

Central Transportation Planning Staff to the Boston Region Metropolitan Planning Organization Zipcar User Agreement

- 1) I acknowledge that the agency maintains a business account with Zipcar to provide vehicle rentals to full-time and part-time regular employees for attending work-related events, such as meetings, fieldwork, and public engagement. Interns are not eligible to use the agency's Zipcar business account. I agree to follow the "Zipcar Business Account: Membership Setup and Reservation Process" outlined on the intranet to establish my account and reserve vehicles.
- 2) I understand that I must hold a valid driver's license for the jurisdictions where I will use Zipcar vehicles and that my driving history must meet Zipcar's current eligibility requirements.
- 3) I acknowledge that I am the only person authorized to drive a Zipcar reserved under my employee account. Passengers are restricted to those directly involved in the work activity for which the Zipcar is being used. Under no circumstances may I transport family, friends, or any persons unrelated to the work activity.
- 4) I understand and acknowledge that the agency's Zipcar business account is strictly for in-state or regional work-related purposes, and I am not permitted to reserve a vehicle for personal use. Personal use of the vehicle, even with the intention of reimbursing the organization, is not allowed under any circumstances.
- 5) I agree to adhere to all rules and regulations established by Zipcar, as specified on their website, www.zipcar.com. I have thoroughly reviewed the information provided at <https://support.zipcar.com/hc/en-us> and understand all policies regarding the use of Zipcar, including those related to the required condition of the vehicle at the end of the rental, fuel purchase, and more. I confirm that I have read and understood these sections. I also acknowledge that Zipcar's rules and regulations may change periodically. While the agency will notify me of such updates, I take full responsibility for staying informed about and complying with any changes.
- 6) I acknowledge that when using a vehicle through the agency's Zipcar business account, I am responsible for all parking tickets, moving violations, and other [fees outlined on Zipcar's website](#). Toll passes or transponders are not included in Zipcar vehicles. Instead, Zipcar uses the pay-per-plate method, where tolls are automatically charged to the vehicle's license plate and reflected on the Zipcar invoice.
- 7) In addition to the cost of Zipcar membership and standard driving rates, I understand that [other fees and charges](#) may apply. I acknowledge that it is my responsibility to be aware of when these fees might be incurred and to reimburse CTPS for any fees resulting from negligence.
- 8) I understand that the CTPS is responsible for paying a deductible of up to \$1,000 for any damage to a Zipcar during a rental by a CTPS employee. However, CTPS will not be liable for any damages to the Zipcar, injuries to myself or third parties, or damages to other vehicles resulting from unsafe driving, negligence, distracted driving, or other driving misconduct, as determined by law enforcement, an administrative tribunal, state agency, or a court of competent jurisdiction. In such cases, I will be required to work with my personal insurer to reimburse CTPS for the deductible or any portion thereof. If I do not have personal auto insurance, I understand that I am responsible for paying half of the deductible. Exceptions to this provision may be granted by the CTPS Executive

Zipcar User Agreement

Director or Deputy Executive Director following a review of the incident. I will also promptly notify the HR & Operations Coordinator at zipcar@ctps.org in case of an accident or vehicle damage while using a Zipcar under this agreement.

- 9) I acknowledge that I must obtain approval through a purchase order in Deltek before making any reservations. I have reviewed and understand the instructions for submitting and obtaining approvals in Deltek.
 - 10) I understand that I may be required to sign a revised version of this user agreement as a condition for continued use of the Zipcar service.
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Name of Employee

Signature of Employee

Date

Please return this signed form to zipcar@ctps.org.