



Queen's University
Belfast

QUBCarshare.com - Introduction / FAQ

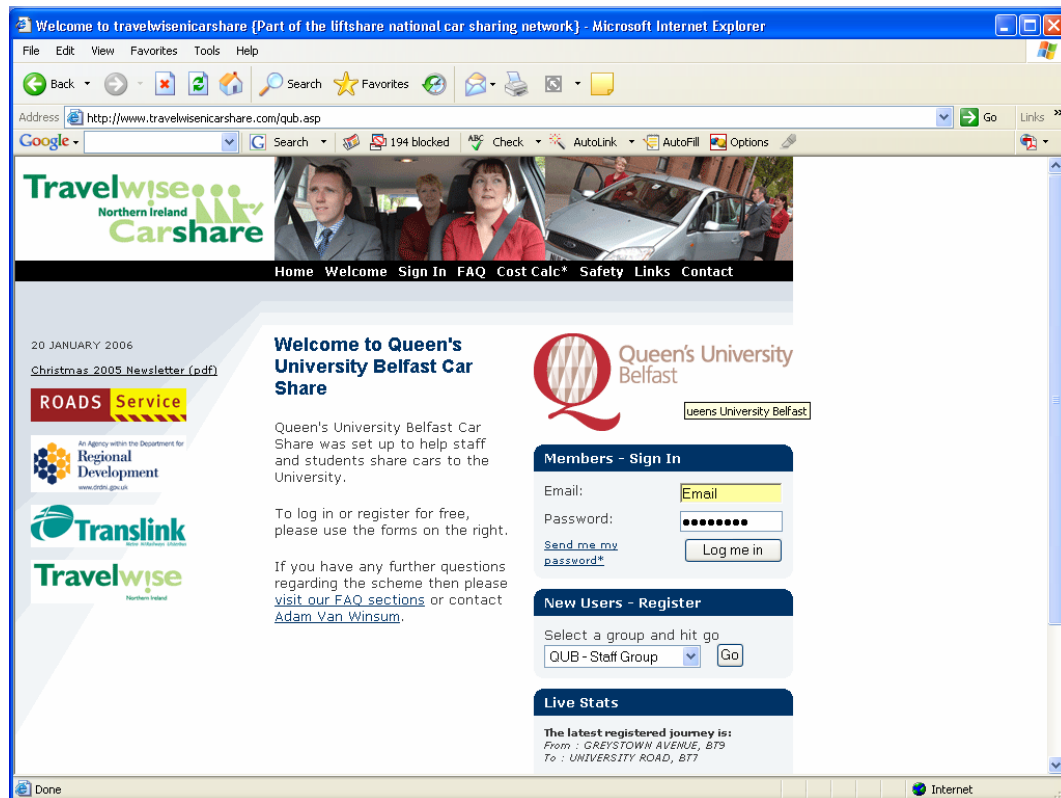
Introduction

QUBcarshare.com is part of the DRDNI Roads Service Travelwise NI car share database, operated by Liftshare.com. Queen's University are the first organisation to join this regional database.

The University's car-sharing database is available at:

www.qubcarshare.com

The above URL will direct staff and students directly to the Queen's University login page, (within the Travelwise NI car share database). A screenshot of the login page can be seen below:



How do I register?

As individuals register, they are automatically placed into the following groups (dependant on whether a staff or a student):

- QUB Student or Staff car share scheme
- TravelwiseNlcarshare scheme

Details of the registration process and their associated benefits are provided below:

TravelwiseNlcarshare

When individuals register as part of a Private Group (staff or student), they are automatically added to the Public group, TravelwiseNlcarshare. This enables individuals to extend their search at any point for potential matches outside their Private Group if they so wish. Despite automatic inclusion to this Group, Non University members do not automatically see an individuals 'car share' details until the individual opts to search within the Public Group.

QUB Student/Staff Car Share

During registration, an individual gets to choose the Private Group they wish to join, in this case QUB Staff Group or QUB Student Group. Having separate groups for staff & students means that only staff can search for other members of staff and that students can only search for other students initially. An individual will need a valid email address ending @qub.ac.uk in order to register.

QUB Car Share

However, being part of the other 2 groups (TravelwiseNlcarshare & QUB Car Share) also allows individuals to expand their searches if they want to. The expansion of their search means that a student could search for a member of staff doing the same journey if they wanted to and visa versa.

Once registered, individuals have control over which Groups they belong too and can at any time add/remove themselves from the above Groups.

Will it affect my insurance if I share or charge for journeys?

Obviously your car must be taxed and have a valid MOT and you must be fully insured (check to ensure that your insurance covers 'commuting to/from work' and that you have 'business' coverage if you need to use your car for business purposes.

You should inform your insurance company that you are car sharing. This will generally not increase your insurance premiums. Most insurance companies will cover you to carry passengers to and from work. However your insurance would become invalid if you charge passengers more than their share of the running costs.

An example template letter to notify your insurance company is provided at the end of the document.

What are the tax implications?

Provided that the driver does not make a profit from the sharer(s), there are no tax implications.

What happens if I cannot get a lift home?

As a passenger, if you are unable to get a return journey home with your car share driver due to an unforeseen emergency, the University will guarantee an employee a return journey home under its Guaranteed Lift Home Scheme.

Other Responsibilities

It is the responsibility of the car driver and/or owner to ensure that:

- The vehicle is roadworthy and has a current MOT Certificate and is fully insured
- They are in possession of a valid driving licence with the correct entitlements for the vehicle being driven
- Drivers and passengers comply with legislation on seat belt use at all times

Car Sharing Insurance Notification Letter

From:

Date:

To: **Insurance Company / Broker and/or Company Fleet Administration Letter**

Policy Number:

Re: Fuel Contributions

Re: Petrol Contributions

I have recently joined my employers car share scheme. When I give other *liftshare* members a lift I shall be entitled to receive a petrol wear and tear contribution of 10p per mile per passenger. The rate is suggested by *liftshare.com* and will change from time to time in line with motoring costs and general inflation.

A statement by the Association of British Insurers on this matter is on page two. If this contravenes any clause in my insurance policy then please would you advise me as soon as possible?

With Kindest Regards

Signed:

Motor Conference Undertaking

The receipt of contributions as part of a car sharing arrangement for social or other similar purposes in respect of the carriage of passengers on a journey in a vehicle insured under a private car policy will not be regarded as constituting the carriage of passengers for hire or reward (or the use of the vehicle for hiring) provided that:

- *The vehicle is not constructed or adapted to carry more than eight passengers excluding the driver*
- *The passengers are not being carried in the course of a business carrying passengers*
- *The total contributions received for the journey concerned do not involve an element of profit*

Note. If in any doubt whether a car sharing scheme arrangement is covered by the terms of a private car policy the policyholders concerned should make an inquiry to their motor insurers. Motor Conference is the Standing Joint Committee of the Association of British Insurers and Lloyds Motor Underwriters' Association

(Supplied by the Association of British Insurers June 1998)