



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation



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## DOT HQs Parking Announcement

### *A message from the parking office:*

This parking announcement communicates changes to DOT HQs garage operations. Currently, the DOT HQs garage is operating on a free- off hours status. The garage will continue to operate this way through the holidays; however, the garage will be ramping up services and begin requiring a reservation for parking starting in January 2022 and will transition to pay-for-parking starting March 1, 2022. Over the next 6 weeks, the parking office will be issuing guidance and FAQs to inform DOT HQs personnel of available parking services and how to apply for those services.

With the announcement of the phased workforce building re-entry, the parking office is preparing to meet rising demand for parking as employees and contractors are phased back into the building. To ensure parking services meet the parking needs of DOT HQs personnel, the parking office will be conducting a certification of parking applications and permits. Parking in the HQs garage requires DOT personnel to register with the parking office by submitting parking applications that are approved by the parking office. The garage parking certification is the process used to verify personnel parking in the garage are approved to do so and are registered with the parking office.

The below parking certification bulletin provides DOT HQs employees and contractors guidance on the parking application and certification process. Please follow the steps outlined in the below bulletin to apply for parking at DOT HQs.

Thank you,

DOT HQs Parking Office



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## DOT HQs Parking Certification Bulletin

**BULLETIN #:** TSB-2021-05

**DATE:** November 29, 2021

**SUBJECT:** Headquarters Parking Certification (Excluding FAA)

**PURPOSE:** This bulletin provides updated guidance on the Department of Transportation Headquarters (DOT) parking certification process.

**BACKGROUND:** In accordance with Section 7.0 of the DOT Headquarters Parking Policy, all daily, weekly, monthly and off-hour applicants for parking spaces must submit certification for a parking permit. Parking permit approvals are for a one-year period and will be issued in accordance with the Federal Property Management Regulations, 41CFR 102-74.285 and 102-74.305 criteria for allocation of parking spaces.

**INFORMATION:** The parking certification period is **December 3rd - December 14th, 2021**. Parking customers must certify during this period to satisfy the registration requirement and to park in the HQs garage. Registration is separate from parking payment.

**ACTION:**

1. If you have previously registered for parking you may login to your account by clicking on the following link: [Parking Application](#). Please note: If you already have an account in the Transit Benefit System, your login and password are valid for the Parking System.
- 2a. If you do not have an account and are new to the Parking Application system, please create an account by clicking on the following link: [Parking Application](#).

***Mass Transit Participants-*** If you use mass transit for your commute, please see the transit benefit certification memo for instructions on how to apply and receive transit benefits that subsidize your mass transit commute into work—[DOT Transit Benefit Certification Bulletin Dec 2021.pdf](#)

2. Both new and previously registered applicants should select the recertify/enroll option and complete the on-line parking application.

3. Due to an increase in demand for parking in the DOT HQ garage, parking permits will now be distributed in accordance with guidance from the 41CFR 102-74.285 and 102-74.305 by using the following categories to prioritize issuance of parking permits: Persons with Disabilities, Job Requirement, Special Schedule, Vanpools, Carpools, Privately Owned Vehicles, Motorcycles, and Bicycles. (Please see Appendix A for a description of each parking permit category.)

a. Applicants will need to select the requested permit type from the dropdown menu.

b. Any applicant selecting “Job Requirement” must obtain a signed certification form and submit it to the Parking and Transit Office. The certification form used for applications citing “Job Requirement” is built into the Parking and Transit Benefit System (PTBS) and is made available to applicants when this category is selected.

**Q&A SESSIONS:** TRANServe will be holding question and answer sessions for anyone needing more information on the parking certification process. Below are the scheduled Microsoft Teams sessions which are open to anyone:

- [December 1st 1:00 - 2:00 Q & A Session](#)
- [December 7th 11:00-12:00 Q & A Session](#)
- [December 9th 9:00-10:00 Q & A Session](#)

**EXPIRATION DATE:** This Bulletin will remain in effect until cancelled.

**CONTACT:** If you have any questions please email the Parking Office at [parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov).

## **Appendix A:**

### **Parking Permit Categories**

1. Persons with Disabilities- an individual with a physical or mental impairment that substantially limits the individual's mobility or ability to ride mass transportation.
2. Job Requirements- an individual who performs various complex assignments in matters of agency responsibility under the constraints of time and/or sensitivity and whose workload and schedule are often dictated by unexpected events requiring immediate attention.
3. Special Schedule- an individual whose documented work hours are subject to shift work that is outside the normal 6 a.m. to 6 p.m. business hours (alternative work schedules do not qualify for this category).
4. Vanpools- A group of at least seven (7) persons, the permit holder, plus six other riders who routinely share transportation to and from work.
5. Carpools- a group of two or more people regularly using a motor vehicle for transportation to and from work.
6. Privately Owned Vehicles- an individual who typically drives into work by themselves in their own vehicle. This is the most common parking permit category.
7. Motorcycle- an individual who drives a motorized two-wheel vehicle.
8. Bicycles- an individual who uses a pedal-driven, single-track vehicle, having two wheels attached to a frame, one behind the other.