

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 a car requires information of
 - ✓ Project number and activity numbers
 - ✓ Purpose
 - ✓ For non-AU users: Contact person and invoice details.

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!

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 1670. On the wall next to each car is a slider with a red/green indication. Before you leave, do the following:

- If you expect to return *before 17 hours*:
The red colour must be visible – meaning: the parking space is occupied.
- If you expect to return *after 17 hours*:
Move the slider to make the green colour visible – meaning: the parking space is free until 17 hours.

ON THE ROAD

Breakdown cover

If you need roadside assistance:

- Contact *Dansk Autohjælp* – Tel. 70 113 113

Give the following information:

- *Subscription No.:* SP-89421111
- *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:

- **IMPORTANT:** All department cars are diesel cars!
- **REMEMBER:** Keep all your receipts

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 it 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 office when you return the key.
- that you have turned-off all light on the car – outside and inside.

Return of key/fuel card/receipts

- When back on 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 with key card and code (the first 4 digits of the car license number).
- **REMEMBER:** Receipt from fuel purchase.