

## Guidelines for the use of official cars of the Department of Biomedicine

1. Employees at the Department of Biomedicine can use official cars for driving that is approved for mileage allowance. Other driving is regarded as a fundamental breach of the employment contract.

Students can use the cars in connection with i.e. research projects if they have obtained a written permission from the head of the Department.

AU's insurance covers ONLY driving approved for mileage allowance. When driving abroad a separate insurance must be arranged (see point 10).

2. The driver of the car must have a valid driving license. Driving without a valid driving license is regarded as a fundamental breach of the employment contract.
3. Book the cars in the outlook calendar. Instructions are available on the staff portal.
4. A log book that is placed in all cars must be filled in – by the driver - with recordings of name, purpose of the drive, date, destination, mileage before and after the drive.
5. After use, return the car in a tidy state.
6. Fill the tank when the tank is  $\frac{1}{4}$  full. Charge card is in the car.
7. If cars are to be used for more than 48 hours, a special permit must be obtained from Building Manager, Morten Pless.
8. Do not use the car for driving to airports, railway stations or the like where the car is parked and the journey continued.
9. Report damage to the car as quickly as possible to your local secretariat.
10. The cars must have special insurances if they are to be used abroad. Inform the local secretariat well in advance of the trip. Expenses concerning insurance are *not* paid by the Department of Biomedicine.
11. The Department does not cover expenses to bridge or road tolls.
12. When driving more than 200 km, a fee per kilometer DKK 2.10 (2013) is paid per kilometer exceeding 200 km.
13. A signed statement regarding the observance of the guidelines when using a car must be submitted. The form can be obtained at the local secretariat or on the staff portal.
14. Violation of the guidelines may have consequences for your employment.

If any questions, please direct them to your local secretariat.

The signee confirms that he/she has read the above guidelines, and that he/she is aware that violation of the guidelines may have consequences for his/her employment.

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Date

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Signature