

Aarhus University's cars

Cars are available for business use for the staff at Research Centre Aarslev.

Private use of the University cars or transportation of individuals for non-business related activities is not permitted.

The University cars are available on the following conditions:

Prices

- Price driven is DKK 3,00 per kilometre (2011 price level).
- For long-term reservations where the cars are standing unused, a cost for 150 kilometres per day will be charged.
- If University cars are returned extremely dirty inside, a cost for 150 kilometres will be charged to cover the expenses of extra cleaning.

Booking

- Booking of the University cars is done on the intranet – 'reservation af tjenestebil'.
- Long-term reservation must be agreed with the Head of Department.
- Driving abroad must be agreed with the Head of Department not later than a week prior to departure, as the car must first be insured.
- International car insurance must be ordered with Camilla Fjord.
- If your trip is cancelled, remember to cancel the booking. In case of non-cancellation a cost for 150 kilometres per day will be charged.

Returning University cars

- After driving, the vehicle mileage log book MUST be completed (including the charge code = F/S No.).
- The University car must be returned immediately after driving and parked in the carport.
- If the University car has not been returned in the evening, it must be returned by 07:30 a.m. the following morning or a minimum of 30 minutes prior to the next reservation.
- When returning the University car, the fuel tank must be at least half full, and the car must be emptied of garbage.
- In case of serious non-performance a cost for 150 kilometres for cleaning will be charged.

Students and guest researchers

- Students and guest researchers must be authorized by the Head of Department to use the University cars – 'Blanket til bemyndigelse'. This form must be filled in and approved prior to driving, and is available at reception (Camilla Fjord, Tina L. Magaard and Margit R. Hansen).

Parking at the airport or at the railway station

- When parking at the airport or at the railway station for more than one day, a cost for 150 kilometres per day will be charged.

Car accidents

- **A police report must be taken if a University car is involved in a car accident. If there is personal injury and damage to the cars, call 112. If there is only damage to the cars, call 114.**
'Centerdrift' must be contacted on emergency number 20 84 16 22 / 40 80 82 25. A claim report must be filled in. If possible, photos must be taken of the damage to the University car and any other cars involved.
- **'Centerdrift' has entered into an agreement with 'Falck's' car breakdown service to provide assistance to the University cars. The bag with fuel cards contains a card called 'Falcks varme linie' with phone number to 'Falck'. Our subscription number (also indicated on the card) must be informed to 'Falck' when calling for assistance. Any call for assistance from 'Falck' must be informed to 'Centerdrift'. The 'Falck assistance' does not cover four-wheel drive vehicles or trucks that get stuck in the field.**
- **If you are in doubt whether you are doing the right thing, please call the 'Centerdrift' emergency number 20 84 16 22 / 40 80 82 25.**

Smoking

- No smoking is permitted in the University cars.