

University of Chichester (Student and Staff) Carshare Scheme



A step-by-step guide



How do I join the Carshare Scheme?

Step 1 – Register



Email travelplan@chi.ac.uk with the following:

- ✓ your University email address, which will be shared with any potential Carshare match
- ✓ the post code you are travelling from and your destination campus
- ✓ the times and days you carry out your journey
- ✓ whether you want to offer a lift or need a lift
- ✓ any specific requests you may have, such as only sharing with students or staff.

Step 2 – We try to find you a match

If we have a match for your journey we will put you in touch via email. You can then use the email address provided to contact your match and make arrangements with each other directly.

We will let you know if we don't have a match for your journey, and will keep your details on file for up to a year in case a match becomes available.

Step 3 – Request a Carshare parking permit

Once you have a Carshare arrangement you can request your orange permits for priority parking spaces by emailing travelplan@chi.ac.uk. You still need to pay to park in the campus car parks, but only for one car of course!

Step 4 – Share

Saving hundreds of pounds a year!

Need more help?

Contact travelplan@chi.ac.uk



Frequently asked questions

Do I need a car to car-share?

No, many people are happy to offer lifts in exchange for sharing the fuel costs. You can register your journey as 'needing a lift' if you do not have a car.

How safe is car-sharing?

When it comes to travelling, every member is responsible for his or her own safety, but as our scheme is in-house you will only be travelling with fellow students or staff. To be extra sure just follow the simple security measures outlined below:

- Avoid exchanging home addresses with your travelling companion before you meet them.
- Arrange to meet within a safe or public area.
- Inform a friend or family member of who you will be travelling with, when and to where.
- Make sure you see each other's IDs – staff cards or student cards – so you know you're travelling with the right person.

You are under no obligation to go ahead with any car-share arrangement. If you have any doubts about your travelling companion, for any reason, then you don't have to travel with them.

Where should I arrange to meet my car-sharer (s) ?

We recommend that you arrange a mutually convenient and safe location for both parties.



I have a busy life, do I have to car-share everyday?

No. Even if you share two or three times a week it is possible to make a significant reduction in your carbon footprint and travel expenses. We recommend that you come to an agreement that works for everyone, which can change on a weekly basis. Just keep your fellow car-sharers informed so they can make alternative arrangements if necessary.

Is it possible to find a travelling companion of the same sex or a member of staff or student ?

Yes, just mention this when you contact Travelplan.

What if my car sharer unexpectedly can't give me a lift home?

In the unlikely instance that your car-sharer cannot give you a lift home, we will ensure you get home safely. All you have to do is contact SIZ and they will organise a taxi to take you home at no charge to yourself.

What happens to my personal data?

The information you provide when you register will be stored securely and only used for the purpose of this scheme. Your email address will be sent to potential matches but all other information you provide will remain confidential and only used by members of the Travelplan team to help match you to other members of the scheme.

We will keep your details on file for a year to enable future matches to be found. You can email Travelplan@chi.ac.uk at any time to ask us to delete or update the information we hold about you. After one year we will delete your record unless you to confirm that you want to remain on the database for future potential matches.

You can find out more about how the University complies with data protection legislation at: <https://www.chi.ac.uk/dataprotection>

