



Department of Psychiatry

UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH

Policies and Procedures

Title: Service Permits

Purpose: To establish procedures to be followed in the check out and use of service permits.

Policy:

- WisPIC employees are encouraged to use other alternative transportation options; refer to the Alternative Transportation Options Policy or <https://transportation.wisc.edu/transportation/transportation.aspx>
- WisPIC employees are responsible and held accountable for these permits while in their possession. Permit cost for FY17 was \$927.
- Departmental service permits cannot be used for any purpose other than work-related business which includes but is not limited to:
 - Meetings
 - Training Sessions
 - Teaching
 - Dropping off/Picking up items
- Work-related business does NOT include students using for going to class. If students have official UW business that requires the use of the permit, they must have their Clinical Supervisor or Principal Investigator (PI) fill out a green "WisPIC Parking Permit Permission Slip." This signed form is mandatory for students to present to Megan, in order to check out service permits for official UW business.
- Service permits MUST be returned by the date/time mentioned (preferably back the same day – not to exceed a 24-hour check-out period).
- Failure to follow UW policies may result in the cancellation and revocation of departmental service permits.

Definition: A "Service Permit" is a permit that is valid in signed service stalls only from 7AM until 4:30PM (Monday through Friday). After 4:30PM and all day Saturday and Sunday, Service Permits are valid in any non-restricted permit stall. This permit is for departments who need the flexibility to park in different areas on campus.

Procedure:

- A. See Megan in 1520 to check out service permit.
- B. Sign out service permit in "WisPIC Parking Permits" binder.
- C. Bring back permit and have Megan check it back in.
- D. Contact phone number must be entered in binder.

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