

Business Alternate Permit Policy

Definition & Purpose

A business alternate permit allows 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.
- Transportation Services will affix the business alternate permit to an 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 assignments cannot be closer to the applicant's office (as defined by UW mailing address) than their base lot assignment
- Business alternate requests for Lot 11 must be approved by the Chancellor's Office prior to being issued by UW Transportation Services.
- Business alternate permits are available to backup drivers of state vanpools.
- Applicants can have no history of misuse of business alternate permits.
- The permit must be hung from the vehicle's rearview mirror or displayed in a plastic pouch on the inside lower left-hand corner of the windshield. Remove all items from the mirror or window that block view of the permit. The full permit must be visible when the vehicle is parked on campus.

Restrictions

- Permit holder is limited to one (1) business alternate assignment (permit).
- Flex permits with a business alternate must be displayed and in paid status when the permit holder is parked on campus. Refer to the Flex permit policy for payment information.
- A 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 permits do not allow permit holders to have two vehicles on campus at one time. Permit holders may only park one vehicle with a permit on campus at a time.
- Permits are not valid in restricted areas, such as: fire lanes, timed parking stalls, reserved stalls, disabled stalls without a state DOT permit, disabled stall access aisles, loading zones, construction areas, sidewalks, driveways and grass areas. Unless otherwise noted, those parking with permits in restricted areas may be subject to citation or tow at the owner's expense.
- Transportation Services has the right to reserve lots/ramps for event parking on campus. Parking may be sold in advance or at the lot entrance on a first come basis. Lots restricted for an event will be posted at the lot entrance and/or at transportation.wisc.edu.
- If your assigned lot is full, park in a permit stall in the next closest non-gated lot. You must immediately report to UW Transportation Services which lot is full, your vehicle information and the reason for relocating.
- Report lost/stolen permits or passes to Transportation Services immediately. Customers may be assessed a fee for replacing lost or stolen permits.
- Failure to follow UW Transportation Services policies may result in revoked parking privileges.
- Vehicles using altered or counterfeit permits are subject to ticket and tow.
- Refer to the annual base lot permit policy for additional restrictions.

Related References

- Alternative Transportation Options
- Annual Base Lot Permit Policy
- Service Permit Policy
- Flex Permit Policy
- Payment/Refund/Cancellation Policy
- Permit rates available on Transportation Services website

Policy Information:

Policy Number	TS – 02
Date Approved	4/2001
Revision Dates	<p>3/2002 – Limit to 1 BA in 2002-03</p> <p>3/2003 - Fee charged for the 1 BA</p> <p>3/2004 – Permit display options</p> <p>3/2006 – Deleted physical disability as eligibility criteria</p> <p>3/2007 – Require payment of all fees & citations prior to applying for or accepting parking.</p> <p>3/2008 –Flex customers qualify for business alternate permits.</p> <p>3/2011 – Alternates will be prorated and refundable for 2011/2012</p> <p>3/2018 – Updated restrictions section; meter language to timed parking</p>