Business Alternate Permit Policy

Definition & Purpose
This policy defines a way for Base Lot 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 Base Lot Permit. All faculty, staff and students are required to pay for parking on campus.

Policy
- One Business Alternate decal to display on your Annual Base Lot/Flex Permit may be assigned to UW employees to allow additional alternate parking to meet business needs on campus.
- Refer to the Annual Base Lot 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
- 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.
- 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.
- Permit holder is limited to one (1) Business Alternate assignment (permit).
• Flex permits with a business alternate must be displayed and payment received through customer’s Verrus account when the permit holder is parked on campus. Refer to the Flex Permit Policy for payment information.

• Business Alternate Permit may be exchanged if the alternate lot is closed for construction or the business needs of the permit holder changes. The Business Alternate Permit exchange can only be made on a space available basis and if the permit holder 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 Base Lot assignment.

• Business Alternate Permits are not valid in restricted areas; such as, fire lanes, meters, reserved stalls, service vehicle stalls, loading zones, construction areas, sidewalks, disabled access aisles, driveways, grass areas or lots staffed during Special Events. Parking with permits in restricted areas will result in a citation.

• Business Alternate Permits do not allow permit holders 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 staffed during 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 available on Transportation Services webpage
• Annual Base Lot Permit Policy
• Payment/Refund/Cancellation Policy
• Department Permit Policy
• Flex Permit Policy

**Policy Revisions:**

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS – 02</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2012-13</td>
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<tr>
<td>Date Approved</td>
<td>4/2001</td>
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| Revision Dates | 3/2002 – Limit to 1 BA in 2002-03  
3/2003 - Fee charged for the 1 BA  
3/2004 – Permit display options  
3/2006 – Deleted physical disability as eligibility criteria  
3/2007 – Require payment of all fees & citations prior to applying for or accepting parking.  
3/2008 – Flex customers qualify for business alternate permits.  
3/2011 – Alternates will be prorated and refundable for 2011/2012 |
| File Location | P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2012-13 |