

# UNIVERSITY STAFF MEMBER?

## TRAVELLING BY HIRE CAR FOR BUSINESS?

### WHY NOT TAKE AN E-CAR?

ST ANDREWS' ALL-ELECTRIC OR HYBRID CAR CLUB.

HERE'S HOW YOU DO IT:

1. Email **Sarah Latto** in Procurement requesting **e-car membership for business use** for you or your team ([sl16@st-andrews.ac.uk](mailto:sl16@st-andrews.ac.uk));
2. Fill in the **registration form** with your team's driving details (licences etc.);
3. Await your **Corporate ID card and PIN** to arrive.

Then, to book a car...

4. Authorised bookers / drivers must follow the **Guidance for Booking Vehicle Hires** when on University Business (<https://www.st-andrews.ac.uk/media/restricted/procurement/intranet/car-hire-guide.pdf>)
5. Gain **email authorisation** for booking from **line manager** and **budget holder**;
6. Ensure your **driver declaration** is **within date**;
7. **Book your car** via the **e-car website** (<https://ecarclub.co.uk/>) using your membership login and PIN;
8. Enter your **cost centre, analysis or detail code** as the **booking reference**;
9. **Pick up your car** from one of the **five handy sites**;
10. Off you go!

When you're back...

9. **Return** to the same parking bay, **plug** it in and **lock** it up!

You're done! Well done for travelling **green**.

