

# Employee Parking Application

Name: \_\_\_\_\_ Employee ID#: \_\_\_\_\_  
Last First MI Non-state employees, enter last 4 digits of SS #

Agency Name: \_\_\_\_\_ Agency Number: \_\_\_\_\_

Division/Section: \_\_\_\_\_

Worksite Address: \_\_\_\_\_  
Street/City/Zip

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
For events or issues related to your parking assignment

## YOUR VEHICLE DESCRIPTIONS

Vehicle #1 – Year/Make/Model: \_\_\_\_\_ State: \_\_\_\_\_ Plate: \_\_\_\_\_

Vehicle #2 – Year/Make/Model: \_\_\_\_\_ State: \_\_\_\_\_ Plate: \_\_\_\_\_

Vehicle #3 – Year/Make/Model: \_\_\_\_\_ State: \_\_\_\_\_ Plate: \_\_\_\_\_

☐ **Pre-tax payroll deduction authorization:** **NOTE: Please check your paystub EVERY month to make sure the deductions are correct. You have only 15 days to contest any incorrect parking fee deductions.**

I hereby authorize my employer to deduct from my salary or wages due me by virtue of my employment with the State of Oregon, all sums owed to the Department of Administrative Services for the parking privileges I have been assigned. I understand that the parking charge may increase or decrease. **This request and authorization shall remain in force until canceled by me in writing/email and any parking permit or sticker is returned to the Department of Administrative Services, State Parking Services.** Parking payroll deductions are made in arrears and are pre-tax unless a waiver is submitted to your agency's payroll office. **Parking fees are no longer prorated.**

☐ **Cash payment** (non-state/temporary employees only – requires pre-approval of Parking Manager)

I elect to pay for parking in advance by cash each month. I understand that if the payment is not received in the Parking Office by the fifth calendar day of the month, my parking privileges will be canceled.

I understand that parking regulated by the Department of Administrative Services is subject to the provisions of [OAR Chapter 125](#), and ORS Chapters [98](#), [276](#), [283](#), and [292](#). By accepting a parking assignment made by the Department, I agree to abide by these rules and laws. I further understand that failure to abide by these rules and laws may result in citation, prosecution and/or loss of parking privileges.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## OFFICE USE ONLY

Lot Assigned, Space/Permit Number \_\_\_\_\_ Monthly Rate \_\_\_\_\_

Effective Date \_\_\_\_\_ Payroll Notification \_\_\_\_\_

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## PARKING APPLICATION GUIDELINES AND INFORMATION

[OAR 125-090-0000 through 125-090-0160](#)

### ACCEPTANCE OF A DAS PARKING ASSIGNMENT INCLUDES A SIGNED AGREEMENT TO ADHERE TO THE GENERAL RULES RELATING TO ALL PARKING FACILITIES MANAGED BY DAS

- Maximum 10 MPH speed limit unless posted at lower speed.
- Follow directional arrows, stop signs, and other posted instructions.
- Park vehicles with front headed toward metered and diagonal spaces.
- Sub-letting permits or spaces is prohibited unless authorized by DAS.
- Lot and space assignments must be authorized by DAS before parking is approved.
- The State of Oregon, the Department of Administrative Services, its officers or employees are not responsible for accidents, damage to vehicles, theft, or personal injury resulting from the use of any parking facility managed by DAS.
- Daily permits are authorized at 2, 4, and 10-hour state meters and other areas designated by DAS. [For more information, please visit our website](#). Follow all instructions provided on the permit. Failure to follow all instructions may result in a citation.
- Your state paycheck is not a valid receipt if you have a commuter FSA. For more information, visit the [commuter FSA website](#).

### UNRESERVED LOTS – (Red, Green, Yellow, and Ferry Street Structure Roof level)

- Parking permits are valid only when hung from your vehicle's rearview mirror, clearly visible at all times, and with the permit number facing outward (toward the front of the vehicle).
- Lost or forgotten permits must be reported immediately to avoid citation.
- **To park without your permit, call 503-378-5090 ext. 0 or email: [state.parking@das.oregon.gov](mailto:state.parking@das.oregon.gov) before 9 a.m.** Report your name, permit number, vehicle license number, and the lot that you park in. You may also leave a **clear** voice message with the same information
- Carpool/vanpool groups may park only one vehicle in the lot at any time.
- When the lot you usually park in is full, you may park in another unreserved lot. You must call 503-378-5090 ext. 0 to report your name, permit number, vehicle license number, which lot is full, and where your vehicle is parked.
- DAS parking permits are assigned to individuals by number and are considered state property. Damaged and no longer needed permits must be returned to DAS.
- Lost or stolen permits should be reported immediately. Replacement permits may be purchased for \$10. Any vehicle displaying a permit that was reported lost or stolen will be cited and the vehicle owner can be prosecuted and forfeit future parking privileges.
- Damaged and illegible permits will be replaced free-of-charge when exchanged for a new permit.
- Altered permits are invalid and will result in citation for unauthorized parking.
- Any canceled permit that is not returned after 30 days of cancelation will be charged \$20 per month until it is returned.

### REPORTING AN UNAUTHORIZED VEHICLE IN YOUR RESERVED SPACE

Reports of unauthorized vehicles in reserved spaces are accepted when reported by space renter or a member of their carpool/vanpool. When your space is occupied by an unauthorized vehicle, you will be authorized to park at a nearby DAS metered or unreserved lot until your space is cleared. **Call 503-378-5090 ext. 0 or email [state.parking@das.oregon.gov](mailto:state.parking@das.oregon.gov)** with the following information: your reserved parking space number and lot/facility, license number of the unauthorized vehicle occupying your reserved space, and the space number and lot/facility you are parked in while displaced from your reserved space.

### ANY PARKING RECORD CHANGES

All Parkers, including Primary in a carpool/vanpool, must update personal information and changes in vehicle and license numbers, work location, phone numbers, and agency changes in writing/email the next business day. For carpool/vanpool, the Primary driver and Rider are responsible for immediately reporting any changes in writing/email the next business day.

### CANCEL PARKING

Cancelation of parking services may be communicated by letter or email. Parking fees are no longer prorated.

### CASH PAY

Payments not received by the 5th of each month may result in parking space cancellation.