

SPU Flexcar Policy

Overview

Flexcar, a car-sharing company which rents cars by the hour, is available free 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 Flexcar for occasional errands or appointments for free. Individuals that do not participate in the SPU Commute Trip Reduction program can still use the Flexcar on a personal account (personal account users are subject to Flexcar's fees and rates).

Flexcar Locations at SPU

- SPU Bookstore: 3rd Ave W & W Nickerson
- 2nd Location: to be announced February 1st.

How It Works

Once you are a SPU Flexcar 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 Flexcar magnetic keycard to unlock the doors, the key will be in the glove box. Drive safely and return the car to the same location by the end of your reservation. Flexcar and SPU pay for the car, gas, insurance, cleaning, and maintenance.

Eligibility

To qualify for the SPU Flexcar 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 (http://www.spu.edu/depts/security/CTR_Participation_Form.pdf)

Flexcar has additional membership requirements:

- Must be 21 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 Flexcar, but you must collect your own driving records.
- Approval by Insurance. (When you sign up for Flexcar membership, you will be covered by Flexcar's insurance before your driving record is checked, and will be able to start using Flexcar 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 Flexcar program:

1. Schedule an appointment with SPU's Parking and Transportation Coordinator at 206-281-2922.
2. Complete a current year Commute Trip Reduction Participation Form. Participation must be renewed each year to maintain SPU Flexcar membership status.
3. The Parking and Transportation Coordinator will review the SPU Flexcar enrollment packet and issue the employee a Flexcard (used to unlock the Flexcar).
4. Employees must then sign up for membership online at www.flexcar.com. Instructions to sign-up are provided in the enrollment packet.
5. Employees will receive an email with their Member Number and PIN. Faculty and Staff will then be able to reserve and drive any Flexcar vehicle by the next day.

Declined Membership by Flexcar

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

Usage Guidelines

Free Flexcar use is available to authorized employees for trips of 2 hours or less, up to 12 hours a month. Approval for longer reservations must be granted in advance by SPU's Parking and Transportation Coordinator.

1. Reserve:
Employees make their own reservations and/or cancellations online at www.flexcar.com. The confirmation page has detailed instructions for finding the car, a map showing the car's location, and transit route information.
2. Drive:
To get in, hold your Flexcard over the card reader located on the driver's side of the front windshield. This will unlock the doors. Once in the car, open the glove box and find the key. Pull the key out of its designated slot and start the car. At any stop, take the key with you and lock the doors with the key. When you are done with your mid-trip stop, just use the key to get back in the vehicle and to start the car.
3. Return:
At the end of the trip, return the car to its parking spot. Before getting out of the car, insert the green key fob on the key ring back into the slot in the glove box. After exiting the car, hold the Flexcard over the card reader again and wait for the doors to lock automatically. Completing this two step process of returning the key to its slot and swiping the Flexcard sends the trip data to Flexcar's billing department.

SPU Flexcar Member Fees and Rates

SPU will pay all associated fees and rates when the employee is an approved SPU Flexcar member. The Flexcar billing department will send monthly usage statements to SPU's Parking and Transportation Coordinator. 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 Parking and Transportation Coordinator will request Flexcar remove the individual from SPU's account. This will not prohibit an individual from maintaining a personal account with Flexcar.

Department Use

Using a Flexcar personal account, faculty and staff can use a Flexcar 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 Flexcar'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

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

Contact Information

Jeff Lam, Parking and Transportation Coordinator
Office of Safety and Security
Phone: 206-281-2821
Email: jklam@spu.edu

Related Links

- Flexcar www.flexcar.com
- Metro Trip Planner <http://tripplanner.metrokc.gov/>