

Manchester Metropolitan University

Terms and Conditions for Car Sharers

Introduction

Car sharing is defined for the purposes of this policy as:

- Two or more staff who are on the University's Payroll or employed directly by the University, as sharing a vehicle to travel from home to the workplace and are both accepted for a car park access permit through the application/criteria process.

Car Sharing is not defined for the purposes of this policy as:

- A University staff member sharing a journey from home to the workplace with a spouse, partner or person, from another organisation
- A University staff member giving a lift to another colleague who is not registered as a car driver on the car parking database. Whilst this is encouraged under the University's Travel Plan this situation will not afford the same benefits as the defined car sharing situation. The proposed driver will still have to undertake the permit application process and will be charged the full price of car parking charges relating to their salary. Informal sharing of costs should be agreed between parties.

Please note both car sharers have to agree to be on the same payment method for car parking i.e. both on pay and display, both on deductions from monthly salary or salary sacrifice. If you have opted to pay for your car parking charges through salary sacrifice and your car share partner leaves the University (or the car share arrangement terminates for some other reason), you would be eligible for a single permit . However, your method of payment would need to revert to either pay and display or deduction from net pay until the next permit period.

The University recognises that such a scheme can play a vital role in reducing the amount of on site parking needed during the University's capital project and campus consolidation project.

Car sharing will only work for members of staff who work very similar hours/shifts or who have a degree of flexibility in their start and finish times.

Terms and Conditions of Formal Car Sharing

All car sharers must adhere to the terms and conditions outlined below; the Travel Plan Manager reserves the right to terminate the scheme at any time.

1. A minimum of two current valid permit holders must exchange their permits for a transferable Car Share Permit. It is your responsibility to make sure that you can car share regularly and the shared permit is transferred between vehicles as necessary. If circumstances change and it is not possible to car share with your designated car share partner/s, the service can be revoked and you will be issued with an individual car parking permit in your own right.
2. The car share group may have more than two members, however only **ONE** vehicle is allowed to park on site at any time. The car share permit **MUST** be

displayed in the on site vehicle at all times. If on any given day, two or more vehicles are needed for work purposes it is the responsibility of the car sharers to find private parking for the other vehicle/s off campus.

3. It is the intention to introduce priority spacing for car sharers. Once introduced, any vehicle parking in a car share space and **NOT** displaying a valid Car Share permit will be issued a Parking Charge Notice and a fee will be payable.
4. A finite number of priority car sharing spaces will be introduced and each car share arrangement is not guaranteed a priority space. If a car share priority space is not available, car sharers should park in any available staff car parking space within their designated car park.
5. A Car Share permit does not guarantee a parking space. The permit will only entitle you to bring your vehicle on site for you to look for an available staff parking space.
6. Should the car share group fall below the minimum of two members, the car share permit will become invalid and must be returned to the Car Parking Office without delay.
7. Car Share permits do have an expiry date and all information will be revalidated at this time.
8. If a car sharer leaves the University or is unable to continue car sharing for whatever reason, it is up to that person to notify the Car Parking Office, and failure to do so may result in car parking access being denied. The Car Parking Office will help to try and find another suitable car share partner.
9. If there are only two people within your car share group and any member of that group suspends or cancels payments for what ever reason e.g. long term sickness, the car share arrangement will be terminated at that time, unless a suitable new car sharer can be found.

Incentives

1. If a car sharing group contains only two people, they will be entitled to a 50% reduction each to their current car parking charge. If a car sharing group contains 3 or more valid permit holders, each member of the car share arrangement will receive a 66% reduction each to their car parking charge.
2. People who enter into a car sharing arrangement under the terms and conditions outlined above will be eligible to use priority car sharing parking space, subject to availability.

N.B If a member of the car sharing group leaves this will affect each member's car parking payment and the Car Parking Office should be contacted immediately. The Car Parking Office reserves the right to reclaim any car parking payments owed if they are not notified of a change in car sharing arrangements

If any of the car sharing groups personal arrangements or personal details change please contact the car parking office

If you have any queries regarding car sharing or know of other colleagues who would like to join the scheme please contact carparkpermits@mmu.ac.uk or telephone 0161 247 2989.