



# 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:

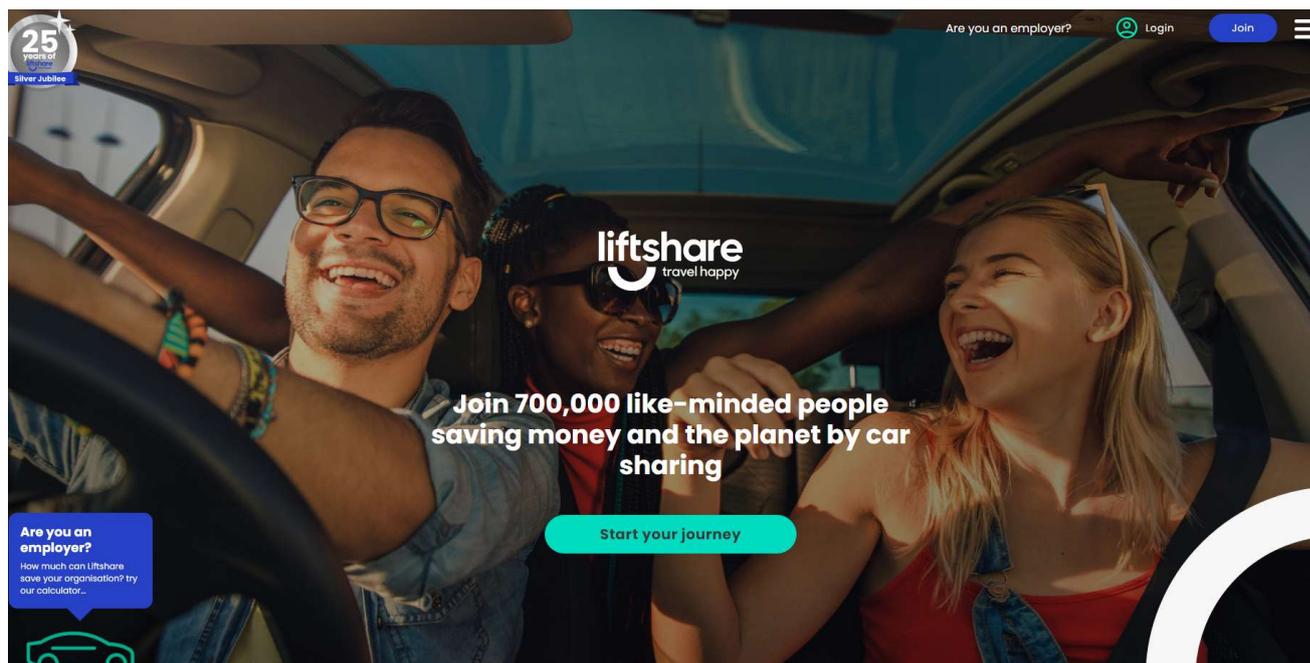
- (i) be eligible for a General staff parking permit; and
- (ii) be part of a formal car share team using the University's online car-sharing platform

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.

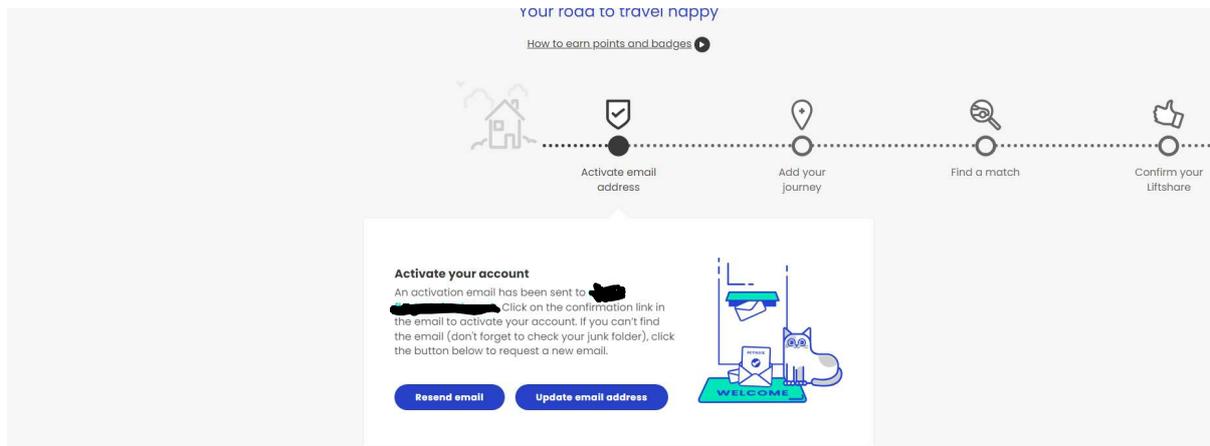
#### How to sign up

- Visit [bristoluni.liftshare.com](http://bristoluni.liftshare.com)
- Click the "Join" button in the header or alternatively click "Start your journey".
- Fill out the brief form with your name, email and password



## Activate your account

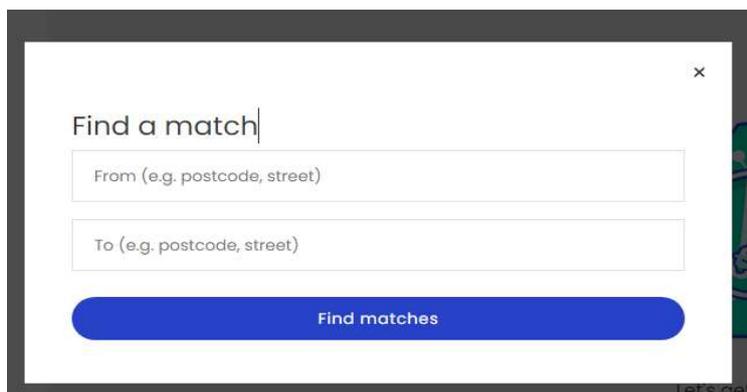
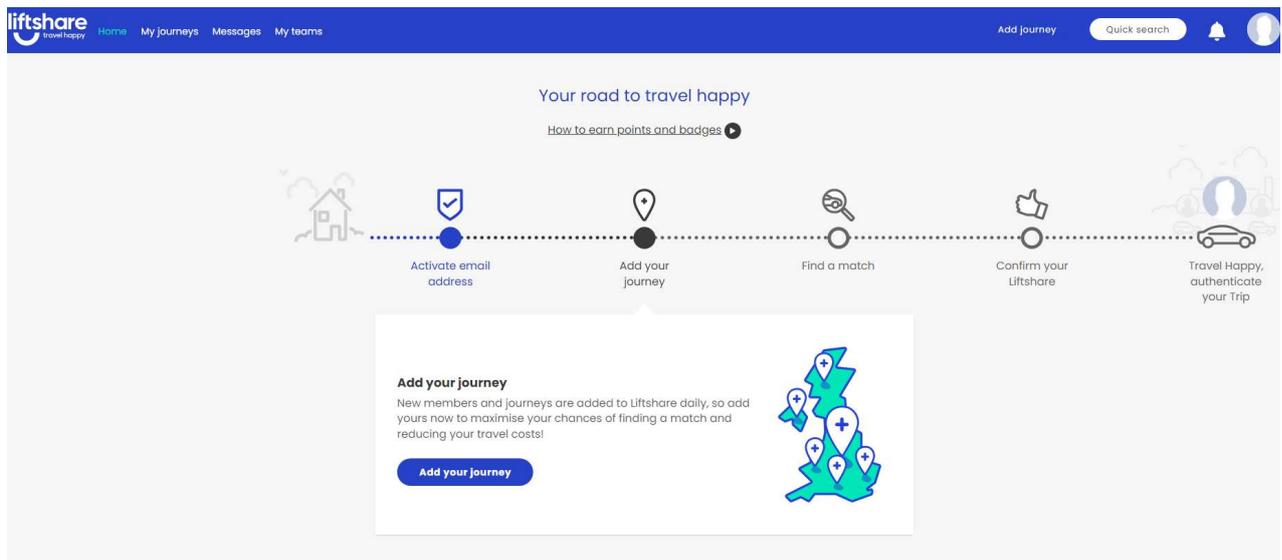
Activate your account as per the instructions



## 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) Click "Add journey" either under the graphic or in the top right-hand corner of the page. This will allow you to put in more parameters.
- (ii) OR Click "Quick Search" in the top right-hand corner of the page



If you choose the 'add your journey' option then it takes you to this page. Simply add your postcode or street name.

**liftshare** travel happy Home My journeys Messages My teams Quick search

### Add your journey

Whether you're looking to Liftshare as a driver or a passenger, listing your journey is the best way to find a match.

**Journey start**

Greville Rd, Southville, Bristol BS3, UK ✓

**Destination**

Old Park Hill, Bristol BS2, UK ✓

This is a return journey (round trip)

Great! We've found your route to **Old Park Hill, Bristol BS2, UK**, which is **3.2 miles**.

**Tip: Adjust your route**  
We use Google to find the quickest route, but if you'd like to use a different way, then drag the line to the correct roads

Under Journey details provide the relevant information

### Journey details

I'm travelling as a:

Driver or passenger

Driver

Passenger

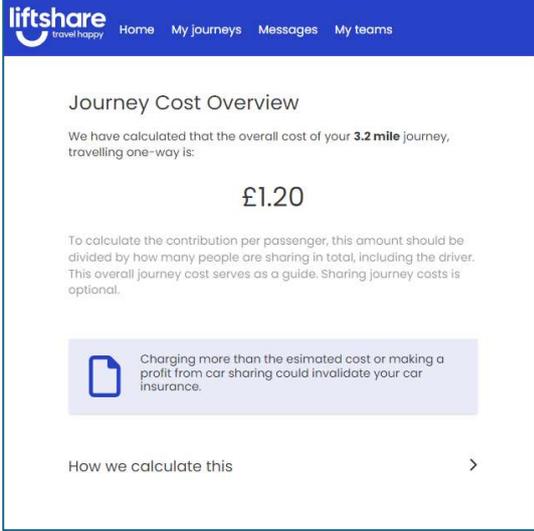
Journey frequency

**Regular**  
A predictable regular journey, like your work commute

**One-off**  
A single non-repeating journey

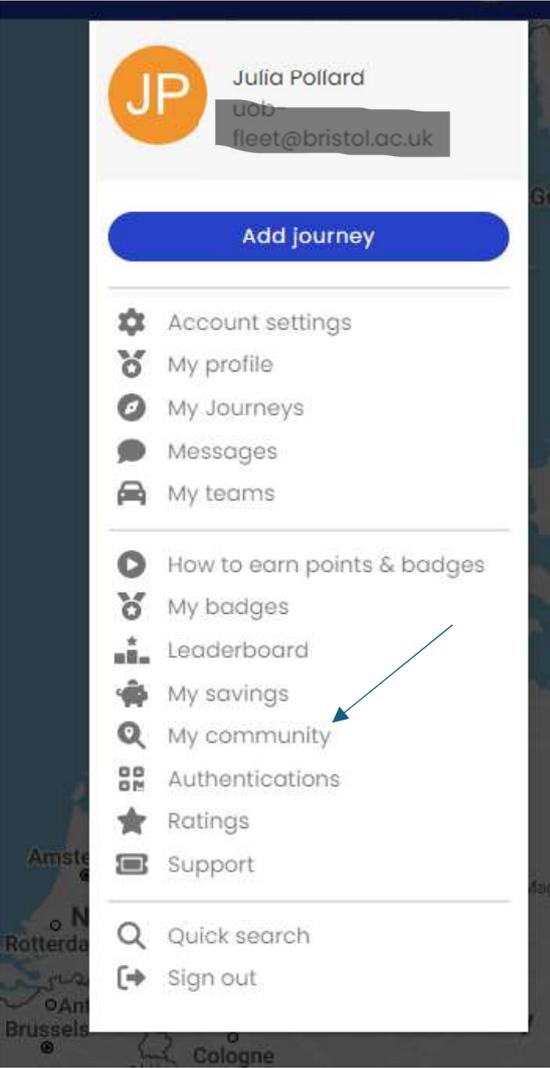
**Shift**  
Working shift patterns

Liftshare will then calculate how much the driver is able to charge per journey



The screenshot shows the 'Journey Cost Overview' page on the Liftshare app. At the top, there is a blue navigation bar with the Liftshare logo and links for Home, My Journeys, Messages, and My teams. The main content area has a white background with a blue border. It features a heading 'Journey Cost Overview' followed by a message: 'We have calculated that the overall cost of your 3.2 mile journey, travelling one-way is:'. Below this, the cost is displayed as '£1.20'. A smaller message explains that this amount should be divided by the number of passengers to find the contribution per passenger. At the bottom, there is a light blue box with a document icon and a warning: 'Charging more than the estimated cost or making a profit from car sharing could invalidate your car insurance.' Below this box, there is a link 'How we calculate this' with a right-pointing arrow.

If you wish to only share your journey with University of Bristol staff and students take a quick detour to your profile (by clicking your initials at the top right hand corner) and click on 'My Communities' and enter 'University of Bristol'.



The screenshot shows the user profile menu in the Liftshare app. At the top, there is a profile card for 'Julia Pollard' with an orange circular avatar containing the initials 'JP'. Below the profile card is a blue button labeled 'Add journey'. A list of menu items follows, each with an icon: 'Account settings' (gear), 'My profile' (person), 'My Journeys' (location pin), 'Messages' (speech bubble), 'My teams' (car), 'How to earn points & badges' (play button), 'My badges' (trophy), 'Leaderboard' (bar chart), 'My savings' (piggy bank), 'My community' (magnifying glass), 'Authentications' (grid), 'Ratings' (star), and 'Support' (envelope). At the bottom of the menu are 'Quick search' (magnifying glass) and 'Sign out' (arrow). A blue arrow points to the 'My community' option.

Return to the journey schedule page and enter your journey schedule to match your work pattern and under additional options include any other relevant information and 'house rules' (ie if food, pets and/or smoking is allowed).

### Journey schedule

Select the days you want to travel

Mon	Tue	Wed	Thu	Fri	Sat	Sun
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Leaving time:

Return time:

Journey time flexibility:

This helps give potential matches an idea of how flexible you're willing to be, but you'll be able to chat and confirm times later.

[Additional options](#)

 You could save **£139** a year, just by sharing this journey with one person 

 You'll be saving the planet **202.33 kg** in annual CO2 emissions. That's the equivalent of offsetting **9 trees!** 

✕

#### Custom comments

e.g. 'Happy to meet outside the post office' or 'Would prefer to take turns driving, but I'm happy to be flexible'

#### House rules







No smoking, food is ok and no pets

[Save & close](#)

Choose if you want to share your journey with your community (i.e. University of Bristol staff and students) or with anyone on Liftshare.

### Journey visibility

Control who can view this journey

Anyone  
Make your journey visible to the global Liftshare network

My community  
Keep it private to fellow community members

Lastly, you will be presented with a page similar to the one below. (Ignore the lack of matches I live to close to the centre!). You can adjust the journey parameters using the buttons on the top left of the page.

▼ Journey Filter 🕒 Leave time 📍 Search radius

Greville Rd, Southville, Bristol BS3, UK ↔ Old Park Hill, Bristol BS2, UK

Sort: **Best match** ▼

**0 journey matches**

**JP** You are **driving**

● ..... ●

Greville Rd, Southville Old Park Hill, Bristol BS2

MON TUE WED THU FRI

Leaving **08:00**, returning at **17:30**

RECENTLY ADDED

**💡 You could also try**

Please try adjusting the search filters or wide your searching radius to find someone a bit further out.

[Widen my search](#)

### 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.

You will also see a notification when you log into your Liftshare account saying who has requested a lift and their journey details.

#### 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.

Once they have received your request to share, they can choose to accept and the team is formed.

### 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:

### Further information

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

Email: [transport-plan@bristol.ac.uk](mailto:transport-plan@bristol.ac.uk)

Web: [www.bristol.ac.uk/transportplan](http://www.bristol.ac.uk/transportplan)

For general car parking queries:

Email: [car-parking@bristol.ac.uk](mailto:car-parking@bristol.ac.uk)

Tel: 0117 33 11190

Web: [www.bris.ac.uk/securityservices](http://www.bris.ac.uk/securityservices)