A Guide to Zipcar and UW Departmental Use

Zipcar is UW-Madison’s car-sharing partner. They provide cars for short term rental by the hour or day with gas and insurance included. UW-Departments can sign up for departmental Zipcar memberships and allow their (state-driver approved) employees to reserve and use Zipcars for work purposes and to have the charges directed to the department rather than the employee.

Here’s how to get started:

- If you are interested in your department having a departmental Zipcar membership, approach decision makers in your department with the proposal. The department must designate a central contact person for the departmental account (the Departmental Zipcar Administrator), ideally someone with pro-card access and/or purchasing authority. Before requesting that a Departmental Zipcar Administrator be designated, please check the list at http://transportation.wisc.edu/resources/carsharing.aspx to see if one already exists for your department.

- Once a Departmental Zipcar Administrator has been designated, that person should fill out the form to request approval by Transportation Services as a Departmental Zipcar Administrator. Transportation Services will contact that person to assure that the Departmental Zipcar Administrator understands and agrees to follow the departmental Zipcar use and administration guidelines.

- If approved as Departmental Zipcar Administrator, Transportation Services will forward that person’s contact information to Zipcar.

- Zipcar will contact the Departmental Zipcar Administrator to set up the account and communicate additional information regarding the reservation process, driver approvals, acquiring membership cards, and payment.

- After account setup is completed, the Departmental Zipcar Administrator can approve drivers to apply for use of the Zipcars under the departmental account. Those employees then apply for Zipcar memberships under the departmental account via a special web link and will be mailed membership cards. Those drivers can then reserve and use the Zipcars for business purposes.

Important:

- Zipcar departmental memberships are only to be used for work-related business purposes. Personal use is not allowed on a departmental account. Employees may create personal Zipcar accounts for personal car use.

- All drivers using Zipcar departmental accounts MUST be approved state drivers. Departmental Zipcar account administrators will ONLY allow access to reserving vehicles under the departmental account to approved state drivers.

- Each department must designate a contact person to act as the Departmental Zipcar Administrator. In the event that this person leaves the department, a new contact must be designated.

- Employees using Zipcars on campus must abide by all parking rules on campus. If not parked in their designated home lot reserved stall, Zipcars must have a valid permit or paid visitor parking in order to park on campus. Parking rates are not covered in the Zipcar rates.

- When using Zipcars under departmental accounts all UW travel policies should be followed. Zipcars should not be used for overnight business trips.

- All insurance claims will be processed through Zipcar.