

Guidelines for using SDU's Vehicle Fleet

SDU's Vehicle Fleet is intended to contribute to sustainability, reduce costs and promote the efficient utilisation of resources across the University.

The following code of practice **MUST** be observed when using fleet vehicles.

When can the vehicles be used?

The vehicles can only be used in connection with work-related tasks for SDU. The vehicles may be used by

- Employees with a valid driving licence who perform work for SDU.
- Non-employees with a valid driving licence (e.g. interdisciplinary student organisations or craftsmen), if the use provides value to SDU and is authorised by a level 2 or 3 manager.
- Students with a valid driving licence, where the driving serves an academically justified purpose that grants ECTS credits, and where the purpose has been approved by the head of department or equivalent authority.

When should the vehicles NOT be used?

- *Private errands may NOT be carried out during the journey.*
- The vehicles may not be used to transport hitchhikers, family members or other persons without official relations to SDU or items/goods that are not related to job duties.
- SDU's vehicles may not be used for transport (e.g. taxi driving and driving to introduction camps)
- SDU's vehicles may not be used for travelling to and from the employee's private residence
- SDU's vehicles may not be used for private purchases (e.g. cross-border shopping)
- Driving in connection with the commercial use of vehicles (commercial services) is not permitted.

Driving abroad

It is NOT permitted to use the vehicle outside the EU/EEA countries and Andorra, the Faroe Islands, Gibraltar, Greenland, Croatia, Monaco, San Marino, Switzerland or the UK.

Non-employee use of the vehicles

Before a non-employee can use a service vehicle, written approval from a level 2 or 3 manager confirming that the driving is for official purposes must be obtained. Prior to approval, it must be ensured that the non-employee has a valid driving licence and that the use is for official purposes.

Vehicle booking for employees

The vehicles must be booked in our vehicle fleet management system, Mileage Book. Either via their app (*Mileage Book Fleet*) or their website www.mileagebook.com/da.

Please find instructions here.

If there is no vehicle available in the time slot you want to book, please contact Technical Services at 8888@sdu.dk / (+45) 6550 8888 no later than the day before you need the vehicle and they will try to help.

Quick Guide

Each vehicle contains a Quick Guide that you must read before starting your drive. If the Quick Guide is missing from your vehicle, please contact (+45) 6550 8888 before commencing your journey.

Logging of data

All SDU vehicles are equipped with GPS trackers. The data collected is used for the electronic, statutory logbooks and for the operation and optimisation of SDU's vehicle fleet. Among other things, the data helps ensure timely maintenance and compliance with inspections and service appointments, increasing both efficiency and safety.

Mileage log

The mileage log is automatically filled in via our fleet management and booking system (Mileage Book) when the purpose is entered during booking and the journey begins. The GPS tracker in the vehicle records start and end times, driving route and mileage.

Bridges

The vehicles are registered for automatic toll payment via Pay by Plate and can be used on the Storebælt Bridge and the Øresund Bridge. Since the number plate is read at the toll booth, there is no Brobizz device in the vehicles.

Vehicles powered by electricity

Each vehicle contains a charging tag that must be used when charging. If the tag is not used, the cost of charging will not be covered.

When returning the vehicle, it *must* be plugged in to charge in its designated parking area. Users are also encouraged to return the vehicle with at least 60% battery charge, out of consideration for the next user.

Vehicles powered by petrol/diesel

Each vehicle contains fuel cards that must be used when refuelling the vehicle. If the cards are not used, the cost of refuelling will not be covered.

After the loan, the vehicle must be returned with a full tank.

Rules of conduct for SDU's vehicles

After use, the vehicles must be returned in a tidy condition.

Smoking is prohibited in SDU's vehicles, including e-cigarettes and the like.

It is not permitted to consume or be under the influence of alcohol and/or euphoricants when using SDU's vehicles.

Booking duration

A booking can last a maximum of 3 days. The vehicle may not be taken to a private residence. If you need a longer booking period, please contact

8888@sdu.dk

If an accident occurs

As there are different roadside assistance agreements for different vehicles, please refer to the Quick Guide available in the glove box. Here you will find contact details for the vehicle's breakdown service. Then contact Technical Services at (+45) 6550 8888 and report the accident.

Compensation conditions and vehicle insurance

The state, including SDU, is self-insured and no comprehensive or liability insurance is taken out for service vehicles when used in Denmark.

This means that all driving in Denmark is done as if insurance has been taken out.

It is NOT permitted to use the vehicle outside the EU/EEA countries and Andorra, the Faroe Islands, Gibraltar, Greenland, Croatia, Monaco, San Marino, Switzerland or the UK. When travelling in the above countries, no separate insurance is taken out.

A registration certificate must ALWAYS be present in the vehicle. It is available in the glove box and must not be removed.

It is important to note that if the vehicle is used for a purpose unrelated to SDU, theft from and/or damage to the vehicle may result in very significant financial consequences for the driver of the vehicle, as SDU may seek reimbursement for its expenses from the driver.

Sanctions

Repeated violations of the guidelines may result in warnings, which may lead to driving bans.

Reckless driving in SDU's vehicles

If, in accordance with the rules of the Danish Road Traffic Act on reckless driving, an SDU vehicle is confiscated while in the custody of the employee or other user, or the user otherwise violates the guidelines for the use of service vehicles stipulated by SDU and this has financial repercussions for SDU, this may, after a specific assessment of the circumstances of the case, result in SDU bringing a claim for compensation against the user responsible for the confiscation. In addition to a claim for compensation, a violation of the rules on reckless driving in SDU's vehicles may, after a specific assessment, also result in consequences relating to employment law, e.g. dismissal or expulsion.

Fines/charges

All types of fines and fees, such as speeding fines and parking control fees, are considered personal expenses and must be paid by the user. If you receive a parking ticket/control fee that is placed in the windscreen of the vehicle, you are responsible for settling directly with the company in question. If the fine/fee is sent to SDU instead, a reminder fee will often be charged. These additional costs must also be paid by the user.

This means that SDU *does not* cover expenses related to fines and control fees – regardless of type.

Workers' Compensation Act

Employees at SDU are covered by the rules of the Danish Workers' Compensation Act, and occupational injuries and occupational diseases are compensated in accordance with the applicable rules, in the same way as if the statutory insurance policies in this area had been taken out. This also applies to occupational injuries and occupational diseases sustained by an employee while driving a service vehicle and as a passenger in a service vehicle – provided the driving is for official purposes and the other conditions for using a service vehicle are met.

Dangerous goods

- The carriage of dangerous goods (e.g. explosives, compressed gases, flammable liquids, toxic substances, infectious substances and radioactive substances) in service vehicles must comply with the regulations set out in the always-applicable provisions of the ADR Convention.
- In ADR 1.1.3, exemptions are mentioned regarding the nature of the carriage for which the ADR provisions do not apply, e.g. 1.1.3.1(c), as per the following extract:
- 'The carriage undertaken by enterprises which is ancillary to their main activity, e.g. in relation to surveying, repairs and maintenance, in quantities of not more than 450 litres per packaging and within the maximum quantities specified in 1.1.3.6.'
 - Relevant for environmental investigations of various kinds, where different chemicals are carried in suitable containers and secured in the vehicle in question. This also includes pressurised air cylinders for diving.
 - IMPORTANT: The person in the vehicle must be the one using the dangerous goods in questions and must NOT be transporting them solely on behalf of other colleagues or students. Otherwise, carriage is covered by the ADR convention.
 - Carriage of liquid nitrogen (UN 1977) or dry ice (UN 1845) may only be undertaken in service vehicles with ventilation fitted due to the risk of suffocation in case of spillage/vaporisation.
- Carriage of dangerous goods between different locations of SDU by road is subject to ADR and requires that:
 - The driver has, at a minimum, undergone ADR 1.3 training for carriage under the exemption threshold (1.1.3.6)
 - The goods are packaged and labelled correctly in compliance with ADR regulations
 - However, transport document requirements are exempt for limited quantities (LQ).

The rules on dangerous goods in Denmark are governed by the Executive Order on Road Transport of Dangerous Goods and can be found (in Danish) at: <https://www.retsinformation.dk/> Applicable BEK no. 915 of 26/06/2025: <https://www.retsinformation.dk/eli/ta/2025/915>

Controlling the use of vehicles

To ensure compliance with the above guidelines, the use of SDU's vehicles is monitored to ensure that it can always be documented who has borrowed the vehicle and that the borrower is qualified to use it. This is done via the electronic mileage logs.

If you have any questions about the above, please contact the legal officers at SDU RIO.