policy
- Permit Rate Policy
- Moped/Motor Scooter Policy
- Motorcycle Permit Policy
- Payment/Refund/Cancellation Policy
- Business Alternate Permit Policy

**Policy Revisions:**

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Revision Date	<b>3/2002</b> – New Permit System Changes <b>3/2003</b> - New Permit Design Changes <b>3/2004</b> – Permit Display Options <b>3/2005</b> – Clarification of temporary permits <b>3/2006</b> – Basemat permit displayed with State DOT valid in UW DIS stall in assigned lot only. <b>3/2007</b> – Require payment of all fees & citations prior to applying for or accepting parking. <b>1/2009</b> – Overnight parking restrictions for snow removal.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Bicycle Parking Policy

## Definition & Purpose

Transportation Services encourages students, faculty, and staff to travel to, from, and within campus by some form of alternative transportation, including bicycles, to reduce traffic congestion, limit the need for automobile parking, and preserve the environment. In particular, it is an objective of Transportation Services to provide a variety of adequate and convenient types of bicycle parking with minimal impacts on campus landscape and the maintenance of campus facilities.

## Definition

- **Bicycle** is defined as a non-motorized vehicle with pedals, by which it is driven, and includes tricycles and unicycles.
- **Bicycle Rack** is defined as a shared storage unit, constructed of steel, to which bicycles can be secured. Bicycle racks may be located outside or within a shelter.
- **Reserved Bicycle Locker** is defined as an individual bicycle storage unit that is constructed of waterproof material with a secured locking system. The unit provides security for bicycles from weather and theft.
- **Bicycle Cage** is defined as a covered, locked, and shared bicycle storage unit constructed of fencing material and some form of bicycle rack. The unit provides security for bicycles.
- **Improperly Parked Bicycle** is defined as a bicycle secured to a tree, shrub, or any object other than a bicycle rack, bicycle cage or bicycle locker. A bicycle that blocks or impedes a building entrance, a fire lane, an evacuation path, an ADA route, a pedestrian walkway, snow removal activities, or the loading or unloading of persons or property is also defined as an improperly parked bicycle.
- **Abandoned Bicycles** are defined as bicycles or components (parts) attached to or parked at the same bicycle rack or bicycle parking area for more than 3 days (72 hours) except at bicycle racks assigned to and located near University residence halls.
- **Bicycle Disposal** is defined as the process of removal of abandoned or unclaimed bicycles.
- **Bicycle Workshop** is an on-campus facility to be used by faculty, staff, and students to learn how to repair and maintain their bicycles. Tools and supplies are provided for bicyclists to use free of charge.

## Policy

- Bicycle racks are the property of UW Transportation services and may not be installed or relocated without authorization.
- Bicycle racks will be installed near the entrances to University buildings wherever possible, in line with University and City of Madison standards regarding both number and type of bicycle rack.
- A limited supply of covered parking should be provided, as possible, using available space in parking ramps, under building overhangs, and designated bicycle shelters.
- Reserved Bicycle lockers or cages are available for rent on a semester or annual basis on a first come, first served basis. Visit the Transportation Services webpage at [www.wisc.edu/trans](http://www.wisc.edu/trans) to complete a bicycle locker/cage application form. Applicants who are offered a bicycle locker or cage must claim the offer and pay the rental fee and key deposit by the deadline date. The key deposit will be refunded when the participant leaves the program and returns the key to UW Transportation Services.

- UW-Madison Transportation Services provides bicycle racks for the convenience of cyclists on campus, but is not responsible for the theft, damage, or vandalism that may occur to bicycles while parked on campus.
- Transportation Services may remove abandoned bicycles from campus bicycle racks to maintain adequate bicycle parking capacity and campus aesthetics.
- Transportation Services may remove improperly parked bicycles from campus locations if they damage landscape plantings, obstruct building entrances or pedestrian walkways, prevent access to campus facilities or are parked in any manner deemed as unsafe.
- Transportation Services may tag and then remove bicycles parked at bicycle racks for construction purposes, upgrades, or space management.
- University Housing is responsible for abandoned bicycle removal at University residence halls.

## Restrictions

- Bicycles may not be stored in campus buildings, on sidewalks, driveways or in motor vehicle parking spaces.
- Madison City Ordinance 12.78(1) requires that all bicycles used within the city's boundaries are registered with the Madison Police Department unless they have a current registration with another municipality. Bicycle registration is available in Room 124 of the WARF Building.

## Related References

- Bicycle Locker/Cage Application on our webpage at [www.wisc.edu/trans](http://www.wisc.edu/trans).

## Approval:

Policy Number	TS-56
Effective Date	Permit Year 2009-10
Date Approved	2/2007
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Bus Pass Policy

## Definition & Purpose

UW Transportation Services in partnership with the following authorized affiliates, UW Hospital, Wisconsin State Historical Society, Wisconsin Alumni Association, UW Foundation and WARF provide faculty and staff an annual bus pass. The annual bus pass is valid on all Madison Metro bus routes at all times except for special event shuttles. Access to the regional bus system is an important part of the University's Commuter Solutions program.

## Policy

- Employee Eligibility:
  1. Employees paid through UW Madison Payroll including faculty, academic staff, classified employees, limited term employees, and emeriti.
  2. Other employees as authorized by affiliates.
- A valid annual bus pass must be used when boarding the bus. Boarders must present a valid UW ID or authorized affiliate ID.
- A replacement fee will be charged to replace a lost or stolen bus pass.
- Defective bus passes will be replaced at no cost.
- Bus passes for UW Madison and UW Hospital staff may be picked up from any of the Transportation Services offices. Other affiliated staff will pick up their bus pass from their respective organizations.

## Restrictions

- Student hourly positions and graduate assistants (not employed as faculty or staff) do not qualify for the annual bus pass and should contact Associated Students of Madison (ASM).
- The bus pass is for employee use only and may not be sold or transferred. The bus pass may be confiscated if misused.
- Invalid bus passes must be turned over to the Metro operator upon discovery when boarding. The boarder will be allowed to ride the bus one time and must visit a Transportation Services customer service office to get a new valid pass if they qualify.
- Bus passes must be returned to UW Transportation Services if the employee's employment with the University or authorized affiliate is ended. Bus passes that are not returned will be canceled and will not be valid for use on Metro busses.

## Related References

- ADA Parking Accommodation Request Policy
- [www.mymetrobus.com](http://www.mymetrobus.com)

**Approval:**

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Revision Dates	3/2008 – Affiliate eligibility
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# 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.

- 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:

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Revision Dates	<p><b>3/2002</b> – Limit to 1 BA in 2002-03</p> <p><b>3/2003</b> - Fee charged for the 1 BA</p> <p><b>3/2004</b> – Permit display options</p> <p><b>3/2006</b> – Deleted physical disability as eligibility criteria</p> <p><b>3/2007</b> – Require payment of all fees &amp; citations prior to applying for or accepting parking.</p> <p><b>3/2008</b> –Flex customers qualify for business alternate permits.</p>
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Carpool Permit Policy

## Definition & Purpose

Carpools are an important alternative to single occupancy vehicles on campus and reduce the demand for parking. A carpool is defined as: two or more employees (that qualify for parking on campus, including spouses) driving to campus together in one vehicle on a daily basis with one designated carpool permit owner. All faculty, staff and students are required to pay for parking on campus.

## Policy

Carpool Permits may be assigned to faculty and staff (all carpool members will need a NetID to apply) who meet all eligibility and priority requirements for Annual Baselot assignments. A new carpool application must be submitted online each year to the Unit Transportation Coordinator for approval.

- The Carpool Permit will allow access to one baselot assignment.
- One member of the carpool is assigned the status as Carpool Permit Owner and is responsible for permits and payments including:
  1. Distribute permits to carpool members.
  2. Payment for permits either through payroll deduction, cash, check or credit card.
  3. Returning ALL permits when the carpool is disbanded and/or parking is no longer needed.
  4. Notifying UW Transportation Services when a carpool member leaves and/or a new carpool member joins.
- Carpool permitholder may submit a request for one Business Alternate lot assignment online for Unit Transportation Coordinator approval.
- Refer to the Annual Baselot Permit Policy for display options.
- One Carpool Permit is provided for each approved member of the carpool with a unique vehicle license plate listed on the carpool application.

## Eligibility Criteria

The following criteria are used by UW Transportation Services in determining eligibility for Carpool Permits:

- The Carpool Permit Owner must be employed by UW Madison or an affiliated department. All carpool members will need a valid NetID to apply for a carpool permit. Students cannot be registered as carpool members.
- New members who currently have a baselot assignment must return all current permits and cancel their annual parking assignment before receiving a Carpool Permit.
- The designated Carpool Permit Owner is responsible for notifying UW Transportation Services of vehicle plate changes as carpool members cancel their assignment.
- Only the designated Carpool Permit Owner qualifies for a payroll deduction.

## Restrictions

- Carpool members may not list their vehicles under more than one assignment.
- Carpool members may not hold a Carpool Permit and an individual baselot parking assignment.
- Annual Baselot, Flex, and Park & Ride assignments qualify for carpools.
- UW Disabled Permits will not be assigned to carpools.
- Flex Carpool Assignments will be issued one hangtag (permit).
- Only one vehicle (registered to your Carpool Permit) may be parked on campus at a time; two or more vehicles parked on campus may result in a citation. Additional vehicles must purchase a Temporary Permit.
- Carpool Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, disabled stalls, loading zones, construction areas, sidewalks, access aisles, driveways, or grass areas or lots being used by Special Events. Parking with Carpool Permits in restricted areas may result in a citation.
- There may be times when Carpool permit holders will be notified in writing and required to park in other areas of campus (such as DCI and WIAA, and for lot maintenance or construction). This is a condition of your acceptance of the annual carpool parking assignment.
- If your assigned lot is full, park in a permit stall that is in the next closest non-gated lot to your original assignment. You must immediately report this on the Lot Full Page at <https://fpm-www3.fpm.wisc.edu/Trans/OnlineServices/>.
- Failure to follow UW Transportation Services policies may result in your carpool parking privileges being revoked.

## Related References

- Alternative Transportation Options Policy
- Permit Rate Policy
- Emergency Ride Home Policy
- Annual Baselot Permit Policy
- Payment/Refund/Cancellation Policy
- Lot Full Alternate Parking Policy

## Policy Revisions:

Policy Number	TS-43
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Date Approved	4/2002
Revision Dates	3/2003 – UW ID & New permit design 3/2004 – Permit Display options 3/2005 – Number of permits issued to carpools 3/2006 – NetID required for all carpool members
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Citation Appeal Policy

## Purpose

This policy defines how a UW Madison parking citation may be appealed when someone who receives a citation believes that they should not have received the citation, or there were special circumstances that should be considered.

## Definitions

**Valid Appeal** is defined as an appeal that meets all of the requirements of this policy.

**Cash Bond** is a security deposit in the amount of the citation that must be submitted with an appeal.

**Dismissed citation** is deciding through administrative review that a citation is without merit.

**Upheld citation** is deciding through administrative review that a citation has merit and should be upheld and paid.

**Impounding a vehicle** is holding a vehicle until payment is received.

## Policy

- Appeal requirements:
  1. Citation appeals must be submitted online at [www.wisc.edu/trans](http://www.wisc.edu/trans).
  2. A cash bond (in the amount of the citation) or payment must be submitted online with the appeal; MasterCard or VISA accepted.
  3. All appeals must be received no later than 7 calendar days after the date the citation was issued to qualify as a valid appeal.
  4. An appeal received after 7 calendar days is late and the citation will be upheld.
- An administrative review of a citation will be completed within 30 days of receipt of a valid appeal. If the citation is upheld, the bond amount will be forfeited as payment of the citation. If the citation is dismissed, the bond amount will be returned.
- Citations that are upheld at the administrative review may be appealed to Dane County Municipal Traffic Court (DCMTC) by requesting an available court date at the UW Transportation Services Office. Requests to appeal the administrative review to DCMTC must be submitted within 10 calendar days from the date of the review. Citations appealed to DCMTC are upheld or dismissed at the DCMTC hearing. The bond will be forfeited if the citation is upheld or the bond amount will be returned if the citation is dismissed.
- DCMTC appeals may be rescheduled for good cause if the request to reschedule is received prior to the hearing and approved by UW Transportation Services.
- Failure to appear for a DCMTC hearing will result in upholding the citation, forfeiture of any bond, assessment of court costs, forfeiture of parking privileges, or other collection and enforcement actions including towing and impounding vehicles.

## Restrictions

Citations will be upheld if any of the following reasons are the basis for the appeal:

- Couldn't find a legal parking space.
- Didn't know policies or regulations.
- Didn't see posted restrictions.
- Couldn't find a convenient parking space.
- Had four-way flashers on.
- Didn't have money or change.
- Didn't have enough time to park properly.
- Just "dropping off" or "standing" for a short time.
- Will never do it again.

## Related References

- Payment/Refund/Cancellation Policy
- Citation Policy
- Citation appeals located at [www.wisc.edu/trans](http://www.wisc.edu/trans).

## Policy Revisions:

Policy Number	TS-52
Effective Date	Permit Year 2009-10
Date Approved	3/2004
Revision Dates	3/2007 – Online appeals
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# 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](http://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"> <li>• 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.</li> <li>• Unauthorized use of a permit includes but is not limited to; the use of a departmental permit in lieu of purchasing an Annual Baselow 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.</li> </ul>
Double Permit	<ul style="list-style-type: none"> <li>• 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 baselow or in a baselow and alternate lot is considered a double permit violation.</li> </ul>

<b>Citation Type</b>	<b>Definition</b>
Improper Display	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
Improper Parking	<ul style="list-style-type: none"> <li>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.</li> </ul>
Invalid / Missing License Plate	<ul style="list-style-type: none"> <li>Vehicles parked on campus with an invalid license plate; includes but is not limited to expired plate or invalid vehicle registration.</li> <li>Vehicles parked on campus without a license plate displayed.</li> </ul>
No Parking	<ul style="list-style-type: none"> <li>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.</li> </ul>
No Permit	<ul style="list-style-type: none"> <li>Valid permits must be displayed and readable by Field Services Staff. Failure to display a valid permit may result in a no permit violation.</li> <li>Permits are not valid on campus after the expiration date stamped on the permit.</li> <li>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.</li> <li>A UW DIS Permit is valid in a UW DIS, State DOT, permit stall and at meters greater than 30 minutes</li> <li>Flex Permit is valid in a permit stall for the assigned lot once payment is received.</li> <li>Motorcycle Permits are valid in designated motorcycle stalls only</li> <li>Moped/Motor Scooter permits are valid in designated moped/motor scooter stalls only.</li> </ul>
Overtime Parking, Expired Meter or Inoperable meter	<ul style="list-style-type: none"> <li>Vehicles may not park longer than the time limit posted at a loading dock, UW or State DOT Disabled stall (overtime parking)</li> <li>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.</li> <li>Parking longer than the purchased time on the meter (expired meter).</li> <li>Vehicles with a valid annual permit may not park in a permit stall for more than 72 hours without authorization from UW Transportation Services.</li> <li>Overnight parking is restricted for the period beginning November 15<sup>th</sup> through March 15<sup>th</sup> for snow removal.</li> <li>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.</li> </ul>
Parking in a disabled (HC) stall without proper authorization	<ul style="list-style-type: none"> <li>Parking in State DOT or UW DIS stalls is restricted to authorized vehicles only.</li> <li>State DOT permits/plates or UW DIS Permits are the only vehicles authorized to park in a State DOT stall.</li> <li>Unauthorized use of a State DOT or UW DIS permit by an individual other than the permitholder.</li> </ul>

Citation Type	Definition
Vehicle Tow/Large Vehicle Tow	<p><b><u>Towed and Impounded</u></b> – 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"> <li>• 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.</li> <li>• 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.</li> </ul> <p><b><u>Towed and Relocated</u></b> – 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"> <li>• 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.</li> </ul> <p><b><u>Large Vehicle Tow</u></b> - 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><b>3/2005</b> – Define Parking Violations</p> <p><b>3/2006</b> – Add invalid/missing license plate citation &amp; moped/motor scooter permit rules</p> <p><b>3/2007</b> – Define towed, impounded, or relocated vehicles and fees payable at the time vehicle is released.</p> <p><b>1/2009</b> – Overnight parking restrictions for snow removal.</p>
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Construction Permit & Staging Policy

## Definition & Purpose

This policy defines a way for construction businesses (vendors, departments and contractors) to obtain parking, staging areas or reserve parking stalls for projects on campus.

## Policy

- All vehicles (including personal or company vehicles) must display a valid permit when parked on campus outside of a fenced construction staging area.
  1. Two permits per prime contractor (10 maximum per project) will be available for purchase as close to the construction site as possible.
  2. Construction equipment defined as backhoes, dump trucks, cranes, etc. are not required to display a permit. Construction equipment should not be stored outside of the authorized construction area.
  3. Additional Temporary Permits may be available for sale if space is available.
  4. All vehicles must follow UW Transportation Services parking policies.
  5. Permits must be properly displayed. Failure to display permit may result in a citation.
- UW Transportation Services and the FP&M Project Representative will jointly determine the fenced staging area or construction limits for each project prior to the bid.
  1. UW Transportation Services requests a 7 day notice for new staging areas to allow time for relocating current permitholders, move bus stops, close bicycle paths, move bicycle lockers & racks, etc.
  2. The contractor will be responsible for repairing all areas damaged by the project.
- FP&M Project Representative will provide UW Transportation Services with a current list of projects as they are approved. All official contract interpretation of campus policies should be communicated through the FP&M Project Representative.
  1. The FP&M Project Representative will communicate Transportation Policies and non-compliance issues to the Construction Contractor.
  2. The FP&M Project Representative is responsible for notifying UW Transportation Services of areas on campus in use for an emergency construction site.
- **Fenced Construction Site and/or Staging Area** is defined as: An authorized area or space that is fenced off to store construction materials, cranes, or other equipment specifically used on the construction site. Work vehicles may be parked inside of staging areas if space allows. Staging areas will not be arbitrarily set to provide parking for construction workers.
- Transportation will sell Temporary Permits to FP&M and Housing for use by their contractors needing multiple parking locations for projects such as utilities, fire alarms, road work, building renovations, etc. The permits will be valid in permit or non-permit areas as defined by UW Transportation Services and the FP&M or Housing Project Representative.
- UW Transportation Services website (with current parking policies & permit rates) is located at **[www.wisc.edu/trans](http://www.wisc.edu/trans)**. Transportation Services office is located in Rm 124 WARF, 610 Walnut Street, Madison, WI. Telephone: (608) 263-6666.

## Related References

- Permit Rate Policy
- Temporary Permit Policy
- Campus Map for Lot locations ([www.wisc.edu/trans](http://www.wisc.edu/trans))

## Policy Revisions:

Policy Number	TS-14
Effective Date	Permit Year 2009-10
Date Approved	2/2001
Revision Dates	2/2002 – Staging area definition 3/2003 – Charge for Construction stalls 11/2003 – Charge for all construction vehicles parked on campus 3/2005 – Define Fenced Construction staging area
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# 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"> <li>• Permit stalls only in assigned lot</li> <li>• Valid in UW DIS stalls if displayed with valid State DOT permit</li> </ul>	<ul style="list-style-type: none"> <li>• Department (state owned/plated)</li> <li>• Personal vehicles</li> </ul>
Department Universal Permit (Category 1)	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Any vehicle that fits into one standard permit stall and displays a valid permit.</li> <li>• Valid permits include: Annual Baselot, Department Limited, Temporary, UW Disabled, or Flex Permits with payment.</li> </ul>
Off Campus Department Universal Permit (Category 1)	<ul style="list-style-type: none"> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Any vehicle that fits into one standard permit stall and displays a valid permit.</li> <li>• Valid for use by UW or affiliated Departments located off campus.</li> </ul>
Temporary Permits (Category 1)	<ul style="list-style-type: none"> <li>• Permit or bagged metered stalls only as designated on permit</li> </ul>	<ul style="list-style-type: none"> <li>• Any vehicle that fits into one standard permit stall and displays a valid permit.</li> </ul>

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

### 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

**Policy Revisions:**

Policy Number	TS-05
Effective Date	Permit Year 2009-10
Date Approved	3/2000
Revision Dates	<b>3/2001</b> – Dept. Universal & Limited <b>3/2002</b> – New Permit System Changes <b>3/2003</b> – ID, Affiliates, Permit Display Update <b>3/2004</b> – Display Options <b>3/2005</b> – Add lots 25, 50, 79 7& 93 to Universal restrictions. <b>3/2006</b> - Department Limited valid in UW DIS stalls when displayed w/State DOT. Remove Lot 20 & add lot 18 to Universal restrictions <b>3/2007</b> – Pro-rated Universal permits <b>3/2008</b> – Add lot 35 to Universal permit restrictions <b>1/2009</b> – Add lots 13, 22, 69 to Universal permit restrictions. Remove lot 85 from Universal restrictions.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Department Reserved Parking Stall Policy

## Definition & Purpose

This policy defines a way for UW & affiliated Departments to secure a “Reserved” parking stall (24 hrs/day, 7 days/week) in a specific lot/ramp to meet their business needs.

## Policy

- All reserved parking stalls must be renewed annually. (Refer to Permit Rates.)
- A specific business reason to justify the need for a reserved stall is required on the application.
- All reserved stalls are sold at full Annual Reserved Stall rate. No refunds or prorated fees.
- Reserved stalls that are not renewed will be removed after September 1<sup>st</sup>.
- Stalls are reserved 24 hrs/day, 7 days/week in a specific lot with a reserved stall sign posted. A reserved stall sign may only be installed by UW Transportation Services.
- Annual Reserved or Temporary Reserved Permits are available to departments to assist with managing their reserved stalls. Reserved Stall Temporary Permits are available for a fee as a disposable version of the annual permit for the customer's convenience. These permits are non-refundable.
- Department Reserved Permits must be hung from the vehicle's rear view mirror. Remove items from mirror that block the Permits from view.

## Restrictions

- Transportation Services staff will enforce reserved stalls upon complaint only.
  1. Departments will provide Transportation Services with a list of staff authorized to call and request that vehicles parking illegally in reserved stalls are cited or towed.
  2. Citations requested by departments will be upheld.
- UW Transportation Services may limit the total number of reserved stalls on campus.
- Annual Reserved Stall Permits are only valid in the assigned reserved space.
- Temporary Reserved Stall Permits are only valid in the assigned reserved space under the following conditions:
  1. All-day, AM or PM time period circled with the appropriate date stamped.
  2. A proprietary date stamp approved by UW Transportation Services.
- Department reserved stalls may not be used in lieu of purchasing an Annual Baselot assignment for personal vehicles.
- An Administrative fee will be charged for replacing Department Reserved Permits reported as lost or stolen.

## Related References

- Alternative Transportation Options Policy
- Permit Rate Policy
- Department Permit Policy
- Payment/Refund/Cancellation Policy
- Lost/Stolen Replacement Permit Policy

## Policy Revisions:

Policy Number	TS-04
Effective Date	Permit Year 2009-10
Date Approved	3/2001
Revision Dates	3/2003 – New Permit Design 3/2008 – Enforcement of Reserved stalls
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Disabled Permit Policy

## Purpose

This policy defines a way for faculty, staff and students (with a valid UW Madison Campus ID) with disabilities (temporary or permanent) to park on campus. All faculty, staff and students are required to pay for parking on campus.

## Definitions

- **State DIS and Disabled Veterans plates** are issued by State Department of Transportation (DOT) organizations and not UW Madison.
- **UW Disabled parking permit** issued by UW Transportation Services is for use on the UW-Madison campus. UW DIS Permits are issued only with proof of a State DIS. UW DIS Permits expire at the end of the parking year or the expiration date of the State DIS (whichever date is earliest).
- **UW Temporary Disabled Permit** is issued to accommodate “temporary” disabilities for customers without a State DOT permit. A temporary permit will be issued for a maximum one month period.
- **ISA – International System of Accessibility** - The wheelchair symbol painted on the ground by itself, without a sign, is legally not a designated accessible parking space. It is the Disabled Sign that makes an accessible parking space.

## Policy

Parking Permit Type	Eligibility / Application	Where/When Valid	How to Display	Restrictions
<b>State:</b> <ul style="list-style-type: none"> <li>• Permanent DIS Parking Permits</li> <li>• Disabled Veterans Plates</li> <li>• Temporary DIS Parking Permits</li> </ul>	<ul style="list-style-type: none"> <li>• Issued by any state DOT to permanently or temporarily disabled individuals.</li> <li>• Contact the DOT in the state that issued your driver's license.</li> <li>• Issued by any state DOT to permanently disabled veterans.</li> <li>• Fee paid to DOT</li> </ul>	<ul style="list-style-type: none"> <li>• At posted lot times in ISA signed stalls on and off the UW-Madison campus.</li> <li>• Valid at any meter with half hour or more limits.</li> <li>• Some State DOT stalls have a time limit, please check sign.</li> </ul>	<ul style="list-style-type: none"> <li>• State DOT issued permanent or temporary DIS hangtag displayed on rear-view mirror</li> <li>• State DOT issued DIS License Plate</li> <li>• State issued Disabled Veterans plate</li> </ul>	<ul style="list-style-type: none"> <li>• Not Valid in UW DIS stalls unless displayed with a valid Department Limited, Temporary, Annual baselot or Flex permit for that assigned lot.</li> <li>• Not Valid in reserved stalls (without a Reserved Stall Permit).</li> <li>• Not valid in access aisles, fire lanes, driving lanes, loading zones, cashier operated lots (Lot 63 &amp; 75 – all Patient Visitor Stalls), Special Event Lots and "No Parking" areas.)</li> </ul>

Parking Permit Type	Eligibility / Application	Where/When Valid	How to Display	Restrictions
<p><b>UW DIS:</b></p> <ul style="list-style-type: none"> <li>• <b>Annual Parking Permits</b></li> <li>• <b>Temporary Parking Permits</b></li> </ul>	<ul style="list-style-type: none"> <li>• Possess a valid Permanent or Temporary State DIS Parking Permit or Disabled Veterans plate.</li> <li>• Faculty &amp; Staff should contact their Unit Transportation Coordinator and apply online for an annual UW DIS or contact UW Transportation Services for a temporary UW DIS.</li> <li>• Students apply in person at the UW Transportation Services Office.</li> <li>• Fee paid to UW Transportation Services.</li> <li>• Temporary UW DIS permits are issued at no cost to Annual Baselot or Flex Permitholders.</li> <li>• Park &amp; Ride Permitholders or Carpoolers may purchase a temporary UW DIS Parking Permit.</li> <li>• A one month temporary UW DIS permit is available with written verification by a doctor. Apply in person at the UW Transportation Services Office.</li> </ul>	<ul style="list-style-type: none"> <li>• At posted lot times in campus stalls with a: <ol style="list-style-type: none"> <li>1. "UW DIS" sign</li> <li>2. ISA signed stalls</li> <li>3. Any UW-Madison annual permit area.</li> <li>4. Valid at any meter with half hour or more limits.</li> </ol> </li> <li>• UW DIS Permits will be issued up to the expiration date on the State DOT permit - not to exceed end of parking year.</li> <li>• Temporary one month UW DIS Permits cannot be renewed or extended without a valid State DOT annual or Temporary Permit.</li> <li>• State DOT stall time limits are enforced for State DOT &amp; UW DIS permitholders.</li> </ul>	<ul style="list-style-type: none"> <li>• State issued DIS permit must be displayed with a temporary or annual UW DIS permit.</li> <li>• Display permits from the rear view mirror when parked on campus.</li> <li>• Flex permitholders must have paid for parking when using the temporary UW DIS Permit.</li> </ul>	<ul style="list-style-type: none"> <li>• Permanently disabled faculty/staff/students with a valid UW Madison Campus ID.</li> <li>• Faculty, staff, and students are required to purchase this permit.</li> <li>• Permit will not be issued past the ending date of the current parking year.</li> <li>• Only valid on the UW-Madison campus (not valid off campus).</li> <li>• Not Valid in reserved stalls (without a Reserved Stall Permit), access aisles, fire lanes, driving lanes, loading zones, cashier operated lots (Lot 63 &amp; 75 – all Patient Visitor Stalls), Special Event Lots and "No Parking" areas.</li> <li>• Annual Permits will be held by UW Transportation Services for the duration of time for which the temporary UW DIS Permit is issued.</li> </ul>

- A valid Annual baselot, Flex, Department Limited or Temporary permit displayed with a State DOT permit is valid in a UW DIS stall in the assigned lot only.
- Faculty, staff, and students needing access to UW DIS stalls in multiple lots on campus should contact UW Transportation Services for a temporary UW DIS permit.
  1. A one month Temporary UW DIS Permit may be obtained with a University ID and written verification from a doctor. Annual permitholders will not be charged for the permit if they exchange their annual permit at the time the temporary permit is issued.
  2. Annual baselot permits will be held by UW Transportation Services for the duration of time for which the temporary UW DIS Permit is issued.
  3. Annual permits may be picked up by permitholders from the Transportation Office, Room 124 WARF after the expiration of the temporary UW DIS Permit.
- Special Accommodation requests:
  1. Faculty and staff with a disability that requires a special accommodation for parking should contact their Division Level representative or the Office for Equity and Diversity.
  2. Students and visitors with a disability that requires a special accommodation for parking should contact the McBurney Disability Resource Center.
  3. Complete information for requesting a special accommodation may be found in the ADA Parking Accommodation Request Policy.

## **Restrictions**

- UW Transportation Services reserves the right to cancel any UW DIS (Annual or Temporary) Permit if during the verification process the State DIS Permit is found invalid or registered to a different owner.
- Some lots on campus are closed for security reasons and UW DIS permitholders will not have access to the lot after hours and on weekends
- UW DIS Permits are for the exclusive use of the permitholder and may not be transferred, sold or loaned to anyone else for their use.
- UW DIS Permit must be displayed and the correct license plate number on file with UW Transportation Services.
- The permitholder is responsible for returning permit and notifying UW Transportation Services when employment is terminated or the annual parking assignment is no longer needed. The permitholder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to UW Transportation Services.
- UW DIS Permits are not valid for carpool use.
- Park & Ride annual permitholders may purchase a temporary UW DIS Permit.
- 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
- Payment/Refund/Cancellation Policy
- ADA Parking Accommodation Request Policy  
UW Accessibility Information: [www.oed.wisc.edu/](http://www.oed.wisc.edu/)

## Policy Revisions:

Policy Number	TS-18
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Dates	<p><b>3/2003</b> – Clarify display, UW ID, new permit design</p> <p><b>12/2003</b> – Clarify Disabled Veteran Plates</p> <p><b>3/2004</b> – Permit Display options</p> <p><b>3/2005</b> – Clarify return of annual permits while using temporary UW DIS</p> <p><b>3/2006</b> – Allow Dept. Limited, Temporary, Flex &amp; Annual Baselot permits in UW DIS stalls (assigned lot only) when displayed w/ State DOT</p> <p><b>10/2006</b> – Provide one month temporary UW DIS with documentation from physician.</p> <p><b>3/2007</b> – Require payment of all fees &amp; citations prior to applying for or accepting parking.</p>
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Emergency Ride Home Policy

## Definition & Purpose

Emergency Ride Home (ERH) is a safety net. Eligible university or affiliated department employees who do not drive to work can receive a cab ride home in the event of an emergency. This gives employees the option to carpool, vanpool, bus, bicycle or walk to campus without the fear of being stranded in an emergency. Any employee who does not drive to work is eligible for the Emergency Ride Home program.

## Policy

- Emergency Ride Home is available Monday through Friday between the hours of 6:00 a.m. to 6:00 p.m.
  - Participants must present a completed voucher to Union Cab/Madison Taxi.
  - Tip/Gratuuity is the responsibility of the ERH user.
- Emergency Ride Home can be used a maximum of 3 times every 6 months.
- UW Transportation Services reserves the right to review a request to determine “emergency” status under the program guidelines.

### Appropriate requests for ERH

- Employee gets sick while at work.
- A family member is sick or injured.
- A personal crisis (examples include but not limited to: death in family, extensive property damage/loss due to natural disaster, theft, etc.).

### Inappropriate requests for ERH

- Employee needs to run personal errands.
- Employee needs transportation for events that are planned in advance such as after hour's meetings.
- A scheduled school cancellation/closing (in most cases).
- Employee's vehicle breaks-down.
- Employee has to work scheduled overtime.
- In general, any situation for which there was prior knowledge.

## Restrictions

- Response time for a cab may vary. Customers should confirm these details when they request the service.

## Related References

- Alternative Transportation Options Policy

**Policy Revisions:**

Policy Number	TS-41
Effective Date	Permit Year 2009-10
Date Approved	4/2002
Revision Dates	<b>3/2003</b> – Clarify eligibility and times <b>3/2004</b> – Permit Display options <b>3/2005</b> – Hours of Fleet Operation <b>3/2006</b> – Delete fleet vehicle ride option & require completed voucher for cab ride.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Emeriti Options

## Background

The demand for parking on campus is high and space is limited. UW Madison Emeriti who are providing essential functions on campus have a number of transportation options.

## Options:

- Ride the FREE campus or Madison Metro bus.
- UW Departments can provide a Department Limited Permit to Emeriti doing work on campus.
- UW Departments can provide a Department Temporary Permit to Emeriti doing work on campus.
- Emeriti employed in any capacity by the UW may participate in the annual priority parking assignment system and purchase a baselot permit or Park and Ride lot.
- Emeriti may obtain free Temporary Permits (half-day, daily) on a space available basis through one of the UW Transportation Services offices. Free Temporary Permits are limited to a maximum of 7 consecutive days. Permits are restricted to UW Madison Emeriti only.
- UW Retirement Association may purchase/provide Department Temporary Permits to Emeriti for a special event/conference/meeting by calling UW Transportation Services in advance and ordering them. The permits are sold on a space available basis.
- The campus has lots available to the public FREE after 4:30 PM. (Refer to the Lot Time/After Hour Policy.)
- Use one of our 2500 visitor stalls on campus for daily/hourly parking (meters & cashier lots).



# 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.

## 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><b>3/2003</b> – Expanded lot choices, added 100 participants</p> <p><b>3/2004</b> – Expanded lot choices, added 200 participants</p> <p><b>3/2005</b> – Clarify Flex Meter use with Temporary Permits</p> <p><b>3/2006</b> – Added lot 29 to lot choices, implemented minimum trip charge &amp; daily maximum charge.</p> <p><b>3/2007</b> – Require payment of all fees &amp; citations prior to applying for or accepting parking &amp; return of all smart cards and flex meters.</p> <p><b>3/2008</b> – Business Alternate restriction removed from policy</p> <p><b>1/2009</b> – Implement Pay By Phone and eliminate flex meter.</p>
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Government/Press Permit Policy

## Definition & Purpose

This policy defines a way for the Chancellor's Office to provide parking to governmental guests and media officials who must conduct official business on campus in such a manner that requires them to use a vehicle.

## Policy

- Government/Press Permits are assigned to the Chancellor's Office.
- The Chancellor's Office distributes Government/Press Permits to:
  - (1) UW system, local, state, and federal officials who visit campus on occasion.
  - (2) Local/state media personnel who visit campus on short notice to provide UW news coverage.
- The Chancellor's Office provides UW Transportation Services an annual list of customers who will receive/use permits.
- Government/Press Permits must be hung from the vehicle's rear view mirror. Remove items from mirror that block the permits from view.
- Government Press Permits are valid in annual baselot permit or metered stalls on campus.

## Restrictions

- Government/Press Permits cannot be used for any purpose (or by any other individual) other than official UW business as approved and issued by the Chancellor's Office.
- Government/Press Permits are not valid in restricted areas; such as, fire lanes, reserved stalls, disabled stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots used for Special Events.
- Lost/stolen permit must be reported to UW Transportation Services immediately.

## Related References

- All-Campus Permit Policy
- Citation Policy

## Policy Revisions:

Policy Number	TS-06
Effective Date	Permit Year 2009-10
Date Approved	3/2000
Revision Dates	3/2003 – New Permit design 3/2006 – Remove meters from restricted parking areas
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Lost/Stolen Replacement Permit Policy

## Purpose

This policy defines a process for replacing annual permits if the permit is lost or stolen.

## Definition

- **Stolen permit/bus pass** is defined as a permit or bus pass that is unlawfully taken or removed from the vehicle. All permits or passes reported to UW Transportation Services as stolen must include a copy of the police report.
- **Lost permit/bus pass** is defined as a permit or bus pass that is missing, destroyed or for any other reason irretrievable by the customer.

## Policy

- The permitholder or department representative must complete a lost/stolen form and submit the form to UW Transportation Services to purchase a replacement permit or bus pass.
- Department Limited Permit number must be identified by the department.
- A permit reported to UW Transportation Services as lost/stolen is not valid on campus.
  1. Vehicles are subject to towing and impoundment if the vehicle is parked on campus with a permit reported as stolen. 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.
  2. UW Transportation Services will notify UW Police if a vehicle is found on campus with a stolen permit.
  3. Vehicles parked on campus with a permit reported as lost will be towed and the permit must be returned to UW Transportation Services.
- Only one vehicle per assignment may park on campus at the same time. Violation of this rule may result in loss of parking privileges for both violating parties.
- A bus pass reported to UW Transportation Services as lost/stolen is no longer valid for use on Metro busses.
- All items reported as stolen must include a copy of the police report.
- An administrative replacement fee will be charged for all items that are reported as lost or stolen except for the following:
  1. Motorcycle permit – replaced at annual pro-rated cost.
  2. Moped permit – replaced at annual pro-rated cost.
  3. Department Universal permit – replaced at annual pro-rated cost.
  4. Department Universal Off Campus – replaced at annual pro-rated cost.
  5. Vendor permit – replaced at full cost.

- Administrative replacement fees must be paid by check, cash, credit card or department billing number at the time the replacement permit is issued. Administrative fees cannot be paid through payroll deduction and are not pro-rated.
- UW Transportation Services will refund the administrative replacement fee to the customer if the stolen permit/bus pass is recovered and returned to UW Transportation Services prior to the expiration date. A copy of the police report must be provided to UW Transportation Services before a refund will be issued.
- Administrative fees for lost items are not refundable.
- Permitholders who have temporarily misplaced their permits may receive a maximum of three (3) free temporary parking permits per parking year or choose to purchase a Temporary Permit until they can recover their annual permits.

## Restrictions

- Failure to follow UW Transportation Services policies including the use of lost or stolen permits on campus may result in your parking privileges being revoked.

## Related References

- Payment/Refund/Cancellation Policy
- Permit Rate Policy

## Policy Revisions:

Policy Number	TS-50
Effective Date	Permit Year 2009-10
Date Approved	7/2003
Revision Dates	<p><b>6/2003</b> – New policy added.</p> <p><b>3/2004</b> – Citation Policies added</p> <p><b>3/2005</b> – Require Police report prior to refund of administrative fee.</p> <p><b>3/2006</b> – Smart Card replacement fee added to policy.</p> <p><b>3/2007</b> – Define lost/stolen status for permits; clarify replacement cost for permits.</p> <p><b>3/2008</b> – Remove Restricted Permits from list of permits replaced at full cost.</p>
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Lot Full Alternate Parking Policy

## Definition & Purpose

This policy defines what permitholders and visitors should do if their assigned parking lot is full.

## Policy

- Customers must park in their assigned lot unless it is full. If their assigned lot is full, customers may park in a permit stall that is in the next closest non-gated lot to their original assignment. Customers must comply with all other parking rules and regulations. Go to the UW Transportation Services webpage <https://fpm-www3.fpm.wisc.edu/Trans/OnlineServices/> and click on the lot full link and complete the form.
- Field Services will be dispatched to investigate the problem (reason for the lot being full).
- Citations for parking in an unassigned lot may be excused only if the lot is full and the customer has filed a complete and immediate Lot Full report at the time it happened.

## Restrictions

- Customers must park in designated permit parking stalls only. Gated lots/ramps, reserved stalls, or meters cannot be used for Lot Full Alternate Parking.
- Abuse of Lot Full Alternate Parking may result in revocation of parking privileges or towing of vehicles.

## Related References

- Annual Baselot Permit Policy

## Policy Revisions:

Policy Number	TS-37
Effective Date	Permit Year 2009-10
Date Approved	1/2002
Revision Dates	3/2002
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Lot Times & After Hour Parking Policy

## Definition & Purpose

This policy establishes standard Lot Enforcement times for parking on campus. The policy intends to (1) reduce and simplify the campus enforcement times, (2) establish consistent lot times, and (3) provide balance for after hours parking needs (public, faculty/staff, and restricted use) campus-wide. The policy defines the four categories and the lots assigned to those categories.

## Policy

- UW Transportation Services establishes Lot Enforcement times in cooperation with UW Police, and will annually review placement of lots in categories.
- Parking is restricted to marked stalls or signed parking areas only.
- After hours parking is FREE at permit or metered stalls in Type X Lots from 4:30 PM – 7:00 AM Monday-Friday and all day Saturday and Sunday.
- After hours parking is FREE at meter stalls in Type W Lots from 10:00 PM – 7:00 AM Monday-Saturday and all day Sunday.
- Reserved and Disabled stalls are enforced at all times.
- All UW campus parking areas will be signed and enforced as one of the following 4 standard times:

### Type W Lots

#### **Lots 1, 6, 7, 43, 66**

From 7 AM – 10 PM Mon.-Sat.: Metered stall - pay the meter; Permit Stall - display a valid UW Annual Baselot Permit for the lot.

From 10 PM – 7 AM and all day Sunday, the meters are free and the lot is open to the public.

### Type X Lots

#### **Lots 4, 16, 17, 19, 20, 25, 26, 32, 34, 35, 36, 37, 39, 40, 41, 51, 54, 56, 57, 58, 59, 60, 61, 62, 64, 76, 82, 126, 129, 130, 131, 200**

From 7 AM – 4:30 PM Mon.-Fri.: Metered stall - pay the meter; Permit Stall - display a valid UW Annual Baselot Permit for the lot.

From 4:30 PM – 7 AM and all day Saturday and Sunday, the meters are free and the lot is open to the public.

### Type Y Lots

#### **Lots 3, 5, 8, 9, 10, 11, 13, 18, 21, 27, 30, 44, 45, 85, 92**

From 7 AM – 4:30 PM Mon.-Fri.: Metered stall - pay the meter; Permit Stall - display a valid UW Annual Baselot Permit for the lot.

From 4:30 PM – 7 AM and all day Saturday and Sunday: Metered stall - pay the meter; Permit Stall - display any valid UW Annual Baselot, Department Limited or Park & Ride Permit.

### Type Z Lots

**Lots 12, 22, 23, 28, 29, 38, 46, 48, 50, 52, 53, 63, 65, 68, 69, 72, 75, 79, 81, 83, 88, 91, 93, 95, 134 lots greater than 100 if not specifically listed under Type X or Y and all Moped stalls.**

At all times: Metered stall - pay the meter; Permit Stall - display a valid UW Annual Baselot Permit for the lot.

### **Restrictions**

- After hours parking does not include restricted areas such as driveways and aisles, reserved stalls, disabled stalls, loading zones, construction areas, or lots being used for Special Events.
- Snow removal restriction for the period beginning November 15<sup>th</sup> through March 15<sup>th</sup>; no on street parking from 2:00 AM through 6:00 AM and overnight parking is restricted to designated areas on campus.

### **Related References**

- Alternative Transportation Options Policy
- Annual Baselot Permit Policy
- Flex Permit Parking Policy
- Citation Policy
- Citation Appeal Policy
- See Campus Map for Lot locations ([www.wisc.edu/trans](http://www.wisc.edu/trans))

### **Policy Revisions:**

Policy Number	TS-03
Effective Date	Permit Year 2009-10
Date Approved	1/1992
Revision Dates	<b>3/2002</b> – New Permit System Changes <b>3/2003</b> – Lots 6, 7, 44 & 58 changed <b>3/2004</b> – Lot 95 added to type Z. <b>3/2005</b> – Lot 93 changed to Z, Lot 18 & 92 added to type Y, Lot 56 moved to X <b>3/2006</b> – Lot 29 added to Z, Lots 59 & 2 merged, Moped/Motor Scooter Stalls added to Z. <b>3/2007</b> – Lots 38, 63, 72 & 79 added to type Z, and Lot 85 added to type Y. <b>1-2009</b> – Snow removal restriction for overnight parking
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Lot Waiting List Policy

## Definition & Purpose

This policy defines a way for UW Transportation Services to maintain a campus-wide waitlist for applicants who are without a parking assignment or requesting a change in their parking assignment.

## Policy

- Faculty and staff with a valid UW Madison Campus ID and NetID who apply for annual parking are placed on waitlists for lots if they do not receive an annual assignment.
- Customers who claim an annual parking assignment will be removed from all waitlists. Customers may reapply and place their name on the waitlist for a maximum of one additional lot choice.
- Eligible applicants with a valid UW ID and NetID who are new to the parking system may apply throughout the year. A maximum of 4 lot choices may be entered on waitlists for applicants without an annual assignment.
- Waitlists are used to make additional assignments to parking lots as vacancies occur. Lot capacity is constantly monitored. Assignments are managed as space becomes available.
- Waitlists are maintained by UW Transportation Services for all campus lots by merging applicants from all Transportation Units into one list per lot. The applicant's priority number (assigned by their unit transportation coordinator) determines their placement on the campus-wide waiting lists.
- Waitlists change frequently as new applications, assignments and cancellations are processed. A new applicant with a higher percentile will be placed ahead of those with lower percentiles. After the initial round of parking offers, applicants with no assigned parking will be offered parking before current permit holders, based on their parking percentile.
- As space becomes available, UW Transportation Services will notify applicants on the waiting lists that their parking assignment has been approved. Applicants will be removed from the waitlist if the assignment is not claimed by the deadline date.
- Lots with open spaces may become available on "Buy It NOW" after initial applications have been processed and assignments have been offered. Applicants are encouraged to purchase lots available on "Buy It Now" rather than applying for lots with waitlists. Refer to the Transportation Services webpage at [www.wisc.edu/trans](http://www.wisc.edu/trans) for the status of lot availability.

## Restrictions

- Waitlists are established only for Baselot, Park & Ride, Flex and Business Alternate Permits.

## Related References

- Priority Percentile Calculations Policy
- Annual Baselot Permit Policy
- Annual Application Process Policy
- Student Annual Permit Policy
- Park & Ride Permit Policy
- Flex Parking Permit Policy

**Policy Revisions:**

Policy Number	TS-34
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Dates	<b>3/2003</b> – UW ID <b>3/2004</b> – Maximum 1 waitlist for applicant with parking and up to 4 lot waitlists for applicants w/o parking. <b>3/2006</b> – Add “Buy It Now” to policy & Net ID requirement
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Moped / Motor Scooter Parking Policy

## Purpose

This policy regulates the parking and use of mopeds and Motor Scooters on campus to improve safety and reduce conflicts with pedestrian, moped and other vehicular traffic.

## Definitions

The following definitions are specific to the UW-Madison Campus and may vary from other city, county, or state definitions:

- **Mopeds** are defined as motorized vehicles with two wheels tandem, an electric motor or gasoline engine with a combustion chamber of 50 cubic centimeters or less and have a DOT issued Moped plate. Mopeds have pedals.
- **Motor Scooters** are defined as motorized vehicles with two wheels tandem, an electric motor or gasoline engine with a combustion chamber of 50 cubic centimeters or less and have a DOT issued Moped/Motor Scooter plate. Motor Scooters do not have pedals.
- **An Operator** is defined as a person who drives or is in actual physical control of a moped.
- **The Registered Owner** is defined as the person to whom the moped is registered as owner through the Department of Transportation (DOT).

## Policy

- All Mopeds/Motor Scooters must be operated in accordance with Local, State, Federal and UW-Madison Campus regulations. Improperly operated or non-permitted Mopeds/Motor Scooters may be cited by designated authorities.
- Moped/Motor Scooter parking permits may be purchased online at [www.wisc.edu/trans](http://www.wisc.edu/trans).
- One parking permit will be issued per Moped/Motor Scooter assignment.
- Moped/Motor Scooter permits will be shipped to the mailing address provided on the online application. UW Transportation Services will attempt to locate and re-deliver permits that are lost through the mail but encourage applicants to select Certified Mail or FedEx to guarantee delivery of permits. Permits lost through First Class US Mail are not refundable and will be replaced at full cost.
- Moped/Motor Scooter permits are valid in Moped/Motor Scooter stalls only. If the designated Moped/Motor Scooter stalls are full, the permitholder should go to the next designated area for Moped/Motor Scooter parking.
- Moped/Motor Scooter parking permits must be visible from the front of the vehicle by Field Services staff. Remove all expired moped permits before affixing the new permit. Failure to properly affix the permit may result in a citation.
- Moped/Motor Scooter parking permits may not be transferred or sold.
- If customer has an Annual Baselot Permit displayed on a Moped/Motor Scooter in a visible and secure manner, the vehicle may park in either an automobile or Moped/Motor Scooter stall in their assigned baselot. One Annual Baselot Permit is provided per assignment; no additional permits will be provided for use on a Moped/Motor Scooter.
- Mopeds/Motor Scooters must be registered to the current owner and display a valid license plate to park on campus. Mopeds/Motor Scooters that do not display a current and valid license may be cited and towed.

## Restrictions

- Moped/Motor Scooter parking permits are not valid in restricted areas; such as fire lanes, meters, reserved stalls, annual permit stalls, disabled stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots used by Special Events.
- Mopeds/Motor Scooters may not park at or near Bicycle racks or Bicycle Parking areas on the UW Campus.
- Mopeds/Motor Scooters may not be parked or locked to utility poles, trees, bollards, railings, sign posts or fences. Improperly parked or abandoned Mopeds/Motor Scooters are subject to citing, towing or impounding by designated authorities.
- Mopeds/Motor Scooters may not be driven on a sidewalk, pedestrian walkway, pedestrian mall, service drive or wheelchair ramp unless the area is specifically designated for use by motorized vehicles by signs or pavement markings.
- Mopeds/Motor Scooters with an electric motor or gasoline engine may not be operated or parked on a bicycle path or lane.
- Mopeds/Motor Scooters may not be taken into or parked in buildings.
- Mopeds/Motor Scooters cannot be stored (parked for more than 72 hours) without authorization from UW Transportation Services except at Moped/Motor Scooter parking areas assigned to and located next to University residence halls. Unauthorized vehicles may be cited or towed.
- A maximum of three (3) Mopeds/Motor Scooters may be parked in a metered parking spaced designed for automobiles if the meter displays time.
- Refunds will not be issued for lost/stolen Moped/Motor Scooter parking permits. A replacement permit may be purchased at the pro-rated replacement cost.
- 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

- Motorcycle Permit Policy
- Citation Policy
- UW Police Webpage <http://www.uwpd.wisc.edu/>

## Policy Revisions:

Policy Number	TS-53
Effective Date	Permit Year 2009-10
Date Approved	12/2005
Revision Dates	3/2006 – Moped/Motor Scooter Permit restrictions 5/2006 – Remove restriction limiting mopeds to moped stalls only. 3/2007 – Require payment of all fees & citations prior to applying for or accepting parking.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Motorcycle Permit Policy

## Definition & Purpose

This policy defines a way for faculty, staff, and students with a valid UW Madison Campus ID to purchase on-campus parking for their motorcycle. All faculty, staff and students are required to pay for parking on campus.

## Policy

- Motorcycle Permits are valid in motorcycle stalls only. If motorcycle stalls are full the permitholder must go to the next lot with designated motorcycle stalls.
- Motorcycle Permits are available only to faculty, staff and students with a valid UW Madison Campus ID.
- A separate Motorcycle Permit must be purchased for each motorcycle parked on campus in any designated motorcycle stall.
- If customer has an Annual Baselot Permit displayed on a motorcycle in a visible and secure manner, the motorcycle may park in either an automobile or motorcycle stall in their assigned baselot. One Annual Baselot Permit is provided per assignment; no additional permits will be provided for use on a motorcycle. (Refer to Annual Baselot Permit policy.)
- Motorcycle Permits must be visible from the front of the vehicle by Field Services staff. Remove all expired motorcycle permits before affixing the new permit. Failure to properly affix the permit may result in a citation.
- Motorcycle Permits are required for vehicles with an engine size 50 cc's or greater and have a DOT-issued motorcycle license plate.

## Restrictions

- Motorcycle Permits are not valid in restricted areas; such as fire lanes, meters, reserved stalls, annual permit stalls, disabled stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots used for Special Events. Parking with Motorcycle Permits in restricted areas will result in a citation.
- Motorcycles or mopeds with an engine size 50 cc's or greater are not valid in bicycle racks or moped/motor scooter parking areas.
- Motorcycle permitholders must pay the meter if parked in a metered stall.
- Motorcycles cannot be stored (parked for more than 72 hours) without authorization from UW Transportation Services. Unauthorized vehicles may be cited or towed.
- A maximum of three (3) motorcycles may be parked in a metered parking space designed for automobiles if the meter displays time.
- 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.
- Refunds will not be issued for lost/stolen Motorcycle parking permits. A replacement permit may be purchased at the pro-rated replacement cost.

## Related References

- Permit Rate Policy
- Annual Baselot Permit Policy
- Payment/Refund/Cancellation Policy

## Policy Revisions:

Policy Number	TS-11
Effective Date	Permit Year 2009-10
Date Approved	1/2001
Revision Dates	<b>3/2003</b> – UW ID required & cost for each permit <b>3/2004</b> – Permit Display Options <b>3/2005</b> – Clarification of MC permit display <b>3/2007</b> – Require payment of all fees & citations prior to applying for or accepting parking.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Non-Dated Department Temporary Permit Policy

## Definition & Purpose

This policy provides Non-Dated Temporary parking permits to University departments (for use by their visitors).

## Policy

- Temporary Permits will be sold for the following gated lots: 17, 20, 46, 83 and non-gated lots; 36, 59, 76, 91 on a space available basis as determined by UW Transportation Services.
- Orders for Non-Dated Department Temporary Permits must be requested seven (7) days in advance of the date needed.
- A department may use a maximum of two Non-Dated Temporary Permits per day. Additional permits may be authorized or purchased through the Special Events office.
- Non-Dated Temporary Permits are charged according to the Temporary Permit rate. (Refer to Permit Rate Policy.) Permits can be purchased for a half-day or ALL day.
  1. Temporary AM Permits are valid 12:01 AM - 12:30 PM
  2. Temporary PM Permits are valid 11:30 AM – 12:00 Midnight
  3. Temporary permits purchased in lots that require a meter to be bagged are sold at the reserved bag meter rate.
- If departments request permits in gated lots, they must fax UW Transportation Services by noon the business day prior to the permits being issued so the gate card can be activated and recorded. If notification is not received, the gate card will not be activated and the customer will not be able to access the lot.
- Permits must be date stamped by an authorized date stamp purchased through UW Transportation Services. Temporary Permits that are prepared incorrectly are not valid. Altered permits are subject to ticket and towing.
- No refunds or exchanges for Non-Dated Departmental Temporary Permits.
- All Department orders for Non-Dated Departmental Temporary Permits valued at \$100 or more – must be picked up at one of the UW Transportation Services offices. If the order value is less than \$100, the Non-Dated Departmental Temporary Permits can be mailed inter-D or US mail at the Department's request and risk. We highly encourage Departments to pick up all orders at one of the Transportation Offices. We cannot guarantee mail delivery, and there are no refunds or replacements if permits are lost or stolen.
- Temporary Permits are to be completely affixed via their adhesive strip to the inside of the upper right corner of the driver's side rear window of the vehicle. Vehicles without a rear side window must affix the permit to the driver's side window upper right corner. Soft-sided vehicles without side window must affix the permit to the driver's side front windshield lower corner.

## Restrictions

- Non-Dated Department Temporary Permits are not valid at meters, reserved stalls, disabled stalls, loading zones, construction areas, or lots being used for Special Events (unless permits are specifically validated by UW Transportation Services for one of these areas).
- Non-Dated Department Temporary Permits will not be issued to Departments with a history of any misuse of permits.
- Departments needing campus parking for buses or vehicles that will not fit within one permit stall should contact Transportation Services for assistance.

## Related References

- Alternative Transportation Options Policy
- Temporary Permit Policy
- Department Permit Policy
- Payment/Refund/Cancellation Policy

## Policy Revisions:

Policy Number	TS-45
Effective Date	Permit Year 2009-10
Date Approved	4/2002
Revision Dates	<b>3/2003</b> – Permit Design <b>3/2004</b> – Permit Display Option <b>3/2006</b> – restricted non-dated permits sales to gated lots 7, 17, 20, 46, 83 and non-gated 36, 59, 76, 91. <b>3/2007</b> – Bus or oversize vehicle parking on campus. <b>3/2009</b> – removed lot 7 from list of available gated lots.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Park and Ride Permit Policy

## Definition & Purpose

Off-Campus Park and Ride Permits provide a low-cost parking option for faculty, staff and students with a valid UW Madison Campus ID who park in an off-campus parking lot and use alternative forms of transportation to campus. All faculty, staff and students are required to pay for parking in a campus Park and Ride lot.

## Policy

- Faculty and staff with a valid UW Madison Campus ID and NetID must apply annually online (through their Unit Transportation Coordinator) for a Park and Ride Permit.
- Park and Ride applicants will be assigned parking based on the priority number assigned by their Unit Transportation Coordinator.
- Park and Ride Permitholders must obtain a Metro bus pass if they wish to use the bus. Participants must swipe the bus pass and show a valid UW Madison Campus or Hospital ID each time they board the bus.
- Parking is allowed only in the designated section of the assigned Park and Ride lot.
- Park and Ride Permits and bus passes are for the exclusive use of the permitholders and may not be transferred, sold or loaned to anyone else for their use.
- Correct license plate number must be on file with UW Transportation Services.
- One (1) permit will be issued per Park and Ride parking assignment.
- Refer to the Annual Baselot Permit Policy for display options.
- The permitholder is responsible for returning permit and notifying UW Transportation Services when employment is terminated or you no longer want your annual assignment. You will be charged for each day the permit is assigned to you. Refunds or payroll deduction cancellations will not be processed until the permit is returned to UW Transportation Services.
- Park and Ride permitholders are eligible for the Emergency Ride Home program.
- Park and Ride Permits are valid in type Y lots after 4:30 PM and until 7:00 AM weekdays or all day on Saturday and Sunday when the Park and Ride Permit is displayed on vehicle.

## Restrictions

- Park and Ride permitholders do not qualify for a Business Alternate.
- Park and Ride Permits are NOT valid in combination with Department Universal Permits to park on campus.
- Improper use of permits or bus pass may result in your parking privileges being revoked.
- 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
- Lot Times & After Hours Parking Policy
- Emergency Ride Home Policy
- Carpool Permit Policy
- Annual Basemat Permit Policy

## Policy Revisions:

Policy Number	TS-13
Effective Date	Permit Year 2009-10
Date Approved	4/2002
Revision Dates	<b>3/2002</b> – Expanded lots <b>3/2003</b> – Permit Design change <b>3/2004</b> – Permit Display options <b>3/2005</b> – Delete Student restriction <b>3/2006</b> – Removed Villager Mall from lot choices <b>3/2007</b> – Require payment of all fees & citations prior to applying for or accepting parking.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Parking Priority Policy

## Definition & Purpose

UW or affiliated Departments (Transportation Units) prioritize parking needs for their employees. UW Transportation Services does not assign priority numbers.

## Policy

- Transportation Units have the responsibility to assign parking priority numbers for faculty/staff with a valid UW Madison Campus ID.
- Unit Transportation Coordinators are responsible for applying their Department's priority criteria to all new and existing staff who request annual parking. They must assign an individual priority number beginning with #1 (highest priority). The list is provided to UW Transportation Services for calculating campus-wide priority percentiles.
- The higher the priority number (and percentile), the better chance the applicant has of obtaining an initial parking assignment in the lot/location of their choice.
- Transportation Units are responsible for explaining their priority-setting process and/or criteria used to all employees applying for parking, and must submit criteria to UW Transportation Services upon request.
- UW Transportation Services is not responsible for and cannot make changes to an established priority list as submitted by the individual Transportation Units.
- UW Transportation Services is responsible for calculating percentiles, merging priorities and assuring fair/consistent application of the formula campus-wide.

## Priority Criteria Examples

- While specific criteria is not required, Transportation Units use factors such as:
  - (1) Seniority with the State/UW/Dept
  - (2) Classification/title/position
  - (3) Salary
  - (4) Use of personal vehicle for approved tasks
  - (5) Safety
  - (6) Carpooling
  - (7) Age
  - (8) Health Issues
- The Campus Transportation Committee recommends carpool points be included.

## Restrictions

- Undergraduate students are not eligible for a priority number (See Student Annual Permit Policy)

## Related References

- Priority Percentile Calculations Policy
- Annual Baselot Permit Policy
- Annual Application Process Policy
- Flex Permit Policy
- Park & Ride Permit Policy

## Policy Revisions:

Policy Number	TS-32
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Dates	3/2003 – UW ID and added “affiliates:”
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Payment/Refund/Cancellation Policy

## Definition & Purpose

This policy defines the qualifications for (1) accepting products and services, (2) submitting payment, (3) requesting a refund, or (4) canceling the product or service.

## Policy

- UW Transportation Services requires all citation and fees are paid prior to applying or accepting an annual permit assignment.
- UW Transportation Services reserves the right to require payment in full for all products and services for which we are unable to collect a payroll deduction.
- Payroll deductions are calculated for a 9 month pay period effective with hours worked in September through May of the parking year.
- Two consecutive missed payroll deductions may result in the cancellation of parking.
- Faculty and Staff with a valid UW Madison Campus ID on leave of absence are required to submit monthly payments by the 1<sup>st</sup> of each month to hold their parking assignment while off the payroll system.
- Canceling an Annual Basemat, Flex, or Park and Ride assignment will result in the cancellation of all parking applications and waitlists for the current year.
- Credit card payments:
  1. Credit card payment will be accepted for the account balance only. UW Transportation Services will not provide cash back to customer.
  2. If Credit Card Company refuses to submit payment, UW Transportation Services reserves the right to cancel the product or service purchased by the customer.
  3. If Credit Card Company refuses to submit payment on citations, further enforcement action may include late fees, suspension fees, suspension of license plates and referral to a debt collection agency.
- Refunds will not be issued for amounts less than \$3.50.
- Reserved Bicycle Locker Key and Flex Meter Deposits are fully refundable if returned in working order.
- Cancellation is based on the date the products, (permit, key, meter) are received by UW Transportation Services.
- Unpaid fees or citations may result in the cancellation of a parking permit.
- UW Transportation Services requires cash or credit card payment for all non-sufficient fund (NSF) checks received in payment for products or services.
- Refunds are not issued for malfunctioning parking meters, parking purchased at cashier lots or ramps, or shields.
- Attached chart defines payment method, refunds and cancellation process.

Payment Method	No Refund Permits & Services	Refunds Permits & Services	Cancellation	Refund Method
<b>Cash</b>	<ul style="list-style-type: none"> <li>• Business Alternate</li> <li>• Vendor Permit</li> <li>• Department Universal, Off Campus &amp; Reserved</li> <li>• Motorcycle</li> <li>• Moped/Motor Scooter</li> <li>• Temporary (permits not returned 2 full working days before effective date of permit)</li> <li>• NSF Check Payments</li> <li>• Monthly</li> <li>• Restricted</li> <li>• Shields</li> <li>• Replacement bus pass</li> <li>• Administrative fee for lost permits or smart cards</li> </ul>	<p><b>Prorated:</b></p> <ul style="list-style-type: none"> <li>• Annual Baselot</li> <li>• Park &amp; Ride</li> <li>• UW DIS annual</li> <li>• Bicycle Locker</li> <li>• Flex - Smart Cards</li> </ul> <p><b>Non-Prorated:</b></p> <ul style="list-style-type: none"> <li>• Reserved Bicycle Locker &amp; Cage Key Deposit</li> <li>• Flex Meter Deposit</li> <li>• Citations</li> <li>• Temporary (returned 2 full working days before effective date of permit. 50% administrative fee)</li> </ul> <ul style="list-style-type: none"> <li>• Refunds less than \$3.50 will not be processed.</li> </ul>	<ul style="list-style-type: none"> <li>• All permits, keys, flex meters and smart cards must be returned to UW Transportation Services if employment is terminated or student withdraws from classes.</li> <li>• Permit cancellation effective on date product is received by UW Transportation Services.</li> <li>• Temporary permits must be returned 2 full working dates before effective date of permit.</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Services (allow 6 weeks)</li> </ul>
<b>Checks</b> <ul style="list-style-type: none"> <li>• No 2-party checks</li> <li>• For exact amount only</li> </ul>	<ul style="list-style-type: none"> <li>• Business Alternate</li> <li>• Vendor Permit</li> <li>• Department Universal, Off Campus &amp; Reserved</li> <li>• Motorcycle</li> <li>• Moped/Motor Scooter</li> <li>• Temporary (permits not returned 2 full working days before effective date of permit)</li> <li>• Monthly</li> <li>• Restricted</li> <li>• Shields</li> <li>• Replacement bus pass</li> <li>• Administrative fee for lost permits or smart cards</li> </ul>	<p><b>Prorated:</b></p> <ul style="list-style-type: none"> <li>• Annual Baselot</li> <li>• Park &amp; Ride</li> <li>• UW DIS annual</li> <li>• State Vanpool</li> <li>• Department Limited</li> <li>• Reserved Bicycle Locker</li> <li>• Flex - Smart Cards</li> </ul> <p><b>Non-Prorated:</b></p> <ul style="list-style-type: none"> <li>• Reserved Bicycle Locker &amp; Cage Key Deposit</li> <li>• Flex Meter Deposit</li> <li>• Citations</li> <li>• Temporary (returned 2 full working days before effective date of permit. 50% administrative fee)</li> </ul> <ul style="list-style-type: none"> <li>• Refunds less than \$3.50 will not be processed.</li> </ul>	<ul style="list-style-type: none"> <li>• All permits, keys, flex meters and smart cards must be returned to UW Transportation Services if employment is terminated or student withdraws from classes.</li> <li>• Permit cancellation effective on date product is received by UW Transportation Services.</li> <li>• Temporary permits must be returned 2 full working dates before effective date of permit.</li> </ul>	<ul style="list-style-type: none"> <li>• Accounting Services (allow 6 weeks)</li> </ul>

Payment Method	No Refund Permits & Services	Refunds Permits & Services	Cancellation	Refund Method
<p><b>Visa/MC Debit &amp; Credit Cards</b></p> <ul style="list-style-type: none"> <li>For exact amount only</li> </ul>	<ul style="list-style-type: none"> <li>Business Alternate</li> <li>Vendor Permit</li> <li>Department Universal, Off Campus &amp; Reserved</li> <li>Motorcycle</li> <li>Moped/Motor Scooter</li> <li>Temporary (permits not returned 2 full working days before effective date of permit)</li> <li>Restricted</li> <li>Monthly</li> <li>NSF Check Payments</li> <li>Shields</li> <li>Replacement bus pass</li> <li>Administrative fee for lost permits or smart cards</li> </ul>	<p><b>Prorated:</b></p> <ul style="list-style-type: none"> <li>Annual Baselot</li> <li>Park &amp; Ride</li> <li>State Vanpool</li> <li>UW DIS annual</li> <li>Department Limited</li> <li>Reserved Bicycle Locker</li> <li>Flex - Smart Cards</li> </ul> <p><b>Non-Prorated:</b></p> <ul style="list-style-type: none"> <li>Reserved Bicycle Locker &amp; Cage Key Deposit</li> <li>Flex Meter Deposit</li> <li>Citations</li> <li>Temporary (returned 2 full working days before effective date of permit. 50% administrative fee)</li> <li>Refunds less than \$3.50 will not be processed.</li> </ul>	<ul style="list-style-type: none"> <li>All permits, keys, flex meters and smart cards must be returned to UW Transportation Services if employment is terminated or student withdraws from classes.</li> <li>Permit cancellation effective on date product is received by UW Transportation Services.</li> <li>Temporary permits must be returned 2 full working dates before effective date of permit.</li> </ul>	<ul style="list-style-type: none"> <li>Credit back to same account</li> </ul>
<p><b>Post-Tax Payroll Deduction</b></p>	<ul style="list-style-type: none"> <li>Refunds less than \$3.50 will not be processed.</li> </ul>	<p><b>Prorated:</b></p> <ul style="list-style-type: none"> <li>Annual Baselot</li> <li>Park &amp; Ride</li> <li>UW DIS Annual</li> <li>Parking Assignments and payroll deductions are cancelled on the date all Permits are returned to Transportation.</li> </ul> <p><b>Non-Prorated:</b></p> <ul style="list-style-type: none"> <li>Reserved Bicycle Locker (available UW Staff only)</li> </ul>	<ul style="list-style-type: none"> <li>All permits, keys, flex meters and smart cards (must be returned to UW Transportation Services if employment is terminated.</li> <li>Reserved Bicycle Locker cancellation for full semester only.</li> <li>Permit refund based on date all permits received by UW Transportation Services.</li> <li>Two consecutive missed payroll deductions will result in the cancellation of parking.</li> </ul>	<ul style="list-style-type: none"> <li>Accounting Services (allow 6 weeks)</li> </ul>

<b>Payment Method</b>	<b>No Refund Permits &amp; Services</b>	<b>Refunds Permits &amp; Services</b>	<b>Cancellation</b>	<b>Refund Method</b>
<b>Pretax Payroll Deduction</b>	<ul style="list-style-type: none"> <li>• Annual Baselot</li> <li>• Park &amp; Ride</li> <li>• UW DIS annual</li> </ul>	<ul style="list-style-type: none"> <li>• No refunds for pre-tax payroll deductions.</li> <li>• Parking Assignments and payroll deductions are cancelled on the date all Permits are returned to Transportation.</li> </ul>	<ul style="list-style-type: none"> <li>• All permits, keys, flex meters and smart cards (must be returned to UW Transportation Services if employment is terminated.</li> <li>• Two consecutive missed payroll deductions will result in the cancellation of parking.</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>
<b>UW-Madison Billing Number</b>	<ul style="list-style-type: none"> <li>• Department Universal, Off Campus &amp; Reserved</li> <li>• Restricted</li> <li>• Temporary (permits not returned 2 full working days before effective date of permit)</li> <li>• Administrative fee for lost permits</li> </ul>	<p><b>Prorated:</b></p> <ul style="list-style-type: none"> <li>• Department Limited</li> </ul> <p><b>Non-Prorated:</b></p> <ul style="list-style-type: none"> <li>• Reserved Bicycle Lockers</li> <li>• Temporary (returned 2 full working days before effective date of permit. 50% administrative fee)</li> <li>• Refunds less than \$3.50 will not be processed.</li> </ul>	<ul style="list-style-type: none"> <li>• Not Applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Credit issued against Department Billing Number</li> </ul>

### Related References

- Annual Baselot Permit policy
- Disabled Permit Policy
- Flex Parking Permit Policy
- Vendor Policy
- Department Permit Policy
- Non-Dated Department Temporary Permit Policy

### Policy Revisions:

Policy Number	TS-48
Effective Date	Permit Year 2009-10
Date Approved	3/2003
Revision Dates	<p><b>3/2004</b> – Department Limited permits pro-rated/refundable</p> <p><b>3/2005</b> – Added shields to the list of non-refundable items</p> <p><b>3/2006</b> – Added Moped/Motor Scooter permits to list of non-refundable &amp; non-prorated permits</p> <p><b>3/2007</b> – Added policy statement all citation and fees required prior to applying or accepting parking.</p>
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Permit Rate Policy

## Definition & Purpose

The cost of a permit reflects the cost for parking on campus. Parking fees provide funds for construction, maintenance, repair, and operation of parking facilities as well as subsidizing alternative transportation options and programs.

## Policy

- Baselot Rate Levels are determined by balancing campus-wide parking convenience, demand, and costs.
- Administrative charges may be assessed where products or services require additional inventory/processing.
- Rates are approved annually by the UW Campus Transportation Committee & are subject to change.
- The following rates are effective from September 1, 2009 through August 31, 2010.

Location or Type	2009-10 RATES
Campus Bus (100% subsidized)	NC
Madison Metro Bus (Faculty/Staff Bus Pass - 100% subsidized)	NC
Park & Ride (Commuter Lots – Includes Faculty/Staff Bus Pass)	\$195
<b>Baselot Level One:</b> Lots/Ramps 32, 35, 37, 50, 51, 53, 57, 58, 60, 91, 131, Disabled	\$485
<b>Baselot Level Two:</b> Lots/Ramps 1, 3, 4, 5, 8, 9, 10, 12, 13, 16, 17, 18, 19, 21, 22, 25, 26, 27, 28, 29, 30, 34, 36, 39, 40, 41, 43, 44, 45, 46, 48, 52, 54, 56, 59, 61, 62, 64, 65, 66, 68, 69, 72, 76, 81, 82, 88, 92, 93 (Dept Permits Lots 100-199)	\$735
<b>Baselot Level Three:</b> Lots/Ramps 6, 7, 11, 20, 23, 38, 63, 75, 79, 83, 85, 95	\$1075
<b>Flex Parking: All Levels</b> \$3 Minimum Trip Charge (includes the first 4 hours of parking) 75 Cents Hourly Charge (effective after the first 4 hours of parking) \$6 Maximum Daily Charge	\$3 min 75¢/hr \$6/daily max
Motorcycle Permit	\$90
Moped Permit	\$75
Department Limited (1 Lot)	\$ Lot Rate
Department Universal	\$580
Department Universal Off-Campus Permit	\$740
Department Reserved Stall (All Lots)	\$1075
Vendor Universal	\$1220
Government/Press Permit	NC
UW System All-Campus Permit	NC
Business Alternate Permit (1 BA Only)	\$115
Monthly Permits (Level 1 & 2 Lots & Temp DIS)	\$70
Monthly Permits (Level 3 Lots)	\$100

<b>Location or Type</b>	<b>2009-10 RATES</b>
Temporary Permits (All Lots & Ramps) – Half Day / Daily	\$6/\$10
CSC Hospital Visitor Ramp (Lot 75) American Family Children’s Hospital Ramp (Lot 63)	\$1.25 per hour (\$10 max/day)
Special Event Permits (All Lots)	As Posted
Parking Meters	\$1.50 per hour
25 Minute Meters (10 minutes free + 15 minutes to pay)	25 ¢
Reserved Bag Meters (All Day)	\$12 per day
<b>Administrative Fees</b>	
Lost/Stolen Permit Replacement Fee	\$65
Lost/Stolen Bus Pass Replacement Fee	\$20
Lost/Stolen Flex Meter Replacement Fee	\$50
Lost/Stolen Smart Card Replacement Fee	\$10
Flex In-Car Meter Deposit	\$25
Returned check fee (NSF Administrative Fee)	\$20
Reserved Bicycle Locker & Cage Key Deposit	\$10
Bicycle Locker	\$85/Year
Bicycle Cage	\$65/Year
Plexiglass Motorcycle/Convertible Permit Holder	\$5
<b>Parking Citations (Fines)</b>	
Improper Display	\$10
Overtime Parking or Expired Meter	\$20
No Permit	\$30
No Parking	\$40
Invalid/Missing License Plate	\$30
Vehicle Tow/Large Vehicle Tow fee	\$75/\$125
Altered, Counterfeit or Unauthorized use of Permit	\$150
Double Permit (parking 2 vehicles on campus at one time)	\$75
Parking in a disabled (HC) stall without proper authorization	\$200
Admin/Suspension Fee	\$15
Late Penalty Fee (for citations not paid within 7 days of issuance)	\$10

## Restrictions

- Unpaid fees may result in cancellation of a parking permit.

**Policy Revisions:**

Policy Number	TS-16
Effective Date	Permit Year 2009-10
Date Approved	2/2007
Revision Dates	<p><b>02/15/2002</b> – Rate Changes for 02-03</p> <p><b>09/03/2002</b> – Eliminated Eve/Sat Cashiered lot rate &amp; Reserved meter rate, system consistency issues</p> <p><b>02/07/2003</b> – Rates Same, Added BA Charge for 03-04</p> <p><b>07/15/2003</b> – Lost/Stolen Policy Added</p> <p><b>3/2004</b> – Lot 95 added to Level 3 lots, Rate changes for 04-05</p> <p><b>3/2005</b> – Remove lot 67, add Administrative Fee for NSF Checks, rate changes for 05/06</p> <p><b>12/2005</b> – Add Invalid/Missing License Plate citation</p> <p><b>3/2006</b> – Rate changes for 06/07, added Administrative fee for Lost/Stolen Flex Meter/Smart Cards, added Bagged Meter charge</p> <p><b>3/2007</b> – Rate changes for 07/08, added Bicycle Cage fee.</p> <p><b>3/2008</b> – Rate changes for 08/09</p> <p><b>2/2009</b> – Rate changes for 09/10</p>
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Policy Development/Approval Process

## Definition & Purpose

Campus transportation policies are managed by the Department of Transportation Services in the Facilities Planning and Management Division of the University of Wisconsin. See “Policy Roles & Responsibilities”.

## Policy

- All new (and revised) requests or suggestions for a change in the current Transportation Policy (Business Practices) will be submitted in writing to the Policy Advisor for UW Transportation Services.
- UW Transportation Services staff (or appropriate committees) will review/discuss existing process policies/diagrams and determine if a change is needed. All written requests will be acknowledged.
- If change is warranted, an initial draft of a new policy and procedure will be created in the standard template. The initial draft may be created/sponsored by internal staff, manager, or the Associate Director.
- Discussion/review of new policies/diagrams and proposed changes to existing policies/diagrams should include (but not limited to) managers of Customer Service/Special Events/Citations, Permits/Finance Administration, Booth Operations, Field Services/Maintenance, UW Commuter Solutions/Safe , Associate Director of Transportation and members of the Campus Transportation Committee.
- UW Transportation Services will circulate a final draft and receive comments. External input will be sought if necessary and all comments will be reviewed. A final version of the policies will be submitted to the Associate Director (or designee) of UW Transportation Services for quality control review.
- Final version will go to the Director of UW Transportation Services for approval/date. Policies with “rate implications” (or deemed necessary by the Director) will go to the Campus Transportation Committee (CTC) for their review/approval.
- New and updated policies are added to the online Business Policy Manual.
- All Business Policies are available on the Transportation webpage at [www.wisc.edu/trans](http://www.wisc.edu/trans).
- After new policies are approved, UW Transportation Services may hold annual policy review sessions for all ideas/suggestions/proposals.

## Related References

- Policy Roles and Responsibilities

## Policy Revisions:

Policy Number	TS-01
Effective Date	Permit Year 2009-10
Date Approved	11/2000
Revision Dates	3/2005 – Updated distribution of Business Policies
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Priority Percentile Calculations Policy

## Definition & Purpose

This policy defines the formula for UW Transportation Services to integrate parking priorities for all Transportation Units regardless of size, function, or location.

## Policy

- Parking spaces are limited and must be balanced with department, carpool/vanpool, visitor, disabled, vendor, and other special purpose parking demands.
- Parking assignments can only be made to applicants who have a valid UW Madison Campus ID and NetID.
- Parking assignments are based on the employee's priority percentile.
- A standard formula is used to determine priority percentiles based on the priority number assigned by the Unit Transportation Coordinator.
- The Priority Percentile formula is calculated based on the number of Offers per Transportation Unit (OTU) made to applicants from each Unit.
- Priority Number (PN) represents the unique number assigned to each applicant by the Unit Transportation Coordinator.
- Units may appeal the assigned OTU to Transportation Services. Appeals will be reviewed based on sizeable changes in the unit applicant base. Changes may include but are not limited to the following: increases in unit size due to new hires, off campus units moving back to campus, unit office locations changes, etc.

## OTU (Offers per Transportation Unit)

- Each parking offer (made to applicants in a specific Transportation Unit) is counted.
- The total number of offers per Transportation Unit is determined after the initial spin.
- The OTU is a rolling average (of offers) made for the past 3 parking years.

## Priority Percentile Formula

### FORMULA

$$\text{Percentile} = 100 - \frac{\text{PN} \times 100}{\text{OTU}}$$

## Related References

- Annual Baselot Permit Policy
- Annual Application Process Policy
- Parking Priority Policy
- Flex Permit Policy
- Park & Ride Permit Policy

## Policy Revisions:

Policy Number	TS-36
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Dates	3/2003 – UW ID & Affiliates 3/2005 – Replace FTE with OUT
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Sabbatical/Leave of Absence Policy

## Definition & Purpose

This policy defines a way to hold annual parking for faculty with a valid UW Madison Campus ID on an approved Sabbatical. UW Transportation Services will not hold parking for faculty who fail to provide the required sabbatical letter prior to leaving campus.

## Policy

- Sabbatical is a leave of absence granted to faculty for business travel or research as approved by the University of Wisconsin-Madison.
- UW Transportation Services must receive a letter signed by the Chancellor (on UW-Madison Department letterhead) stating that the faculty member has an approved sabbatical. The letter must state the time period for the approved sabbatical, Fall and/or Spring Semester. Without this documentation, parking will not be held.
- Faculty must return permits prior to leaving campus before the payroll deduction is cancelled, refunds are processed, or a hold placed on the annual parking assignment.
- Faculty who return permits prior to the Fall Semester will have a hold placed on their annual assignment and will be provided permits upon their return to campus.
- Faculty who return permits prior to leaving for Sabbatical for the Spring Semester will be provided a refund if appropriate (refer to Payment/Refund/Cancellation Policy) and will qualify for summer parking and/or parking for the upcoming fall semester.
- Faculty is responsible for full parking fees if permit is not returned. (Refer to the Payment/Refund/Cancellation Policy.)

## Restrictions

- A leave of absence for illness, dependent care, extended vacation or other personal reasons does not qualify for sabbatical status.

## Related References

- Annual Baselot Permit policy
- Payment/Refund/Cancellation Policy

## Policy Revisions:

Policy Number	TS-49
Effective Date	Permit Year 2009-10
Date Approved	3/2003
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# State Vanpool Parking Policy

## Definition & Purpose

This policy defines a means for reducing parking demand on campus by encouraging faculty and staff to participate in the State Vanpool Program. State Vanpool vehicles are given highest priority parking (location) on campus. The State Vanpools are groups of 7-15 commuters who share their ride to work in a passenger van that is owned, insured and serviced by the State of Wisconsin. The program is administered by the Department of Administration.

## Policy

- State Vanpool will purchase and receive the baselot assignment requested for the van (and may obtain one Business Alternate lot if needed for a backup driver).
- State Vanpool parking is given priority over individual parking assignments.
- The State Vanpool coordinator submits the permit application.
- Permit must be properly displayed.

## Related References

- State Vanpool Program  
[http://www.doa.state.wi.us/section\\_detail.asp?linkcatid=300&linkid=49&locid=2](http://www.doa.state.wi.us/section_detail.asp?linkcatid=300&linkid=49&locid=2)  
[VanPool@doa.state.wi.us](mailto:VanPool@doa.state.wi.us)  
266-POOL (7665)
- Emergency Ride Home Policy
- Alternative Transportation Options Policy
- Payment/Refund/Cancellation Policy
- Business Alternate Permit Policy
- Refer to Annual Baselot Permit Policy for display options.

## Policy Revisions:

Policy Number	TS – 09
Effective Date	Permit Year 2009-10
Date Approved	12/2000
Revision Dates	3/2003 - Restrict vanpool participants from Annual Baselot 3/2004 – Permit display options 3/2005 – License on file requirement deleted
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Statutory References

## Statutory References

Wisconsin Statutes (*Referenced as of 2/11/09*)

- [ss. 36.11, Wis. Stats.] Powers and duties of the Board of Regents
- [ss. 36.11 (8), Wis. Stats.] Develop policy & regulations
- [ss. 36.11 (8e), Wis. Stats.] Parking Fees
- [ss. 36.11 (8m), Wis. Stats.] Transportation Planning
- [ss. 340.01 (32), Wis. Stats.] Motorcycle regulations
- [ss. 340.01 (5), Wis. Stats.] Wis. Bicycle Laws Vehicular status
- [ss. 341.04 (1), Wis. Stats.] Non-registered vehicles
- [ss. 341.15 (1), Wis. Stats.] Failure to display license plates
- [ss. 341.15(3)( a)], Wis. Stats.] Current registration & license plate
- [ss. 343.51 & 343.52, Wis. Stats.] Use of DOT issued Hangtags
- [ss. 345.28, Wis. Stats.] Parking Violations
- [ss. 346.02 (4)(a), Wis. Stats.] Wis. Bicycle Law – vehicular status
- [ss. 346.05 (1m), Wis. Stats.] Wis. Bicycle Law – use of shoulders
- [ss. 346.35, Wis. Stats.] Wis. Bicycle Law – hand signals
- [ss. 346.503, Wis. Stats.] DIS Stalls
- [ss. 346.505, Wis. Stats.] DIS Stalls
- [ss. 346.56, Wis. Stats.] DIS Violations
- [ss. 346.54, Wis. Stats.] Motorcycle on street parking regulations
- [ss. 346.70, Wis. Stats.] Wis. Bicycle Law – duty to report accident
- [ss. 346.80 (2)(a), Wis. Stats.] Wis. Bicycle Law – lane positioning
- [ss. 346.80 (2)(b), Wis. Stats.] Wis. Bicycle Law – one way streets
- [ss. 346.80 (2)(c), Wis. Stats.] Wis. Bicycle Law – passing
- [ss. 346.80 (3)(a), Wis. Stats.] Wis. Bicycle Law – riding two-abreast
- [ss. 346.804, Wis. Stats.] Wis. Bicycle Law – use of sidewalks
- [ss. 346.94 (1), Wis. Stats.] Wis. Bicycle Law – use of sidewalks
- [ss. 347.489 (1), Wis. Stats.] Wis. Bicycle Law – bicycling at night

University of Wisconsin System – Rules of the Regents – Chapter 18 (*Referenced as of 2/11/09*)

- UWS 18 Conduct on University Lands
- UWS 18.03 Law Enforcement
- UWS 18.03 (3), Authorization Enforce Parking Regulations

- UWS 18.05 Parking Rules
- UWS 18.05 (1) Chancellor designee may establish parking areas for mopeds and other vehicles
- UWS 18.05 (4 a), No parking fire lanes
- UWS 18.05 (5) Tow unlicensed vehicles
- UWS 18.06 (8) Bicycles shall not obstruct free passage of vehicles and pedestrians or be stored/parked in campus buildings.

# Policy Changes for 2009/2010

The Campus Transportation Committee approved the following changes for the 2009-10 parking year. The policy changes support our effort to provide better management of campus parking and help reduce the demand on our limited parking resources. Our focus continues to be on balancing campus-wide needs. Operational changes beginning September 1, 2009 include:

## 1. **Rate Structure** (See Permit Rates)

- Annual Baselot Rate categories will increase \$20 to:
  - Baselot Level One: \$485
  - Baselot Level Two: \$735
  - Baselot Level Three: \$1075
  - Department Universal \$580
  - Department Universal Off Campus \$740
  - Department Reserved Stall \$1075
  - Vendor Universal \$1220
- Business Alternate \$115
- Moped Permit \$75
- Motorcycle Permit \$90
- Hourly meter rate increased to \$1.50
- Temporary Daily permit increased to \$6 half day / \$10 all day
- Lots 72 & 81 moved to level 2 rate category.

## 2. **Snow Emergency** – overnight parking restricted November 15<sup>th</sup> through March 15<sup>th</sup> to designated areas

## 3. **Department Permit Policy**

- Lot 85 removed from list of restricted lots for Department Universal & Off Campus Universal permit
- Lots 5, 13, 22 and 69 added to list of restricted lots for Department Universal & Off Campus Universal permit

**4. Vendor Permit Policy**

- Lot 22 added to list of restricted lots

**5. Policy Updates**

- Annual Baselot Permit Policy
- Department Permit Policy
- Flex Policy
- Lot Times & After Hours Enforcement Policy
- Moped/Motor Scooter Policy
- Non-Dated Department Temporary Permit Policy
- Payment Refund Cancellation Policy
- Permit Rate Policy
- Vendor Permit Policy

# History of Policy Changes

## Policy Roles/Responsibilities

- The Campus Transportation Committee (CTC) establishes rates and advises on policies.
- The UW Department of Transportation Services staff research, develop, and recommend new and revised policies. The Department seeks appropriate campus-wide input as necessary to implement policy that supports the Department's mission, objectives, and strategic priorities for transportation services on campus. Examples of resources used in this process include (but are not limited to) Sub-committees of the Campus Transportation Committee, ad-hoc groups, customer surveys, the Unit Transportation Coordinator team, and Roundtable Discussions throughout campus.
- The Director of UW Transportation Services approves policy and shares with the Campus Transportation Committee any policy regarding rates or changes (other than operational) that need the endorsement of the CTC.

## History of Policy Changes

- 2009 - Policies/rates approved by the Campus Transportation Committee (See Policy Changes for 2009-10).
- 2008 - Annual rates increased \$10, Motorcycle, & Moped permits increased \$5, Business Alternate & Monthly permits increased \$5, meter rate increased to \$1.25 per hour, Lot 85 moved to level 3 rate, Lot 131 moved to level 1 rate, Lot 68 restricted to Housing personnel only, Flex program changes include Pay By Cell (PBC) pilot for replacing flex meters, allowing flex permit holders to apply for a business alternate permit, and adding Lots 38 and 85 to the list of flex lots, Lot 63 added to the list of restricted lots for Vendor permits, Lot 35 added to the list of restricted lots for Department Universal and Off Campus Universal permits.
- 2007 - Annual rates increased \$10, Motorcycle & Moped permit increased \$5, Bicycle Cage fee added to policy \$65, lot 38 & 63 moved to level 3, restriction added to all policies requiring the payment of citations and other fees due to UW Transportation Services before applying or accepting parking, lot 47 removed from Lot Times & After Hours Enforcement Policy, lot 85 moved to category "Y" enforcement category, lots 38, 63, 72 & 79 moved to category "Z" enforcement, clarification of Citation Policy "vehicles with \$100 or more in unpaid citations 30 days or more past due will be towed and impounded, vehicles displaying altered, counterfeit or stolen permit will be towed and impounded, vehicles with valid permit must have UW Transportation authorization to park more than 72 hours in their assigned lot, vehicles may not park at an inoperable meter", lost/stolen motorcycle, moped/motor scooter or universal permits will be replaced at the pro-rated cost, TS Cost center numbers replaced requisitions on July 1<sup>st</sup>, 2007, lots 18, 25, 27 & 38 added to list of lots restricted on vendor permits. Bicycle Parking Policy and Bus Pass Policy added to Business Manual. Policy updates included Permit Rate Policy, Annual Baselot Permit Policy, Business Alternate Policy, Citation Appeal Policy, Citation Policy, Department Permit Policy, Disabled Permit Policy, Flex Policy, Lost Stolen Replacement Permit Policy, Lot Times & After Hour Enforcement Policy, Moped/Motor Scooter Policy, Motorcycle Permit Policy, Non-Dated Permit Policy, Park & Ride Permit Policy, Payment Refund Cancellation Policy, and Vendor Permit Policy.
- 2006 - Annual rates increased \$10, Motorcycle permit increased \$5, Temporary Daily and Half Day rates increased to \$8/\$5, Reserved Bag Meter charge increased to \$12, Lots 16 and 34 moved to baselot level 2, Flex program rate changed to a \$3.00 trip charge or \$6 Daily maximum (the trip charge includes the first 4 hours of parking with a 75 cent/hour charge effective after the first 4 hours of parking up to the maximum daily charge), Villager Mall Park & Ride lot was closed, New Moped permits (rate \$55), Lost or Stolen Flex Meter replacement fee \$50 and Lost or Stolen Smart Card replacement fee \$10, Lots 18, 27 & 68 were added and Lot 20 was removed from the list of restricted lots for Universal Permits, Lot 29 and Moped stalls were added to the list of "Z" lots which are enforced at all times, Lots 59 and 2 were merged and enforced as "X" free after 4:30 pm and all day Saturday and Sunday. Policy updates included Permit Rate Policy, Business Alternate Policy,

- Citation Policy, Department Permit Policy, Disabled Permit Policy, Emergency Ride Home Policy, Flex Policy, Lot Times & After Hour Enforcement Policy, Non-Dated Permit Policy, Moped/Motor Scooter Policy, Motorcycle Permit Policy, and Temporary Permit Policy.
- 2005 - Annual rates increased \$10, Flex rate increased by 10 cents per hour, NetID and password required to apply, accept or update parking information in the Parking Application System (PAS), Lots 25, 50, 79 and 93 added to the list of restricted lots for Universal Permits, Annual Baselot Policy, Citation Policy, motorcycle Permit Policy, Construction Permit & Staging Policy, Department Permit Policy, Disabled permit Policy, Flex Policy, Temporary Permit Policy and the Priority Percentile Calculations Policy were updated, new Moped Policy was added.
- 2004 - Annual rates increased \$25, Parking Application System was accessed through the FPM Portal, 3 permit display options were offered (hangtag, sticker or pouch), Lots 39, 41, 64, 82, 83, 95 were added to the Flex Program, 400 additional Flex assignments were offered, customers with a baselot assignment were limited to one waitlist, Citation Policy, Citation Appeal Policy, Alternative Parking Options Policy and the Construction & Staging Policy were updated.
- 2003 - Annual rates remained constant, Baselot rate categories renamed, BA cost assessed, UW Transportation Services studied alternative fee structures based on ability to pay, UW-ID required for new on-line application system, new permit design: one-permit per customer, Restricted Permits established for “special needs” (after hours & fringe times), Added 100 Flex participates, Flex rates changed to hourly, Flex reserved stalls removed, Flex meter deposit required, Department Reserved stalls required payment or signs were removed, UW-DIS policy updated/clarified, and new policies added Payment/Refund/Cancellation Policy, Sabbatical/Leave of Absence Policy
- 2002 - New Rate Structure, Lot Enforcement Times, Permit Design, Online application, Reduction of Business Alternates, Lots 60/70 merged, Expanded Park & Ride, Free Campus and Metro Bus.
- 2001 - Policy Issue Papers (related to New Permit System Development) were presented at campus wide roundtable discussion sessions to seek input from our key stakeholders (Campus Transportation Committee, Unit Transportation Coordinators, Deans/Directors, Students, Transportation staff, Emeriti).
- 2000 - Policy development/approval process was initiated & all UW Transportation Services policies were drafted into common format following this new policy.
- 1999 - A new Transportation Sub-Committee was established to review outdated policies, staff needs, system bottlenecks and the need for an improved permit system.
- 1996 - Sub-Committee reviewed policies/recommended increased focus on customer service.

# Student Annual Permit Policy

## Definition & Purpose

This policy provides limited parking for students with a valid UW Madison Campus ID who commute to UW campus from other communities (outside Madison). Students are encouraged to use alternate modes of transportation to campus. All faculty, staff and students are required to pay for parking on campus.

## Policy

- Student Annual Basemat Permits may be assigned to UW students with a valid UW Madison Campus ID and NetID. Student Annual Permits will be assigned based on space availability and priority.
- Refer to the Annual Basemat Permit Policy for display options.
- UW Transportation Services prioritizes student parking according to the following criteria:
  1. Commuting students from outside Madison (beyond 1 mile of the city transit system).
  2. Working students, using their vehicle at least 3 times/week for employment off campus. A signed letter or email from the employer, listing scheduled work hours is required.
  3. Students with special needs or residing outside of the city transit system.

## Restrictions

- Student Annual 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, or grass areas. Parking with permits in restricted areas will result in a citation.
- Permits are primarily for use during a regular (40 hr M-F) workweek. Permitted vehicles may not park in a stall for more than 72 hours without authorization from UW Transportation Services.
- Only one vehicle (registered to your permit) may be parked on campus at a time.
- Failure to follow UW Transportation Services policies may result in your parking privileges being revoked.
- 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
- Lot Full Alternate Parking Policy
- Motorcycle Parking Policy
- Moped/Motor Scooter Permit Policy
- Payment/Refund/Cancellation Policy
- Annual Basemat Permit Policy
- Disabled Permit Policy

**Policy Revisions:**

Policy Number	TS-21
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Dates	<b>3/2002</b> – UW Madison Campus ID <b>3/2005</b> – Clarify Student Employment off campus <b>3/2007</b> – Require payment of all fees & citations prior to applying for or accepting parking.
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Temporary Permit Policy

## Definition & Purpose

This policy defines Temporary Permits for anyone needing temporary parking on campus. Temporary Permits provide flexibility for short-term parking needs of faculty, staff, or visitors to campus.

## Policy

- Temporary Permits will be sold for a specific lot, date, and time. They are issued on a space-available basis as determined by UW Transportation Services.
- Temporary Permits are sold at a Daily or Half/Day rate. (Refer to Rate Chart.)
  - Half Day (AM) is valid 12:01 AM – 12:30 PM
  - Half Day (PM) are valid 11:30 AM – 12:00 Midnight
- Temporary Permits must be paid for prior to being issued. (Refer to Payment/Refund/Cancellation Policy.)
- Temporary permits purchased in lots that require a meter to be bagged are sold at the reserved bag meter rate (refer to Permit Rate Policy).
- Pre-sold Temporary Permits are subject to a 50% return fee if the permits are returned/exchanged at least two full business days prior to the scheduled date of use.
- Temporary Permits are to be hung from the rear view mirror or completely affixed via their adhesive strip to the inside of the upper corner of the driver's side rear window of the vehicle. Vehicles without a rear side window must affix the permit to the driver's side window upper corner. Soft-sided vehicles without side window must affix the permit to the driver's side front windshield lower corner.
- Temporary Permits may be purchased at any UW Transportation Services Office during regular business hours. Temporary Permits may be purchased for after hour or weekend parking in Y or Z lots based on space availability. Visit the Transportation Services website at [www.wisc.edu/trans](http://www.wisc.edu/trans) for office locations, business hours and policies.
- Advanced reservations will be accepted by the Special Event Office if payment for the Temporary Permits is received a minimum of seven (7) calendar days and a maximum of six months prior to the date needed.
- Permitholder is responsible for using gate card/permit to enter gated lots. UW Transportation Services collects information from the gate system and staff is not authorized to raise the gate for customers except on those occasions where the gate system is malfunctioning.

## Sale of Temporary Permits at Booths

- Parking will not be reserved or pre-sold through the Booth. Temporary Permit sales are based on daily space available.
- Reentry to staffed lots and ramps is permissible during the hours the permit is valid.
- Fluno Booth Operations – Lot 83 is enforced at all times due to the hotel operation. All day and Half Day (PM) permits sold in this lot are valid until 7:00 AM the next day. Sunday parking in Lot 83 will be presold on Saturday by the booth staff.

## Restrictions

- Temporary Permits are not valid at meters, reserved stalls, disabled stalls without a State DOT permit (in assigned lot only), loading zones, construction areas, or lots being used for Special Events (unless permits are specifically stamped by UW Transportation Services as valid for one of these areas).
- Temporary permits are not valid on buses or mini coaches.
- Temporary Permits will not be issued to applicants with a history of any misuse of permits.
- Temporary Permits purchased from a cashier at a staffed lot/ramp are non-refundable. Refer to the Payment/Refund/Cancellation Policy.

## Related References

- Alternative Transportation Options Policy
- Annual Baselot Permit Policy
- Non-Dated Department Temporary Permit Policy
- Payment/Refund/Cancellation Policy
- Lot Full Alternate Parking Policy

## Policy Revisions:

Policy Number	TS-44
Effective Date	Permit Year 2009-10
Date Approved	4/2002
Revision Dates	<b>3/2003</b> – Permit Design change <b>3/2005</b> – Permit display & Temporary permit sales at Booths <b>3/2006</b> – Permit valid in UW DIS stalls when displayed with State DOT, permit not valid on buses or mini coaches & increased rate for bagged meter stalls
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# Unit Transportation Coordinator Policy

## Definition & Purpose

This policy defines the role & responsibilities of Unit Transportation Coordinators (UTC). UTC's form a network of Department liaisons that enables UW Transportation Services to provide information-sharing, problem-solving and customer service to the various Departments and their employees.

## Policy

- UW Transportation Services is responsible for establishing campus Transportation Units (based on major colleges, Divisions and affiliated agencies).
- Each faculty/staff member is assigned to one Transportation Unit based on their appointment source in the University Directory Service (UDS).
- The UTC is designated by the College/Division administration. A backup coordinator is recommended.
- A list of current UTC's is maintained by UW Transportation Services.
- UW Transportation Services keeps UTC's informed on current issues, problems, policies and procedures via the e-mail distribution and semi-annual meetings (spring & fall).
- UW Transportation Services is responsible for establishing UTC policy, procedures, training, security authorizations, and ongoing communication/feedback to the UTC's.

## Responsibilities

1. Act as liaison between UW Transportation Services and the Transportation Unit (Division/College/Agency)
  - A. Answer questions and inform/educate employee on transportation issues (including policies, procedures, construction updates, events affecting permitholders, new UW COMMUTER SOLUTION initiatives, etc).
  - B. Provide guidance to Transportation Unit staff regarding appropriate lot choices for the annual process.
  - C. Liaison between UW Transportation Services Department and the employees of their Transportation Unit to resolve parking problems and complaints.
  - D. Attend semi-annual Unit Transportation Coordinator meetings and training as provided by UW Transportation Services.
  - E. Provide input, feedback, suggestions, and make recommendations for system improvements.
  - F. Review CTC (Campus Transportation Committee) meeting minutes to assess impact on Division/School faculty/staff, and advise management. Consult with Unit Management on sensitive or precedent-setting issues or problems.
  - G. Review UW Transportation Services Policies to obtain new information on lots, locations, prices, special requirements, etc.
2. Manage annual parking assignment process for the Transportation Unit.
  - A. Manage annual online parking application process for all Unit faculty/staff applicants.
  - B. Initiate annual application process & notify customers of annual process/timetable.
  - C. Approve Carpool, UW Disabled and Business Alternate applications.

- D. Verify/apply priority criteria, compute & assign priority numbers.
  - E. Verify/update UDDS list to insure that applicants are counted in the correct Transportation Unit.
  - F. Input priority numbers into PAS (Parking Application System).
  - G. Run reports as needed: wait lists, priority reports, assignments, etc.
  - H. Counsel new employees on parking availability, assist with completion of online application form, and advise on alternatives to parking on campus.
3. Provide UW Transportation Services information and education for faculty/staff/visitors to campus.
- A. Inform/educate employees on transportation policies, procedures, process, pricing, and options.
  - B. Explain Unit's parking priority criteria to employees applying for parking.
  - C. Coordinate information between UW Transportation Services and Unit faculty/staff.
  - D. Notify UW Transportation Services of changes in employee status (terminations, transfers, etc).
  - E. Advise employees about UW COMMUTER SOLUTION (alternatives to parking on campus).
  - F. Advise Departments within the Transportation Unit on how to obtain Departmental Permits, Reserved Parking, and Visitor Parking.

**Restrictions**

- UTC only has access to information on their Unit.
- UTC system security authorization should not be shared or delegated by the UTC.
- UTC or department webpages should link directly to the UW Transportation Services webpage at [www.wisc.edu/trans](http://www.wisc.edu/trans) for current information.

**Policy Revisions:**

Policy Number	TS-35
Effective Date	Permit Year 2009-10
Date Approved	4/2001
Revision Dates	3/2003 – On-line system changes
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10

# UW Systems All-Campus Permit Policy

## Definition & Purpose

This policy defines a way for the University System President's Office to provide parking to governmental guests and University System officials who must conduct official business on the UW campus in such a manner that requires them to use a vehicle.

## Policy

- All-Campus Permits are assigned and distributed by the President's Office.
- All-Campus Permits are valid at all UW campuses.
- All-Campus Permits are valid in any designated permit stall on the UW campus except those reserved by name or number.
- The President's Office provides UW Transportation Services an annual "sample permit" and numbered list of permit holders.

## Restrictions

- All-Campus Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, disabled stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots used for Special Events.

## Policy Revisions:

Policy Number	TS-15
Effective Date	Permit Year 2009-10
Date Approved	1/2001
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10



# Vendor Permit Policy

## Definition & Purpose

This policy defines a way for commercial businesses or private organizations providing service or conducting official University business to purchase annual parking on campus.

## Policy

- Vendor Permit is for vendors who conduct business on campus throughout the year. It allows the vendor to use a variety of campus parking lots based on the availability of space.
- Vendors who need to park on campus only occasionally should purchase Temporary Permits.
- Vendor Permits are provided on a moveable hangtag that may be shared by multiple vehicles/drivers of the vendor's company (one vehicle at a time).
- Vendor Permits must be hung from the vehicle's rear view mirror. Permits must be properly displayed. Remove items from mirror that block the Permits from view.

## Restrictions

- Vendor Permits are not valid at unpaid meters, reserved stalls, disabled stalls/access isles, loading zones, construction areas, on grass, sidewalk or fire lanes, or in lots being used for Special Events. Parking with Vendor Permits in restricted areas will result in a citation.
- Vendor Permits are NOT VALID in lots 5, 10, 11, 18, 20, 21, 22, 23, 25, 27, 30, 38, 50, 53, 56, 57, 63, 65, 75, 93, 95.
- Vendor permits are not valid for storing vehicles on campus.
- No refunds for Vendor Permits.
- Replacement for a lost/stolen permit will be at full cost.

## Related References

- Permit Rate Policy
- Temporary Permit Policy
- Payment/Refund/Cancellation Policy
- Citation Policy
- Citation Appeal Policy

**Policy Revisions:**

Policy Number	TS-07
Effective Date	Permit Year 2009-10
Date Approved	3/2000
Revision Dates	2/5/2001 – Const Co. restriction lifted 3/2002 – Vendor limited eliminated 3/2003 – New Permit design 3/2004 – Change restrictions for lots 83 & 95. 3/2005 – Change restrictions for lots 50 & 93. 3/2007 – Add 18, 25, 27 & 38 to list of restricted lots. 3/2008 – Add lot 64/remove lot 84 from list of restricted lots/restrict vendor permits from storing vehicles on campus
File Location	P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2009-10