1. **What are the benefits of CarShareHFX workplace agreement?**

Dalhousie has signed a workplace agreement with CarShareHFX. Some of the benefits of this agreement include:

- Simple, pre-approved sign-up by any Dalhousie department or business unit.
- CarShareHFX is on campus. Presently there are two cars; one on Studley campus by the Grad House and one on Carleton campus by the Dentistry Building. Other CarShareHFX cars are located within minutes of all Halifax Dal campuses.
- Easy access to online reservation system.
- Access to a car that can be used for workplace travel and ride-sharing to the Agricultural Campus or locations in HRM that are costlier than cab fare.
- Supporting sustainable transportation options for employees for their daily commute. No need to take your car for workplace travel if car sharing services are a viable option. Less vehicles being driven to campus reduces unnecessary use of available parking.

2. **How do Dalhousie departments/faculties sign up for a Halifax CarShareHFX workplace membership?**

**Step 1:** Departments/Faculties that are interested in using CarShareHFX can sign up by filling out the registration form found at: [http://carsharehfx.ca/workplace_government_member.php](http://carsharehfx.ca/workplace_government_member.php)

**Step 2:** Once signed up, a CarShareHFX representative will provide your office with an orientation and explain to employees how to use the program.

**Step 3:** Department heads will select a person within their department to administer the department’s drivers list. Individuals within the department may apply to be added to the drivers list through the department administrator. After individuals have applied, a CarShareHFX employee will verify that they have a valid license and are at least 21 years of age, deliver a personal orientation to the program, and provide them with a key fob for accessing the vehicles. A key fob is a small hardware device on a key chain that provides access to the car share vehicle.

3. **What are the rates for the workplace membership?**

- Participating departments are **required to pay an annual fee - the Liberty Prime plan fee of $200.**
- Departments will also be charged a **one-time only non-refundable Application Fee of $35/driver for Authorized Drivers** added to the department’s drivers list.
- Participating departments will receive a monthly bill outlining their vehicle usage for that month. **Charges** for the Dalhousie workplace membership include:
Liberty Prime Rate Fees – Local trips

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<table>
<thead>
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<tbody>
<tr>
<td>Hourly rate</td>
<td>24 hours a day</td>
<td>$2.75/hour</td>
</tr>
<tr>
<td>Day rate</td>
<td>10 – 24 hours</td>
<td>$27.50/day</td>
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<tr>
<td>Mileage</td>
<td>All trips</td>
<td>$0.22/km</td>
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Reservations and rates work in ¼ hour increments, from 30 minutes to 31 days.

Day Rate: If the hourly rate is up to or over $27.50 in a 24 hour period, the day rate is automatically applied.

Liberty "Long Trip" Rate Fee – Longer trips

- $43.00 day rate - up to 24 hours
- Extra hours (beyond 24 hour day): $5 per half hour
- Mileage: $0.12/km

*This rate is applied automatically when the Long Trip cost is less than the Prime Rate trip. Example trip to AC campus: $43 + 200 *.12 ($24) = $67

Re-fuelling:

- All CarShareHFX drivers must leave the car with at least 1/4 tank of gas. Drivers will only need to buy gas about 1 trip in 10.
- Check the gauge when you start.
  - If the gauge is near, at or below 1/4 tank, stop early in your trip to buy gas.
- If you have a Dalhousie Corporate credit card that you are allowed use to buy gas, use the card.
- If you have to buy gas with your personal funds - credit card, debit card or cash - you will be reimbursed by Dalhousie, not by CarShareHFX.
- In either case:
  1. Get and complete the Gas Receipt envelope while still at the pump.
  2. Put the gas pump receipt in the envelope, but DO NOT SEAL IT.
  3. Take the envelope back to work.
  4. Photocopy the receipt,
  5. Send the copy of the receipt in the envelope to CarShareHFX. CarShareHFX will credit the Department account for this amount.
  6. Submit the original receipt to your Dalhousie department, with your expense reimbursement claim or for their records.

There are courtesy fees and driver’s terms that will be covered in your departmental training.

*CarShareHFX also provides individual memberships and promotional benefits. For more details visit the CarShareHFX website.

4. What about insurance?

The CarShareHFX Fleet insurance policy collision and comprehensive deductible is $1,500.00 for any at-fault collision and damage claims. CarShareHFX has set the deductible to be passed on to the member at $1,500.
A faculty or department may reduce the amount of its deductible responsibility for all drivers on its List to $500.00 per driver by payment of an annual Deductible Reduction fee of $25.00 per Driver.

**All drivers must be at least 21 years of age for insurance purposes.**

5. **How do you access the cars?**


6. **Problems or Questions about signing up?**

Call the CarShareHFX office at (902) 406-7439 or e-mail at apply@carsharehfx.ca