

## Introduction

Staffordshire University are members of a County-wide car share scheme known as Share-a-lift.com. The scheme, developed by Staffordshire County Council and Stoke-on-Trent City Council in partnership with Jambusters Ltd, provides an advanced internet based lift share matching system for staff, students and the general public.

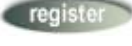
Share-a-lift is available at: [www.share-a-lift.com](http://www.share-a-lift.com)

The above URL will direct staff and students directly to the Share-a-lift.com webpage. A screenshot of the login page can be seen below with the Staffordshire University logo at the bottom left:



## How do I register?

Full details on how to register are available via Share-a-Lift.com. A brief summary is detailed below:

- 1) Click on the **NEW MEMBER / REGISTER** icon  as depicted above
- 2) Select my *employer is list* and scroll down to Staffordshire University

- 3) Select your workplace, the campus you are mainly based at e.g. College Rd site
- 4) Enter your personal details including preferences on who you would be happy to share a journey with e.g. non smokers. Check/read the terms and conditions and then submit your application
- 5) At this stage, an email will be sent to the address you supplied at 4). You will be asked to verify your application by clicking on the link contained within the email.
- 6) You will receive another email that will contain your unique password and username.
- 7) Use your username/password to login into [www.share-a-lift.com](http://www.share-a-lift.com) by entering the details into the **ALREADY REGISTERED** section as depicted on the previous page.
- 8) Start car sharing!

A handy guide including FAQ's is available at: <http://tinyurl.com/23vyjv>.

### **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: <http://tinyurl.com/3c5fso>.

### **What are the tax implications?**

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

### **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 vehicle and road safety legislation at all times