

# Rules for the use of the vehicles in the Department of Geosciences / GUZ

## 1. Purpose



The vans TÜ-U 210, TÜ-U 20, TÜ-U 231 and TÜ-U 105 are intended for use in teaching and research and other university-related purposes such as colloquia (but not institute celebrations/festivities).

Excursions always have priority, but buses must be reserved at least three months in advance.

Special rules apply to vehicles of the "Applied Geosciences" (TÜ-U 121 and Crafter TÜ-U 1086). The use of the vehicle TÜ-U 1086 is only permitted after prior instruction by Marc Jantz.

Students are only allowed to use the buses for courses. Student council events are not courses!

## 2. Driver's License and Driver Declaration



According to the administrative regulation for operating state vehicles (VwV Kfz), a valid driver's license must be presented before starting the journey. Therefore, the **original driver's license must be presented every time a vehicle is borrowed** (when picking up the keys)!

**Note:** Any driver must hold a valid driver's license of Germany or another member state of the European Union.

At least once a year, a **Selbstfahrmeldung** (driver declaration) must be submitted confirming that the user university vehicle is in possession of a valid driver's license, feels safe to drive a vehicle and has taken note of the leaflets „Pflichten der Fahrer von Dienstkraftfahrzeugen“ (Duties/Obligations of drivers of university vehicles) and „Hinweise zum Verhalten bei Verkehrsunfällen“ (Notes on what to do in the event of a traffic accident).

For excursions or trips with several drivers, the **Sammelfahrerlaubnis** (declaration with the complete list of drivers) must be presented. The leader of the excursion/trip is obliged to check the original and valid driver's licenses of all persons who are supposed to drive the vehicle and to make copies.

The declarations must to be submitted to Patricia König, room 3U22 (Sammelfahrerlaubnis with copies of the driving licenses).

The forms can be found on the website of the department (Service/Fahrzeuge/Fahrzeugpark GUZ).

## 3. Reservations and Vehicle Costs

Users need to reserve the vehicles themselves via the online database on the homepage of the department (Service/Fahrzeuge/Fahrzeugpark GUZ). Register to the database is also done there.

For the use of the vans, a cost share of currently 0.30 € per km (including diesel) is charged. Invoices are issued approximately every two months.

## 4. Key pickup and return



The car keys can only be picked up from Patricia König, room 3U22 and Artur Zimmermann, room 3R18; usually between 9am and 3pm, Monday to Thursday and 9am to 1pm on Friday. **An appointment must be made at least one day in advance by e-mail to [kfz@ifg.uni-tuebingen.de](mailto:kfz@ifg.uni-tuebingen.de)**

The keys are only handed over personally to the driver - upon presentation of the original driver's license - and must be returned personally to the above-mentioned persons. In exceptional cases, a different return option can be used. If the vehicle is soiled, not fully refueled or otherwise not ready for use by the following users at the return, the key will not be taken back. If the fuel gauge is less than 3/4 full, the vehicle must be fully refueled before it is returned. Removal of car seats: if car seats are removed, they must also be reinstalled after the ride. Removed car seats are to be deposited in the "Gesteinslager" for fire protection reasons.

## 5. While Driving



The vehicles are foreign property and must be treated with care!

**The maximum speed is 120 km/h!**

The vehicles should be in a ready-to-use condition, and the fill levels of operating fluid levels are regularly checked.



Nevertheless, the user is responsible for ensuring that the vehicle's operating fluid levels are correct, especially engine oil, coolant and tire pressure – therefore, the fill levels must be checked, especially for longer periods of borrowing (mapping courses, excursions, etc.). Each refill quantity must be noted in the driver's logbook (under number 17).

The user is also responsible for the completeness of the car documents, keys and accessories (first-aid kit, warning triangle, ice scraper, refill bottle with engine oil and safety vests).



In the case of a **breakdown** (breakdown due to a technical defect) or an **accident**, the Volkswagen emergency service hotline (0800VWSERVICE, see also papers in the vehicle documents) must be called for claiming of benefits of the mobility warranty.

In the case of an accident, the "Hinweise zum Verhalten bei Verkehrsunfällen" (Instructions in case of traffic accidents) must be followed (see website) and the report on a traffic accident must be completed and submitted to the department administration. It is important to ensure that the information required is collected at the scene of the accident! A copy of the accident report and the "Hinweise zum Verhalten bei Verkehrsunfällen" can also be found in the vehicle documents in the vans.



## 6. Refueling, Washing, Parking



An UTA **fuel card** is included with the vehicle documents. The PIN is noted on the key label. The refueling receipt must be taken with you. Each refill quantity must be noted in the driver's logbook (under number 17).

If the fuel gauge is less than 3/4 full, the vehicle must be fully refueled before it is returned.

If the vehicle is heavily soiled, users are obliged to go to the "**Waschpark B27**" (Au Ost 5, Tübingen) and clean the vehicle before returning it. A customer card is available for this (in the case of the vehicle registration document). The costs are paid with the customer card.



Each vehicle has its own parking permit in the GUZ. The card for the barrier is stored in the vehicle with the vehicle documents.

A loss must be reported immediately to Patricia König so that the parking authorization can be blocked and a new card can be issued.

The barrier can be reached by interphone from Monday to Friday from 6 a.m. to 5 p.m., in case of problems when entering / leaving.

Parking area for the vehicles is in the underground car park on level 1, GUZ, Schnarrenbergstr. 94-96. If all spaces are occupied, the parking area in front of the GUZ has to be used.

## 7. Logbook

Logbooks must be properly filed. This means:

- Every trip must be documented in the driver's logbook, and in the case by trips for more than one day, every day must be documented!
- Every change of driver must be documented by name in the driver's logbook.
- **Required information:** Date, departure (time), destination of the trip, routes, arrival (time), km status arrival, driven km, signature of driver, details of liters of fuel/oil.

It is useful to note down the driven kilometers on an extra piece of paper for „excursionsabrechnung“