

## ANNUAL ASSIGNMENT OF PARKING SPACES : 2001-2002

**TO: All Madison-based UWEX Parking Permit Holders**

FROM: David Prucha, UWEX Parking Coordinator

DATE: April 24, 2001

RE: Instructions for Obtaining Parking Permits for 2001-2002

All parking assignments for 2001-2002 (Sept 1-Aug 31) will be reviewed as part of the annual updating process. Some lot assignment changes can be anticipated as a result. **Please read the letter enclosed with your preprinted parking application from Transportation Director Lori Kay closely as it reviews changes in lot availability.** More information is available at [www.wisc.edu/trans](http://www.wisc.edu/trans)

Timeline for processing 2001-2002 parking applications:

April 27, 2001	Preprinted permit applications will be sent directly to staff holding 2000-2001 permits by the UW-Madison Transportation Services Department
<b>May 11, 2001 -- deadline for completed applications to be received in the UWEX office</b>	<b>2001-2002 Parking Application Forms completed and returned to: Sandy Baker, UWEX Parking Coordinator c/o 201 Extension Building, 432 North Lake Street</b>
August 6, 2001	Parking assignments and bills will be mailed to you by the UW-Madison Transportation Services Department

Information relating to the priority ranking system, parking application procedures, general parking information, special permit information, and 2001-2002 parking rates is available at the UW-Extension Website – <http://www.uwex.edu> - For Employees, Parking.

- You are **urged** to fill in 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> **base lot** choices on the parking application itself so that UW-Madison Transportation Services will be able to provide you with the **best alternative** should your first base lot choice not be available. (See *UWEX Website for information on Lot Waiting Lists*)
- Make updates to address, vehicle license, etc. as necessary on the preprinted form.
- See Website re Car Pools, State Van Pool, After Hours, Business Alternate, Disabled and Flex permits.

If you have any questions after reading the Webpage, or know of someone who did not receive a preprinted application form, please contact your Divisional Parking Coordinator:

Business & Manufacturing Extension	Christie Legler 425 Extension Building	263-7794 <a href="mailto:legler@admin.uwex.edu">legler@admin.uwex.edu</a>
Continuing Education Extension	Darrell Barth 441 Extension Building	262-1059 <a href="mailto:barth@learn.uwsa.edu">barth@learn.uwsa.edu</a>
Cooperative Extension	Chad McClure 601 Extension Building	263-1096 <a href="mailto:chad.mcclure@ces.uwex.edu">chad.mcclure@ces.uwex.edu</a>
Extension Communications	Betsy Bendrick 7106 Vilas Communication Hall	262-5221 <a href="mailto:bendrick@vilas.uwex.edu">bendrick@vilas.uwex.edu</a>
General Educational Administration	Sandy Baker 201 Extension Building	262-9475 <a href="mailto:baker@admin.uwex.edu">baker@admin.uwex.edu</a>

**PERMIT RATES FOR 2001-02**

<u>LOT NUMBERS</u>	<u>PERMIT COST</u>
60	\$220
2-4-16-18-19-51-59-62-67-70-72-81-91-Disabled	\$280
32-34-35-37-39-53-57-58-69-76-85	\$390
3-5-8-9-10-11-13-15-21-22-25-26-27-30-38-40	\$500
41-42-44-54-56-61-63-64-68-79-82-84-88-92	
Engineering (17), Southeast Ramp (46), Foundation (93) Steenbock (36)	\$635
Helen C White (6), Grainger (7), Biotech (20) Ramps	\$810
Van Hise Ramp (23)	\$980
 <u>Department Permits:</u>	
<u>Department Universal</u> not valid in 11, 15, 21, 23, 30, 53, 56, 57, 65, 75, 83 or at meters, reserved stalls, or loading zones	\$500
<u>Department/Reserved</u>	\$300 + Lot Rate
<u>Department/Limited</u> – 1 Lot, permit on Vehicle	50% Lot Rate
<u>Department/Limited</u> – 1 Lot, permit on Shield	Lot Rate
 <u>Vendor Permit (V)</u>	
Vendor/Limited: Assigned a specific parking lot	\$630
Vendor/Universal: not valid in 10, 11, 15, 21, 23, 30, 53, 56, 65, 75, 83, or at meters, reserved stalls or loading zones	\$945
 <u>Off Campus Permit</u>	25% Lot Rate
 <u>CAMPUS BUS FARES</u>	
Annual Bus Pass	\$100
Departmental Bus Pass	\$ 90
6 Month Passes	\$ 55
Seasonal Pass (Nov-Mar)	\$ 45
Campus Monthly	\$ 16
10 Ride Passes	\$ 4
Cash Fare Per Ride	\$ .50
Annual Pass (Purchased with Lot 60, 70 or 76)	\$ 50
Faculty/Staff Fare Cutter Card	\$ 13
 Disabled Permits	\$280
Motorcycle Permits	\$ 50
After Hours Permits	50% of Lot Cost
Grad After Hours	25% of Lot Cost
Loaner Permits	No Charge
Daily Permits	\$ 6.00
Half Day Permits	\$ 3.00
Reserved Meter All Day	\$ 7.00
Reserved Meter ½ Day	\$ 3.50

## GENERAL PARKING PERMIT INFORMATION

### Full-Time Permits for Base Lot

- All parking assignments are made according to a priority number assigned each application. The number of permits sold in each parking area is determined by the Director, UW-Madison Transportation Services Department. The annual parking year is from September 1 through August 31. The annual permit cost varies from lot to lot. For those persons who purchase annual permits after September 1, the price is prorated for the remaining months of parking. The Transportation Services Committee may occasionally designate any or all of the lots as "Restricted Access - Special Events Area" (e.g. lots 46 and 91 for WIAA, etc). Annual permits are NOT valid in the specified lots during this time and permit holders will be notified in advance of the lot closing.

**TO APPLY:** Complete/update the preprinted parking application or complete all sections of a new parking application and submit to the UWEX Parking Coordinator.

### Car Pools

- Car pools are defined as "two or more University employees (including spouses) eligible to receive parking, coming to campus together in one vehicle on a routine basis." (One base lot assignment per car pool.)
- A car pool form must be completed each year by the applicant and returned with their parking application. The Unit Coordinator must initial the form before it is forwarded to Transportation Services, or it will not be processed.
- Permit holders may purchase 5 unpunched daily permits for their assigned lot that may be used by the car poolers on days they may also have to drive to campus. There are not refunds or replacement of these permits.
- Car pools with annual parking permits in Lots 60, 70, and 76 may purchase an annual bus pass for each of their car poolers a 50% of cost. An approved car pool form must be on file with Transportation Service.
- Vehicles cannot be listed under more than one base lot assignment.

**TO APPLY:** Complete a car pool form (available from your Divisional Parking Coordinator) each year to submit with the parking application to the UWEX Parking Coordinator.

### Annual Parking Lot Assignments

Transportation Services determines the maximum number of assignments made to each lot. Applicants are assigned to the lots until the maximum number to be assigned to each lot is reached. The lot closing percentile equals the percentile of the past person assigned to the lot. Annual assignments are made in August.

### Assignments After September 1

Waiting lists are used to make additional assignments to parking lots as vacancies occur. The lots are constantly monitored by the enforcement personnel for vacancies. Additional assignments are made to lots that consistently have vacancies.

### Lot Waiting Lists

Applicant names are placed on waiting lists for each base lot requested (maximum of 4 lot choices). Waiting lists are maintained for campus lots by merging applicants from each unit into a list for each lot. The applicant's percentile determines their placement on the campus-wide waiting list. Waiting lists change daily as new applications, assignments and cancellations are processed. A new applicant with a higher percentile will be placed ahead of those with lower percentiles. ***Applicants with no assigned parking lot will be offered parking before current permitholders who are waiting for a lot change.***

### **Permit Prorating**

The cost of an annual permit is prorated to the day the permit is obtained. This cost is computer calculated according to the annual cost and the type of permit being purchased.

### **Valid Use of Parking Assignment**

- Parking assignments are for the exclusive use of the permit holder and are not to be given, transferred, sold or loaned to anyone else for their use. This does not include allowing someone else to use the assignment in the permit holder's absence. Misuse could result in the loss of parking privileges. The only exception is for a car pool defined as: "An arrangement whereby several commuters travel together in one car, sharing the cost and often taking turns providing the car used."
- When misuses are identified, the permit holder will be notified to remove the license from their file and a copy of the letter will be sent to the Unit Parking Coordinator.
- Annual permits are valid for the hours posted at the entrance to the lot assigned (i.e.: "permit required 7AM to 5PM: means the assignment is valid only from 7AM to 5PM).
- Annual parking assignments are primarily for use during a regular (40 hour M-F) work week. At all other times the lot is open to the public or may be reserved for other uses. Permits are not valid during a special event, i.e. sports, concerts, etc.
- Base lot permit holders for lots 17, 18, 19, 32, 34, 37, 51, 58 and 91 may park in many areas of campus after 4:00 PM or in many areas of campus after 4:00 PM or on weekends. Areas that may not be used are any gated lot (if the gate is down), Lot 23 (Van Hise Garage) and any lot area that is considered public parking including Lots 1, 6, 7, 43, 47, 57, 83 and CSC Ramp. Further information can be found at < <http://wiscinfo.doit.wisc.edu/trans/facultystaff.htm> >

### **Leaving the University**

- Employees terminating employment with the University MUST return their permits to the Transportation Services Office. Another person on the waiting list can then be assigned to the lot. Assignments are not cancelled (and refunds not issued) until permits are returned.
- Unit Parking Coordinators should also contact Transportation Services to request that exiting employees be removed from their priority list.

### **Employees Changing Departments**

- Permit holders changing units may keep their current parking assignments for the remainder of the parking year with Transportation Services approval.
- Permit holders should have their new Unit Coordinator submit a new parking application to update the UDDS information (accounting codes).

### **Permit Refunds**

- Refunds on annual permits are prorated to the day the permit is canceled and returned to Transportation Services. This cost is computer calculated according to the cost and the type of permit being canceled. Refunds are not issued on any temporary or one day permits. No refunds are issued for less than \$5.
- Refunds on annual bus passes are given only until December 31. Those having a Lot 60, 70 or 76 and bus pass combination will receive a refund for only the parking permit portion after December 31. However, they must return the bus pass before a refund for the Lot 60, 70 or 76 permit will be issued or they may pay an additional \$50.00 to keep the bus pass.

## TYPES OF PERMITS

### Emeritus Faculty Parking

Emeritus faculty not employed by the University in any capacity or employed less than 50 percent as a full-time employee may receive free parking in Lot 60 or 62 if vacancies are available after all staff and faculty demands have been met. Emeritus may also obtain a free annual bus pass. The Emeritus faculty do not need to be given a priority number to obtain the free assignments, however they must be included in the priority list for the unit. If an emeritus requests parking in any other lot on campus, they must be given a priority number, compete with all other applicants for the lot, and pay the annual permit fee. Recognition is not given to emeritus status until notification is received from the Chancellor's Office.

### State Van Pool Program

Participants of the state van pool program will automatically receive the base lot assignment requested and one alternate area assignment if needed for a back up driver. A separate list is kept for these applicants and the assignments are made prior to any other assignment. Applications for parking state vans should be made directly to Transportation Services.

### Motor Cycle Permits

Designated motorcycle areas are located throughout the campus which require permits to be displayed on motorcycles parking in these areas. Annual permit holders may list the license number of their motorcycle as part of their assignment and park the cycle in a regular vehicle stall. Two annual permit holders may park their cycles in one normal vehicle stall if room permits. Annual parking permit holders may use designated cycle areas without purchasing a motorcycle permit if a base lot permit is displayed on the motorcycle.

### After-Hours Permits

After hours permits are issued to applicants when Transportation Services receives a written recommendation from the Unit Parking Coordinator. After hours permits are valid from 2:30 p.m. until 9:00 a.m. and all day Saturday and Sunday. The cost of the After Hours permit is ½ the annual rate of the lot requested unless they also have a base lot assignment. If they have a base lot assignment, no additional cost is assessed if the after hours lot and the base lot are in the same price range or the base lot is in a higher price range. If the after hours permit is in a higher priced lot than the base lot, the charge is ½ the difference of the annual cost of the lots. If the applicant is applying only for an after hours permit, unit parking coordinators do not need to assign a priority number with the application. After hours permits are issued by UW-Madison Transportation Services after receiving a written recommendation from the UWEX Parking Coordinator. Recommendations for After- Hours permits should be made only when the permit will be used for business purposes.

**TO APPLY:** Be sure to complete the LOT CHOICE and PERMIT TYPE sections of the parking application, and include with that application a written request/justification addressed to the UWEX Parking Coordinator and approved by your department/unit head.

### Lot 11 After Hours Permit

All requests for Lot 11 After Hours permits must be approved by the Unit Parking Coordinator. Lot 11 After Hours permits are valid after 4:00 p.m. and are valid all day Saturday and Sunday.

## **Business Alternate Area Parking Permits**

- Business Alternates are only to be used for business activities on campus.
- Business Alternates cannot be closer to the applicant's office than their Base lot assignment.
- Business Alternate assignments do not allow permit holders to have two vehicles on campus at one time.
- Applications for Business Alternate permits must be sent to the Unit Parking Coordinator for approval. The priority number assigned the applicant is also used as a determining factor for issuing Business Alternate permits. *The applicant's percentile for the alternate area assignment needs to be above the closing percentile for the base lot assignment.*
- The number of Business Alternate permits issued in an area will be limited by Transportation Services depending upon the percentile closing of the lot, the number of base lot applicants, and the lot usage. A maximum of 4 Business Alternate areas may be issued with a \$25 charge for each Business Alternate over three permits.
- All requests for Lot 11 must be approved by the Unit Parking Coordinator and will be reviewed by the Chancellor's Office. Approvals are limited to the Dean/Director level.

**TO APPLY:** Be sure to complete the LOT CHOICE section of the parking application, and include a written request/justification addressed to the UWEX Parking Coordinator and approved by your department/unit head with the application.

## **Off-Campus Permit**

- Off-Campus base lot permits are required for all UW staff whose main place of work is off campus, but who must come to campus regularly as part of their job.
- The cost of the off-campus permits is 25% of the cost of the base lot they request and will be issued on a space available basis.
- The Off-Campus permit can be used on personal vehicles in combination with a Departmental or Service Permit to park on campus for work-related activities.
- This policy was implemented 01/01/2000 due to limited campus parking space and underlying premise that any staff using parking must help pay the actual cost of the parking in a fair and consistent approach.
- This policy will be reviewed in 18 months (07/01/2001) to assess impacts.

### Alternatives for Off-Campus Staff:

- Buy daily or half-day permits
- Use a permitted University vehicle
- Use a TDM alternative!

## **Temporary Permits**

Temporary permits may be issued upon written request from the Unit Parking Coordinator, depending upon space availability. The temporary permits are for business use only and require a lot choice as well as an expiration date. The request must be submitted through the Unit Parking Coordinator. They provide a written recommendation (justifying the reason) to Transportation Services. Transportation Services will send a letter to the applicant informing them of the approval or denial of the request. If the request is approved, the applicant will receive a letter informing them to take the letter to a Transportation Services Office to purchase the permit. We need 24 hours to process the request.

Permits are issued for a partial or full month with a cost per month of 1/10 the annual rate of the lot assigned (no exceptions). Permits are not available for specified days of the week and will not be prorated on a daily basis.

## Loaner Permits

A permit holder will be issued a loaner permit as a replacement if he or she is using a different car temporarily. One Loaner permit is issued for the number of days needed (not to exceed a two-week time period). There is no charge, and they can be obtained at any Transportation Services Office. Loaner permits are issued for base lot assignments only (for the lot you are currently assigned). They cannot be used to park more than one vehicle on campus.

## Daily Permits

- Daily parking permits are sold to visitors, staff members, and faculty for several lots for \$6.00 a day. Permits can be purchased at any Transportation Services office.
- A maximum of two permits per month may be purchased by an individual.
- Departments may purchase daily unpunched permits from the Transportation Services office. These are for visitors only and are valid as posted at the lot entrance. Departments must restrict the number of permits in any given lot to a maximum of two per day. Departments may pay for their permits by blanket order or requisition. Permits purchased by departments may not be used by University employees, and cannot be re-sold at a higher price. If more than 2 permits are needed on any given day, departments must contact the Special Events office at 262-8683.
- Transportation Services as A.M. and P.M. permits available at \$3.00 per half day. A.M. permits are valid from 7:00 A.M. through 12:30 P.M. and the P.M. permits are valid from 11:30 A.M. through the hour to which the lot is restricted.

## Flex Parking Program

The goal of the Flex Parking Program is to encourage permit holders to use alternative modes of transportation. By using alternative modes, employees will free up parking spaces. This helps Transportation Services satisfy the demand for parking with existing parking lots and ramps, thus reducing the need for construction of costly new facilities.

### Benefits of Flex Parking

- Refund for days not parked on campus
- Reserved stalls specifically for Flex participants in each Flex Lot
- 50% off Madison Metro Quik Tix (limit of 45 packets per year)
- 50% off campus L route annual bus pass
- Eligibility for Emergency Ride Home program
- Decreased wear and tear on personal vehicle
- Less traffic congestion and a cleaner environment

### Eligibility for Flex Parking

- Must be a full-time staff or faculty member (81% assignment or more)
- Receive a base lot assignment in 17, 19, 34, 46, 51, 60, 62, 63, 70, 76, 79 or 85
- Contract to park, on average, 4 days per week or less
- Reduce at least one day of driving alone per week by taking an alternate mode of transportation or by working a compressed work week.
- Submit monthly Flex Self Report Forms documenting commuting modes for each weekday
- Park in Flex area assigned and not hold a business alternate or after hours permit.

Qualified applicants will be admitted via a lottery drawing until program enrollment limits (determined annual are met.

**TO APPLY:** Permit holders receiving a Base Lot assignment for 2001 – 2002 in one of the above lots will automatically receive a flex parking application with their assignment notice.

## DISABLED ASSIGNMENTS

### Annual UW Disabled Permit

Annual Disabled permits are issued to faculty, staff and students who have a permanent disability as recognized by DOT. Applicants requesting a UW disabled permit must first have either a DOT (Department of Transportation) disabled permit or DIS plates displayed on their vehicle. Qualifying applicants apply through the Unit Parking Coordinator for a University disabled permit. The application is forwarded to Transportation Services. It is the unit coordinator's responsibility to verify that the applicant has the state permit. UW Disabled Permits cost (\$265) and may be used in 1) Designated UW Disabled stall 2) Designated DOT Disabled stall 3) Any Unreserved Meter 4) Unreserved permit stall. They may not park in reserved stalls (including Van Hise) or in the Clinical Science Center (CSC) parking ramp. Parking in this ramp is restricted to patients and visitors. UW Disabled permits are not valid in lots reserved for special events.

**TO APPLY:** Be sure to complete the PERMIT TYPE and VEHICLE CODE (if DIS license plate) sections of the parking application and/or include DOT disabled permit number and expiration date.

### DOT Disabled Permit

These permits are issued by the State Department of Transportation (DOT). Vehicles displaying DOT permit or DIS plates may park in disabled stalls NOT restricted to University Disabled permit holders or unreserved meters on campus. DOT Disabled permits are not valid in cashiered lots or ramps, or reserved special event lots without payment.

### UW Temporary Disabled Permits

Temporary Disabled Permits are issued to faculty and staff who have a short-term medical disability requiring closer parking to their destination. UW Temporary Disabled Permits are valid at 1) Designated UW Disabled stall 2) Designated DOT Disabled stall 3) Any Unreserved Meter 4) Unreserved Permit stall. Requests must be submitted to the Unit Coordinator with proof of DOT disabled permit or DIS plate, and medical justification from the physician. Recommendations (with a specific expiration date) are forwarded to Transportation Services. Transportation Services will send a letter to the applicant informing them of approval. Please allow 24 hours for processing. If applicant has not current base lot assignment, the cost is \$27/month. Request specific lot choice, and receive closest available location. If applicant has a current base lot assignment, there is no charge (up to 60 days). After 60 days, applicant must re-apply and will be charged according to lot cost and location issued.

### Student Applications for Temporary UW Disabled Permits

Students may purchase one (2-week) permit for \$143 from Transportation Services. Permits are valid at non-reserved meters, disabled stalls or non-reserved permit stalls on campus. Requests for disabled student parking longer than 2 weeks will be approved if the student has a valid DOT permit.

### Use of Disabled Permits

Disabled permits are for exclusive use of disabled individuals. Permits are not valid when used by friends or family, unless the disabled individual is being transported and in the vehicle at the time it is being parked on campus.

Misuse of disabled permits can result in a \$100.00 citation fee. The Department of Transportation will be notified of permit abuse and could result in the cancellation of the disabled permit by DOT.

## COMMUTER OPTIONS

Transportation Services and the larger community support several incentive programs that make using an alternative commute mode more accessible. Call 263-2969 for additional information.

### Carpool

- Registered two, three and four person car pools can split the cost of one basic parking permit. (Please see your Unit Parking Coordinator for an application form).
- At the beginning of the parking year you can purchase up to 5 daily permits for days you must bring 2 vehicles to campus.
- Lot 60 permit holders may purchase bus passes for their carpoolers at 50% of the annual cost.
- Call Dane County Rideshare at 266-RIDE to be matched with an existing carpooler.

### Vanpool

- Vanpools consist of 7-15 commuters who ride-share to work in a State Vanpool.
- The vanpool driver automatically receives a permit for the lot she/he requests. A back-up driver can receive a business alternate permit for a lot convenient to him or her as well.
- To form your own vanpool or be matched with an existing vanpool, please call 266-7566 or 266-5612. Please call 263-6666 to get at UW vanpool parking permit.

### Metro Bus Service

- Service to campus in a timely, efficient and courteous manner.
- Sign up to pay for your Madison Metro Monthly or Commuter bus pass through payroll deduction and save \$7-\$13 per month by paying pre-tax! Get an enrollment form at ([www.wisc.edu/trans](http://www.wisc.edu/trans)).
- A variety of pre-paid passes are available that offer savings over cash fares. Purchase WARF Building or the Visitor Information Place at the Memorial Union.
- To request a Metro schedule or for specific route information, call 266-4466.

### University Research Park Park & Ride

- Park your car at University Research Park and take the Metro Express shuttle to the UW-Hospital.
- You also receive 2 daily parking permits/month to use on days you don't ride the bus to campus.
- Call 263-2969 for more details.

### Bicycling/Walking

- Madison and the University are bicycle and pedestrian friendly. Why not give it a try!
- Take advantage of Madison's well-developed network of bike lanes, marked routes and paths to get to campus.
- For more information, pick-up the Madison Bicycling Resource Guide and Route Map at the Campus Assistance Center or the Visitor Information Place at the Memorial Union.

### Flex Parking (Waiting List Only)

- Flex Parking is a pilot program designed to give employees incentives to find alternatives to driving alone by offering an end of the year refund for the days participants don't park on campus.
- Flex parking is currently offered in lots 17, 19, 34, 46, 51, 60, 62, 63, 70, 76, 79, and 85. Permit holders receiving a base lot assignment in one of these lots will be sent an application.
- Current participants will first be given the opportunity to renew. Applications are randomly drawn to fill the remaining spaces.
- For additional information email: [flex\\_parking@vms2.macc.wisc.edu](mailto:flex_parking@vms2.macc.wisc.edu) or call 263-2076.

### Emergency Ride Home

- ERH works like a safety net. Eligible university employees who do not drive to work can be reimbursed for a cab ride home or a fleet escort home in the case of an emergency.
- The service is available Mon – Fri from 6AM – 6PM. Call 263-2969 for more details.

## **SPECIAL EVENTS PARKING**

Parking is available for University sponsored events being held on campus. Departments sponsoring special events should contact the Transportation Services Special Event Office to make parking arrangements for their participants. Parking will be sold as close to the location of the event as possible. The spaces are reserved on a first come/first serve basis.

### **COSTS**

- Cost of special event parking is paid for by the department sponsoring the event or the participant. Departments may purchase the permits through UW internal requisitions, blanket order, check or charging with a Visa/Master card.
- Participants may purchase parking by contacting the Special Events Office
- Unused permits must be received in our office two full working days prior to your event to receive a 90% refund. A 10% handling charge will be applied. Permits that are not picked up, canceled or returned less than 2 days prior to your event will be non-refundable.
- Cost for weekday parking is the Madison campus public daily or half-day rate.
- Cost for other events will be determined by Transportation Services using the following criteria: costs incurred by the Transportation Services Office, date, time, location and admission price to the event.
- Please call the Special Events Parking Office @ 262-8683 if you have questions.

Except for "Restricted Access" times (see below), annual permit holders may park in their assigned lots during special events if they are going to work. They may use their assigned lot if space is available by informing the attendant that they are going to work. If the lot is full, they will be directed to the closest lot with vacancies.

### **Athletic Events**

Special event permits are sold for athletic events. The lots presently used for football games are 13, 14, 15, 16, 17, 18, 19, 30, 32, 34, 36, 40, 42, 43, 45, 46, 51, 54, 56, and 62. The lots presently used for basketball, hockey and concerts are 7, 17, 18, 19, 44, 46, 51, 69, 88 & 91.

### **Restricted Access – WIAA & Other Events**

For a certain period of time, the Transportation Services Committee may occasionally designate any or all of the lots as "Restricted Access-Special Events Area" (ie: WIAA, tournament events, drum corps international, etc). WIAA Tournaments will be "Restricted Access" in Lots 46 and 91 (dates and details of this will be available at a later date). Annual permits are NOT valid in the specific lots during this time. Alternative parking arrangements will be provided at no cost to the affected permit holders. The permit holders will be notified in advance of the lot closing.

## PARKING REGULATIONS FOR MADISON CAMPUS

### Parking Assignments/Permits

- Are for the exclusive use of the permit holder and may not be transferred, given or sold to another individual to use.
- Must be removed from vehicles being sold and returned to Transportation Services.
- Must be removed from vehicle if parking is cancelled. Refunds are issued (for unused portion of annual permit) only when the permits are returned to the Transportation Services office.
- Allow parking only in those areas specifically designated for parking. Paved permit areas have stall lines to indicate parking areas. Vehicles must be parked within the lines.
- Allow parking only for the restricted hours posted at the entrance to each lot.
- Are not valid during a special event such as football, basketball, WIAA activities and concerts. Public parking is permitted anytime not specifically restricted to permit or special event parking.
- Require the correct license number of all vehicles displaying the permit to be on file with Transportation Services. Permit holders may not include their license information as part of another permit holders license information.
- Allow only one vehicle to be parked on campus at a time. Permit holders bringing a different vehicle to campus must obtain a loaner permit from a Transportation Services Office to display on the vehicle during the time it is parked in their assigned area. Telephone calls requesting vehicles not to be ticketed will NOT be honored.

### Overnight Parking

Overnight parking (1:00 AM to 6:00 AM) is prohibited in Lots 60 & 70 (except in the designated overnight section).

### Repairs/Construction

Your parking area may be closed at any time by Physical Plant for repairs or snow emergencies.

### Lots Full

If the parking area to which you are assigned is full when you arrive, go to the next closed permit lot, call Transportation Services immediately @ 263-6666 (choose prompt #1) and give them your number. A parking officer will be dispatched to investigate the problem area. Any citations received while parked in a different area will be excused only if you have notified Transportation Services at the time you were forced from your assigned lot. If the officer finds no problem in the problem area the citation will stand as is. You may not use meters or reserved stalls. You may not park in lots that are posted "Restricted, Permits Required At all Times or Visitor Parking."

## **Motorcycles**

- Are subject to the same parking restrictions and penalties for parking illegally as all other motor drive vehicles.
- If displaying annual lot permits, they may park their cycle in any cycle stall without purchasing a motorcycle permit.
- If displaying motorcycle permit, must park in areas designated for cycles only.
- Two motorcycles may park in one car permit stall if both cycles display an annual parking permit for the lot.
- Motorcycles may not use bicycle racks.
- Vehicles which are licensed as mopeds (50CC or less) may park in bicycle racks.
- Penalty for illegal motorcycle parking: normal automobile citations will be issued for "No Parking", "Overtime" and "No Permit" violations. On complaint, motorcycles blocking another motor vehicle will be issued a tow citation and will be towed to the car impound.

## **Vehicles may be towed under the following conditions:**

- Blocking fire lanes
- Posted Special Event lots (bagged meters)
- Parking in a loading zone more than 75 minutes prohibiting actual use of that zone
- Blocking vehicle or pedestrian traffic ways
- No parking zones where hazards exist
- Abandoned vehicles/unauthorized vehicles in a permit area prohibiting holders from parking in their assigned area
- Parking illegally in a lot designated by signs as a tow zone.
- Parking illegally with outstanding parking citations (> \$50) and > 30 days old
- Parking illegally with license or vehicle identification # covered or unreadable
- Lot full

## UWEX PRIORITY RANKING SYSTEM

Each person applying for parking is assigned a UWEX priority number based on:

$$\frac{\text{Years of Service with UW System} \times 25 + 1\% \text{ Annual Salary}}{\text{See examples under Frequently Asked Questions}}$$

*See examples under Frequently Asked Questions*

*FY2000 annual salary from April 2000 payroll will be used for FY2001 parking year calculations*

Special consideration for personal vehicle use or personal safety may be given to a staff member if the following criteria are met:

- Vehicle Use:

The staff member is required to use a personal vehicle daily in performance of her/his duties and the vehicle must be located within a 5-minute walk of the workplace. These requests will be evaluated in light of the following alternatives: use of the campus bus system, whether performance of duties requiring a vehicle can be accomplished as the staff member drives to and from work, use of departmental vehicles, or walking.

Special consideration will not be approved if a staff member uses a personal vehicle periodically in performance of duties. Loading or unloading of equipment is in itself not a valid reason for special consideration. Loading zones or 10-minute free meters are located close to most UWEX buildings to facilitate this process.

- Personal Safety:

Consideration may be given only when a staff member is assigned regular work hours that begin prior to 6:00am or end after 9:00pm. Staff are encouraged to apply for an After-Hours permit which allows parking in lots prior to 9:00am and after 2:30pm each day. Department heads are encouraged to provide staff released time to move cars to take advantage of After-Hours permits when staff periodically must work before or after normal working hours.

To receive consideration for personal vehicle use or personal safety the staff member must submit a written request approved by the department or unit head, the division dean or director, to the UWEX Parking Coordinator.

Staff who request special consideration for health reasons must provide a current (1999 date) letter from their personal physician stating that parking near their workplace is required because of medical reasons. Please forward this letter with the parking application through the department and division offices to the UWEX Parking Coordinator.

## FREQUENTLY ASKED QUESTIONS

1. How is my parking priority determined?

All parking applications are assigned a priority number. The number is determined by multiplying years of UW service times 25, and adding 1% of the annual salary. The applications are then ranked with the highest total points receiving the highest priority number.

Example:

- Jean Johnson earns \$35,000 and has 5 years of service:
 

1% of annual salary	350
5 years of service x 25	<u>125</u>
Total points:	475
  
- Pat Jones earns \$24,400 and has 11 years of service:
 

1% of annual salary	244
11 years of service x 25	<u>275</u>
Total points:	519
  
- Chris Smith earns \$17,300 and has 1 year of service:
 

1% of annual salary	173
1 year of service x 25	<u>25</u>
Total points:	198

The above applications would receive the following priority numbers:

<u>Name</u>	<u>Total Points</u>	<u>Priority Number</u>
Pat Jones	519	1
Jean Johnson	475	2
Chris Smith	198	3

2. How many parking spots are controlled by UWEX?

None. All parking facilities are the responsibility of the UW-Madison Transportation Services Department. Applications for Extension staff must be processed through the UWEX Parking Coordinator.

3. How is my priority number merged with all others on campus?

There are 30 units that submit priority lists to the UW-Madison Parking Office. The Parking Office merges the unit lists into one campus-wide list through the assignment of a percentile ranking for each applicant. The percentile is determined by subtracting the priority number from the total employees and dividing by total employees.

Example:

- Unit A has 300 employees. The head of Unit A assigns priority 75 to Molly Malone.  
Thus  $\frac{300-75}{300} = .75$  or Molly Malone is in the 75th percentile.
  
- Unit B has 1200 employees and Carol Corta is assigned priority 175 by the unit head.  
Thus  $\frac{1200-175}{1200} = .854$  or Carol Corta is in percentile 85.4.
  
- Unit C has 15 employees and the unit head has assigned Joan Jackson priority 3.  
Thus  $\frac{15-3}{15} = .80$  or Joan Jackson is in the 80th percentile.

Each individual in each unit has a percentile calculated in the same way. The applicants are then ranked in percentile order: Carol Corta .854, Joan Jackson .800, Molly Malone .750

Every applicant will now end up on one list. The completed list is then fed into a computer program that looks at the choices of each applicant and assigns the highest choice available. The number of UWEX employees varies from year to year (292 for 1998).

## **ENFORCEMENT NEEDS YOUR HELP!**

We need your help getting these messages out to our customer.

### **LOT FULL NUMBER:**

When a permit holder's regular base lot is full, they move to the next closest permit lot to that base lot. Then they call 263-6666 and follow the prompts to report the lot full, and where they parked their vehicle. This allows enforcement to check out the problem, monitor abuse, and have statistics for allocating next year's permits.

### **RE-PLUGGING METERS:**

You are not allowed to continuously feed meters on campus. If you park at a 2-hour meter, you can pay for 2 hours and stay for 2 hours. You may NOT come back after 2 hours and put more money in. You may be towed from a Loading Zone meter stall if 3 citations are issued the same day at the same meter.

### **PARKING WITH FLASHERS ON:**

If no one is in a vehicle, it is considered parked. Putting the flasher on helps draw attention to the violation. Excuses of: "Dropping something off", "only there for a few minutes", "having a person without a drivers license in the car", **are not valid!** You still need to find parking like everyone else.

### **PARKING IN A LD AREA:**

Loading Docks are for trucks dropping off supplies to the building. They are not for cars, short or long term parking.

### **PARKING ON THE GRASS/SIDEWALK:**

Grass is for walking and sitting on, not parking! Parking on the grass KILLS the grass, and creates mud. The sidewalk is for walking, not parking! Occasionally a Service vehicle may park to load or unload equipment, but long-term parking is not permitted even for these exceptional circumstances.

### **BACKING INTO STALLS:**

All vehicles on campus are to pull forward into a stall and not back into a stall. (This also means that you can not pull all the way forward into the stall in front of you). The only EXCEPTION to this rule: Handicap vehicles parking in a designated HC staff. They may have to back into a stall to have the access isle on the correct side of the vehicle.

### **CALLING IN VIOLATORS:**

Very important to give as complete information as possible: Call 263-6837 for immediate response. Please supply:

- 1.) Your name and your phone number, so if we have a question or need follow up information, we can contact you.
- 2.) License plate number (you would be surprised how many blue cars there are on campus!)
- 3.) Location of the problem (specific details are best). Some lots are big and it can take quite a while to find a specific car.
- 4.) TIME. If at all possible, don't leave a voice mail message. If you do, leave the time so we can tell the officer when the complaint came in.

### **TINTED WINDOWS:**

If a car comes from a manufacturer (dealership) with tinted windows, they ARE safe to put a sticker on. If windows are tinted after market, (at a detail shop), then they ARE NOT safe to put a sticker on.

The best spot to put the permit so it can be seen: on the driver's side window in the upper right corner. If it is in the back, sometimes depending on the lighting and the tinting, it is IMPOSSIBLE to see the sticker even when the officer is standing right in front of it. If it is on the windshield, chances are it will be missed there also because of glare, and the height of some windshields. If someone absolutely refuses to put the sticker on a tinted window (for fear of damage), send them to WARF so we can provide a hangtag in place of the sticker.

### **HC PARKING:**

UWDIS people DO pay for parking! People with DOT (hangtag) don't. People with the UWSIS are allowed to park in a permit stall if all HC stalls are full, because they DO pay for parking. People with DOT can not park in permit stalls. Sometimes hangtags do full down. If you see a vehicle in the stall without a hangtag, call it in. We will investigate to see if they have a permit on file or not.

### **BROKEN METERS:**

"The meter is broke, so I can park here for free" or "If I call in that the meter is broken, I can park for free". These are myths. If the meter is indeed broken, move to another stall. If no stalls are available, then call it into 263-6837. NOTES: if an officer is dispatched to look at the broken meter and finds no problem with the meter, the vehicle will receive a citation. If they do find a problem, and fix it, your vehicle is legal for the remainder of the time limit on the meter from the time you called in. (i.e. If it is a 2 hour meter, you call at 10:00 a.m., your vehicle can park until noon. But if you are still there at 1:00, you will receive a ticket).