

RULES FOR THE USE OF ZIPCAR CAR SHARE SERVICE

Since 2012, DCAS Fleet Management has offered a car sharing program. Car share expands access to pooled vehicles while reducing the reliance on permanently assigned fleet units and allowing for reduction of the city's non-emergency light duty fleet.

Car share through Zipcar gives agencies the ability to provide access for short term vehicle needs as well as to supplement vehicle needs during emergencies such as coastal or snowstorms.

Please read and acknowledge these rules for the NYC Zipcar program

- With the approval of their agency, city agency employees authorized to operate a city owned vehicle are eligible for a New York Fleet Zipcar account. Employees must sign both the citywide driver rules forms in Employee Self Service (ESS) and this agreement to be eligible for use of Zipcar under city accounts.
- While drivers may opt to have a Zipcar account tied to both personal and business related use, **the city accounts may never be utilized for personal use.** Personal accounts shall never be used for city related business and agencies are not obligated to reimburse employees for charges incurred if reservations are made under personal accounts for city business.
- Each agency will have a Zipcar administrator who will determine if the agency will have a general account or accounts for subdivisions. Zipcar administrators will be responsible for reviewing and approving invoices, following up with drivers on any additional fees incurred, and ensuring proper use of Zipcar by agency drivers.
- **City Zipcar accounts may not be used for commuting** and are intended for short duration usage, generally within one business day. Agency administrators or DCAS reserve the right to limit trip durations.
- For drivers who have not signed up for Zipcar, you should contact your agency Zipcar administrator in order to be sent an invitation email to set up an account. Procedures for new users, adding existing users to new business accounts, reserving vehicles, and starting/ending trips can be found [here](#).
- Employees, excluding agency Zipcar Administrators, cannot use their Zipcar accounts to reserve cars for anyone else. Employees are responsible for all activity on their Zipcar accounts and should safeguard their login information.
- Zipcars may not be taken out of New York State without prior agency approval
- When using a Zipcar you must return it with no less than ¼ tank of fuel. Each Zipcar will come with a fuel card for use with only that Zipcar, and drivers must fuel vehicles before they are returned. Zipcar gas cards shall only be removed from the vehicle in order to fuel. City employees shall never use city issued fuel cards or personal funds to fuel a Zipcar.

- Obey all parking and traffic regulations. Zipcars do not have official plates and therefore will not be exempted from parking meter requirements. Employees are responsible for parking and other vehicle violations.
- **The interior of the Zipcar must be clean upon return. Smoking is never permitted in the vehicles.**
- You must report immediately to Zipcar and your agency if you are in a crash with a Zipcar under this contract.
- City employees are prohibited from reserving luxury vehicles under their agency business accounts. The vehicles specifically prohibited are as follows:
 - **All models of Audi, BMW, Cadillac, Lincoln, Lincoln, Mercedes-Benz, MINI/Cooper, and Tesla as well as any vehicle described as a convertible.**
- Any additional fees incurred by agencies due to employee misuse of Zipcar may be paid by the drivers. These fees are as follows:

○ Dirty car penalty	\$50
○ Car returned with less than ¼ tank penalty	\$30
○ Lost key fee	\$250
○ Lost fuel card	\$0
○ Failure to report damage	\$50
○ Smoking in car	\$50
○ Late return penalty	\$50 per hour, up to a max. of \$150
- Any misuse of this service will result in immediate revocation of employee's membership and referral to the agency for further action.

Use of a Zipcar under the NYC Fleet Account is offered to authorized NYC employees to conduct official New York City business only. The NYC Fleet Zipcar program is for official business only and not for personal or commuting use. Zipcar privileges can be revoked for any misuse of the program, violation of these procedures, or failure to follow parking and traffic regulations.

I have read and understand the following instructions related to the rental and operation of a Zipcar for NYC business. While operating a Zipcar, I understand I am responsible to follow these guidelines, the City Vehicle Driver Handbook, and any policies set forth by my agency.

Employee name

Date

Signature

Agency