



ZIPCAR AND SHARED FLEET PROGRAMS

POLICIES AND PROCEDURES – Adopted October 14, 2014

Purpose

The Zipcar and Shared Fleet programs are part of a countywide effort to make transportation resources convenient and accessible to Cook County employees while reducing transportation-related expenses. Through a partnership with Zipcar Inc., participating employees will have access to vehicles located throughout the County, as well as county-owned vehicles housed in the loop and at suburban county facilities as needed to execute their County related duties. In this policy, you will find information concerning eligibility, Department enrollment and responsibilities, vehicle access, program rules, and penalties for violating program rules.

Eligibility

Eligible Travel Needs

Zipcars may be used for short-term, work-related travel when Shared Fleet cars are not available, not exceeding 4 hours on Monday through Friday between 7:00 a.m. and 7:00 p.m. Any requests to use a Zipcar outside the allotted time must be approved by the Bureau of Administration.

Shared Fleet cars may be used for work-related travel on Monday through Friday between 7:00 a.m. and 7:00 p.m. However, if no Shared Fleet cars are available, the employee may reserve a Zipcar.

Eligible Departments

Cook County departments and user agencies with employees who have to travel away from their permanent work location for the purpose of conducting County business may enroll eligible drivers in this program. Department Heads and using Agencies should be mindful of employees' travel needs and only enroll employees with a legitimate work related need and purpose.

Eligible Drivers

In order to be eligible to drive a Zipcar or Shared Fleet vehicle as part of this program, drivers must meet all of the following criteria:

1. Driver must be a Cook County employee;
2. Driver must have a valid Illinois driver's license;
3. Driver must be at least 21 years of age;
4. Driver must accept the Zipcar and Shared Fleet Programs Policies and Procedures by signing an acknowledgement form prior to participating in the program.
5. Driver must be approved to participate in this program by his/her Department Head; and
6. To drive a Zipcar, Driver must additionally meet Zipcar's membership requirements, which include but are not limited to having a driving record that meets the following requirements:
 - a. No more than two "incidents" (moving violations or accidents) in the past three years and no more than one in the past 18 months;
 - b. No major violations (excessive speed 20 mph or more over speed limit; operating to endanger, reckless driving, etc.; leaving the scene of an accident involving property damage; operating a motor vehicle with a suspended or revoked license; speeding in a school zone or similar events); and
 - c. No alcohol or drug related violations in the past seven years.

See, <http://www.zipcar.com/chicago/apply/membership-requirements> for details.

Department Enrollment & Responsibilities

Any department or using agency that wishes to have Zipcar and Shared Fleet cars available to its employees must register as a participating department or using agency before the employee may be enrolled in the program.

The Department Head must appoint their Vehicle Coordinator to be the point of contact for all administrative matters associated with this program.

The Vehicle Coordinator must contact the Bureau of Administration at (312) 603-3122 in order to create an account and enroll employees as drivers.

Employee Enrollment

The Vehicle Coordinator may only enroll employees that are verified as “Eligible Drivers” per the criteria listed above.

The Vehicle Coordinator must submit all employee requests to use Zipcars or Shared Fleet cars outside of the allotted hours (Monday through Friday, between 7:00 a.m. and 7:00 p.m.), with the employees’ written justifications to the Bureau of Administration for approval.

Vehicle Access

Zipcar Access: Enrolled employees will receive a “Zipcard” that will be used to lock and unlock their reserved vehicles, as well as a username and password to access www.Zipcar.com to make reservations.

Shared Fleet Access: Enrolled employees will receive a Shared Fleet vehicle access card that will be used to lock and unlock their reserved vehicles, as well as a username and password to access cookcounty.fastfleet.net to make reservations.

Rules of the Program

General Rules:

1. Cars may not be used without a reservation. Zipcars and Shared Fleet cars are to be reserved Monday through Friday between 7:00 am and 7:00 pm. Reservations made by employees outside these hours will be cancelled by the Bureau of Administration prior to the start of the reservation. Employees/Departments may request to utilize Zipcars or Shared Fleet cars outside these hours by completing the “Special Use Request for Zipcar and Shared Fleet Vehicles” form. This form must be completed with written justification and submitted to the Bureau of Administration for approval prior to 24 hours in advance of the reservation if possible.
2. Users must look-over the exterior and interior of their reserved vehicle and report any damage or abnormality to the Zipcar or Shared Fleet toll free numbers listed on the access card prior to beginning their trip.
3. Vehicles must be returned on time to the vehicle’s home location. Only the registered user who reserved the vehicle may drive during the reservation time. The user who makes the reservation will be held responsible for any damage to or violations against the vehicle during the reservation time.

4. Cars may not be driven by anyone except the eligible driver who made the reservation.
5. Cellphone use of any kind is prohibited while driving.
6. Smoking in car is prohibited.
7. User must turn off the ignition when the vehicle is not in use.
8. If the vehicle gas tank is less than ¼ full, the user must re-fill the tank before returning the vehicle and within the reservation time.
 - a. Zipcar: Zipcar-provided gas card are available in the driver's side visor. If there is a problem with the card, employees must call the 855-number listed on their Zipcard. Cook County will not reimburse employees for fueling Zipcars with their own money. Fees for not complying with this rule will be charged to the employee.
 - b. Shared Fleet: Wright Express cards are available in each car with directions on how to use it. The driver listed in the reservation will be responsible for any misuse of the Wright Express card during that reservation time.
9. User must remove all trash and personal belongings before leaving the car at the end of the reservation.
10. User must comply with the Cook County Vehicle Policy, any policies and procedures associated with use of County-provided means of transportation promulgated by the employee's Department, and any applicable local, state, or federal traffic laws.
11. The person who makes the reservation will be held responsible for any damage, fines, and/or penalties issued against the vehicle during the reservation time.

Additional Rules for Shared Fleet car use:

1. Vehicles are equipped with parking transponders or key cards for the garages that house them. These transponders or key cards may never be removed from the car. Replacement fees for lost or stolen transponders and key cards will be charged to the employee who made the reservation at the time of the loss.
2. When fueling the vehicle, employees must enter their designated pin number and an accurate odometer reading for the vehicle. Only the gas card assigned to that vehicle may be used to fuel it.
3. The gas card may only be used to purchase the lowest octane gasoline. Neither maintenance nor car washes may be purchased with a gas card. If the vehicle needs maintenance or a wash, please call the 855- telephone number to report what needs to be done.

4. Employees may not reserve cars if they do not need to use them. Employees who abandon reservations may be disciplined and/or become ineligible to use Shared Fleet cars.
5. The Bureau of Administration has the authority to review all future reservations and make modifications as necessary.

Additional Rules for Zipcar use:

1. To drive a Zipcar, Driver must comply with the terms and conditions listed in the Zipcar Membership Contract.
2. Zipcars may not be kept overnight. They must be returned to the Zipcar “home parking space,” as required by Zipcar’s policy, on time. If the driver cannot return it by the end of the reservation, he/she must extend his/her reservation before the time expires. Late fees will be charged to the employee who reserved the vehicle and may result in disciplinary action.
3. If an employee needs access to a Zipcar outside of the allotted hours (Monday to Friday, between 7:00 a.m. and 7:00 p.m.), he/she must submit a request with written justification to his/her Vehicle Coordinator and obtain his/her approval in advance.
4. Only non-luxury vehicles may be reserved under the Zipcar program; luxury vehicles (i.e. Audis and BMWs) may not be used or reserved under this program. Reservations charged to the County for luxury vehicles will be charged back to the employee who made the reservation and may result in disciplinary action.
5. Users who have to cancel a reservation must do so at least 3 hours prior to the start of the reservation. Any fees charged to the County because of failure to comply with this rule will be charged to the employee and may result in disciplinary action.
6. Users must additionally comply with each of “Zipcar’s 6 Simple Rules,” listed below:
 - a. Report Damage
 - b. Keep it Clean
 - c. No Smoking
 - d. Fill’er Up
 - e. Return on Time
 - f. Pets in Carriers

See, <http://www.zipcar.com/is-it/rules> for details.

Violations

Employees who violate any applicable local, state, or federal traffic laws or Zipcar rules are responsible for paying any fines or penalties they incur.

Should an employee receive such a fine or penalty, his/her Zipcar access maybe suspended until the fine or penalty is paid.

Failure to comply with this policy and any applicable local, state or federal traffic laws may result in loss of car sharing program privileges and/or disciplinary action, up to and including discharge.