

## UNIVERSITY OF BRADFORD CARSHARE SCHEME

### HOW TO QUALIFY

To qualify for a Carshare permit and a reserved parking space you will need to do the following:

- Find at least one other driver to share with to form a 'car pool'.
- Elect one member of the car pool to be the lead driver. The lead driver will be responsible for the smooth operation of the car pool, informing the Security department of any changes and will act as the main point of contact for the Security Administrator.
- The driver of each vehicle used as part of the car pool will need to complete the Carshare scheme registration form. The form will need to be signed by the lead driver.
- The lead driver will forward **all** Carshare registration forms to the Security Administrator at Security Department Richmond Reception. (Drivers need not return permits at this stage).
- The Security Administrator will process your registration and arrange a reserved car park space in the car park.
- Once the formalities are completed, the lead driver will arrange to collect all previously held permits and exchange these for a Carshare permit. The car pool cannot begin operation until all permits are returned.

### TERMS AND CONDITIONS

This form is only appropriate for use by applicants of a car pool who require a Carshare permit. A car pool is defined as having at least two, University based, car-driving members. If membership of the car pool is less than two drivers, the entitlement to a Carshare permit is withdrawn.

Each car pool must have a designated lead driver whose responsibility will be to inform the Security Administrator in writing of any change to car pool membership. Where the designated lead driver no longer requires membership of the Carshare scheme, the car pool should elect a new lead driver and inform the Security Administrator in writing immediately of this change.

Members of car pools may only hold Carshare permits. Drivers will be required to exchange previously held permits at the time of issue of the Carshare permit. 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.

Drivers from the same address may be accepted only if each has previously held a parking permit for a vehicle in their own right (individually paid for) and the share arrangements signifies a change in driver patterns.

Returned parking permits in support of a Carshare permit registration must have been valid for at least three-months prior to the introduction of the scheme. Returned permits which are less than three-months old will only be accepted where the holder is a new staff/student member. This will be subject to verification by the Security Administrator.

Only one parking space per car pool will be reserved. Staff will be allocated a space in the School of Health Studies, School of Management or Main Campus car parks.

Car pool permits will only be issued to those who share on a regular basis. Ad hoc arrangements i.e.: attendance at conferences, meetings, and home visits, etc, will not be eligible for the permit.

Parking permit fees, once paid are not refundable in whole or in part. Where a member of staff joins the Carshare scheme, payments deducted from salary will cease on issue of the Carshare permit.

Permits will last for twelve months from the date of issue. Permit holders will be required to renew their twelve months permits by application to the Security Administrator on forms which will be provided for that purpose.

Any parking permit holder changing a registered vehicle will need to apply for a permit for the new vehicle on a form available from the Security Administrator. There will be no charge for the issue of a new permit in these circumstances; however, permit holders will be required to surrender their existing permits before new permits are issued.

It is expected that the car pool members will travel together and that instances of individual use will be kept to a minimum.

The University of Bradford reserves the right to withdraw the Carshare permit where a car pool is deemed to be in breach of these terms and conditions.