

**State of Oregon Department of Administrative Services  
Free Bus Pass Application for State Employees**

<http://oregon.gov/das/fac/parking/>

(In partnership with Cherriots, Salem-Keizer Area Mass Transit District)

[www.cherriots.org](http://www.cherriots.org)

Print Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Agency Name/Division: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Work Telephone/Ext.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Please Indicate Your Employment Status:**

- Permanent, Full-time
- Permanent, Part-time
- Other: \_\_\_\_\_

Capitol Mall area state employees are entitled to a free bus pass and guaranteed ride. The bus pass may be used on any Salem-Keizer Area Transit route, time or day without restriction. State agency-issued photo ID cards are valid as bus passes when the Cherriots annual sticker is attached to front of card. The free Bus Pass program is provided by revenue from the rental of parking spaces.

Passes will be renewed annually by applying the next year's sticker to your photo ID card. **Please mail, fax or bring your application to: Parking & Commuting Services, 1225 Ferry St. SE U100, Salem, OR 97301-4281, Phone (503) 378-5090, Fax (503) 378-2157.**

- I have a current photo ID card issued by my agency.
- I do not have a photo ID card.

You will receive a temporary monthly bus pass to use while waiting for your agency-issued photo ID card. If your agency does not use a photo ID card; please contact State Parking for further instructions.

▪ Employees who ride transit full-time may also apply for the Smart Commuter program to receive a merchant coupon book and a 2X/month parking permit. The Smart Commuter application can be found on the Parking web site under Forms. ▪ Cancellation of your parking space is not required to qualify for the free bus pass. If you cancel your parking to ride the bus, you are eligible for a high priority to obtain parking again within 3 months of cancellation. ▪ If you participate in a car pool, you must continue to ride with your group 2/3 of the working days to qualify for parking fee discounts and space assignments.

**To Qualify:**

I certify that I work for a state agency housed within the Capitol Mall boundaries of Church Street, D Street, 13<sup>th</sup> Street and Mill Street (OAR 125-090-000(1)) and that I have read and understand the program qualifications.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_