

# Employee Parking Application

**Name:** \_\_\_\_\_ **Employee ID#:** \_\_\_\_\_  
Last First MI

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

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

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

**Work Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
For events & issues relative 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.** Parking payroll deductions are made in arrears and are pre-tax unless a waiver is submitted to your agency's payroll office.

**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 [125-090-0140](#)

### 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
- Lot and space assignments must be authorized by DAS before parking is approved
- Pre-tax parking fees are deducted in arrears from monthly payroll checks
- 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.

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

- Parking permits are valid only when hung from rearview mirror and clearly visible at all times with 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@oregon.gov](mailto:state.parking@oregon.gov) before 9 a.m.** and report your name, permit number, vehicle license number and the lot that you park in. You may also leave a voice message with the same information.
- Carpool 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 vehicle owner can be prosecuted and forfeits 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.

### 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. When your space is occupied by an unauthorized vehicle, you will be authorized to park at a nearby DAS meter or unreserved lot until your space is cleared. **Call (503) 378-5090 ext. 0 or email [state.parking@oregon.gov](mailto:state.parking@oregon.gov)** to report an unauthorized vehicle in your reserved space with the following information: the lot and space number reserved for your vehicle or carpool, license number of the vehicle occupying your reserved space, and the vehicle license number and which lot, meter or DMV-signed space you parked in while displaced from your space.

### INDIVIDUAL PARKING RECORD CHANGES

Parkers must notify DAS State Parking Services within five business days, by email, about any changes in agency, physical work location, vehicles, license plate numbers, email addresses, and phone numbers.

### CANCELED PARKING

Cancellation of parking services may be communicated by letter or email. Rates will be prorated if the cancellation is effective prior to the first of the next month.