

SEATTLE COMMUNITY COLLEGE DISTRICT ZIPCAR ACCOUNT AGREEMENT

Zipcar is a convenient car-sharing program that allows participating members to use selected cars for both personal and business reasons. SCCD pays for the cost of membership and the use of the Zipcar for all eligible employees to promote commute trip reduction and to encourage employees to leave their personal vehicle at home.

All permanent employees, participating in the TMP program as NON-DRIVING employees, are eligible for the Zipcar benefit. For transportation purposes, a permanent employee is defined as one who is eligible for all fringe benefits. A non-driving employee is defined as an employee who normally commutes to work as a bus rider, walker, bicyclist, or a carpool passenger AND does not have an on-campus parking permit. An employee must be at least 21 years of age to be eligible for Zipcar membership.

Your use of the Zipcar must adhere to the following conditions and guidelines:

- Complete and submit this Zipcar account agreement to the appropriate Campus Transportation Services Office. Upon approval, you will be given a Zipcard card. You will need to activate the keycard and account at the Zipcard website.
- Can only use Zipcar service between the hours of 7:30 AM to 5:30 PM, Monday through Friday, for up to a maximum of FOUR (4) hours per day.
- Can only use ZIPCAR service during the days you are at work. You may not utilize Zipcar on your off days.
- Can only use the Zipcar vehicles located within a one-mile radius of your worksite. SCCD encourages employees to utilize Zipcar vehicles currently located on campus (see below):
 - North Seattle: At least one Zipcar vehicle located in the Visitor Lot
 - Seattle Central: Two Zipcar vehicles located in the Harvard Parking Garage
 - South Seattle: At least one Zipcar vehicle located on 16th Ave SW, right across from campus entrance
- Usage outside of the above guidelines may be allowed with prior approval from the campus transportation coordinator.

In addition to the rules and policy stated above, all Zipcar's regulations regarding vehicle reservations, care of vehicles, unauthorized use of a vehicle, etc. must be followed once you are approved as a member. Any use of a Zipcar vehicle that does not fall within the above rules and guidelines may result in termination of your membership from SCCD business account.

Please note: Zipcar benefit is provided primarily for commute trip reduction purposes. Zipcar vehicles are not intended for use as college motor pool vehicles. SCCD Transportation Services discourages excessive use of Zipcar vehicles for departmental activities (including student field trips) due to the high cost of car rentals.

All employees, participating as members on SCCD account, are also encouraged to obtain a **PERSONAL** Zipcar account. A personal account allows you to use Zipcar service outside of the above hours and restrictions.

Name: _____ Mail Stop: _____ Phone: _____
Last First

I am currently commuting to/from work as a (circle one): **bus rider** – carpool passenger – bicyclist – walker

My signature below indicates that I have read, understood, and agreed to this entire agreement.

Signature: _____ Date: _____

Transportation Services Office Approval

Approved by: _____ Date: _____

Provide Zipcard card and online access to employee _____ Forward name (via email) to Michael Pham _____