

## FAQ - Car Sharing @ the University of Bradford

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**DISCLAIMER – The University of Bradford takes no responsibility for any accidents or incidents which occur during commuting to work or study. We expect the driver of any car share group to be fully insured, road taxed and have an MOT on their vehicle. Failure to comply with these requirements will cause your car share membership to be cancelled.**

### **Q. How does the car share system work?**

A. Groups of people willing to commit to car sharing with each other will receive heavily subsidised reserved spaces at £95 per year for the space.

Groups of at least 2 staff or students can get together and begin sharing a car together in to the University. The initial phase of the scheme shall start in February 2010 and shall be operated on a first come first served basis. In line with the current car parking arrangements staff can apply for the scheme starting February 2010 and students in September 2010.

Only 1 permit will be provided per space and it is the responsibility of the group to ensure that it is always present when the car is parked. Any car from members of the group can be used in the space. Car pool groups will also be provided with 50 daily parking permits (at no additional cost for 2011) to split between the group to allow for flexibility.

Group members can be based at different campuses, but the reserved space will only be on one campus. The car sharing permit can still be used to park the car at other campuses when visiting for meetings **only**.

### **Q. How will I find other people to car share with?**

A. If you do not know any other people that it would be convenient to car share with please use the following website to find people:

[www.bradfordcarshare.com](http://www.bradfordcarshare.com)

We hope to carry out some postcode mapping of staff and student addresses and create a system that will let people know if they live near possible car sharers.

### **Q. I would like to share but for personal reasons am unable too, if car sharers have reserved spaces won't this make it more difficult for me to park?**

A. Any reduction in the number of cars on campus will improve the availability of car park space. A single reserved car share space would encourage either 2 or 3 cars to be left at home and therefore release space to those who cannot share. Currently parking permits are provided at the rate of 1.75 for every parking space. This means that there will actually be more spaces available as if only 1 car is left at home for each group this equates to 2 cars for that one reserved space (higher than the normal 1.75 allotment)

### **Q. Sharing with people everyday is not flexible enough for me, sometimes I have important appointments on the way to or home from the university.**

A. We acknowledge that there will sometimes be extenuating circumstances so we allow 50 daily parking permits to be used by the car pool group per year which equates to 1 per week allowing for public holidays (at no additional cost of 2011) So one day per week one of the car pool members can travel independently (or both if there's only two in the group).

### **Q. I will occasionally be unable to travel as part of the pool and will need to arrive as a lone driver, how will I be able to access the campus and park my car?**

A. The University of Bradford understands that sometimes members of the pool will need to bring their cars for personal or work related travel and assumes that this situation will occur infrequently. Where members of car pools appear to require more regular access, the car pool membership will be withdrawn and driver asked to return to the current parking scheme. A full or part refund for the Carshare permit will not be available.

### **Q. What if my only other car pool driver no longer wants to be part of the pool?**

A. Designated parking is only available to car pools with more than one driver. If you return to being a lone driver you will need to return your permit and pay for your parking in the normal way.

### **Q. What do I do regarding Insurance? Should I contact my insurers?**

A. The Association of British Motor Insurers has agreed that ride sharing should not increase the cost of your policy or affect the level of cover as long as there is no element of profit. A statement from the Association of British Insurers appears below.

You are strongly advised to let your insurance company or broker know that you are ride-sharing. . If you encounter any difficulties with your company, please let the Security Administrator know.

### **Q. What if my driver has to leave early due to illness or has to unexpectedly work late?**

A. It is rare for this type of situation to occur however if it does the University of Bradford will ensure you get home either with an alternative lift, public transport, staff transport or as a last resort a taxi. If public transport or a taxi is required the University will pay the cost. Only emergency situations requiring the driver to leave urgently will be covered by the Get You Home service and we may require some kind of proof such as a doctors / hospital note.

The following advice should be followed in this situation:

1. If your driver leaves early your Manager may be willing to allow you to leave early as well. Please check if this is an option.
2. Check the public transport journey planner at [www.transportdirect.info](http://www.transportdirect.info) for public transport options (a link has been provided for your convenience). Please e-mail the Transport Co-ordinator [b.tongue@bradford.ac.uk](mailto:b.tongue@bradford.ac.uk) to let her know how you will be travelling and keep any tickets/receipts for reimbursement of fares. You will be sent a form on which to claim your travel expenses.
3. If there is no other means of transport available, please use a taxi. Once again, please e-mail the Transport Co-ordinator with the details and ensure you have a receipt for reimbursement of fare. You will be sent a form on which to claim your travel expenses.
4. The "get-you-home" service will be regularly monitored and reviewed to ensure its integrity.

**Q. How do we pay for the permit and can I accept a payment towards the cost of a journey?**

A. The cost of the permit is £95 for the reserved space. This is therefore either £31.66 per person for a group of 3 or £23.75 per person for a group of 4. You need to nominate a lead member for your group, they will be required to pay the annual charge of £95 by cheque and arrange to receive fair shares of this cost from other members of the group.

As a Car Share driver you can accept a contribution towards the cost of the journey and may wish to include this in your advert. Bear in mind most passengers will want to make some contribution but if you want to avoid the wrath of the taxman you must not make a profit.

To help you decide how much the contribution should be, we offer the following guidance:

The motoring organisations suggest the cost per mile for journeys ranges from 23p to 31p per mile for a small car. Given that the journey would take place even if it were not shared, a contribution of up to 13p per mile. Remember, where there is more than one passenger this amount must be divided equally between the passengers and not charged individually. For longer journeys it may be better to charge a set sum rather than a mileage rate.

If you are operating as a car pool you need only consider sharing the cost of the parking permit between the drivers.