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, 38, 39, 41, 46, 51, 59, 60, 62, 64, 76, 82, 83, 91 and 95.
- Refer to the Annual Base Lot Permit Policy for display options.
- Flex permit holders using a Business Alternate Permit must display their flex permit and pay for parking.
- Flex permit holders displaying a Temporary DIS Permit or a Temporary Daily Permit which is provided to permit holders who have forgotten their Flex hangtag will pay for parking based on the minimum / maximum rate schedule listed below.
- Flex permit holders are required to display their Flex Permit and pay for parking during the hours the lot or ramp is controlled.
  - Daily and evening flex rates apply based on the hours of lot enforcement; refer to 2014-2015 rate chart.
  - Flex permit holders must be in pay status during hours the lot is controlled.
  - Refer to the Lot Times and After Hours Parking Policy for locations where evening flex rates are applicable. Remember to report payment through Verrus for your primary assigned lot.
- Flex participants may park in any annual Base Lot 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 Permit holders a pre-tax payroll deduction option for the purchase of Flex parking. Information is available at [http://eff.wi.gov](http://eff.wi.gov).
- Flex participants may cancel their Flex parking assignment and apply for an annual Base Lot assignment.
- Permit exchange fee charged for annual Base Lot exchanges within the same parking year.

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

- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the gate on a first come basis. Lots that are restricted for an event will be posted at the entrance to the lot and/or on our webpage at [www.transportation.wisc.edu](http://www.transportation.wisc.edu).
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures.
- Flex permit holders must pay for the correct license plate number and lot location number during the hours that the parking facility is controlled. Failure to pay for the correct license plate or location may result in a citation, impoundment and/or permit deactivation.
- 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 staffed during Special Events. Parking with Flex Permits in restricted areas will 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
- Annual Base Lot Permit Policy
- Permit Rate Policy available on Transportation Services webpage
- Lot Times & After Hour Parking Policy
- Carpool Permit Policy
- Payment/Refund/Cancellation Policy

Policy Revisions:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS-42</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
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<td>Date Approved</td>
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Revision Dates:

- **3/2003** – Expanded lot choices, added 100 participants
- **3/2004** – Expanded lot choices, added 200 participants
- **3/2005** – Clarify Flex Meter use with Temporary Permits
- **3/2006** – Added lot 29 to lot choices, implemented minimum trip charge & daily maximum charge.
- **3/2007** – Require payment of all fees & citations prior to applying for or accepting parking & return of all smart cards and flex meters.
- **3/2008** – Business Alternate restriction removed from policy
- **1/2009** – Implement Pay By Phone and eliminate flex meter.
- **3/2010** – Permit exchange fee
- **3/2012** – Evening charges for flex permit holders in lots enforced after 4:30 pm.
- **12/2015** – Failure to pay for the correct license plate or location may result in citation, impoundment and/or permit deactivation

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