

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. Priority numbers are used in the permit allocation process.

Policy

- Transportation Units have the responsibility to assign parking priority numbers for faculty/staff with a valid UW Wiscard/UW Health ID.
- Unit Transportation Coordinators (UTC) 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:
 - Seniority with the state/UW/department
 - Classification/title/position
 - Salary
 - Use of personal vehicle for approved tasks
 - Safety
 - Carpooling
 - Accessibility/Accommodations

Restrictions

- Undergraduate students are not eligible for a priority number (See Student Annual Permit Policy).
- Employees must have a valid appointment with the Office of Human Resources to be considered for parking.

Related References

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

Policy Information:

Policy Number	TS-32
Date Approved	4/2001
Revision Dates	3/2003 – UW ID and added “affiliates:” 3/2018 – More example criteria added; employees must have a valid appointment to be added to a waitlist