

Unit Transportation Coordinator Policy

Definition & Purpose

Unit Transportation Coordinators (UTCs) are department liaisons that enable UW Transportation Services to provide information-sharing, problem-solving, and customer service to campus departments and their employees. This policy defines the role and responsibilities of UTCs.

Policy

- UW Transportation Services establishes 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.
- UW Transportation Services maintains a list of current UTCs.
- UW Transportation Services keeps UTCs informed on current issues, problems, policies and procedures via e-mail distribution.
- UW Transportation Services is responsible for establishing UTC policy, procedures, training, security authorizations, and ongoing communication/feedback to the UTCs.

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 Solutions initiatives, etc.).
 2. Provide guidance to Transportation Unit staff regarding appropriate lot choices for the annual process.
 3. Liaise between UW Transportation Services Department and the employees of their Transportation Unit to resolve parking problems and complaints.
 4. Attend training as provided by UW Transportation Services.
 5. Provide input, feedback, suggestions, and make recommendations for system improvements.
 6. Review CTC (Campus Transportation Committee (CTC) 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 and 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 Parking Application System (PAS).
 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 Services webpage on all internal department bulletins and webpages.
 - c. Post transportation information 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 Solutions (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 transportation.wisc.edu for current information.

Policy Information:

Policy Number	TS-35
Date Approved	4/2001
Revision Dates	3/2003 – On-line system changes 3/2012 – coordinate information between UTC's & staff