Unit Transportation Coordinator Policy

Definition & Purpose
This policy defines the role & responsibilities of Unit Transportation Coordinators (UTC). UTC’s form a network of Department liaisons that enables UW Transportation Services to provide information-sharing, problem-solving and customer service to the various Departments and their employees.

Policy
- UW Transportation Services is responsible for establishing campus Transportation Units (based on major colleges, Divisions and affiliated agencies).
- Each faculty/staff member is assigned to one Transportation Unit based on their appointment source in the University Directory Service (UDS).
- The UTC is designated by the College/Division administration. A backup coordinator is recommended.
- A list of current UTC’s is maintained by UW Transportation Services.
- UW Transportation Services keeps UTC’s informed on current issues, problems, policies and procedures via the e-mail distribution and semi-annual meetings (spring & fall).
- UW Transportation Services is responsible for establishing UTC policy, procedures, training, security authorizations, and ongoing communication/feedback to the UTC’s.

Responsibilities
- Act as liaison between UW Transportation Services and the Transportation Unit (Division/College/Agency)
  1. Answer questions and inform/educate employee on transportation issues (including policies, procedures, construction updates, events affecting permit holders, new UW COMMUTER SOLUTION initiatives, etc.).
  2. Provide guidance to Transportation Unit staff regarding appropriate lot choices for the annual process.
  3. Liaison between UW Transportation Services Department and the employees of their Transportation Unit to resolve parking problems and complaints.
  4. Attend semi-annual Unit Transportation Coordinator meetings and training as provided by UW Transportation Services.
  5. Provide input, feedback, suggestions, and make recommendations for system improvements.
  6. Review CTC (Campus Transportation Committee) meeting minutes to assess impact on Division/School faculty/staff, and advise management. Consult with Unit Management on sensitive or precedent-setting issues or problems.
  7. Review UW Transportation Services Policies to obtain new information on lots, locations, prices, special requirements, etc.
- Manage annual parking assignment process for the Transportation Unit.
  1. Manage annual online parking application process for all Unit faculty/staff applicants.
  2. Initiate annual application process & notify customers of annual process/timetable.
  3. Approve Carpool, UW Disabled and Business Alternate applications.
  4. Verify/apply priority criteria, compute & assign priority numbers.
5. Verify/update UDDS list to insure that applicants are counted in the correct Transportation Unit.
6. Input priority numbers into PAS (Parking Application System).
7. Run reports as needed: wait lists, priority reports, assignments, etc.
8. Counsel new employees on parking availability, assist with completion of online application form, and advise on alternatives to parking on campus.

- Provide UW Transportation Services information and education for faculty/staff/visitors to campus.
  1. Inform/educate employees on transportation policies, procedures, process, pricing, and options.
  2. Explain Unit’s parking priority criteria to employees applying for parking.
  3. Coordinate information between UW Transportation Services and Unit faculty/staff.
     a. Forward emails, transportation newsletters and other information to department staff.
     b. Include links to the Transportation webpage on all internal department bulletins and webpages.
     c. Post transportation newsletters or posters internally where faculty, staff, students and visitors can view the updates.
  4. Notify UW Transportation Services of changes in employee status (terminations, transfers, etc.).
  5. Advise employees about UW COMMUTER SOLUTION (alternatives to parking on campus).
  6. Advise Departments within the Transportation Unit on how to obtain Departmental Permits, Reserved Parking, and Visitor Parking.

Restrictions
- UTC only has access to information on their Unit.
- UTC system security authorization should not be shared or delegated by the UTC.
- UTC or department webpages should link directly to the UW Transportation Services webpage at www.transportation.wisc.edu for current information.

Policy Revisions:

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<th>Policy Number</th>
<th>TS-35</th>
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<tr>
<td>Effective Date</td>
<td>Permit Year 2015-16</td>
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<tr>
<td>Date Approved</td>
<td>4/2001</td>
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<tr>
<td>Revision Dates</td>
<td>3/2003 – On-line system changes</td>
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<td>3/2012 – coordinate information between UTC’s &amp; staff</td>
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