

## **Guidelines for the Use of Company Cars**

### **Department of Biomedicine**

#### **1. General Rules**

The vehicles may be used by employees of the Department of Biomedicine for official work-related journeys eligible for mileage reimbursement. Any other use is considered a serious breach of the employment contract.

- The vehicles must only be used for work-related purposes. Personal errands are not permitted.
- Journeys must always start and end at an AU location.
- The vehicles may not be used for commuting between your home and the workplace. Travel between home and work is regarded as private use.
- Passengers may only be carried if the trip serves a work-related purpose for all occupants.
- Fines, parking charges, and similar penalties are the responsibility of the driver. This includes speeding tickets and parking fines.

#### **2. Use by Students**

Students may use the company cars in connection with research projects if they have obtained prior written approval from the Department.

#### **3. Driving Abroad**

Separate insurance must be arranged before driving abroad. Please contact the Secretariat for assistance. The cost of such insurance is to be covered by the driver.

#### **4. Driver Requirements**

Drivers must hold a valid driver's license. Driving without a valid license will be regarded as a serious breach of the employment contract.

#### **5. Booking**

All company cars must be booked through the Outlook calendar. Instructions are available on the staff portal.

#### **6. Digital Logbook**

All vehicles are equipped with a digital logbook that continuously records GPS data.

#### **7. Returning the Vehicle**

After use, the vehicle must be returned in a clean and tidy condition.

## 8. Charging

Please ensure that electric vehicles are connected to the charger when returned to AU. For longer journeys, you can use the Circle K charging cards. Any other charging expenses must be covered by the user and will not be reimbursed by the Department.

## 9. Extended Use

If a vehicle is needed for more than 48 hours, prior approval must be obtained from the Head of Secretariat, **Morten Pless**.

## 10. Restrictions on Use

Company cars must not be used for journeys to airports, railway stations, or similar destinations where the vehicle would be parked while the trip continues by other means of transport.

## 11. Reporting Damage or Issues

Any damage, defects, or technical issues must be reported immediately using the **Dalux 3D barcode** located in the vehicle.

I hereby confirm that I have read the above rules and guidelines, hold a valid driver's license, and understand that any violation of the rules may result in employment-related consequences.

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Date

Name

Signature