

University Policy: Zipcar Fleet Vehicle Policy

Policy Category: Operational Policies

Subject: Use of Zipcar Corporate Account

Responsible Executive: Chief Financial Officer, Vice President & Treasurer

Office Responsible for Review of this Policy: Office of Finance and Treasurer

Procedures:

Related University Policies: NA

I. SCOPE

This policy provides guidance on accessing safe and convenient vehicles to use for official American University (AU) business and applies to AU faculty, staff, and students, age eighteen and over.

II. POLICY STATEMENT

AU and Zipcar have entered into an innovative agreement that permits Zipcar to place vehicles on AU properties (on and off-campus) to use for transportation to conduct official university business. This program permits AU funds to be used for this type of Zipcar use.

III. DEFINITIONS

- A. **Zipcar** – A car lending company which provides vehicles to meet the official transportation needs of American University. Zipcar provides both passenger cars and passenger vans located on main campus and off-campus properties.
- B. **Zipcar Corporate Account** - The primary account with Zipcar resulting from the contract between AU and Zipcar. This account is held by the Executive Director of Risk, Safety, and Transportation Programs. A limited number of Major Account sub accounts are permitted under the Corporate Account.

- C. **Major Account** – A Major Account is one of several sub-accounts of the AU Zipcar Corporate Account. Each Major Account has the ability to engage in direct billing with Zipcar for expenses incurred by a driver they have authorized within their account. The Procurement and Contract’s Office will issue a unique Purchase Card to each major Account.
- D. **Major Account Eligibility** – The following AU divisions/departments are eligible to obtain a Major Account:
- i. Office of the President
 - ii. Office of University Communications and Marketing
 - iii. Office of Campus Life
 - iv. Office of Development
 - v. Office of Finance and Treasurer
 - vi. Office of General Counsel
 - vii. Office of the Provost
 - viii. College of Arts and Sciences
 - ix. Kogod School of Business
 - x. School of Communication
 - xi. School of International Service
 - xii. School of Professional and Extended Studies
 - xiii. School of Public Affairs
 - xiv. Washington College of Law
 - xv. University Library
 - xvi. Athletics and Recreation
 - xvii. WAMU
- E. **Major Account Administrator** – A staff member who has been designated to manage the account for their AU organizational element. Each Major Account Administrator will be responsible for registering the account with the Executive Director of Risk, Safety, and Transportation Programs; authorizing students, faculty, and staff who can charge vehicle usage fees to the account; reconciling billing statements; and reporting vehicle damage to AU Risk Management.
- F. **Authorized Driver** - A student, faculty or staff of American University who has been permitted to use a vehicle by the administrator of a Major Account. An authorized driver must meet the criteria set by Zipcar. Contractors are **not** permitted to be designated an authorized driver.
- G. **Zipcards** – A unique electronic identification card issued by Zipcar to authorized drivers. A Zipcard is tied to a Major Account for billing purposes and is used to reserve, unlock and operate a Zipcar. Zipcards are mailed directly to Authorized Drivers.

IV. POLICY

Through an agreement with AU, Zipcar has placed several vehicles on campus and at off-campus properties that can be used by students, faculty, and staff to conduct official university business. Students, faculty, and staff may only utilize a Zipcar if they have been authorized privileges under an AU Zipcar Major Account. Each AU Zipcar Major Account will designate an account administrator. Responsibilities of the administrator include registering the account with the Executive Director of Risk, Safety, and Transportation Programs; authorizing students, faculty, and staff who can charge vehicle usage fees to the account; reconciling billing statements; and reporting vehicle damage to AU Risk Management.

Each time a Zipcar is used, authorized drivers are committing American University funds. Intentional or fraudulent use of a Zipcar billed to an AU account but driven for personal purposes or benefit may result in loss of Zipcar privileges and disciplinary action through applicable conduct processes.

V. EFFECTIVE DATE(S) AND REVISIONS:

This Policy is effective on December 1, 2014.