

 <b>DALHOUSIE UNIVERSITY</b> <i>Inspiring Minds</i>		
	<i>Subject:</i> Transportation – ride share and fleet	<i>Date Issued:</i> January 10, 2014
	<b>Title: Vehicle Sharing and Green Fleet Guidelines</b>	<i>Date Revised:</i>
<i>Issued by:</i> AVP Facilities Management/Director Office of Sustainability  <i>Rochelle</i>	<i>Approved by: Vice President Finance and Administration</i> 	

**Preamble:** Dalhousie is committed to sustainability goals as reflected in the University Sustainability Policy. The University has a Transportation Demand Management (“TDM”) Plan with key goals of decreasing need for parking spaces; reducing auto-related emissions and improving air quality; decreasing traffic congestion; increasing travel options for students, employees and visitors; and improving quality of the campus environment. Initiatives outlined in this guideline help to support these key goals. Dalhousie also has anti-idling guidelines.

**1.0 Scope:** This guideline covers details regarding the University formal carpooling program (Ride Share); Guaranteed Ride Home program, and Green Fleet.

**2.0 Definitions:**

**Formal carpooling** - a formal program that outlines organizational incentives and procedures to support ride-sharing for Dalhousie students and Dalhousie employees and associated employees (“employees”). At Dalhousie this is the Ride Share program.

**Informal carpooling** - a personal arrangement between a driver and passengers for ride-sharing. Examples of informal carpooling include family members commuting together or someone offering an occasional ride to another person. Informal carpooling arrangements are not eligible for incentives under Dalhousie’s Ride Share program.

**3.0 Dalhousie’s Ride Share Program**

Eligible carpool groups of Dalhousie students and employees are provided with preferential parking through the Ride Share program. Each Ride Share member also receives three free-day parking passes per year and access to the Guaranteed Ride Home Program (GRH) (Section 4).

### 3.1 Eligibility Criteria for Ride Share Groups

\* Eligibility criteria are created to support the purpose of reducing vehicle traffic to campus. Criteria are:

- Ride Share groups must always have a minimum of two active members.
- Members must commute together at least four days per week, excluding weekends.
- Two Ride Share group members must not reside at the same residential address, unless there is at least one additional member from a different residential address.
- No member can be registered in more than one Ride Share group at a time.
- One member must be designated as the Ride Share contact.

If a formal carpool group meets these criteria, the members can register as a Ride Share group with the Security Services Office (Section 3.3).

### 3.2 Ride Matching

Dalhousie students and employees in Halifax interested in informal or formal carpooling may find someone to share a ride with by using the HRM Transportation Demand Management Ride-matching System, available through [HRMSmartTrip.ca](http://HRMSmartTrip.ca). This system allows commuters to quickly and safely find carpool partners.

To be eligible as a Dalhousie Ride Share group, individuals using the HRM Ride-matching System must use their Dalhousie email addresses to be matched with other Dalhousie students and employees.

### 3.3 Registering

Once formal carpooling partners have been secured who meet the eligibility criteria in section 3.1, they may register as a Ride Share Group with the Security Services Office.

- Each group will fill out the Ride Share registration form.
- The Security Services Office will assess the group's eligibility according to the criteria in section 3.1.
- Each Ride Share group must identify a key contact. This person will be responsible for paying parking permit fees and will be issued the vehicle permit.
- Ride Share contacts will be informed of the outcome of their application via email.
- Eligible Ride Share passes will be provided by the Security Services Office. In addition, three free parking passes will be provided per member. Allow ten business days for processing.

At any time, members may be added, removed or replaced in a Ride Share group, provided new members meet all eligibility requirements. A Ride Share group's contact person is responsible for informing the Security Office of any changes made to the group.

### 3.4 Permits and Parking:

- All Ride Share permits are issued by Security Services and remain the property of Dalhousie.
- Members of a Ride Share group can register more than one vehicle with Security Services Parking Office. Only vehicles that have been registered may use the Ride Share permit.
- Ride Share groups pay the price of an outdoor reserved parking spot.

- If a Ride Share permit is lost or stolen, the Ride Share group must immediately contact the Security Services Office. The Ride Share contact must then apply for a new Ride Share permit and pay the applicable fees.
- Preferential parking is defined as a reserved space on campus dedicated to Dalhousie's Ride Share initiatives. Each Ride Share group will receive reserved preferential parking space with a Ride Share sign denoting the space. The reserved parking space will be provided in:
  - The Ride Share user building parking space if possible (spaces may be spread out over parking lots if one lot has too many spaces allocated), and/or
  - new Dal buildings as part of the Dalhousie Green Building Policy – LEED credit.
- Ride Share parking lots may be created to meet program demand on campuses, for park and rides off campus, and/or for special circumstances (i.e. a bus strike).

### 3.5 Enforcement

- Security Services is responsible for enforcing Ride Share permits.
- Anyone who alters or fraudulently uses a Dalhousie parking permit is subject to a parking infraction notice and may lose his/her Ride Share and parking privileges.
- Parking infraction notices are issued to the vehicle in question.
- Any vehicle parked, without a Ride Share permit; in a preferential parking space will receive a parking ticket. If the vehicle does not have a Dalhousie parking permit the vehicle will be immobilized. Repeat infractions of a Dalhousie permit owner will result in immobilization and/or towing of the vehicle. To have immobilization devices removed contact the Security Services Office at 494-6400.
- Any suspected misuse of these initiatives can be reported to the Security Services Office. All reports of misuse will be investigated thoroughly.

### 4.0 Guaranteed Ride Home Programs

Dalhousie provides access to the Guaranteed Ride Home Program (GRH) for employees who commute to work at least three times a week by carpool, vanpool, transit, bike, or walking and for Dalhousie Ride Share participants. It provides those commuters with up to 5 free taxi rides (per calendar year), in the event of an approved emergency.

#### ***An "approved emergency" is defined as:***

- Personal or family emergency (such as fire, break-in, water main break);
- Personal or family illness (such as sick or injured child);
- Required unscheduled (mandatory) overtime;
- Ride Share partner's emergency, illness, or unscheduled overtime

#### **To enroll:**

- View information on [SMART Trip website](#) and fill in on-line form.
- A taxi chit will be sent to you through interdepartmental mail with additional claim information.

Dalhousie University has other TDM supportive programs including compressed work week and teleworking.

## 5.0 Green Fleet

Dalhousie University supports the use of fleet and fleet infrastructure that reduces emissions and enhances fuel efficiency. Section 5 provides guidance on fleet purchasing and efficiency.

### 5.1 Car Share

- The university will aim to support car share services for campus use where available. Consideration should be made to have car share vehicles that are low-emitting and fuel efficient.

### 5.2 University Owned Vehicles.

- Reduce extra or inefficient fleet vehicles through downsizing or right sizing.
- Adhere to the Dalhousie Anti-Idling Guidelines. These guidelines are supported through the addition of vehicle GPS units.
- Support driver training through programs such as Drive Smart and Drive Less.
- Ensure regular inspections and maintenance (such as tire pressure) for optimal fuel efficiency and safety.
- Purchase vehicles that are low emitting and fuel efficient. Definitions and information is provided by NRCan fuel emissions guide <http://vehicles.nrcan.gc.ca> and the Office of Sustainability.

### 5.3 Electric Vehicle Infrastructure

- The University will add electric vehicle infrastructure to support green building efforts, criteria air contaminant and GHG reductions, and community transportation efforts. As a first step one to three stations will added to campuses over the next five years.
- Specific signage will denote an electric charge parking space.
- An electric charge station will be reserved for electric cars with a Dalhousie parking permit. If the demand for charge stations increases, the operating use of these spaces maybe re-evaluated.