

Guidelines and useful information for use of **department cars**



- Preparation
- On the road
- Return

HAVE A NICE TRIP!

PREPARATIONS

Booking of a car

- Contact the secretariat (sekretariat@geo.au.dk).
- Important: Booking of a car requires information of:
 - ✓ Project number and activity numbers
 - ✓ Purpose

General rules

- Department cars are for official use only!
- For insurance reasons, passengers with no connection to department activities are not allowed in the cars!
- See also: <http://geo.medarbejdere.au.dk/en/transport-and-procurement/department-cars/>

Driving permission

Students must have a written permission from the department before driving the cars.

No permission – no insurance coverage, and the driver can be held liable in person for damages.

- Contact the secretariat (sekretariat@geo.au.dk)

Insurance

- *Denmark*: The Danish state is self-insured
- *Outside Denmark*: Contact the secretariat (sekretariat@geo.au.dk)

- **Keys and fuel card**

Contact the secretariat for collection of keys etc.

- **Home Parking**

The cars have fixed home parking spaces outside *building 1675*

ON THE ROAD

Breakdown cover

If you need roadside assistance:

- Contact *SikkerhedsPartner* – Tel. 70 113 113

Give the following information:

- ✓ *Subscription No.:* 8715 0000
- ✓ *Subscriber:* Aarhus Universitet

Accidents/Damages

In case you are involved in an accident

- ***In Denmark:***
Contact the police urgently
- ***Outside Denmark:***
Contact the police urgently - and
Contact the insurance company

Damages must be reported in writing to the department office when you return

If necessary, contact the secretariat (sekretariat@geo.au.dk)

Fuel

If you refuel the car:

- All our cars run on **diesel!**
- REMEMBER: Keep all your receipts and deliver these to the secretariat

RETURN

Return always on time!

A one-day reservation is for *1 day only*

- You **MUST** return the car by the end of the very same day
It may be booked by another user from early next morning
- In case the following user has to rent a car due to your late return, your project will be charged with the rental costs

The logbook!

On return you **MUST**

- Register your trip in the logbook (“kørebog”). You find the logbook in the glove compartment

Before leaving the car

You **MUST** be sure...

- that it is clean – outside and inside
- that it is filled up with adequate fuel – possibly also oil and water
- that minor repairs which can be fixed at a gas station (e.g. replacement of bulbs) are taken care of. Defects in general must be reported to the secretariat when you return the key
- that you have turned off all light on the car – outside and inside

Return key/fuel card/receipts

- When back in the parking lot, you must immediately return the key etc. to the secretariat
- If you return after office hours, use the grey mailbox on the wall opposite the entrance door from the parking lot
Access to the building with key card and code (written on the card)
- **REMEMBER:** Receipts from fuel purchase