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. The following policy includes a set of instructions designed to help you do so. Please read the policy in its entirety.

Requesting a Department of Public Safety Zipcard:

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. Currently, there is a membership fee to join, but students will receive driving credits upon registration that may be used to reimburse them the membership fee (see number 6).
4. Students use the credit hours given by Zipcar to go to their service site and send the Transportation Office a screen-shot of their account verifying their Zipcar membership fee and the use of all of their credit hours.
5. Once the Transportation Office receives the screen-shot, they will send the student directions on how to make a request to be added to the Department of Public Safety Zipcar account. Once added, students will be able to make reservations for future Zipcar trips to the service site under the Department of Public Safety’s account.*
6. The Transportation Office will refund the student the membership fee provided that they used their credit hours to travel to their service site within four weeks of obtaining a Zipcard.

*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.