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, students and visitors are required to pay for parking in a campus Park and Ride lot.

Policy
- Faculty, staff and students with a valid UW Campus/UW Health ID may purchase a Park & Ride permit online.
- Park and Ride Permit holders 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 permit holders 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 Base Lot Permit Policy for display options.
- The permit holder 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.
- Faculty, staff and students with a park and ride permit are eligible for the Emergency Ride Home program.
- Park and Ride permits are valid in various campus lots after 4:30 PM and until 7:00 AM Monday through Friday or all day Saturday and Sunday when the Park and Ride Permit is displayed on the vehicle. (Garage and lot hours of control are listed on the Transportation webpage at www.transportation.wisc.edu.)
- Permit exchange fee charged for annual Base Lot exchanges within the same parking year.
- Transportation Services reserves the right to sell surplus parking in park and ride lots to visitors.
  1. Visitors may purchase an annual, monthly or daily park & ride permit based on space availability.
  2. Visitors may use the shuttle service to travel to and from campus.
  3. Visitors wishing to use Madison Metro service will need to purchase the appropriate bus pass.

Restrictions
- Park and Ride permit holders do not qualify for a Business Alternate.
- 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 available on Transportation Services webpage
• Lot Times & After Hours Parking Policy
• Emergency Ride Home Policy
• Carpool Permit Policy
• Annual Base Lot Permit Policy

Policy Revisions:

<table>
<thead>
<tr>
<th>Policy Number</th>
<th>TS-13</th>
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<tbody>
<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
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<tr>
<td>Date Approved</td>
<td>4/2002</td>
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<tr>
<td>Revision Dates</td>
<td>3/2002 – Expanded lots</td>
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<td>3/2003 – Permit Design change</td>
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<td>3/2004 – Permit Display options</td>
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<td>3/2005 – Delete Student restriction</td>
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<td>3/2006 – Removed Villager Mall from lot choices</td>
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<td>3/2007 – Require payment of all fees &amp; citations prior to applying for or accepting parking.</td>
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<td>3/2010 – Permit exchange fee</td>
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<td>4/2014 – Allow sale of surplus park &amp; ride lots to visitors.</td>
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