



## COMMUTE TRIP REDUCTION (CTR) AND PARKING INFORMATION

**WELCOME**  
**TO THE WASHINGTON STATE**  
**CAPITOL CAMPUS**

Welcome to the Washington State Capitol Campus. Whether you are new to the Campus or returning, it is important that you are aware of parking policies and rules governing parking. Please read the following information carefully and refer to the links throughout for complete information.

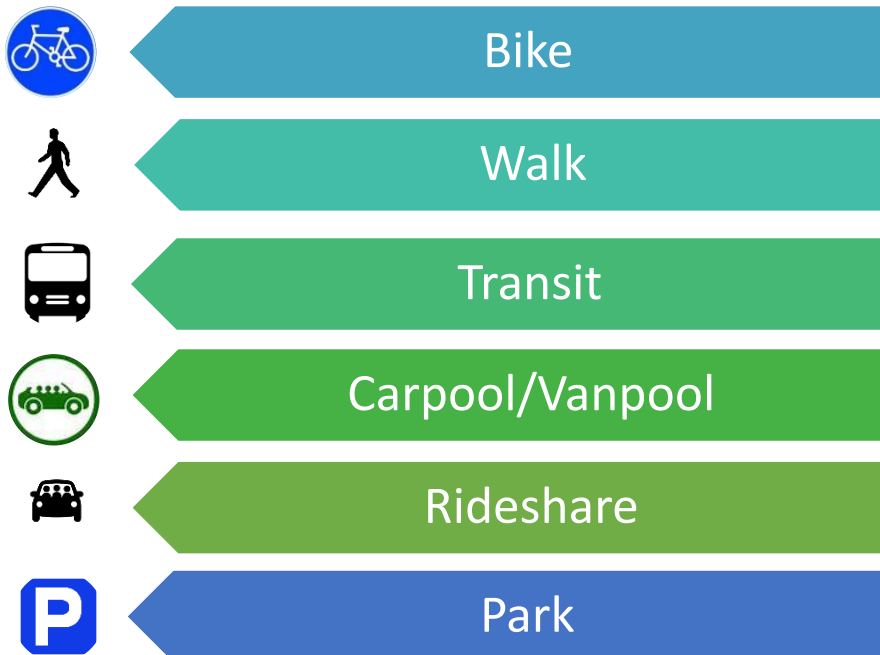
Included in this welcome packet is

- A list of the choices for commuting
- A map to guide parkers to their assigned lots
- Registration information

If you are interested in parking on campus, parking permit applications are available [online](#) or in the Office of Parking Services, located in the lower level of Office Building 2 at 1115 Washington Street, Olympia. You can access the online application by going to the [Parking Office web page](#).

In addition to parking a single occupancy vehicle in a campus parking lot, there are other options for commuting to the Capitol Campus.

## Choose your commute:





## Bike

To plan a bike-friendly route to work, check out the Thurston County Bike Map, available online at [thurstonbikemap.com](http://thurstonbikemap.com). You can also pick up a paper copy either from the parking office or your Employee Transportation Coordinator.

To park your bike in a nearby [bicycle parking cage](#), please complete a Registration & Agreement Form to receive your unique access code. You will receive your access code once the Parking Office approves your request. As a user of the bicycle cage, you need to be aware of and agree to the following:

1. You must protect your access code and not reveal it to others.
2. Notify DES when you discontinue use or terminate employment:
  - Email: [parking@des.wa.gov](mailto:parking@des.wa.gov)
  - Call: (360) 725-0030
  - Online: [Bicycle Cage Cancellation](#)
3. Cages are intended for secure parking for state employees who commute by bicycle. The cages are not to be used for bicycle storage for long periods. You should not leave your bicycle overnight.
4. Ensure that the door is closed and locked when leaving the bike cage. Notify customer service at (360) 725-0000 immediately if a security issue exists.
5. Be careful not to make excessive contact with, or cause damage to, other bicycles.
6. Do not leave litter in the bicycle parking area and please help keep it clean.

To agree with the terms of use for Capitol Campus bike cages, please complete the form shown below by accessing it on our online [Registration and Agreement Form](#).



## Walk

If you live close enough to walk to work, explore the Campus' beautiful gardens, statues, and architecture along the way. Even if you don't live close to work, you can park farther away, such as on Deschutes Parkway, and enjoy the walk, or you can get off your bus a stop or two early.

There are so many reasons to walk:

- Walking to work is good for your heart and gives you more energy for the remainder of the day.

- If you live in Olympia, you probably live within a 15-minute walk to a bus stop. You can combine a walk with a bus ride.
- It boosts your mood and improves circulation.
- You get to know your community better and...it is **free!**



## Transit



With an award winning transit provider, riding the bus is a great option for getting around Thurston County. Riding the bus also reduces congestion, air pollution, stress, and saves you money when compared to driving alone.

For more information on the services below, contact Intercity Transit by calling 360-786-1881 or visit [www.IntercityTransit.com](http://www.IntercityTransit.com)

Trip Planner plans trips anywhere within Intercity Transit's service area.

Dial-A-Lift provides door-to-door service for certified users.

Vanpool & Carpool -- Intercity Transit can help you start or join a carpool or vanpool.

Express Service provides connecting service for riders traveling along I-5.

Dash Free shuttle service between the Olympia Farmers Market and the State Capitol Campus.

State Agency Rider (STAR) Pass The STAR Pass is free for state employees who work in Thurston County.

Fares and Monthly Passes Information on fares and monthly passes as well as reduced fare eligibility.



Rideshare

Carpool/Vanpool

Employees who carpool or rideshare may qualify for reduced rate or free parking:

Type	Terms	Rate
Carpool	3 or more on-campus employees; only one authorized vehicle at any given time	Free
Rideshare	2 on-campus employees; only one authorized vehicle at any given time	\$17.50 per person

If you need parking for your single occupancy vehicle on an occasional basis and are using an alternative commute method, contact the Parking Office at 725-0030 for information regarding The Commute Trip Reduction Parking Pass.

How to register for Carpool or Ride share parking

Car or vanpool:

- Vanpool/Carpool lead must register or update by using the [online parking registration form](#).
- A carpool/vanpool placards are issued and must be updated every three months.

Rideshare:

- Both parties must register or update by using the online parking registration form - In the "comments" area include the intent to rideshare and name of rideshare participants.
- If applicable, remove and return parking stickers to Parking Services at MS: 41025.
- A rideshare placard will be issued and must be updated every three months.

Carpool/Vanpool FAQ'S

- Q: Do all carpool/vanpool participants have to register for parking?
- A: No, but the driver of the carpool or vanpool has to fill out the online application to register. Each of the riders must sign the form indicating that they are a participant. Please note: Carpools require three or more riders and vanpools need at least five commuters to start and maintain a vanpool.
- Q: If staff want to sign up for rideshare, do you need the name of the person they are ridesharing with?

A: Yes, they both register for parking and split the cost of the stall.

Q: If I'm carpooling or vanpooling and don't qualify to get in the building yet, can I still get on the waiting list based on my seniority date?

A: Yes, you will need to apply as a new parker and note in the comment box that you want to be added to the waiting list only.

Q: If I normally carpool but have to drive my car to work, where do I park?

A: You can purchase a \$2.80 CTR Pass from the Parking Office that will allow you to park in the Plaza Garage for the day.

Q: If I normally rideshare but have to drive my car to work, where do I park?

A: You can purchase a \$2.80 CTR Pass from the Parking Office that will allow you to park in the Plaza Garage for the day. You will still receive incentive pay in accordance with your agency CTR policy.



## Park

### For parkers currently registered with the Parking Office:

Are you currently registered with DES parking and have a payroll deduction coming out of your paycheck? If you are moving to a new parking area or have other changes to your parking profile, please follow these steps:

1. Visit the parking [web page](#)
2. Select “Update existing parking information”
3. Enter your Employee ID (personnel number)
4. Enter your Last Name
5. Click Submit

You will be directed to the page to update your parking record. Simply update any information on your record that needs it.

**Parkers** Washington State Department of  
**Enterprise Services**

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### Parking Options

You now have the option of paying your parking fee with a pre-tax or post-tax deduction.

- Sign up for parking (new employees)
- Notify parking of a temporary car change (before 8:30 am)
- Update existing parking information
- Cancel parking/payroll deduction
- Request a replacement parking permit
- Change/Renew Carpool/Vanpool

(NOTE: use "PENDING" if you have not been assigned an Employee ID yet or are a new parker to the Capitol Campus. You must have an actual Employee ID to register for Carpool/Vanpool.)

Employee ID:  (8 digits including leading zeros)  
Last Name:

**If you need to park in a different lot than the one assigned to you, you need to call the Office of Parking Services at 725-0030.**

If you have any problems logging in or questions about parking, please contact the Office of Parking Services.

#### Important information

- [Parking sticker placement](#)
- [Bike Cage Parking](#)
- [Carpool & rideshare](#)
- [Rules & regulations](#)
- [Parking Fee Schedule \(PDF\)](#)
- [Parking Map \(PDF\)](#)

#### Contact Us

Phone: (360) 725-0030  
Email: [parking@des.wa.gov](mailto:parking@des.wa.gov)  
Hours: 7:00 AM to 4:00 PM  
Monday - Friday

Your application will be updated and -- based upon your state seniority date -- you will either be assigned to the Columbia Garage or another DES-managed garage. If you are assigned to another garage, you will be placed on a waiting list for the Columbia Garage. The Office of Parking Services will notify you of your parking status via campus mail. Please make sure that you use your current mailstop.

[Explore an interactive map of the Capitol Campus.](#)

## For parkers NEW to Capitol Campus parking:

If you are not currently parking in a Capitol Campus garage, please follow these steps:

1. Visit the parking [web page \(https://fortress.wa.gov/es/apps/Parkers/\)](https://fortress.wa.gov/es/apps/Parkers/).
2. Choose sign up for parking (New Employees)
3. Enter "Pending" for your Employee ID.

Our system will automatically load your Employee ID number as part of the payroll deduction process.

4. Enter your last name
5. Click "Submit"

You will be directed to another page to input your record. You can register up to three vehicles for the single parking fee of \$35 a month.

**Parkers** Washington State Department of Enterprise Services

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[Next](#)

#### Important information

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- Bike Cage Parking
- Carpool & rideshare
- Rules & regulations
- Parking Fee Schedule (PDF)
- Parking Map (PDF)

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After you have carefully filled out and double-checked the information, you will receive a confirmation form to print out and display in your vehicle. Please "black out" any personal information on the copy (home address, etc.) and display in your vehicle on your first day parking in your assigned campus parking area. Your application will be entered into our database and, based



upon your state seniority date; you will be assigned to DES-managed garage. You will also be placed on a seniority-based waiting list for the Columbia Garage. The Office of Parking Services will notify you of your parking status via campus mail. Please make sure that you use your current mailstop. You will need to visit the Parking Office in person to receive a permanent permit.

**Please note – in accordance with RCW 200-200-188; employees of the state of Washington who are employed on the state capitol grounds may not park in spaces set aside and marked for visitors, tourists, and other special purposes between the hours of 7:00 a.m. and 5:00 p.m. on normal working days. Employees will be ticketed by the Washington State Patrol if found in violation even if the employee parks and pays in a metered visitor lot.**

[Explore an interactive map of the Capitol Campus.](#)

## Waiting Lists

If a carpool rider has been a carpooler for the amount of time it would take to wait on a waiting list for individual parking, they can park in that specific garage when they reach the top of the waiting list.