ADA Parking Accommodation Request Policy

Definition & Purpose
This policy defines the process for requesting special parking accommodations before they will be granted by UW Transportation Services. UW Transportation Services will only consider special requests submitted through the appropriate UW Madison disability accommodation policy and procedures.

Policy
- Anyone with a disability requiring 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/.
  - Students and visitors should contact the McBurney Disability Resource Center (MDRC) at 702 West Johnson St. Suite 2104 (608)-263-2741 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 ADA requirements.
  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/
  OED Office @ 179A Bascom Hall
  608-263-2378
- ADA information for students & visitors:
  www.mcburney.wisc.edu
  MDRC Office @ 702 West Johnson St. Suite 2104
  608-263-2741
**Policy Revisions:**

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS-40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
</tr>
<tr>
<td>Date Approved</td>
<td>4/2001</td>
</tr>
<tr>
<td>Revision Dates</td>
<td>3/2005 – Update contact info for faculty/staff/students</td>
</tr>
<tr>
<td></td>
<td>3/2007 – Update name change Office for Equity &amp; Diversity</td>
</tr>
<tr>
<td></td>
<td>1/2011 – Update address Office for Equity &amp; Diversity</td>
</tr>
<tr>
<td>File Location</td>
<td>P:\Trans\Share\ExternalPolicy\TSBusinessPolicy2015-16</td>
</tr>
</tbody>
</table>