



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



---

## Annual Parking Recertification (Excluding FAA)

**BULLETIN #:** TSB-2018-07

**DATE:** September 19, 2018

**SUBJECT:** Annual Headquarters Parking Recertification (Excluding FAA)

**PURPOSE:** This Bulletin provides updated guidance on the Department of Transportation Headquarters (DOT) 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, 2018. Parking customers must recertify during this period to satisfy the registration requirement and to park in the HQs garage. Proof of registration is a valid DOT hang-tag issued from the Parking and Transit Office. Customers must display a valid hang tag to enter the garage. Customers not displaying a valid hang-tag may be directed out of the garage.

Registration is separate from parking payment.

**ACTION:**

1. Go to your account or establish an account by using the following link: [Parking Application](#).
2. If you already have an account in the Transit Benefit System your login and password are valid for the Parking System. Do not set up a new account just for the Parking system.
3. Pick the Recertify/Enroll option and complete the on-line parking application.
4. 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 recertification process. Below are the scheduled sessions which are open to anyone:

- October 3, 2018 10:00-11:00 Conference Room 7
- October 10, 2018 1:30-2:30 Conference Room 7
- October 17, 2018 11:00-12:00 Conference Room 6

**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](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.