Getting started with car-sharing
Guidance for staff parking permit applications
GETTING STARTED WITH CAR-SHARING

Guidance for staff parking permit applications

Summary

To qualify for a car share parking permit, members of staff must:

(i) be eligible for a General staff parking permit; and
(ii) be part of a formal car share team using the University’s online car-sharing platform

This guidance describes how to set up or join a formal car share team in order to apply for a car share parking permit for the University Precinct and satellite sites.

More information on applying for a parking permit is available on our website.

How to sign up

- Visit bristoluni.liftshare.com
- Click the “Join” button in the header or alternatively click “Get started”.
- Fill out the brief form with your name, email and password.

Activate your account

- Once you’ve joined you’ll be sent an email to verify your account. Please activate your account - your journey won’t be visible to other members without doing so.

Find a match for your journey

Once you’ve registered you must add your journey to find a match! There are two ways to do this: as a driver or as a passenger:

(i) As a driver

In your account you will see “Add journey” in the top right-hand corner of the page, click the button to take you to the form.
This will enable you to add your journey details, use a customisable schedule for regular journeys and even give some preferences in the “Show further details” section.

(ii) As a passenger

Looking for a lift? Simply log in to your account and input your journey details at the top of your account home page, and click “Find a lift”:

From (postcode, street or town) ➔ To (postcode, street or town) Find a lift

Private community

Registrations made via the University’s Liftshare platform will be restricted to University of Bristol email endings, so you can be sure you’ll only be sharing with a colleague.

However, you will still have the option to view potential car sharing matches of people from outside of the University should you wish.

When adding a journey, you will be given the option of ‘who can view this journey’ and you have two options i.e.

- Any member – your journey will be open to the national Liftshare network;
- Only members from my community – your journey will only be available to match with your colleagues at University of Bristol.

Forming a car share team

Once you have added a journey and found a match, you will be able to form a car share team. There are two ways to do this – as a driver or as a passenger.

(i) As a driver

Once you’ve found a match, click on their details. You will then see an option to message them:
Send your match a polite message letting them know that you would like to share and ask them to send a request to share to you.

Once you receive the request to share, accept the request to create your Liftshare team. You will receive an email that will allow you to do this:

![Accept and Decline buttons]

You will also see a notification when you log into your Liftshare account:

![Notification image]

(ii) As a passenger

Passengers must request a seat in the driver’s vehicle to form a car share team.

Once you’ve found a match, click on their details. You will see an option to “Ask to share”. Click this option to request a seat in the driver’s vehicle.

If you have any questions for the driver about the journey, you can do so by clicking the “Message” option.

![Ask to share and Message options]

Once they have received your request to share, they can choose to accept and the team is formed.
Sharing with someone you already know

If you already know the person you would like to share with you can find them easily by scrolling to the bottom of your account home page:

By clicking "View all members", you will be taken to a page which will allow you to search for the appropriate person.

Parking permit application

To apply for a car share parking permit

- Register and add your journey to University of Bristol Carshare;
- Search for a journey match and send a request to share;
- Create a Liftshare team by confirming that you are sharing;
- Enter your Liftshare team ID number where requested on your online application.

To find your Liftshare team ID number, select the Liftshare team tab in the menu on your Liftshare account page. You will see your Liftshare team(s) and ID number(s), as shown below:
Top tips to get the most from your Liftshare account

• Add a profile picture and bio to your account so that other members know who you are;
• Always respond to requests to share, even if you must decline them;
• Ensure you follow the process and form a Liftshare team to qualify for your organisations incentives;
• Download the Liftshare Companion app to accept requests and communicate with your Liftshare partner:
  o iOS: Apple store
  o Android: Google play store

Further information

For further guidance and all University travel queries (except for car parking):

  Email: transport-plan@bristol.ac.uk
  Tel: 0117 33 17259
  Twitter: @UoBrisTravel
  Facebook: University of Bristol Travel
  Web: www.bristol.ac.uk/transportplan

For general car parking queries:

  Email: car-parking@bristol.ac.uk
  Tel: 0117 33 11190
  Web: www.bris.ac.uk/secserv