



Stanford has earned your department a FREE Zipcar membership!

As you probably know, Zipcar lives on your campus with vehicles available by the hour or the day. But, did you know Zipcar provides vehicles on *and* off-campus too? That means you have access to over 6,000 cars in cities and colleges in the US, Canada & the UK making business travel much more efficient.

Even better, Zipcar provides you with a cost saving transportation solution for your department that is environmentally mindful. Oh yeah, did we mention we'd waive all membership fees –becoming a departmental driver at Zipcar is free? So get rid of that old fleet car that just sits idle 23 hours of the day and start saving your department some money.

As with all Zipcar reservations, the only thing the department will pay for is the hourly or daily rates...gas, insurance and 180 miles per day of your reservation are on us!

So, how do you get your department signed up today? All you have to do is have one person from the department follow these steps and we'll take care of the rest:

- Fill out and submit the application at www.zipcar.com/universities/contact/add-department.
- Once the application has been submitted our team will be in touch within three to five business days.
- Department accounts are set up with direct billing...that means one credit card goes on file and all reservations for the department are billed to that one card. (If your department does not have one centralized credit card, contact Zipcar via the above link to discuss options.)
- Remember, Zipcar provides members with insurance so each person has to apply to the department account to drive a Zipcar. Faculty and staff that already have personal Zipcar accounts will have the department added as a reservation billing option (a simple drop down box appears). Remember, departmental accounts are for business use only.

The administrator only has a few simple responsibilities:

1. Sign up the department to be part of the University Zipcar program.
2. Send out a designated Zipcar email link to members of the department.
3. Approve potential new members to be part of the departmental program.
4. Act as the main point of contact for Zipcar.

That's it, pretty easy...huh?

Oh, and when your boss throws you a big party for saving the department tons of cash, don't forget to invite us.

As always, please let us know if we can be of any help!

Happy Zipping,

Your Zipcar Universities Team