

# ADA Parking Accommodation Request Policy

## Definition & Purpose

Individuals are able to request special parking accommodations, but they must follow a certain procedure before UW Transportation Services will grant a request. UW Transportation Services will only consider special requests submitted through the appropriate UW-Madison disability accommodation policy and procedures.

## Policy

- Anyone with accessibility needs requiring a special accommodation for parking must contact the appropriate campus resource for ADA accommodations:
  - Faculty/staff should contact their division level representative (DLR) or the Office for Equity and Diversity (OED). [oed.wisc.edu/](http://oed.wisc.edu/)
  - Students and visitors should contact the McBurney Disability Resource Center (MDRC). [mcburney.wisc.edu](http://mcburney.wisc.edu)
- OED and MDRC will coordinate a decision with the UW Facilities Planning and Management ADA contact to approve, modify or deny a request in accordance with ADA requirements.
- UW Transportation Services Procedure:
  1. Decisions are on a case by case basis.
  2. Decisions are dependent on coordination/input from appropriate disability consultant.
  3. Decisions are based on ADA requirements.
  4. Approved parking accommodations will be reviewed periodically with OED, DLR to determine current needs.
  5. If a request is denied – applicant may appeal the decision through the process established by UW-Madison Disability Accommodation Policies.
  6. When the person who receives the parking accommodation leaves employment, the accommodation is cancelled. If the accommodation involves a specific stall (in a specific location) UW Transportation Services will determine the appropriate designation and usage of the stall.

## Related References

- UW Madison Disabilities Accommodation Policy
- ADA information for employees:  
[oed.wisc.edu](http://oed.wisc.edu)  
OED Office @ 179A Bascom Hall  
(608) 263-2378
- ADA information for students & visitors:  
[mcburney.wisc.edu](http://mcburney.wisc.edu)  
MDRC Office @ 702 West Johnson St. Suite 2104  
(608) 263-2741, text (608) 225-7956

**Policy Information:**

Policy Number	TS-40
Date Approved	4/2001
Revision Dates	<b>3/2005</b> – Update contact info for faculty/staff/students <b>3/2007</b> – Update name change Office for Equity & Diversity <b>1/2011</b> – Update address Office for Equity & Diversity <b>3/2018</b> – Updated McBurney contact numbers