Office Of Safety & Security
3307 3rd Avenue West, Suite 117
Seattle WA 98119
Information Line: 206-281-2922

SPU Zipcar Policy

Overview

Zipcar is a car-sharing company which rents cars by the hour, is available to qualifying SPU faculty and staff that regularly use an alternative methods of transportation for their commute to work. Employees that routinely bicycle, walk, bus, or carpool to work, can use Zipcar for occasional errands or appointments for free. Individuals that do not participate in SPU Commute Trip Reduction program can still use the Zipcar on a personal account (personal account users are subject to Zipcar's fees and rates)

Zipcar Location at SPU

- SPU Bookstore: 3rd Ave W & W Nickerson
- SPU Dravus Parking Lot: 3200 4th Ave West

How It Works

Once you are a SPU Zipcar member (see enrollment information below), you can reserve vehicles online – at the last minute or up to a year in advance. When it's time for your reservation, use your Zipcar magnetic keycard to unlock the doors, the key will be on the visor. Drive safely and return the car to the same location by the end of your reservation. Zipcar and SPU pay for **up to 14 hours of use per month (at a $12/hour rate),** gas, insurance, cleaning, and maintenance. For any further questions, please contact the Program Coordinator, Heather Eide, at (206) 281-2821.

Eligibility

To qualify for the SPU Zipcar program, SPU Faculty and Staff must:

- be employed full time (at least .8 FTE or 32 hours a week)
- utilize an alternative form of transportation at least 3 days a week.
- have completed a current year CTR Participation Form

Zipcar has additional membership requirements:

- Must be 18 to 75 years old.
- Must have been licensed in the United States for 5 or more years. (If you have been licensed in another country in the past 5 years, you can apply for Zipcar, but you must collect your own driving records.
- Approval by Insurance. (When you sign up for Zipcar membership, you will be covered by Zipcar's insurance before your driving record is checked, and will be able to start using Zipcar right away. A check on your driving record will be completed within 30-60 days of your application date. If you are declined by insurance, you will be notified, and your membership will then be terminated.)

Enrolling

To enroll in the SPU Zipcar program:

1. Complete a current year Commute Trip Reduction Participation Form. Participation must be renewed each year to maintain SPU Zipcar membership status.
2. Employees must then sign up for membership online at www.Zipcar.com. Instructions to sign-up are provided in the enrollment packet. **Zipcar collects the employee's Credit Card information to have on file. All tolls, fees, traffic citations or charges above the 14 hours/month (at a $12/hour rate) are then billed directly to the employee. Anything less than the 14 hours is covered by SPU.**
3. Employees will receive via mail within 7 days after completed application with their Member Number and PIN. Faculty and Staff will then be able to reserve and drive any Zipcar vehicle by the next day.

Declined Membership by Zipcar

If you are declined by insurance, Zipcar will notify the employee and SPU's Parking and Transportation Coordinator. The employee's membership will be terminated and their Zipcard deactivated.

Usage Guidelines

Free Zipcar use is available to authorized employees for trips of 2 hours or less, up to 12 hours a month for personal use during work hours only. Any business related usage needs to be done through your department or on your own personal account. Approval for longer reservations must be granted by SPU's Parking and Transportation Coordinator prior to any reservations.

SPU Zipcar Member Fees and Rates

SPU will pay all associated fees and rates for authorized trips when the employee is an approved SPU Zipcar member. The Zipcar billing department will send monthly usage statements to the ETC. Questions regarding extensive usage without pre-approval will be addressed with the employee.

Accidents

If a member of SPU's business plan account is involved in an at-fault accident the University will pay the $500 deductible.

Cancel CTR Participation / Terminate Employment

If an employee chooses to end their alternative commuting or leaves the University, the ETC will request Zipcar remove the individual from SPU's account. This will not prohibit an individual from maintaining a personal account with Zipcar.

Department Use

Using a Zipcar personal account, faculty and staff can use a Zipcar for department related trips and charge the usage fees to their SPU Purchasing Card.

Personal Use (Employees and Students)

SPU students, faculty and staff meeting Zipcar's eligibility requirements can sign up for a personal account. Fees and hourly rates are charged to the individual's credit or debit card. A one-time only application fee may be required to process the application which is charged to the credit or debit card upon submission of the membership application. Additionally there is an annual membership fee.

Personal Use Fees and Rates

Zipcar's rates are about $10/hour, which includes gas, insurance, cleaning, maintenance, and 150 miles/day.

Contact Information

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Parking and CTR Coordinator
Office of Safety and Security
Seattle Pacific University
Phone: 206-281-2821
Email: eideh@spu.edu

Related Links

- Zipcar www.Zipcar.com
- Metro Trip Planner http://tripplanner.metrokc.gov/