



University of Exeter Car Share Policy

This Car Share Policy will help guide you on how to access the University of Exeter Liftshare community, how to successfully use the technology to access the free parking permits, priority parking spaces, guaranteed ride home, and the rewards.

The University of Exeter Liftshare community is available to staff and students at Exeter Campuses, a comprehensive package has been created to encourage, motivate, and reward sustainable commuting to campus.

Standard Liftshare Benefits



Instantly cut the cost of your commute.



Reduce your carbon footprint and play your part.



Connect and collaborate with colleagues on your commute.

University of Exeter Additional Benefits



Free parking for Car Share permit holders.



90 Priority Car Share spaces for Car Share permit holders.



Emergency Travel Home Scheme for passengers who may need help in an emergency.



Earn Liftshare badges and points to redeem rewards.

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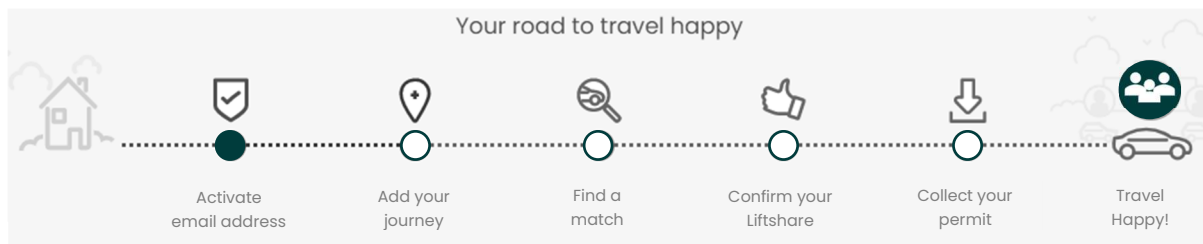
1. How to join the University of Exeter Liftshare

Liftshare App

Select 'Join Liftshare'
Select 'Join a community'
Type 'University of Exeter'
Join using a **university email address**
Verify your account (check your inbox)

Browser

Go to universityofexeter.liftshare.com
Join using a **university email address**
Verify your account (check your inbox)
Sign into your account
Download the free 'Liftshare App'



2. Using the University of Exeter Liftshare community

The key is to find someone to Liftshare with, when you find someone to Liftshare with it is important to form a Liftshare Team with this person by sending a request to share.

Forming a Liftshare Team enables you and your teammates to access all the benefits that we have put in place for commuters at Streatham and St Luke's Campus.

Must haves to Liftshare successfully at the University of Exeter:

- A verified Liftshare account
- A Liftshare Team has been formed
- A journey available to share
- A Car Share Permit
- The Liftshare App downloaded

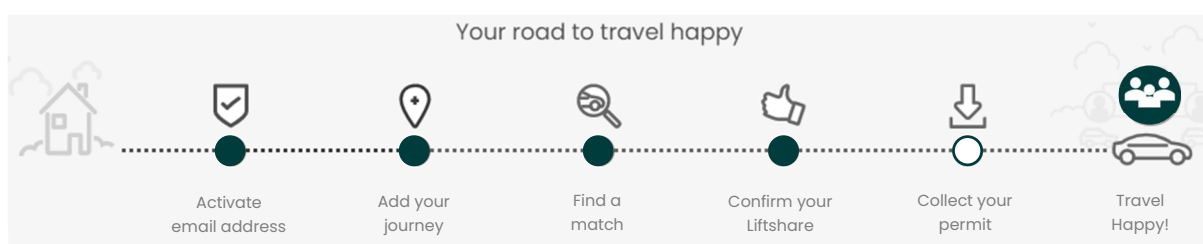
3. Finding a Liftshare Teammate

To find someone to Liftshare with, you must have a journey available to share!

When you have a journey available to share, you will be able to view other member journeys, and they will be able to see yours. It is at this point where messages between members seeking more information and, or requests to share can be sent.

Follow these steps to form a Liftshare Team with a fellow University of Exeter member:

1. Add a journey in your account (Driver, passenger, or both if you are flexible to do both)
Important if you are not eligible for a standard parking permit, you must add a journey as a passenger.
2. Find a match by searching for nearby journeys
3. You have found a potential match, send a message to seek further information (optional)
4. Send a request to share to form a Liftshare Team
5. The request to share must be accepted by the other member to form a Liftshare Team



4. Accessing the additional University of Exeter Liftshare benefits

To access the University of Exeter Liftshare benefits you need the following:

Free Car Share Parking Permit	<ul style="list-style-type: none"> • You are a registered University of Exeter Liftshare member • You are in a Liftshare Team with 1 or more other Liftshare member from the University of Exeter Liftshare community • You have applied for and collected a Car Share Permit from the University Parking Team • You have downloaded the Liftshare App • You successfully authenticate with your Liftshare teammate every day you Liftshare to campus to validate the Car Share permit • You display the Car Share Permit on the days you have shared a lift
Priority Car Share Parking	<ul style="list-style-type: none"> • You have applied for and collected a Car Share Permit from the University Parking Team • You have downloaded the Liftshare App • You successfully authenticate with your Liftshare teammate every day you Liftshare to campus to validate the Liftshare permit • You park in a prioritised Car Share space on campus • You display the Car Share Permit on the days you have shared a lift
Emergency Travel Home (ETH) staff only	<ul style="list-style-type: none"> • You are a registered University of Exeter Liftshare staff member • You are a staff passenger in a Liftshare Team with 1 or more other Liftshare member from the University of Exeter Liftshare community • You have successfully authenticated with your teammate on that day • You are eligible based on the criteria outlined in the ETH Policy
Green Commuter Rewards	<ul style="list-style-type: none"> • You are a registered University of Exeter Liftshare member • You are in a Liftshare Team with 1 or more other Liftshare member from the University of Exeter Liftshare community • You have downloaded the Liftshare App • You successfully authenticate with your Liftshare teammate every day you Liftshare

To access the priority Car Share parking spaces and the University of Exeter Liftshare rewards **you must authenticate** every time you Liftshare to campus.

5. Accessing priority Car Share parking on campus

The University of Exeter have prioritised 90 Car Share spaces across the Streatham and St Luke's Campus. The University Parking Team will be closely managing and monitoring these parking spaces to ensure correct use by and to determine demand for Liftshare priority spaces.

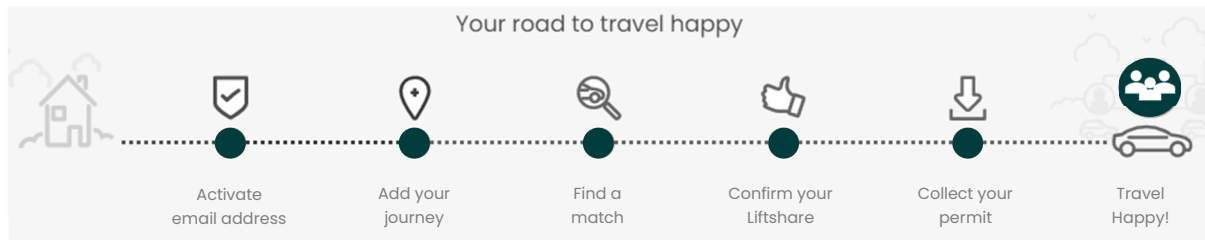
To successfully park in a priority Car Share space, each Liftshare Team must:

1. Have a Car Share Permit issued by the Parking Office
2. At the point of pick up, the Liftshare Team **must authenticate** via the Liftshare app
3. Liftshare to campus and park in a priority Liftshare space before 9.30am*
4. The **Liftshare Permit must be displayed** in the vehicle

*If you are arriving to campus after 9.30am and there are no available priority Liftshare spaces available, please park in another available space on campus.

How and where do I get a Car Share Permit?

You must be in a Liftshare Team with another University of Exeter member. Once a Liftshare Team has been formed, the University Parking Office will be automatically notified, this will prompt the team to print the unique Liftshare Permit for the new Liftshare Team and they will then notify each Liftshare Team member when the permit can be collected. Permits can only be issued to drivers who meet the usual University parking permit eligibility criteria. These drivers can also apply for an Authority To Park permit so they can pay as they go on days when they are not liftsharing.



How and why do I authenticate?

The Liftshare App is required for each Liftshare member to authenticate to ensure eligibility for the free Liftshare parking permit, to park in the prioritised spaces, and to be eligible for the Guaranteed Ride Home should an emergency arise. This also allows the University of Exeter to monitor Liftshare efficiently and issue warnings or enforce sanctions.

How to authenticate:

1. At the point of pick up and before you begin your shared journey.
 - a. Open the Liftshare App and select 'Authenticate'
 - b. The driver selects 'I'm the driver' and the passenger selects 'I'm the passenger'
 - c. The passenger scans the drivers QR code showing in the app
2. Success - you've authenticated! Put your phones away and Liftshare to campus
3. On arrival, park in a priority Liftshare space and display the Car Share Permit

Watch a video on how to authenticate your shared journey – [here](#)

How will the Liftshare be monitored?

Liftshare will be monitored daily both on the ground scanning permits and checking vehicles have been parked correctly, and via an online Liftshare portal that the University Parking Office has access to monitor Car Share Permit scanning log and authenticated Liftshare journeys.

- Eligible Car Share Permits will only be administered from the University Parking Office upon a Liftshare Team being formally created on the University of Exeter Liftshare community.
- Car Share Permits are only valid on the days when the Liftshare Team has shared their journey and successfully authenticated.
- Displayed Car Share Permits will be monitored by the University Parking Office scanning the permit daily.

This process validates that an authenticated shared journey has been made against that permit on that day and therefore they are eligible Car Share Permit holders and eligible to park in the prioritised space.

Eligibility for Car Share Permit Holders & Liftshare priority parking	Ineligibility for Car Share Permit Holders & Liftshare priority parking
<ul style="list-style-type: none"> ✓ In a formal Liftshare Team. ✓ Successful authentication on the day of use. ✓ One Liftshare Permit on display. ✓ The vehicle registration number is eligible for a standard permit. 	<ul style="list-style-type: none"> ✗ Not in a formal Liftshare Team. ✗ The journey has not been authenticated. ✗ No Liftshare Permit on display ✗ The vehicle registration is <u>not</u> eligible for a standard parking permit.
Misuse of Liftshare at the University of Exeter	
<ul style="list-style-type: none"> • A single occupied vehicle is parked in a priority Car Share parking space before 0930 • The Liftshare Team has authenticated on campus and not at the point of pick up. • The Liftshare Team has not authenticated their trip that day to validate the Car Share Permit. • The same Car Share Permit is displayed in two different parked vehicles and no authenticated trips have been completed. • The vehicle registration number on the Car Share permit does not match the vehicle parked. • The vehicle registration number parked is not an eligible standard permit holder. 	

University of Exeter Parking enforcements
<ul style="list-style-type: none"> • It is an offence to park anywhere on campus other than in a designated parking space, or approved parking area. Parking in accessible parking bays, on yellow lines, in hatched boxes, cycle paths or on grassed areas is not permitted. Only those with a valid Car Share Permit may park in the car share spaces (marked 2+) on campus prior to 09:30. Car Park attendants and the Estate Patrol will monitor the campus and car parks to enforce the University Parking Regulations and Policy made thereunder. • The University or its nominated representative may trace ownership and charge the associated cost to the offender. • The University may withdraw or refuse to renew Parking Permits if parking charge notices remain unpaid. Our third party provider will deal with parking appeals in the first instance and collect parking charge notice payments on our behalf. • The University reserves the right to remove any vehicle in the interests of preventing damage, injury to persons, property or vehicles. • Parking Permits may be withdrawn or not renewed if the Parking Regulations are persistently disregarded or for non-payment of parking charge notices. Disciplinary *action

may be taken in such cases. In particular, misuse of a free Car Share permit will be considered a serious breach of the Parking Regulations and will result in the withdrawal of the permit, and could result in the withdrawal of permission to bring your car onto University of Exeter land.

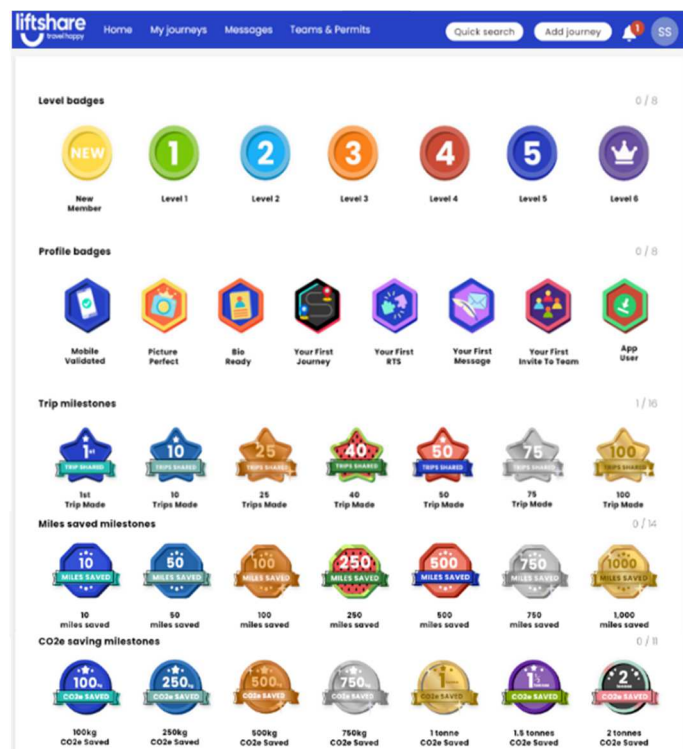
- When a vehicle usually used for Car Share purposes is parked on campus by a lone driver, then an 'Authority to Park' Permit and a Pay and Display ticket must be displayed. Those holding a car share permit may park in the car share bays at any time. After 09:30 any driver with a valid parking permit may also use these spaces.
- Contravention of regulations could result in a parking charge notice being issued, this will indicate the fine to be paid. This will be £60, reduced to £30 if paid within 14 days. Instructions for payment or on how to appeal are shown on the PCN ticket.

6. Accessing the University of Exeter Liftshare Rewards?

The University of Exeter has added 'car share commute' into the [Green Reward](#) scheme to reward those who commute sustainably to Exeter Campuses by Liftsharing and to help the University towards a sustainable future.

The University of Exeter Liftshare community enables each registered member to earn badges, each badge achieved equates to Green Points and the more points earned, a higher level can be accomplished.

There is also a community Liftshare leader board which is based on points achieved through the badges you earn, and University of Exeter Liftshare members will be able to view their progress within the app and, or their account in a browser.



The University of Exeter Liftshare Green Reward Scheme:

The reward schemes for the University of Exeter Liftshare members will focus and align to our sustainability goals, rewarding **the number of trips authenticated** as this will help us to accurately report on the CO2e and miles each employee saves whilst Liftsharing.

The key to earning points, badges, and levelling up is by authenticating shared journeys with your Liftshare Team via the Liftshare App.

Trip Milestones: To redeem your reward, please Sign up to [Green Rewards](#) – if you haven't already – and send a screenshot or picture of the achieved badge to Green Rewards to gain green points and prizes.

Trips	Reward	Trips	Reward
10 Trips	100 Green Points	50 Trips	500 Green Points
25 Trips	250 Green Points	75 Trips	750 Green Points
40 Trips	400 Green Points	100 Trips	1000 Green Points