

Employee Parking Application

Fleet & Parking Services
1100 Airport Rd SE
Salem, OR 97301-6082
503-378-5090
503-378-2157 fax
state.parking@das.oregon.gov
<https://www.oregon.gov/DAS/FleetPark>

Name: _____ **Employee OR#:** _____
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

PRIMARY VEHICLE DESCRIPTIONS

Vehicle #1 – Make/Model: _____ State: _____ Plate: _____ Year: _____

Vehicle #2 – Make/Model: _____ State: _____ Plate: _____ Year: _____

Vehicle #3– Make/Model: _____ State: _____ Plate: _____ Year: _____

☐ **Pre-tax payroll deduction authorization:** **NOTE: You may not pay for monthly state parking with a payroll deduction combined with a Flexible Spending Account. For more information, visit the [commuter FSA website](#).** 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. **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.** I understand that the parking charge may increase or decrease. 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 not 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 125-090](#), and ORS Chapters [98](#), [276](#), [283](#), and [292](#). By accepting a parking assignment made by the Department, I agree to abide by these laws, rules, and the conditions contained within this form. I further understand that failure to abide by these laws, rules, and conditions may result in citation, prosecution and 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](#)

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.
- 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.
- Certified carpool/vanpool/Space Sharing groups may park only one vehicle in the lot at any time.

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

- 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, vehicle license number, which lot is full, and where your vehicle is parked.
- DAS parking in unreserved lots is assigned to individuals based on vehicle license plate number(s). Enforcement is done through electronic License Plate Recognition (LPR), so ALL license plate information must be accurate and up-to-date. Any changes in vehicles or plate numbers must be reported immediately (no later than the next business day) to DAS Parking Services. Failure to provide accurate and up-to-date plate information may be subject to warning, citation, or towing.

REPORTING AN UNAUTHORIZED VEHICLE IN YOUR RESERVED SPACE

Reports of unauthorized vehicles in reserved spaces are accepted when reported by the primary employee the space is assigned to or a certified member of a carpool/vanpool. **Do not park in another reserved space in a reserved lot - you are likely to displace another person and may be cited or towed.** 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 (If you phone in, you must follow up with an email and verify ALL the information provided) or email 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 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 **by email** the next business day.

CANCEL PARKING

Cancellation of parking services **must be sent by email. Parking fees are not prorated.**

CASH PAY

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