Zipcar for U.Va Departments

What is Zipcar?
Zipcar is carsharing service that provides car reservations by the hour, or by the day. Members can reserve cars online, by phone, or via smartphone apps minutes, days, or weeks in advance.

University of Virginia Departments can create “Department Accounts” that their employees may join to use the Zipcars for business trips. Department Accounts, and their associated employee accounts, are free to setup. The Department only pays for the actual use of the Zipcars by its employees.

What types of trips are Zipcars best suited for?
Zipcars are ideal for business trips outside the University but within a 90-mile radius. Each reservation is allowed 180 miles per 24 hour period. If an employee goes beyond the 180 mile limit there is a $0.45 per mile fee.

Zipcars can be financially beneficial for Departments that have employees who are required to travel. The current personal vehicle reimbursement rate is $.565 per mile.

All Zipcar reservations are round-trip, meaning that the Zipcar must be returned to the same location from which it was taken. Zipcars are not meant for one-way trips.

Departments typically use Zipcars for trips around Charlottesville and to Richmond, Northern Virginia, and to satellite clinics or offices in the various surrounding areas.

How much is it?
Current as of November 2013 and does include tax.

<table>
<thead>
<tr>
<th>Vehicle Type</th>
<th>Hourly Rate</th>
<th>Daily Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford Focus</td>
<td>Monday-Friday: $7.50</td>
<td>Monday-Friday: $69</td>
</tr>
<tr>
<td></td>
<td>Saturday-Sunday: $8.50</td>
<td>Saturday-Sunday: $77</td>
</tr>
<tr>
<td>Basic Sedan or Hatchback</td>
<td>Monday-Friday: $8.50</td>
<td>Monday-Friday: $69</td>
</tr>
<tr>
<td>- Honda Civic</td>
<td>Saturday-Sunday: $9.50</td>
<td>Saturday-Sunday: $77</td>
</tr>
<tr>
<td>- Honda Insight (Hybrid)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUV or Crossover</td>
<td>Monday-Friday: $9.50</td>
<td>Monday-Friday: $77</td>
</tr>
<tr>
<td>- Honda CR-V</td>
<td>Saturday-Sunday: $10.50</td>
<td>Saturday-Sunday: $83</td>
</tr>
</tbody>
</table>

Where are the Zipcars?
Current as of November 2013

- **Alderman Library (McCormick Road):** 1 Honda CR-V, 1 Ford Focus
- **Claude Moore Health Sciences Library (Jefferson Park Ave.):** 1 Ford Focus, 1 Honda Insight
- **Darden (Duffy Boulevard):** 1 Honda Civic
- **Gilmer Hall (McCormick Road):** 1 Honda Insight, 1 Honda Civic
What is included in the reservation?

- **Gas:** Each Zipcar is equipped with a Wright Express fuel card that may be used at virtually any gas station for fill-ups. Members are asked to return Zipcars with no less than ¼ tank of gas for the next member.

- **Insurance:** All members are covered under Zipcar’s insurance policy. Members do not have to have their own insurance policy or be covered by a spouse or parent policy.

- **Roadside Assistance:** In the unlikely event of a breakdown, Zipcar will provide roadside assistance 24/7. Zipcar’s member support center is staffed 24/7.

How exactly does it work?

- **Registration:** Once a member of the Department (“Department Administrator”) has established the Department Account (see below), employees may visit [www.zipcar.com/uva](http://www.zipcar.com/uva) and click on the link “I’d like to join my department’s existing Zipcar account”. The employee would find their Department’s Account, create a profile (username and password), and then enter the required information.

  Once the employee application is submitted, Zipcar conducts a quick driving record and insurance record audit to ensure the employee meets the minimum requirements. If approved, the Department Administration receives an e-mail to confirm the applicant’s employment. A membership “Zipcard” is then mailed to the Department. This Zipcard is unique to each individual employee and is used to unlock the Zipcar after a reservation is made. The employee must register the Zipcard at [www.zipcar.com](http://www.zipcar.com) upon receiving it.

- **Reservations:** Individual employees may make Zipcar reservations – it does not have to be reserved by the Department Administrator. Reservations may be made via the website ([www.zipcar.com](http://www.zipcar.com)), mobile website, or through smartphone apps available for iPhone and Android. Reservations may be made as far as 1 year in advance or literally minutes before the employee needs it.

- **Get Going:** Once a reservation has been made, the employee can unlock the Zipcar by holding their Zipcard over the scanner in the upper driver side of the front windshield. Once the scanner reads the card via RFID, an audible beep followed by the doors unlocking will alert the employee that the Zipcar is ready. The keys are tethered on the dash near the steering wheel. The keys should not be removed from the Zipcars at any time.

  Anytime the employee needs to lock or unlock the Zipcar, including end-of-use, they should use their membership card to do so.

- **Parking and Tolls:** Zipcars are expected to follow the same parking rules as any other personal vehicle. At U.Va Zipcars are only permitted to park in their assigned Zipcar parking spaces, or in areas that become open parking after certain times. Zipcar members are expected to pay any meter or hourly parking fees they incur. Zipcars are equipped with EZPasses to cover certain toll roads. Zipcars are not permitted through the McCormick Road gates when they are in operation.
Are there any other fees?
There are fees for not following the basic membership guidelines. This includes late returns, late cancellation, smoking in the Zipcar, excessive trash/dirt, returning a Zipcar with less than ¼ tank of gas, etc. A complete list may be found at http://members.zipcar.com/dc/apply/fees.

Ok, I'm ready to sign up my department. What do I need to do?
The Department should identify a primary point of contact (“Department Administrator”), preferably someone who has a University issued Purchasing Card (“P-Card”).

The Department Administrator should navigate to www.zipcar.com/uva and select the link on the right “I’d like to open a new account for my department”. The Department Administrator will then enter the needed information (Contact Info and Department Info). After submitting the online application a Zipcar team member will contact the Department Administrator to verify the account setup.

Once the Department Account is setup, a single P-Card may be put on file. All employee reservations will be charged to this card.

If an employee is traveling on business, can they use Zipcars in other cities and at other Universities?
Yes, Zipcar members have access to thousands of Zipcars across the country and internationally. Visit www.zipcar.com to see where there are active programs.

In our general area, there are active programs in Harrisonburg (JMU), Richmond (VCU), Fairfax (GMU), Norfolk (ODU), Williamsburg (W&M), and a municipal program in the greater Washington DC Metro area.

Questions?
Contact Jon Monceaux at 434-924-1378 or jcm9ec@virginia.edu if you have any questions about the program.