

UCC GoCar CarSharing Scheme Driver's Agreement



For joining GoCar on the UCC corporate account

GoCar CarSharing is a commercial service provided by GoCar Ltd., 35 Northwood Court, Santry, Dublin 9.

University College Cork (UCC) is a corporate customer to GoCar, to provide access to the GoCar scheme for its members of staff for their work related travel purposes (UCC GoCar Scheme)

UCC GoCar Scheme is managed for UCC as corporate customer by the Office of Buildings and Estates (Commuter Plan Manager).

UCC Departments (or units with own budget responsibility) will cover the cost arising from the use of GoCar vehicles by their members of staff as part of their travel expenses.

Driver's registration

Any member of staff willing to use a GoCar vehicle for work related purposes must be registered <u>in person</u> to the scheme and in turn becomes a UCC GoCar driver. They will register through their Departments and the UCC Commuter Plan Manager. GoCar's conditions for driver's registrations apply.

A UCC member of staff will register as a driver through ucc Buildings and Estates / Commuter Plan Manager, providing two photocopies of their driver's licence, signing at the bottom of the here present UCC GoCar Driver's Agreement and have it countersigned by their Head of Department.

UCC members of staff will identify on registration with their staff number (photocopy of UCC staff ID).

All cost arising from the use of the GoCar vehicles, including those arising from the acts or omissions of UCC GoCar drivers, shall be a matter of the driver's Department (i.e. driver's registration fee, usage according to hours and mileage, penalties in case, insurance excess, insurance excess reduction fee, if applicable, etc.).

No cost shall arise for UCC Buildings and Estates (managing the scheme) and no recourse will be available to the University's motor policy.

Every UCC GoCar driver will receive their own copy of the GoCar Customer Manual and and their own GoCard with an individual PIN. All bookings will be made with the one unique UCC GoCar customer number.

All UCC GoCar drivers' personal data stored by UCC Buildings and Estates is only used for purposes connected to the UCC GoCar Scheme.



Driver's duties

All UCC GoCar drivers will book their vehicles directly via the GoCar website or Call Centre.

All drivers under the UCC GoCar scheme are obliged to fulfil all duties related to the car usage, as defined in the GoCar Customer Manual (e.g. vehicle checks before/after use, reporting accidents etc.), on behalf of UCC as corporate customer.

All drivers under the UCC GoCar scheme must immediately report any changes to the status of their driver's licence (e.g. expiry, charging with penalty points) to both GoCar and UCC Buildings and Estates in writing.

Billing

UCC Buildings and Estates will receive and pay a monthly invoice from GoCar including all drivers under the UCC GoCar scheme.

All UCC Departments shall reimburse the expenses incurred by their UCC GoCar drivers to UCC Buildings and Estates (Departments will be charged to their cost codes – provided below – by Buildings and Estates). The Departments are liable for all cost incurred with the usage of GoCar vehicles by their members of staff.

Driver (Name)	UCC Department		Staff No.
Employment contract is	permanent / Fixed term, ending		_ / / 20
Departmental Cost Code	4055 / Cost Centre	/_	NA / or project
Insurance excess waiver fee (c	urrently €100 p.a.): □ YES / □ NO		
Head of Department (Nam	e) Signature		Date
UCC Buildings and Estates Commuter Plan Manager	Signature		Date
-			WINNER
UCC Contact:	T 2045		GREEN
Stephan Koch Commuter Plan Manager Buildings and Estates, UCC	T: x3945 . <u>commuting@ucc.ie</u> . <u>http://commuting.ucc.ie</u> .		The Green Travel Initiatives Award
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