

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. To qualify, an 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 (except vanpools) in a private or public lot, or 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 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. You can register at [Drive Less Connect](#) or contact Cherriots Trip Choice for more information: 503-371-7665, tripchoice@cherriots.org, 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#)
<input type="checkbox"/> Permanent	<input type="checkbox"/> Rotation/ <input type="checkbox"/> Temporary/ <input type="checkbox"/> Seasonal	Limited Duration	Telecommute* Contractor
* For telecommuting, please note how many days per month you telecommute: _____			
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):			
<input type="checkbox"/> Public transit / Rail <input type="checkbox"/> Vanpool / Commuter bus <input type="checkbox"/> Bike <input type="checkbox"/> 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 _____	