

## Gatwick Car Share Scheme Policy Document

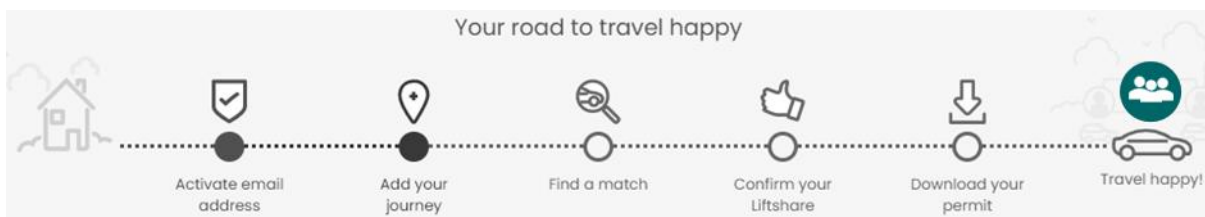
### 1. Introduction

The Gatwick car share scheme, delivered in partnership with Mobilityways, offers all staff a sustainable, cost-saving, and convenient alternative to driving alone. By joining the scheme, you can:

- Meet and connect with colleagues who live nearby or share similar shift patterns
- Save money on your commute
- Access priority car share parking
- Cut your carbon footprint and help us meet our sustainability targets

Commuting accounts for nearly 5% of all UK emissions—and at Gatwick, we're taking action. As part of our Decade of Change sustainability policy, we're targeting 48% of all staff journeys to be made by public transport, shared travel, or active travel. You can help by rethinking how you get to work. Sharing your commute with a colleague helps reduce congestion, cut emissions, and support a more sustainable airport.

### 2. How to join the London Gatwick Car Share Scheme



#### 2.1 If you have a @gatwickairport.com email address

##### Via a browser (i.e. Google Chrome)

- Go to [gatwickairport.liftshare.com](https://gatwickairport.liftshare.com)
- Join using your **work** email address
- Verify your account (check your inbox)
- Sign back into your account

##### Via the Mobilityways App

- Download the free Mobilityways app
- Select 'Join a community'
- Type **London Gatwick**
- Join using your **work** email address
- Verify your account (check your inbox)

## 2.2 If you don't have a @gatwickairport.com email but you are still working at Gatwick Airport (e.g. retailers, contractors, airline crew etc.)

- 1) You need to Complete the Scheme's Registration Form: <https://forms.office.com/e/2TAdqtZM06>
- 2) Then the ID Centre will verify your eligibility against active ID pass records. This might take up to 3-4 working days to complete.
- 3) Once verified, you will receive a personalised invite from Mobilityways to activate your account on your email. This confirms you have been "verified by the ID Centre". Then you would be able to use your car share account

For support, contact [staff.travel@gatwickairport.com](mailto:staff.travel@gatwickairport.com).

## 3. How do I form a car share team?

- 1) Go to 'Add your journey', complete and post your journey
- 2) Search for a car share match
- 3) Send a message to potential car share matches to find out further details (Optional)
- 4) Request to share a lift with a potential match to form a car share team
- 5) The request to share must be accepted to form a car share team

**Note: We would encourage you to meet with your car share partner at Gatwick prior to agreeing any arrangements**

## 4. How and why do I authenticate my shared trips?

### 4.1 Why?

- To be eligible to park in a dedicated car share only bay
- Accrue your personal savings of miles and CO2 in your Liftshare app
- To contribute towards achieving our sustainability target
- To receive rewards and vouchers via our incentivisation scheme (Launch TBC).

### 4.2 How?

- 1) Once downloaded and joined the Mobilitways app, ensure you are signed into your account
- 2) When the driver collects the passenger, before the journey begins both the driver and passenger must:
  - a. Open the Mobilityways App
  - b. Select 'Authenticate'
  - c. The driver selects 'I'm the driver' – this will display a QR code

d. The passenger selects 'I'm the passenger' – this will display a camera

e. The passenger scans the drivers QR code on the phone

3) Success! You've authenticated, put your phones away and Travel Happy!

4) Display your printed parking permit on your dashboard and have a great day at work.

**Note: Remember to authenticate your trip every time you travel!**

## 5. Usage of designated car share only bays

The scheme will launch with 43 dedicated car share bays across selected staff car parks.

- Car sharers should continue to park in their home car park / driver's allocated car park regardless of whether they car share or not.
- If their home car park is one of those listed below, car share teams may use the dedicated car share bays, provided:
  - their journey has been authenticated in the app, and
  - a valid car share permit is displayed.
- Staff can still use normal parking bays in their allocated car park if preferred.

### Allocated Car Share Only Bays by Car Park

Car Park	Number of Car Share Only Bays
South Terminal – B	6
South Terminal – LSS B	20
South Terminal – H	14
North Terminal – W	1
North Terminal – L	2

## 6. How will the car share only bays be monitored?

Parked cars in the car share only bays will have their car share parking permits scanned daily to monitor the below.

**Eligible** cars in car share only bays.

- ✓ The car parked has brought 2 or more people into work
- ✓ The commute has been authenticated (Point 4.2)
- ✓ The parking permit is displayed on the dashboard of the parked car

**Ineligible** cars in car share only bays.

- ✗ A single occupancy vehicle is parked in the bay
- ✗ The commute has not been authenticated
- ✗ There is no parking permit visible on the dashboard

Any unauthorised vehicle parked in a designated car share bay will result in a formal warning being issued. Upon issuing the warning, the employee will be notified and provided with guidance on the correct use of car share bays. Their Company Authorised Signatory or Line Manager will also be informed.

If the same employee repeats the offence by parking an unauthorised vehicle in a car share bay a second time, their staff parking privileges will be revoked. Their Authorised Signatory or Line Manager will be notified again to ensure appropriate follow-up and accountability. This enforcement action is in accordance with the **Terms and Conditions for the Use of Staff Car Parks (GAD – Reference: MDI/F01/10)**, specifically the Section 3: Withdrawal of Passes or Permit Clause 3.1.9.

## 7. Safety Guidance

Car sharing is encouraged, but your personal safety comes first. Please:

- Only share lifts with verified colleagues through the Gatwick community.
- Meet your car share partner at Gatwick before travelling regularly.
- Use the Mobilityways app to track and authenticate journeys.
- Follow Mobilityways car share safety guide (click [Guide to safe ride-sharing](#))
- If you feel uncomfortable, you are under no obligation to continue sharing.

## 8. Liability, Insurance & Responsibilities

- Car sharing under this scheme is entirely voluntary and undertaken at the discretion of participants. Participation does not form part of an employee's contractual duties.

- Gatwick Airport Limited (GAL) and Mobilityways do not vet individual users or guarantee the suitability of car share partners. GAL accepts no liability for loss, injury, damage, or claims arising

from use of the scheme.

- Drivers are personally responsible for ensuring their vehicle insurance covers car sharing.
- If driving a company car (e.g. Tusker scheme), staff must check and comply with relevant HR/insurance requirements.
- GAL does not check or validate driver insurance or licences.
- Staff remain responsible for their own actions while car sharing. Journeys made for business purposes (outside your normal commute to and from work) must follow existing GAL travel and insurance policies.
- In exceptional circumstances (e.g. emergencies where a lift is unavailable), GAL will support staff with an alternative journey home, via taxi or public transport reimbursement. See Guaranteed Ride home policy.

## 9. Your Data

When you sign up to the Mobilityways app, you will be asked to agree to their Terms & Conditions of Use and Privacy Policy.

As part of registration, the application will capture the following information from you:

- Your full name
- Your email address
- Your postcode

There are also optional fields you can choose to complete. These are entirely voluntary — please only share information you are comfortable providing.

## 10. Useful information

- Watch a video on how to authenticate your shared journey – [here](#)
- Follow Mobilityways car share safety guide – click [Guide to safe ride-sharing](#)
- Savings calculator – click [here](#)

## 11. Support & Contacts

For questions, support, or to report issues:

- For application & registration queries please email [staff.travel@gatwickairport.com](mailto:staff.travel@gatwickairport.com)
- For parking queries please email [staffparking@gatwickairport.com](mailto:staffparking@gatwickairport.com)

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