

# 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 in a private or public lot, are participants in a carpool, space share with another employee, or 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>.

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	<input type="checkbox"/> Limited Duration	<input type="checkbox"/> Contractor	<input type="checkbox"/> Work from Home
NOTE how many days per month you Work from Home (WFH): _____						
Agency Name/Division/Section _____			Agency # _____			
Agency Work Address _____						
Work Phone _____			Email _____			
Vehicle – Year/Make/Model _____			Plate _____		State _____	
<p>I CERTIFY that for more than half of my workdays I use (check all that apply):</p> <p><input type="checkbox"/> Public transit / Rail   <input type="checkbox"/> Vanpool / Commuter bus   <input type="checkbox"/> Bike   <input type="checkbox"/> Walk</p> <p>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>.</p>						
Signature _____			Date _____			