

**NYC DOE Parking Permits Frequently Asked Questions (FAQ)**

1. Where do I apply for a parking permit?

Staff members should apply for parking permits using the following link:

[https://www.opt-osfns.org/DSF/Resources/DSF\\_ParkingPermit/Eligibility/Verify](https://www.opt-osfns.org/DSF/Resources/DSF_ParkingPermit/Eligibility/Verify)

If there is an issue, please try opening the application in a different browser or change the compatibility settings on your current browser.

2. Where can I find my employee reference number?

Your employee reference number is the seven (7) digit employee identification number found on your pay stub.

3. Why am I ineligible for a DOE parking permit?

- Your school building does not have designated DOE parking spaces; therefore you will not be issued a parking permit.
- You are not affiliated with one of the approved unions.
- Your employee reference number is invalid.

If you believe you meet the eligibility requirements and still are having issues please email: [DOEParkingpermits@schools.nyc.gov](mailto:DOEParkingpermits@schools.nyc.gov)

4. If I have more than one (1) car registered under my name may I get more than one (1) permit or can both license plate numbers go onto the parking permit?

No, a staff member will only be assigned one (1) parking permit. Only one (1) license plate number is permissible on the permit.

5. If my car is registered in my spouse's name or a family member's name, is that acceptable?

Yes, but the parking permit must be in your name and the license plate number listed on the permit must match the tags on the vehicle.

6. Do Charter Schools employees receive DOE parking permits?

Charter schools in buildings with DOE designated parking spaces have received parking permits in proportion to their enrollment and the total number of available spaces. They will continue to receive the same number of permits usable on a first come, first served basis.

7. Does the new policy allow staff to park in spots with DOT signs stating, “No Parking School Days 7:00 AM to 4:00 PM.”?

No. Parking is only allowed in locations with appropriate signage. See attached for images of agency authorized parking signs.

8. Must the employees’ name and plate number be placed on the parking permit? I am concerned about violating their personal property privacy and see potential for student vandalism against a teacher they may have an issue with.

Beginning November 2, 2017, names will no longer be displayed on parking permits.

9. Does the vehicle have to be registered in New York State?

Permits may only be issued to vehicles registered in New York, New Jersey, Pennsylvania and Connecticut.

10. There are no signs outside our school that designate DOE school staff parking. Will we now have designated parking signs and permits?

At this time all existing parking rules will remain in effect around all school buildings. Buildings without designated DOE parking spaces will not receive permits. The Department of Transportation (DOT), which is solely responsible for the on-street parking rules and regulations, will not be adding signs around school buildings.

11. At my school, there are no DOE authorized parking signs, but there is a sign that reads “No Parking School Days.” Does this make me eligible for a parking permit?

The “No Parking School Days” sign is not an authorized parking sign, nor does it allow staff members to park at these locations. These signs are for school buses that are dropping off and picking-up students.

12. My school is a new school. How do we request parking spaces?

In short, there will be no parking spaces added. As per city policy, which was in place prior to 2009, any DOE changes to the number of parking spaces and locations were capped citywide, and no new parking spaces were to be installed for any faculty at any public, private or parochial school. In addition, if a school closed or relocated, these spaces were non-transferable, in that the spaces would not move with the school, nor would the new school moving in to the building inherit them.

13. I'm a member of a charter school that has grown significantly and added more staff. How do we obtain more parking permits?

Charter schools in buildings with DOE designated parking spaces have received permits in proportion to their enrollment and the total number of available spaces. They will continue to receive the same number of permits usable on a first come, first served basis.

14. I'm a member of a union that is not specifically listed as eligible for parking permits. Am I also eligible for a parking permit?

No, at this time, only full-time Department of Education employees that are members of DC 37 Local 372 school-based employees, UFT and CSA are eligible for parking permits.

15. I am currently represented by the UFT working as a substitute or per-diem staff member. Am I eligible for a parking permit?

No. Permits are only issued to permanent full time staff in buildings with DOT authorized parking spaces.

16. Are Absent Teacher Reserve (ATR) employees entitled to DOE parking permits?

If Absent Teacher Reserve (ATR) employees are assigned to a building that has DOT authorized parking; they are entitled to a parking permit.

17. Are F-status staff members eligible for a parking permit?

Yes.

18. I work in more than one (1) school, but only have a permit for one (1) site. How do I apply for a second parking permit?

A person can only possess one (1) permit. Permit eligibility is determined by your Galaxy HR record. Only full time staff members identified as itinerant in Galaxy are eligible for an itinerant parking permit.

19. I am an employee from another agency within the city, but I work in a school. Am I eligible for a parking permit?

Currently, the DOE parking permit application is only for DOE employees. The data supporting the parking permit application derives from the DOE's HR system. We have no way of verifying employees from other agencies.

20. The streets are listed incorrectly on our DOE parking permits, what do we do?

Email the DOE Parking Permit Unit at [DOEParkingpermits@schools.nyc.gov](mailto:DOEParkingpermits@schools.nyc.gov)

21. How do I obtain an itinerant DOE parking permit?

Itinerant or non-school based staff can apply for a DOE parking permit using the same portal as school based staff.

22. Can I laminate the parking permit?

No, parking permits cannot be altered or duplicated.

23. I'm a principal. Will my parking permit be subject to the first come, first served basis?

All parking spaces will be available on a first come, first served basis.

24. What do I do if my permit is damaged, lost or stolen?

If your permit is damaged, lost or stolen, you may report it by using the DOE Parking Permit portal option that reads **"Report & Replace Lost/Stolen/Damaged Permit."**

Before a replacement can be issued, damaged permits must be returned to:

**Division of School Facilities  
Attn: DOE Parking Permit Unit  
44-36 Vernon Blvd, 5<sup>th</sup> floor  
Long Island City, NY 11101**

In addition, a police report must accompany any replacement request for a lost or stolen permit.

25. I have a new car and new license plate number, how do I apply for a new permit?

Request for a license plate change must be done through the DOE Parking Permit Portal using the option that reads **"Update Vehicle Information."**

Before a new parking permit can be issued, the previous permit must be returned to:

**Division of School Facilities  
Attn: DOE Parking Permit Unit  
44-36 Vernon Blvd, 5<sup>th</sup> floor  
Long Island City, NY 11101**

**Please note:** Your license plate number must match the one on the permit to be valid.

26. My school/permit type listed on the DOE Parking Portal is incorrect, how do I make the correction?

You must contact your payroll secretary to update your **Galaxy profile**, then request the change through the DOE Parking Permit portal using the option **“Request to Change School or Permit Type.”**

27. What do I do if I receive a parking ticket?

It is the permit holder’s responsibility to adjudicate any summons that they may receive while parked near a school building. The Department of Education will not be responsible for any fines or summons issued by NYPD.

**Examples of where an employee can park with a valid permit:**

This sign shows that a permitted DOE employee may park here only during school days for the times listed.



The “DEPARTMENT OF EDUCATION” portion of the signage confirms that the spaces are DOT authorized parking for DOE employees.

This sign shows that permitted DOE employees may park here only during school days for the times listed, - note that alternate side of the street rules do NOT apply to authorized parking spaces.



The "DEPARTMENT OF EDUCATION" portion of the signage confirms that the spaces are DOT authorized parking for DOE employees.

These signs show that permitted DOE employees may park here only during school days for the times listed - note that the NO STANDING and NO PARKING rules do NOT apply to authorized parking spaces.



The “DEPARTMENT OF EDUCATION” portion of the signage confirms that the spaces are DOT authorized parking for DOE employees.

Examples where an employee is **NOT** allowed to park even with a valid permit



The illustrations above are only some examples of street signage. Signage may vary at each school building. It is the responsibility of the permit holder to obey all parking signage at all times. The DOE will not be responsible for any summons issued.



**2019-2020 Parking Permit Registration Dates**

	<b>Registration Starts</b>	<b>Registration Ends</b>
1st	9/16/2019	10/9/2019
2nd	10/10/2019	11/2/2019
3rd	11/3/2019	11/24/2019
4th	11/25/2019	12/18/2019
5th	12/19/2019	1/11/2020
6th	1/12/2020	2/4/2020
7th	2/5/2020	2/28/2020
8th	2/29/2020	3/23/2020
9th	3/24/2020	4/16/2020
10th	4/17/2020	5/10/2020
11th	5/11/2020	6/10/2020