

Instructions for use of cars at Department of Biology

Users must read the instructions before driving cars. Only persons employed at University of Southern Denmark must use the cars. This means VIP's, TAP's, PhD-students and MSc-students. The cars must only be used for official purposes.

Drivers of the cars must have a driver license that is valid in Denmark

Persons without any official association to the university must not be transported by the cars due to insurance regulations. **Any breach of this rule by any person will lead to immediate suspension of the driving permit.** Department of Biology performs spot checking to assure that this rule is not violated.

Use of cars for **course teaching** has first priority in the case of overlapping reservations. Other users may risk cancellation of their reservations if teaching activities require a car at the same time.

If you are in doubt, please contact:

- Car-coordinator [Erik Kristensen](mailto:ebk@biology.sdu.dk) (65502754/40503766, ebk@biology.sdu.dk)
- Vice-coordinator [Kasper Reitzel](mailto:reitzel@biology.sdu.dk) (41431022, reitzel@biology.sdu.dk)
- Service assistant [Niels C. W. Møller](mailto:niels@biology.sdu.dk) (21478654, niels@biology.sdu.dk)
- Service assistant [Ann-Mary Andersen](mailto:ann-mary@biology.sdu.dk) (60112491, ann-mary@biology.sdu.dk)
- Engineering assistant [Finn Andreasen](mailto:finn.a@biology.sdu.dk) (60146035, finn.a@biology.sdu.dk)

Reservation

- Password and username for login to the reservation system are the same as for the SDU-web.
- The reservation is filled out with purpose of the trip, destination, expected duration, distance in km, account number, name and phone number of the driver. If the driver is another person than the registered driver, a message must be sent immediately before the trip via mail or sms to [Niels C. W. Møller](mailto:niels@biology.sdu.dk) with name and phone number of the new driver.
- Remember to sign up for brobizz if you will across Storebæltsbroen.
- The car must be picked up no later than ½ hour after the noted start time. Otherwise the reservation may be cancelled, and other users can take the car.
- Remember **always** locking the car when you leave it - regardless of the duration.
- If you need to drive outside Denmark or need the car for more than 5 days, you must have permission from the car-coordinator [Erik Kristensen](mailto:ebk@biology.sdu.dk) or his substitute [Kasper Reitzel](mailto:reitzel@biology.sdu.dk). If you need a green insurance card, please contact the service department: 65508888, or send an e-mail to @8888 no later than 14 days before the trip (price ca.

300 kr.). You must provide information about car brand, registration number, travel dates, drivers name and institute, as well as the address to where the card should be mailed.

- ***There will be a ban against driving in all university cars when the police advise against non-essential travel due to weather conditions. Only emergency driving will be permitted and only after approval by [Erik Kristensen](#).***

Special rules for Car 2

- This is an electric car and must therefore be handled differently than the other cars. **All** drivers must therefore have instructions by [Niels C. W. Møller](#) or [Finn Andreasen](#) on how to use and handle this car before driving the first time.

Special rules for Car 10

- Only users at Department of Biochemistry and Molecular Biology and Department of Physics, Chemistry and Pharmacy can make online reservations. Users at Department of Biology can only use this car after approval from [Erik Kristensen](#) – and only with short notice and if the car is available.
- Reservations must be done in the existing booking system and after the current guidelines.
- MSc students at Department of Biochemistry and Molecular Biology and Department of Physics, Chemistry and Pharmacy can use the car without special permission. All other students from these departments must have approval from their supervisor or teacher, as well as filling out the student driver form. The price for driving this car is like that for the other cars.

Special rules for Car 12

- Is used by employees and students for daily commuting to Marine Biological Research Center in Kerteminde. Reservations for this purpose are not required and Department of Biology pays the costs.
- Use of this car for research purposes from Kerteminde must be registered with reservations, noted in the mileage book, and paid by own research funds – exactly as all other use of cars. These reservations must be agreed with and made by [Magnus Wahlberg](#) (22163950, magnus@biology.sdu.dk).

Prices (to be drawn from the assigned account number)

- 75 kr. per day plus 2.50 kr. per kilometer
- Brobizz Storebælt costs 400 kr.
- Brobizz Storebælt with trailer costs 500 kr.
- Brobizz Øresund costs 600 kr.
- Brobizz Øresund with trailer costs 1240 kr.

MSc students

- MSc students at Department of Biology can use car 1, 3, 4, 7 and 16 without special permission. Use of other cars requires permission via e-mail from [Erik Kristensen](#).
- MSc students can only use car 8 and 15 after instruction in the use of 4WD by [Niels C. W. Møller](#) or [Finn Andreassen](#).
- Other students must be registered in the reservation system with name and phone number (irrespective of the car).

Car keys

- The bag with keys, fuel cards for Shell, Circle K and Q8, as well as brobizz and mileage book can be picked up at the service office (V12-503a-1) where it will be handed out by [Niels C. W. Møller](#) or [Ann-Mary Andersen](#). The codes for the fuel cards can be found in the glove compartment. Charging key for Clever charging stations is in the bag for Car 2. Users should download an app with information on the location of these charging stations.
- The key bag can be picked up and returned at the service office within working hours 08.00-15:30. Outside working hours, the bag must be returned to the key-mailbox at the Department of Biology.
- If a reservation starts outside working hours, e.g. during weekends, the driver will receive a spare key bag during working hours.

Before driving

- The car is checked for any damage. A list of all reported, but not yet fixed damages, can be found in the key bag. Any new unlisted damages must be reported to [Niels C. W. Møller](#) or [Finn Andreassen](#) together with the name of the previous driver according to the mileage book. The report must be handed in before starting the car, or no later than 08.00 the next working day if the trip is initiated outside normal working hours.
- ***If you are not trained in driving with trailer, please contact [Niels C. W. Møller](#) or [Finn Andreassen](#) for instruction.***

Maintenance

- Department of Biology is responsible for all cars and manages service and repairs. It is therefore strongly emphasized that everyone contributes to maintain the cars intact and without damage. All function errors must be reported immediately to [Niels C. W. Møller](#) or [Finn Andreassen](#).

Fish and seawater

- Fish and seawater must only be transported trailers designed for the purpose (not inside the cars).

Damages and accidents

- Damages and accidents must be reported by the driver immediately in writing to the service group with detailed information about the circumstances (a damage report). [Niels C. W. Møller](#) or [Finn Andreasen](#) must be contacted immediately in case of accidents where assistance is required. In case these persons cannot be reached, please contact Dansk Auto Hjælp (70108090), and the car will be transported to Møllegårdens Auto, Klokkestøbervej 23, 5230 Odense M (650933122).
- A police report is required in case of a major accident with personal injury and/or large-scale damages.
- ***If the same driver has repeated damages/accidents it may, depending on the circumstances, result in suspension of the driving permit.***

Return of cars

- The car must be returned in the same condition as you wish to receive it. ***Please clean the car of garbage after the trip.*** If necessary, the mats must be cleaned for sand and gravel, and the seats must be swept with the brush placed in the car.
- The mileage book must be filled out with information about the distance driven, fueling (receipts are saved together with the credit card), drivers name and destination.
- The car must be returned inside the fence at P4.
- Cars cannot be left at home overnight.
- ***The fuel level must be at least ¼ full when the car is returned. Car 2 must be set for charging.***

Sanctions

- If the above rules are breached or if a driver is a nuisance or danger to passengers or other road users, the car-coordinator give warnings or in case of a serious offence immediately suspend the driving permit. Two warnings lead automatically to 3 months suspension of the driving permit
- These sanctions apply to all regardless of position and status.