

## **MANUAL FOR THE USE OF THE SERVICE CAR**

### **□ Service car**

□ The Department is provided with a FIAT PANDA VAN, registration number GM617SF for the transport of up to 2 people including the driver and goods, to be used for the institutional activities of its structure.

□ The consignee of the car is ATES; the booking service of the car, its management, ordinary and extraordinary maintenance are entrusted to the technical-administrative structure of the Department of Physics and Astronomy.

In this regard, it should be noted that the car, acquired for hire by ATES, is at the disposal of the Department, which, however, does not have exclusive use of it and therefore other University personnel may also request its use.

### **□ Who can use it and in what cases**

□ Teaching, research, technical and administrative staff employed by the Department of Physics and Astronomy are authorised to use the car.

□ The car must be used exclusively for reasons of service and in duly demonstrable cases, in which the use of normal public transport is incompatible with the commitments to be fulfilled, the speed of the assignment and the urgency of the same; its use for any other purpose, personal or private, is forbidden.

### **□ How to use it**

□ The car must be booked in advance through the online booking application (DIFA application portal).

□ It is authorised to circulate in the University area and in the Bologna ZTL, as well as in the Ravenna, Forlì, Cesena and Rimini ZTL. The documents for permits in the LTZ of the Poles can be found in the documents supplied with the vehicle and are to be displayed on the dashboard.

### **□ Car collection**

□ The keys, the prepaid petrol card, are available at the Department concierge's office v.le Berti Pichat 6/2 and at the Geophysics Technical Office v.le Berti Pichat 8 (Guidi Cristiano)

### **□ Return**

□ On return, the car must be parked at Berti Pichat 6/2, in the dedicated space indicated by the sign, located in the large garage (before the exit ramp).

The applicant must fill in the travel details on the logbook in the car, marking the date, route taken, kilometres on arrival, and sign it. He/she must also report any malfunctions to Cristiano Spisni or Cristiano Guidi.

Keys and prepaid cards must be returned immediately to the porter's lodge; during the hours when staff are not present, they can be deposited in the mailbox just outside the office of the

Department's Administrative Manager, on the second floor. In addition to the keys and cards, users must hand in their petrol receipt(s).

#### **Refuelling**

Staff using the car are requested to refuelling if the car is close to the reserve or to inform the concierge or the aforementioned figures (Cristiano Spisni or Cristiano Guidi).

When you fill up with petrol, mark km and amount on the registration book in the notes and hand in the receipt to be attached to the reference card of the ENI card in use.

#### **Assistance**

For any assistance requests call the toll-free number of LEASYS spa, the vehicle's supplier:

**customer service/roadside assistance 800334422**

The car's drawer also contains the original instruction manuals for the vehicle and radio.

#### **Insurance and claims handling**

The car is covered by third-party liability insurance and Kasko insurance. Both the driver and passengers are insured. A friendly statement form is available in the car. In the event of an accident, refer to the "Assistance" section of this manual and scrupulously follow the operating procedures indicated by LEASYS spa. The driver of the vehicle is personally liable for any infringement of road traffic regulations.

#### **Faults**

In the event of a breakdown, refer to the "Service" section of this manual and scrupulously follow the operating procedures indicated by LEASYS spa.

**PS** In the event of a stoppage due to lack of fuel, the cost of the tow truck intervention will be charged to the user.

#### **Prohibitions**

In view of the shared use, it is forbidden to smoke in the car and to pick up animals.

Transporting people whose presence in the vehicle is not in direct professional or institutional relation to the mission to be performed.

Using the vehicle to return to one's home unless a written and justified derogation is given.

Making the vehicle for personal use or any use other than authorised use.

## **Penalties**

- In the event of failure to comply with these rules on the use of the service vehicle, the consignee may reserve the right to report improper conduct to the relevant management, with a warning to the offender and the possibility of preventing its use.
- On the subject of fines, it is specified that the relative amount must be paid by the user of the vehicle as of the day and time of booking. In this regard, in order to avoid unpleasant situations, users are invited to personally reserve the car in their own name or, if the operation is carried out by an employee, to note in the notes who will actually use the car.

Bologna, July 2023