Zipcar at the University of Portland – Member Agreement

Zipcar is a part of the University of Portland's Sustainable Transportation Options Program to help reduce cars on the road and single occupancy vehicles commuting to the University. The program is meant to offer faculty and staff both business and personal use options, while keeping their own car at home.

To signup for Zipcar go to www.zipcar.com/uportland and you have a choice of a personal account (where you can use Zipcar as a normal member) or join the University of Portland account, where you can charge your 4 hours a month.

Once you have selected the account you would like, follow the directions. You should receive your membership card in the mail in 7 -10 days.

Personal Account Benefit:

The rates for personal accounts have been lowered to match the business account rates!

UP Business Account Benefits:

- As a faculty/staff member at the University, you are given 4 free hours a month of use, whether you want to go to the store, appointments, or other personal trips. When reserving a vehicle, make sure to bill the reservation to University of Portland Business Account.
  - The 4 free hours a month are a "Use-it-or-lose-it"; the 4 hours (or remaining amount) do not roll-over to the next month.
- If your department allows for and reimburses travel to conferences, luncheons, dinners or other business related events, you can reserve Zipcar, so long as it is for business travel, on the University of Portland account and it will not count towards your 4 hours a month.
- If you require a vehicle for a multi-day (more than 30 hours) event we ask that you look at renting a vehicle from Enterprise.

Conditions of Use:

The Zipcar program is meant to reduce cars on campus. If you choose to use Zipcar we ask that you look at alternative transportation as an option to get to work, in other words, don't drive your car to work then use Zipcar for a personal trip during the day then drive home… that defeats the purpose.

- For all personal trips, you must enter "Personal Trip" in the Reservation Memo field (required)
- For all business trips, enter the department and the departments billing code in the Reservation Memo field (required).

Incurred Costs, Fees, Fines and Accidents:

If you use the university's account and receive a ticket, get into an accident, or incur any damage, fees, fines, or citations, you will be held responsible for them.

- If an individual is in an accident the University of Portland will cover the deductible of a "No-Fault" accident. **Individual members are responsible for the $500 deductible** if an accident occurs during a personal trip or if it is determined the member is found "At-Fault".
- Depending on the severity of the incident your Zipcar membership may be revoked.
- Members **returning the vehicle late will incur a $50 fee** from Zipcar, so schedule appropriately.
- We ask that you keep to your 4 hours a month for personal use. **If you go over 4 hours a month you may be billed for the excess**. If you want more time for a longer personal trip please use your own personal account to cover the hours over the allotted 4 given by the University.
- Zipcar is a member base program; if you abuse the Zipcar your membership (letting non-Zipcar members drive the vehicle, failing to fill the gas tank regularly, incur excessive fees, or violate any of Zipcar's rules and conditions); your membership may be revoked.
- UP's Zipcar Program administrators reserve the right to revoke memberships.

The University of Portland is pleased to offer Zipcar to our faculty, staff and students on campus. We encourage the use of alternative modes of transportation to become more sustainable and environmentally friendly.