

Smart Commuter Program Application

Program Summary

The Department of Administrative Services offers the Smart Commuter Program to encourage employees to use alternative modes of transportation in their commute. The goal is to reduce traffic volume and parking demand, improve air quality, and reward the efforts of state employees who leave their cars at home. To qualify, an employee must commute to work by public transit, rail, vanpool (six or more qualifying riders), commuter bus, bicycle or walk from home or from a park-and-ride lot more than half of their workdays each month. Permanent, temporary and contracted state employees may participate in the program.

Employees who lease parking (vanpools excluded) in a private or public lot or who are participants in a carpool or participate in a carpool with assigned parking in a City of Salem carpool area are not eligible for the Smart Commuter program.

Program Benefits

- **Occasional parking permits** - participants who work in the Salem Capitol Mall Parking Area or at the Portland State Office Building receive parking permits valid for two days each month issued by Fleet & Parking Services. The permits allow all-day parking in Salem at the two and four hour parking meters at the Capitol Mall Parking Structure, Green, Red, Yellow and Ferry Street Structure rooftop unreserved spaces, and at the Portland State Office Building 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. You can register at [Drive Less Connect](#) or contact Cherrlots Trip Choice for more information, phone: 503-371-7665, email: tripchoice@cherrlots.org, website: <https://cherrlots.org/en/tripchoice>.

Employee Name _____ **Employee ID#** _____
Last First MI (Non-state employees, enter last 4 digits of SS#)

Permanent Temporary/Seasonal _____
(Please indicate which months you will be working)

Agency Name/Division/Section _____ **Agency Number** _____

Agency Work Address _____
Street/City/Zip

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

By my signature below, 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 I change my commuting habits and no longer qualify for the Smart Commuter Program, I will immediately notify Fleet & Parking Services and return any unused parking permits. Passes are not transferable and not replaceable, if lost or stolen. 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** _____