



## Dorset NHS Liftshare Policy

### 1. What is Dorset NHS Liftshare?

Dorset NHS Liftshare offers NHS employees the opportunity to more easily find colleagues to share a car commute journey with.

### 2. Who is it for?

Dorset NHS Liftshare is available free of charge to the employees of the following NHS Trusts: University Hospitals Dorset NHS Foundation Trust (UHD), Dorchester County Hospital NHS Foundation Trust (DCH), Dorset Healthcare University NHS Foundation Trust (DHC). We hope to extend this offer soon to employees from NHS Dorset and Dorset Primary Care. Only employees with a valid standard Trust parking permit can offer a lift under this scheme but any member of staff can be a passenger regardless of whether they own a vehicle and or have a Trust parking permit.

### 3. Why Liftshare?



Save money - share the travel costs and save at least 50%. By splitting the cost of driving, on average, regular car sharers save over £1000 per year!



As our Trusts grow, it is going to be more challenging for staff to find parking space. Lift-sharing increases parking availability by reducing the number of cars commuting to site. We are also providing priority Liftshare only parking bays in our busiest car parks to make life a little easier.



The NHS represents about 5% of road traffic in the UK. Help reduce the number of cars on the roads, reducing congestion and air pollution – a major public health issue



Staff commuting is a significant cause of carbon emissions. For some staff, there are few options other than to arrive to work by car and car sharing may be the best sustainability improvement open to them.

**As an added bonus, we are providing Liftshare only parking bays in our busiest car parks to make life a little easier. We aim to help you to help yourself, your community, and the environment.**

### 4. How to join Dorset NHS Liftshare

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

Go to [dorsetnhs.liftshare.com](https://dorsetnhs.liftshare.com)  
Join using your **Trust email address**  
Verify your account (check your inbox)

Sign into your account  
Download the free 'Liftshare App'

#### Via the Liftshare App

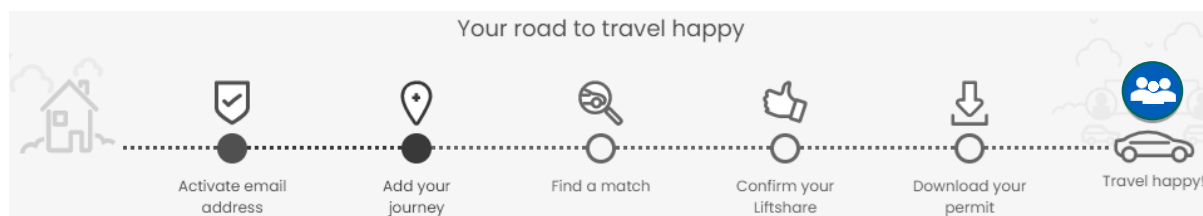
Download the free Liftshare App  
Select 'Join Liftshare'  
Select 'Join a community'  
Type 'Dorset' and select the relevant trust  
Join using your **Trust email address**  
Verify your account (check your inbox)

## 5. How do I form a Liftshare Team?

- 1) Add your planned journey as a driver, passenger, or both if you are flexible to take either role
- 2) Find a match by searching for nearby colleagues
- 3) Send a message to potential Liftshare matches to find out further details (Optional)
- 4) Request to share a lift with a potential match to form a Liftshare Team
- 5) The request to share must be accepted to form a Liftshare Team

## 6. How do I Print a Permit? (Skip this step if you are not parking in a Liftshare Bay)

1. You are required to register a Liftshare Team on [dorsetnhs.liftshare.com](https://dorsetnhs.liftshare.com) to be eligible for a Liftshare Permit
2. Once the team is formed, team members can download and print a Liftshare Team Permit to display on the dashboard of the driver's vehicle. You can use the same permit for any future journeys in this team.
3. Access the Liftshare bays by authenticating with your team and displaying the permit



## 7. Why and how do I authenticate my shared trips?

### Why Authenticate?

Authenticating the trip allows the Trust to track the carbon and emissions savings being made by Liftsharing.

Authentication also activates your parking permit to be valid that day for one vehicle in the team. The permit gives access to the dedicated Liftshare parking bays.

### How to Authenticate?

- 1) Download the free 'Liftshare App' on your mobile and sign into your account
- 2) When passengers have been picked up, before you begin your journey, both the driver and passengers:
  - Open the Liftshare App
  - Select 'Authenticate'
    - The driver selects 'I'm the driver' – this will display a QR code
    - The passenger selects 'I'm the passenger' – this will display a camera
  - The passenger scans the drivers QR code on the phone
  - Success! You've authenticated your trip.
- 3) Phones away and **Travel Happy!** on your commute with your Liftshare match and park in an allocated Liftshare Bay where available.
- 4) Display your printed parking permit on your dashboard and have a great day at work.

## 8. Where can I park?

When using Liftshare you can park in any staff parking bays that you are normally allowed to park in and in addition you can use any available Liftshare parking bays.

## 9. How do I access the dedicated Liftshare bays?

The NHS Dorset partners have some dedicated Liftshare bays on selected sites, available exclusively to Liftshare Teams with valid Liftshare permits.

Liftshare Bays will be clearly marked: "Liftshare Teams Only"

As the Liftshare scheme grows, the number of bays will be added to. For the latest details of where bays can be found, please find links below to the respective Trust intranet pages.

[UHD Liftshare Bay Information](#)

[DHC Liftshare Bay Information](#)

[DCH Liftshare Bay Information](#)

## 10. How will the Liftshare Bays be monitored?

Parked cars in the Liftshare Bays will have their Parking Permits scanned daily to monitor the below. This process validates that an authenticated journey has been made against that permit on that day and that no other copy of that permit has been scanned that day.

**Eligible** cars in Liftshare Bays.

- ✓ The car parked has brought two or more people into work
- ✓ The commute has been authenticated
- ✓ The Liftshare parking permit is displayed on the dashboard of the parked car
- ✓ The driver holds a valid standard Trust parking permit (for any car-park location)

**Ineligible** cars in Liftshare 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

Infringement of the Liftshare Bay policy will be handled in line with individual Trust Parking Policies (see links) and can attract parking fines.

[UHD Car Parking Management Policy](#)

[DCH Car Parking Management Policy](#)

[DHC Car Parking Management Policy](#)

### Useful Information for Liftshare members:

Watch a video on how to authenticate your shared journey – [here](#)

5 Ways to Stay Safe – click [here](#)

Savings calculator – click [here](#)

FAQs – click [here](#)

## COVID-19 Guidelines

The NHS Dorset Liftshare scheme operate a traffic light system of Covid-19 precautions.

**Green** – During Green Status no additional measures are required

**Amber** – During Amber Status please employ the following precautions

As in the workplace, precautions to take include use of a facemask, social distancing, cleaning and good ventilation.



Wear a face covering. It is important to **use face coverings properly** and wash your hands before putting them on and after taking them off.



Optimise distance between people in the vehicle, for example by the passenger sitting in back left-hand seat of a car.



Clean door handles and other areas that people may touch between journeys using gloves and standard cleaning products.



Avoid physical contact, face away from each other and have good ventilation (keep the car windows open).

**Red** – During Red Status, no Liftshares outside your household members or support bubble should take place.