

Car Share FAQs

How do I log on to the Car Share database?

<https://openuniversitycarshare.co.uk/x.jsp;jsessionid=2D39F3E6D623758349D66EF01CACB2CB?ano=476>

Do I have to travel to work every day?

No. You will need to liaise with your match on your preferences. Please ensure these are updated on the database.

What do I do if I have forgotten my username / password?

Your username will be your OU email address.

If you have forgotten your password, there is an option on the log-in page of the database homepage to send a reminder. Input your email address and follow the instructions.

What if I want to leave the scheme?

You can leave the scheme at any time by logging into the database. Go to the homepage, scroll down to the bottom of the page, click on 'resign', a pop up will appear asking you to confirm and click OK.

Please return your car share permit in the internal mail F.A.O Travel Advice, Geoffrey Crowther Building and email travel-advice@open.ac.uk with your reasons for leaving the scheme.

How do I ungroup from the one I'm in and leave the scheme?

You can ungroup with an individual by logging into the database, go to the homepage, click on 'groups' and ungroup from your current group. Follow the instructions to confirm you wish to ungroup.

Please return your car share permit in the internal mail F.A.O Travel Advice, Geoffrey Crowther Building.

How do I ungroup from the one I'm in and select a new travel group?

You can ungroup with an individual by logging into the database, go to the homepage, click on 'groups' and ungroup from your current group. Follow the instructions to confirm you wish to ungroup.

Car Share FAQs

You can use the same permit card for your new group, but you must ensure car registrations are updated on the database.

How do I find a group member living close to me?

You will need to click on 'matches' at the top of your database homepage, scroll down and you set your mile radius to exactly what you are looking for. You will see the details of the matches below the search criteria and on the map.

You will only match individuals with the same preferences as you, so ensure your preferences are correct. You can change these on the 'preferences' tab on your database homepage.

Once you've found a match, you then need to contact the individual and agree to car share. A new group will need to be created by going back to your database homepage and click on 'groups', create new group and input the details. Travel Advice will receive a notification and a car share permit will be sent you to you both. Please do not use the car share bays until you have received the permit.

Is there a cost to join the Car Share Scheme?

There is no charge, it is a free scheme to use for all OU staff.