

TRN-14.37—Applying Permits and Decals

Administrative Rule Adopted by Portland Bureau of Transportation Pursuant to Rule-Making Authority Portland City Code 16.40.970

- I. Recommendations for rule adoption and code revisions. At the recommendation of the PFHT Advisory Committee, the Director may adopt administrative rules pursuant to Chapter 16.40.970 and may provide to the Bureau Commissioner-in-Charge a recommendation to revise any sections here within Chapter 16.40.
- J. Unless otherwise stated, all rules are effective upon adoption by the Director. All rules adopted by the Director will be filed in the Bureau's office and posted on the Bureau's website. Copies of all current rules will be made available to the public upon request.

Under the authority of 16.40.970, I am adopting Administrative Rule TRN-14.37 Applying Permits and Decals.

Pursuant to sections 16.40.360 (C)(3), 16.40.460 (C)(4), 16.40.660 (C)(4), and 16.40.760 (C)(4), the Director may establish a rule that outlines how decals must be affixed to the vehicle's front and back window in a manner outlined by an administrative rule.

It is the permittee's responsibility to acquire, display, and maintain all required vehicle permit decals. Permits Decals must be applied to the vehicle upon receipt, or prior to the expiration of the existing Permit Decals.

Permit decals must be affixed to the vehicle assigned by PBOT and may not be used on a different vehicle. It is not a defense to any enforcement action that a permittee failed to receive permits in the mail; that permits were vandalized or otherwise damaged whilst displayed; or that you encountered any other or any similar problem in acquiring or displaying your permits and decals.

There are two different types of Permanent Permit Decals and two different types of Annual Permit Decals.

PERMANENT PERMIT DECALS

It is recommended that the surface is cleaned and dried before applying the decal.

- **Windshield Permit Decal** (*refer to Figure 1 and 2*)
 - Must be placed inside the vehicle, facing outward, in the lower corner of the windshield on the passenger's side.

- The decal must stay with the vehicle for the life of the windshield or as long as the vehicle is providing PFHT service (whichever is longer).
- It will not have an identifying number.



Figure 1



Figure 2

- **Rear Permit Decal** (refer to Figure 3 and 4)

- Must be placed on the rear windshield in the lower corner of the passenger's side.
- This decal has a unique identifier made up of letters and numbers printed on it.
- Month and Year stickers will also be placed on this decal. (refer to the section below)

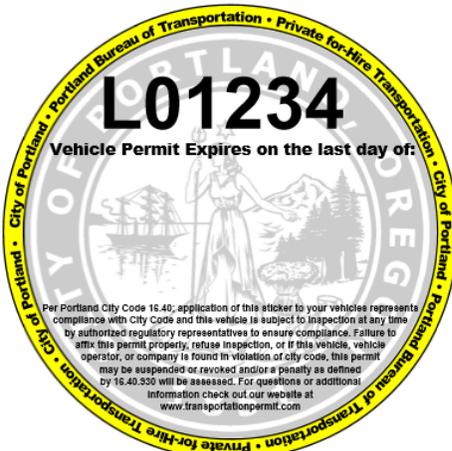


Figure 3



Figure 4

ANNUAL PERMIT DECALS

It is recommended that the surface is cleaned and dried before applying the decal.

- **Month Permit Decal** (*refer to Figure 4*)
 - Apply the decal on the left side of the Rear Permit Decal.
 - These decals correspond to the month the vehicle permit expires.
 - The month will be represented numerically—01 (representing January) through 12 (representing December).
 - The permit expires on the last day of the indicated month.
 - New Month Permit Decals will only be issued for vehicle permit renewals if the month of the expiration changes based on the vehicle renewal application and subsequent approval.

- **Year Permit Decal** (*refer to Figure 4*)
 - Apply the decal on the right-side of the Rear Permit Decal.
 - New Year Permit Decals will be issued each year at the time of vehicle permit application approval.
 - If renewing an existing vehicle permit, apply the new Year Permit Decal over the previous Year Permit Decal on the Rear Permit Decal.
 - For example, if the Rear Permit Decal shows an expiration of 2018, place the 2019 Year Permit Decal over it. This process is similar to updating License Plate Vehicle Tags.



Figure 4