Parking Priority Policy

Definition & Purpose
UW or affiliated Departments (Transportation Units) prioritize parking needs for their employees. UW Transportation Services does not assign priority numbers.

Policy
- Transportation Units have the responsibility to assign parking priority numbers for faculty/staff with a valid UW Madison Campus ID.
- Unit Transportation Coordinators are responsible for applying their Department’s priority criteria to all new and existing staff who request annual parking. They must assign an individual priority number beginning with #1 (highest priority). The list is provided to UW Transportation Services for calculating campus-wide priority percentiles.
- The higher the priority number (and percentile), the better chance the applicant has of obtaining an initial parking assignment in the lot/location of their choice.
- Transportation Units are responsible for explaining their priority-setting process and/or criteria used to all employees applying for parking, and must submit criteria to UW Transportation Services upon request.
- UW Transportation Services is not responsible for and cannot make changes to an established priority list as submitted by the individual Transportation Units.
- UW Transportation Services is responsible for calculating percentiles, merging priorities and assuring fair/consistent application of the formula campus-wide.

Priority Criteria Examples
- While specific criteria is not required, Transportation Units use factors such as:
  1. Seniority with the State/UW/Dept
  2. Classification/title/position
  3. Salary
  4. Use of personal vehicle for approved tasks
  5. Safety
  6. Carpooling
  7. Age
  8. Health Issues
- The Campus Transportation Committee recommends carpool points be included.

Restrictions
- Undergraduate students are not eligible for a priority number (See Student Annual Permit Policy)
Related References

- Priority Percentile Calculations Policy
- Annual Base Lot Permit Policy
- Annual Application Process Policy
- Flex Permit Policy
- Park & Ride Permit Policy

Policy Revisions:

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<td>Permit Year 2015-16</td>
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<tr>
<td>Date Approved</td>
<td>4/2001</td>
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<td>3/2003 – UW ID and added “affiliates:”</td>
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