

University Policy: AU Lyft RideSmart Program Policy

Policy Category: Safety and Risk Management

Subject: Use of Lyft Corporate Account

Responsible Executive: Chief Financial Officer, Vice President & Treasurer

Office Responsible for Review of this Policy: Office of Finance and Treasurer

Related University Policies: NA

I. SCOPE

This policy provides guidance on the use of the American University Lyft RideSmart Program for official American University (AU) business and applies to AU faculty, staff, and students.

II. POLICY STATEMENT

AU and Lyft have entered into an innovative agreement that provides a transportation alternative that is sustainable, flexible, and cost-effective to conduct official AU business. This program permits AU funds to be used for this type of transportation use.

III. DEFINITIONS

- A. **Lyft** – A mobility company that provides transportation services to meet the official transportation needs of AU.
- B. **Lyft Corporate Account** - The primary account with Lyft resulting from the contract between AU and Lyft. This account is managed by the Executive Director of Risk, Safety, and Transportation Programs. A limited number of Major Account sub accounts are permitted under the Corporate Account.
- C. **Major Account** – A Major Account is one of several sub-accounts of the AU Lyft Corporate Account. Each Major Account has the option to engage in direct billing with Lyft for expenses incurred by an authorized user within each account. Major Account Administrators may use the AU corporate

card, obtained through the Procurement and Contract Office, and may review each transaction through the existing reconciliation process.

D. Major Account Eligibility – The following AU divisions/departments are eligible to obtain a Major Account:

- i. Office of the President
- ii. Office of University Communications and Marketing
- iii. Office of Campus Life
- iv. Office of Development
- v. Office of Finance and Treasurer
- vi. Office of General Counsel
- vii. Office of the Provost
- viii. College of Arts and Sciences
- ix. College of Education
- x. Kogod School of Business
- xi. School of Communication
- xii. School of International Service
- xiii. School of Professional and Extended Studies
- xiv. School of Public Affairs
- xv. Washington College of Law
- xvi. University Library
- xvii. Athletics and Recreation
- xviii. WAMU

E. Major Account Administrator – A staff member who has been designated to manage the Major Account for each AU division/department. Each Major Account Administrator will be responsible for registering the account with the Transportation Demand Management (TDM) Coordinator; authorizing students, faculty, and staff members who can utilize Lyft services on the Major Account; reconciling billing statements; and reporting any issues involving the Major Account to AU Risk Management.

F. Authorized User - A student, faculty or staff member of American University who has been permitted to use Lyft services by the Major Account Administrator of a Major Account. An authorized user must be in good standing with Lyft. Contractors and third-party vendors are **not** permitted to be designated as authorized users. Authorized users may permit contractors and third-party vendors to accompany them while using Lyft services on official university business.

IV. POLICY

Through an agreement with AU, Lyft mobility services can be used by authorized students, faculty, and staff members to conduct official university business. Students, faculty, and staff members may only utilize Lyft services if they have been granted privileges under an AU Lyft Major Account. Each AU Lyft Major Account will designate a Major Account

Administrator. Responsibilities of the administrator shall include registering the Major Account with the TDM Coordinator; authorizing students, faculty, and staff members who can use Lyft services and charge vehicle usage fees to the account; reconciling billing statements; and reporting any Major Account issues to AU Risk Management.

When a Lyft service is used, authorized users commit American University funds to cover the transportation cost. Use of Lyft services for personal business or benefit is strictly prohibited and may result in a loss of Lyft privileges and disciplinary action through the applicable disciplinary process. Use of Lyft services for personal business or benefit shall be considered fraudulent activity and will require repayment of all charges billed to the Major Account.

V. EFFECTIVE DATE AND REVISIONS

This Policy is effective as of May 1, 2020.