

# State Vanpool Parking Policy

## Definition & Purpose

A means to reducing parking demand on campus is encouraging faculty and staff to participate in the State Vanpool Program, administered by the Department of Administration. State vanpools are groups of 8-15 commuters who share their ride to work in a passenger van owned, insured, and serviced by the State of Wisconsin. State vanpool vehicles are given highest priority parking (location) on campus.

## Policy

- State vanpool will purchase and receive the base lot assignment requested for the van (and may obtain one business alternate lot if needed for a backup driver).
- State vanpool parking is given priority over individual parking assignments.
- The state vanpool coordinator submits the permit application.
- 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

- 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](http://transportation.wisc.edu).
- Transportation Services has the authority to close a lot for construction, maintenance or safety issues. Permit holders will be notified in advance of lot closures, whenever possible. Permit holders may be relocated at any time.
- Vehicles may not be stored (parked without moving) for more than 72 hours without permission from Transportation Services. Stored vehicles are subject to citation or tow at the owner's expense.
- The permit holder is responsible for returning their permit, along with the cancellation form, to notify Transportation Services when employment is terminated and/or the annual parking assignment is no longer needed. The permit holder will be charged for each day the permit is assigned to them. Refunds or payroll deduction cancellations will not be processed until the permit is returned to Transportation Services.
- You must pay all citations and other unpaid fees due to Transportation Services before applying for or accepting a permit assignment.
- 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.

## Related References

State Vanpool Program  
<https://doa.wi.gov/Pages/StateEmployees/JoinAVanPool.aspx>  
[VanPool@doa.state.wi.us](mailto:VanPool@doa.state.wi.us)  
266-POOL (7665)

- Alternative Transportation Options
- Business Alternate Permit Policy
- Emergency Ride Home Policy
- Payment/Refund/Cancellation Policy

## Policy Information:

Policy Number	TS – 09
Date Approved	12/2000
Revision Dates	<b>3/2003</b> - Restrict vanpool participants from Annual Base Lot <b>3/2004</b> – Permit display options <b>3/2005</b> – License on file requirement deleted <b>3/2018</b> – Updated restrictions; DOA vanpool site states minimum number for a vanpool is 8 persons