



Annual Parking Recertification (Excluding FAA)

Bulletin- TSB-2023-10

September 11, 2023

SUBJECT: Annual Headquarters Parking Recertification (Excluding FAA)

PURPOSE: This bulletin provides guidance on DOT Headquarters parking recertification.

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 annually submit a recertification 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 annual parking recertification period is **October 1 – 31, 2023**. Parking customers must recertify during this period to satisfy the registration requirement and to park in the HQs garage. Registration is separate from parking payment.

ACTION:

1. **Registered Applicants-** If you have previously registered for parking or the transit benefit system 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.
2. **New Applicants-** 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](#).
3. Both new and previously registered applicants should select the recertify/enroll option and complete the on-line parking application.
4. Parking permits are distributed in accordance with guidance from 41CFR 102-74.285 and 102-74.305 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.

- **Reminder-** HQs personnel with registered electric vehicles (EVs) have the option to purchase Level-2 charging daily permits. These permits provide access to designated parking spaces with installed Level 2 charger units.

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

- [September 26th - 2:00pm](#)
- [October 3rd - 9:00am](#)
- [October 10th - 2:00pm](#)

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

CONTACT: If you have any questions please contact your modal POC or email the Parking Office at 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.