

# Smart Commuter Program Application

## Program Summary

The Department of Administrative Services offers the Smart Commuter Program to encourage full-time employees to use alternative modes of transportation in their commute. To qualify, a FT 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, 13<sup>th</sup> 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](mailto:tripchoice@cherriots.org), or through their website at <https://cherriots.org/en/tripchoice>.

<b>Employee Name</b> _____		<b>Employee ID#</b> _____		
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	Contractor	Telework*
* Please note how many days per month you telework: _____				
<b>Agency Name/Division/Section</b> _____			<b>Agency #</b> _____	
<b>Agency Work Address</b> _____				
<b>Work Phone</b> _____		<b>Email</b> _____		
<b>Vehicle – Year/Make/Model</b> _____			<b>Plate</b> _____	<b>State</b> _____
<b>I CERTIFY</b> 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. <b>If my circumstances change and I no longer qualify for the Smart Commuter Program, I will immediately notify Fleet &amp; Parking Services and return any unused parking permits. Lost or stolen permits are not transferable or replaceable.</b> I understand that fraudulent use of program incentives may result in citation, prosecution and/or loss of parking privileges. <a href="#">ORS 276.591-594</a> , <a href="#">OAR 125-090</a> , Salem Revised Code <a href="#">102.105</a> and <a href="#">102.115</a> .				
<b>Signature</b> _____			<b>Date</b> _____	