

University of Exeter Car Share Journey Planner User Guide

Context

As part of our commitment to encourage the uptake of more sustainable modes of travel by staff and students, the University actively promotes car sharing. With over 34,000 miles travelled between the Exeter and Cornwall campuses by car in 2013, we recognise that there is substantial scope to facilitate inter-campus car sharing for business journeys.

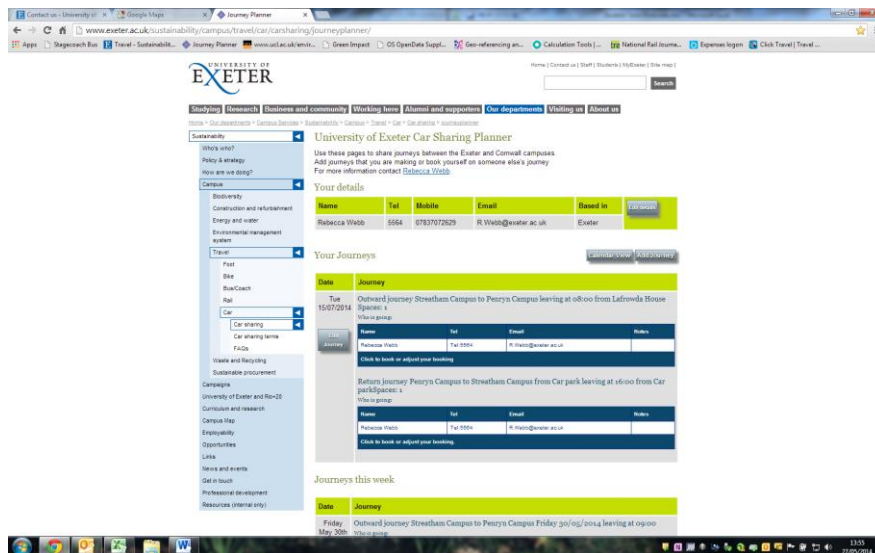
As such, we have developed the University's new Car Share Journey Planner which will enable employees to easily find car share partners to travel on business between the Exeter and Cornwall campuses. The Journey Planner gives employees the option of adding their own journey which they intend on making between campuses (or elsewhere), and also book onto other journeys which have already been posted.

Key Features

The system features the following:

Secure sign-in – access to the system is via secure sign-in using your University username and password. This ensures the journey planner is only used internally.

Home page – access to all the system features can be found here.



- **Your details** – key details including your name, internal telephone number, mobile number and email address, will be automatically pulled on to the system the first time you log in.
- **Your journeys** – this section lists the journeys you have created or journeys you have booked on to join.
- **Journeys this week** – this section lists the journeys taking place this week.

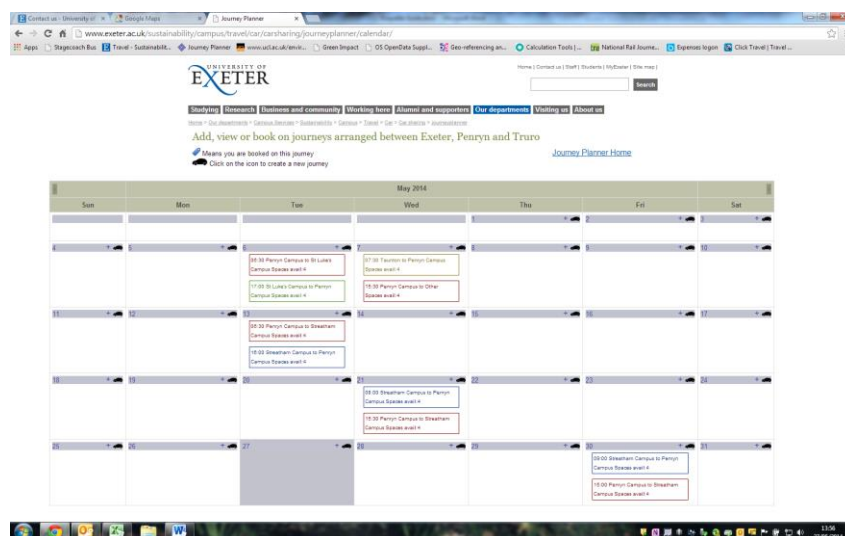
Add Journey tab – the ‘Add Journey’ tab enables you to input your upcoming journey on to the system.



You will be required to add the following information for single and return journeys:

- Date
- Start time
- Starting from (drop down list of four campuses and option for other)
- Meeting location (open field)
- Destination (drop down list of four campuses and option for other)
- Total number of outgoing spaces including the driver
- Notes
- Type of vehicle
- Journey type (single or return)

Calendar View tab – the ‘Calendar View’ tab enables you to view journeys taking place which you are able to book on to.



User Instructions

How do I add my journey?

- (1) Click on the 'Add Journey' tab on the Home Page.
- (2) Insert all the relevant journey details.
- (3) Click 'Save changes'.
- (4) Your journey will now appear in 'Your Journeys' on the Home Page, and in the Calendar View section.

How do I book on to a journey?

- (1) Click on the 'Calendar View' tab on the Home Page.
- (2) Find a journey you would like to share and click on the journey icon.
- (3) In the 'Journey Details' section, click 'Book Outward' and/or 'Book Return' to book your journey.
- (4) You will be directed back to the 'Calendar View' where you will see a blue tag which indicates you are booked on to the journey.
- (5) Your journey will now appear in 'Your Journeys' on the Home Page.

How do I edit my journey?

- (1) On the Home Page, go to the 'Your Journeys' section and click 'Edit Journey'.
- (2) In this section you can edit all aspects of the journey including location, time and notes.

How do I delete my journey?

- (1) On the Home Page, go to the 'Your Journeys' section and click 'Edit Journey'.
- (2) Scroll to the bottom of the page and select 'Cancel Journey' to cancel the journey.

Will I receive a reminder to indicate I am booked on to a car share journey?

Yes. When you book to share someone else's journey, you will receive an email reminder 24 hours before the journey is due to take place.

If someone books to share your journey, you (as the journey organiser) will receive an email confirmation with the details of your car share partner.

Am I expected to exchange payment for my journey?

No. As the journey planner is intended for use on business journey, no exchange of payment should take place between employees. The driver may claim mileage expenses in the usual way for fuel used during the journey.

Etiquette Guide

To ensure all car sharers have a positive experience, please follow the following rules of etiquette when car sharing on business journeys:

- Ensure you are covered for business use as part of your car insurance package before driving your own vehicle on a business journey.
- Make contact by phone or email with your car share journey driver to arrange specific elements of the journey in advance. Exchange further contact details if you have not already done so.
- Establish the ground rules, for example, smoking or non-smoking, music/radio preferences, eating or drinking, car temperature etc. Never leave waste in the vehicle and as a driver, keep your vehicle clean and tidy.
- Be punctual and courteous. If you expect to be delayed, let your other car share partners know in advance.
- As a driver, drive carefully and obey all traffic laws. Speeding and aggressive driving may make other passengers feel unsafe. Make sure all passengers are wearing seatbelts.
- Be mindful of anything that might bother other car sharers. For example, excessive talking might distract the driver or bother others who prefer to be quiet. Talking on a mobile phone may also disturb some people, so make sure it is ok with your fellow sharers.
- If you are planning on carrying luggage, whether a laptop bag or something larger, ensure you let the driver know in advance to ensure space is available.

Safety Advice

To ensure all employees travel safely, please read the following safety advice:

- Avoid exchanging home addresses with your travelling companion before you meet them.
- Inform a colleague of who you will be travelling with, when and to where.
- You are under no obligation to travel together. If you have any doubts about your travelling companion, for any reason, you should avoid travelling with them.

Contact

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