

GUIDELINE No. 2018/03

ON THE USE OF COMPANY AND PRIVATE VEHICLES

This Guideline defines the manners and procedures of using company and private vehicles in the Institute of Atmospheric Physics of the Czech Academy of Sciences (hereinafter referred to as "IAP").

If an employee is sent to a business trip, the employer may decide that a company vehicle will be used, or he may ask the employee to use own private motor vehicle.

Only those employees who fulfil general conditions for driving a motor vehicle and, at the same time, have completed the compulsory drivers' training may be requested to use a company or private vehicle.

1. PRINCIPLES OF LENDING

- Company vehicles shall be reserved at the IAP Secretariat – personally, by phone or by e-mail. The worker shall state his/her name and names of possible fellow passengers, the date of taking over of the vehicle and the length of time for which the vehicle is required.
- On the IAP net, disc Q: these reservations shall be entered in the Car Operation file (Autoprovoz), in the table "occupation of vehicles" (obsazenost vozidel) (the entry shall be made by an employee of the Secretariat, the garage foreman or other authorised person; other employees may only inspect the records).
If any employee HAS NOT access to disc Q, he will request for it from RNDr. Jana Konopásková, jkon@ig.cas.cz, telephone: +420 267 103 082.
- The employee of the Secretariat shall issue a transport requisition form and, in the event of a trip abroad, the permission to take the company vehicle abroad. No requisition forms shall be issued for travelling within the territory of Prague.
- The vehicles shall be used solely for business purposes.
- Cleanliness and technical condition of the vehicles shall be the responsibility of the garage foreman (this does not reduce the responsibility of the driver for the received vehicle, which is provided for by the applicable regulations and laws).

2. CONDITIONS OF LENDING OF A VEHICLE

- On the basis of the requisition form, collecting the vehicle documents from the garage foreman, including the fuel card. Confirmation of taking over of the card by signature in the register of CCS/UTA payment cards.
- The vehicle shall be handed over to the driver before the drive and taken over from the driver after the drive (by the garage foreman or other authorised person) unless agreed otherwise. Outside working hours, the vehicle shall be parked and secured on the premises of the Institute of Geophysics and the vehicle documents with the keys shall be left at the porter's lodge.
- The driver must have valid corresponding documents required for driving the respective vehicle.
- If required by law, the driver must have with him/her a valid proof of medical examination.
- The driver is obliged to attend regularly once a year the training for employees driving at work.

3. DUTIES OF THE DRIVER OF THE BORROWED VEHICLE

- Submitting a properly completed and approved transport requisition form.
- Filling in the driver's report book legibly including refueling, passing the refueling receipts to the garage foreman for the purposes of balancing. Taking and recording safety breaks. If driving abroad, recording the time and the number of kilometers driven upon crossing any border. Entering the number of the task to which the business trip relates in the driver's report book. Driving economically.
- Operating the vehicle in compliance with the applicable laws, decrees and regulations.

3.1. PURCHASE OF FUEL

- In case of the use of a company car, the fuel expenses shall be assigned to the individual tasks (grants), in compliance with the Director's Order – Accounting Procedures for the Purchase and Consumption of Fuel.
- Paying for the purchase of fuel by CCS card in the Czech Republic, and UTA card abroad (it is necessary to collect it including PIN before the trip), entering the data on refueling in the driver's report book.
- If any filling station does not enable payment by CCS card and it is necessary to pay in cash, present a copy of the receipt together with the vehicle documents to the garage foreman. Record the data on refueling in the driver's report book.
- Reimbursement of the fuel expenses to the employee shall be part of the settlement of travel expenses.

3.2. TRAFFIC ACCIDENTS AND VEHICLE DEFECTS

What to do in road traffic accidents when using a company vehicle. It is always necessary to call the police to the accident site. After his/her return, the driver is obliged to inform of the accident in writing without delay the garage foreman, or possibly the Head of Technical and Economic Management.

In the event of a vehicle defect that requires immediate repair, the employee shall find a car service which accepts payments by CCS card, or UTA card abroad, or possibly other service that will carry out the repair. If payment by the above-mentioned cards is not accepted, it is possible to ask for an invoice against presenting the IAP identification data. If transfer payment is rejected, it is necessary to pay in cash and present the receipt from the car service for reimbursement after the return.

4. VEHICLES SHALL NOT BE LENT IN THE FOLLOWING CASES:

- failure to comply with the given conditions;
- rough handling of the vehicle;
- failure to keep the vehicle clean;
- frequent, though minor accidents (through one's own fault);
- uneconomical fuel consumption.

Notice: If the driver is responsible for damage to the vehicle, transported load etc., IAP can, in accordance with the applicable regulations, demand appropriate compensation from the driver.

5. DUTIES OF THE EMPLOYEE WHEN USING A PRIVATE VEHICLE

It may be decided on the use of a private vehicle for a business trip only if the owner of the vehicle (driver) has a valid collision insurance policy.

If an employee is asked to use a private vehicle for a business trip:

- Upon the first business trip by a private vehicle or in case of a change of vehicles, the employee shall present a copy of the vehicle registration certificate certifying the fuel consumption of the vehicle used.
- Before the start of the trip, the employee shall fill in and submit to the Director the form USE OF A PRIVATE VEHICLE FOR A BUSINESS TRIP (hereinafter referred to as the "Form"); the Director shall approve this application by signature.
- The obligations laid down in item 3 shall in their full scope apply to the employee.
- In settlement of travel expenses, the employee shall proceed in accordance with the Guideline for Travel Compensations and Reimbursement of Travel Expenses.

6. FINAL PROVISIONS

If there are cases not covered by this Guideline, they shall be resolved in accordance with the applicable legal regulations.

This Guideline becomes effective on 4 July 2018 and overrules Guideline No. 9 of 19 November 2009.

In Prague, on 4 July 2018

Signature illegible

Doc. RNDr. Zbyněk Sokol, CSc.

Director of Institute of Atmospheric Physics