

## **Zipcar Policy for Service Students**

If a student enrolled in an academic course or scholarship that contains a community component and finds that no mode of transportation (GRTC Bus, UR Downtown Shuttle, Service Shuttles) will enable them to get to their service site, they may request to use a Zipcar under the Department of Public Safety's account.

**Please read the Procedure, Terms and Conditions:**

### **Procedure for applying to be a driver under the Department of Public Safety's Zipcard Account**

1. Students need to receive program coordinator approval for the use of Zipcar by completing the [following form](#).
2. Once approved by the student's program coordinator, the Transportation Office will contact the student to have them verify that they accept the terms and conditions related to Zipcar.
3. Students must register for a personal account with Zipcar. Approval may take up to one week. The membership fee is the responsibility of the student.
4. Once the student has personal Zipcar account they can contact Transportation Services with their Zipcard number.
5. Information on how to apply to be a driver under the Department of Public Safety's Zipcar account will be forward to the student.
6. The student will be able to make Zipcar reservations under the Department of Public Safety's account.\*

**\*NOTE: Upon approval of your personal account, you will receive a Zipcard by U.S. Mail. When making a Zipcar reservation, you'll need to choose between your personal account or the Department of Public Safety's account.**

### **Terms and Conditions**

1. Anytime you reserve the Zipcar under the Department of Public Safety account, it should only be used for transportation to and from your service site.
2. If you reserve the Zipcar and do not use it, you will be responsible for the Zipcar charges.
3. If there is a charge applied for a late return during a service site reservation, you will be responsible for the late charge. You may submit a claim defining the reason for the late return.
4. Anytime you reserve the Zipcar for a reason other than transportation to your service site, you must use your personal account.
5. Transportation Services cannot guarantee the availability of the Zipcars.
6. Transportation Services has the ability to cancel reservation made outside of approved days/times.
7. Students with outstanding balances for Zipcar reservations (see #2 and #3) must pay the balance in a timely manner or have the charges transferred to their personal Zipcar account. Having outstanding balances will result in having your Department of Public Safety's Zipcar account blocked.
8. Student will not be reimbursed for Zipcar charges on their personal account.