

Zipcar at Cal Poly

Fast, Convenient, Affordable and environmentally friendly.

Life without a car just got easier!

Zipcar provides a self-service, on-demand car sharing program at Cal Poly. To use it, simply register as a member, reserve a car online or by phone, use your Zipcard to unlock the vehicle, and drive away. Return the car to the same location where you picked it up.

- Access Zipcars 24/7
- Discounted hourly rates for Cal Poly faculty, staff, and students age 18 and older - as low as \$8 per hour and gas is included
- Join for only \$35 a year, and receive \$35 in driving credit your first year
- Access to Zipcars nationwide (if you are age 21 or older; 18 to 20 year-olds are limited to campus reservations.)

This program is intended for personal and business travel needs for Cal Poly staff, faculty and students. A department business Zipcar account may not be used for personal travel.

Locations and cars

H-2 Parking Lot – (Toyota Prius and Scion XB)

These Zipcars are located on the south end of the parking lot near the Library bus stop.

A-1 Parking Lot – (Toyota Prius and Scion XB)

These cars are located on the south east end of the parking lot at the Administration Building.

Residence Halls – To be added at a later date.

Special Cal Poly Rates

Cal Poly Members

- Pay only \$35 a year, with no application fee
- Receive a \$35 driving credit for the first year of membership
- Receive discounted hourly rates at Cal Poly locations

All Zipcar reservations include gas, insurance, maintenance and 180 miles per day.

	Weekday rates	Weekend rates
Personal use	\$8/hr. or \$66/day	\$9/hr. or \$72/day
Departmental use	\$8/hr. or \$66/day	\$9/hr. or \$72/day

Personal and Department Memberships

Personal Memberships

Cal Poly has negotiated a driving credit of \$35 for your first year of membership. This credit is intended to help offset the \$35 Zipcar annual membership fee. The following are membership requirements:

Age 21 and older

- Have a valid driver's license and have been licensed for at least one year
- Have had no more than two incidents (moving violations PLUS accidents) in the past three years and no more than one incident in the past 18 months
- Have had no major violations in the past three years
- Have had no alcohol violations in the past seven years

Age 18 to 20

- Have a valid driver's license for at least one year
- Have no incidents on their driving record

Department Memberships

Zipcar has a special offer for Cal Poly departments: a free department membership. With no fee to join and no limit on the number of members you can add to a department account, why not sign up for a department Zipcar account today? Department memberships are free for Cal Poly departments, with no cost per additional driver.

Business (Department) Use Information

To begin the process for setting up a department business account, please contact Susan Rains at 756-6680.

Department memberships are intended for university business only.

All business use memberships for staff/faculty/students will be pre-approved by department heads/admins/budget authorities.

All payments for Zipcar use on state business will be via department chargeback.

All Business use members must have department approval.

Business use members shall not use vehicles for personal use.

No reimbursements will be made if using a personal account for state business purposes.

Memberships and membership cards are non-transferable. ie: Do not ask a student to use their personal Zipcar membership to do department errands.

Department members can use any of the 6,000 Zipcars nationwide for business travel.

Department memberships are for university business only.

Hourly fees can be charged to a department account.

A personal or department Zipcar account can be added to an existing account, with a drop down option to charge the correct account for each trip.

For more information about department memberships, please contact Rich Paisner at rpaisner@zipcar.com and copy sraains@calpoly.edu

Students shall not use their personal Zipcar membership for state business. This includes any requests by faculty or staff, which would require Zipcar rental

Procedures

Step 1 - Join

Apply online through Cal Poly's Zipcar web page at <http://www.zipcar.com/calpoly>. Once you are approved, you will receive your very own Zipcard by mail within three days to a week. Please allow three to five days for your account to be approved by Cal Poly and Zipcar. Once you are approved, your Zipcard will be activated and ready to use. *See information above for department memberships.

- Zipcar checks your driving record.
- Zipcar emails you about the status of your application.
- Zipcar sends your Zipcard to your billing address or activates your existing Zipcard.

Already a Zipcar member? Contact Zipcar (<http://www.zipcar.com/contact>) to transfer to a Cal Poly membership.

Do you have a driver's license outside of the U.S. or Canada? You can apply. Visit Zipcar's website for instructions on how to provide them with your driving record: <http://www.zipcar.com/apply/foreign-drivers>

Step 2 - Reserve

Once you have your activated Zipcard, reserve one of the Zipcars at Cal Poly or at any other Zipcar location for an hour or an entire day - you decide how long. Reservations can be made online at <http://www.zipcar.com> or by phone at 866.4ZIPCAR.

Step 3 - Unlock

Walk to the car; hold your Zipcard to the windshield. The doors will unlock, and it's all yours! Your Zipcard will only open the car you've reserved during the time you reserved it, which means no one else can open your Zipcar during that time. (You will be instructed where to find the keys in the car.)

Step 4 - Drive

Drive away - and return the Zipcar to the same reserved parking spot at the end of your reservation. It's that simple. And remember, gas and insurance are included in the hourly rate. You just need to fill the tank using the Zipcar fuel card inside the car when it gets to $\frac{1}{4}$ full.

Billing

As part of the application process, you will need to enter a personal credit card number. Zipcar accepts all major credit cards: American Express, Visa, MasterCard, Discover and Diners Club. Your personal credit card will initially be charged your annual fee and applicable taxes. Once you become a member, your driving charges will be charged to your personal credit card when you have completed a reservation.

Penalties

You will be charged penalties if you do not adhere to the basic membership guidelines. All penalty fees are assessed by Zipcar. Penalty fees result from actions including returning the car late, returning the car with less than $\frac{1}{4}$ tank of fuel, leaving the car excessively dirty, smoking in the car, and allowing pets outside of a car carrier while in the car.

Please note that someone who is not a Zipcar member **cannot** drive the Zipcar that a member has reserved. Anyone behind the wheel must be a Zipcar member for liability and insurance reasons. Membership can be revoked for unauthorized use.

Zipcar charges late penalty fees of \$50 per hour with a minimum charge of \$50 plus regular hourly charges. So, when you're making your reservation, book the car for an extra half-hour or hour if you have any doubt about being able to make it back on time.

You can also extend your reservation with Zipcar's automated telephone system (866.4ZIPCAR), but keep in mind that it's not always possible to extend your reservation once you have the car - another member may have already reserved it!

This is not a complete list of penalties. Please see the Zipcar website for full details:
<http://www.zipcar.com/apply/penalties>.

Zipcar FAQs

Zipcar provides an FAQ page. Please note that this is the general Zipcar site, so some of the fees and rates differ from those offered to Cal Poly Zipcar members:

<http://www.zipcar.com/how/faqs/>

Have questions about Zipcar service or memberships? Email Zipcar at info@zipcar.com or call 866.4ZIPCAR. Have suggestions for Zipcar at Cal Poly? Contact Commuter and Access Services @ 805-756-6680.