

Smart Commuter Program Application

Program Summary

The Department of Administrative Services offers the Smart Commuter Program to encourage full-time (FT) employees to use alternative modes of transportation in their commute. To qualify, a FT employee must commute to work by public transit, rail, vanpool (six or more qualifying riders), commuter bus, bicycle, or walking from home or from a park-and-ride lot **for more than half of their workdays each month**. Permanent, temporary and contracted state employees may participate.

Employees who lease parking in a private or public lot, are participants in a carpool, space share with another employee, or carpool with assigned parking in a City of Salem or Portland carpool area, are not eligible for the Smart Commuter program.

Program Benefits

- **Occasional parking permits** - Participants whose **primary work location** is within the Salem Capitol Mall Parking Area (D Street on the north, Mill Street on the south, 13th Street on the east, Church Street on the west) or at the Portland State Office Building (PSOB) receive permits valid for two days each month. The permits allow all-day parking in Salem at the two- and four-hour parking meters at the Capitol Mall Parking Structure; unreserved spaces in Green, Red, Yellow and Ferry Street Structure rooftop lots; and at PSOB park-and-pay spaces.
- **Emergency Ride Home:** Any employees in Polk, Marion, or Yamhill counties who use a transportation option other than driving to work alone are eligible for this program. Please contact Cherriots Trip Choice for more information: 503-588-2877 or through their website at <https://cherriots.org/en/tripchoice>.

Employee Name _____			Employee ID# _____			
Last	First	MI	(Non-state employees, enter last 4 digits of SS#)			
☐ Permanent	☐ Rotation	☐ Temporary	☐ Seasonal	☐ Limited Duration	☐ Contractor	☐ Work from Home
NOTE how many days per month you Work from Home (WFH): _____						
Agency Name/Division/Section _____				Agency # _____		
Agency Work Address _____						
Work Phone _____			Email _____			
Vehicle – Year/Make/Model _____		Plate _____	State _____			
I CERTIFY that for more than half of my workdays I use (check all that apply): ☐ Public transit / Rail ☐ Vanpool / Commuter bus ☐ Bike ☐ Walk I certify that I commute to work as stated above and that I do not rent parking (vanpools excluded), nor am I registered in a carpool. If my circumstances change and I no longer qualify for the Smart Commuter Program, I will immediately notify Fleet & Parking Services and return any unused parking permits. Lost or stolen permits are not transferable or replaceable. I understand that fraudulent use of program incentives may result in citation, prosecution and/or loss of parking privileges. ORS 276.591-594, OAR 125-090, Salem Revised Code 102.105 and 102.115.						
Signature _____			Date _____			