

## **General rules for using SDU's own vehicles**

SDU has purchased a number of vehicles without a registration fee. The Joint Administration has its own car park, just as the faculties have their own vehicles to use. When using the cars, the following set of rules **MUST** be observed:

### **When should the cars be used?**

The cars can only be used for official purposes, where work-related tasks are performed for SDU.

The cars can be used by:

- Employees who work for SDU
- Non-employees (e.g. non-occupational student associations or craftsmen), where the use benefits SDU and when permission has been granted.

### **When should the cars NOT be used?**

- *It is NOT permitted to make private errands while driving.* The cars may not be used for transporting hitchhikers, family members or other persons without official relations to SDU or for items/goods which are extraneous to the service.
- SDU vehicles may not be used for transportation (taxi service).
- SDU vehicles may not be used for driving to and from the employee's private residence.
- Driving in conjunction with the commercial use of vehicles (income-generating activities) is not permitted.

### **Non-employee use of the cars**

Before a non-employee can use a service vehicle there needs to be an approval from the Head of Department or the authorised person to state that the trip is for an official purpose. Prior to approval, it must be ensured that the respective non-employee has a valid driving license and that they will be driving for official purposes.

In order for non-employees to borrow Joint Administration cars, a form must be filled in, which can be found here: [www.sdunet.dk/bilpark](http://www.sdunet.dk/bilpark).

### **In the event of an accident**

Phone SOS Dansk Autohjælp on **+45 70 10 80 90**. Specify the agreement number 99 46 38 51. They can help to get things moving, including transporting you home or to your destination. Then contact Technical Support on +45 6550 8888. Please download the [SOS Vejhjælp app](#) before starting a trip.

## **Insurance Conditions**

### **Car Insurance**

The state, including SDU, is self-insured and no cargo or liability insurance is signed for for service vehicles used in Denmark.

This means that all driving in Denmark takes place as if insurance has been signed for.

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

A registration certificate must ALWAYS be present in the vehicle.

It is important to note that if the vehicle is used for a purpose not authorised by SDU, theft and/or damage to the vehicle may lead to major financial consequences for the driver of the vehicle, as SDU may seek reimbursement of its expenses from the driver.

### **The Occupational Injury Insurance Act**

The driver of the vehicle may be covered by SDU's obligation under the Occupational Injury Insurance Act if the vehicle is used for official purposes. If the driver is employed at SDU, the driver will always be covered if the conditions for this are met.

### **Control of the use of vehicles**

To ensure compliance with the above guidelines, each department must monitor the use of the SDU vehicles, so as to ensure that it is always possible to document who has borrowed the vehicle and that the borrower is qualified to use the vehicle. This can be achieved with a logbook.

### **Specific to employees' use of their own vehicles for official purposes**

If employees use their own vehicle for official purposes, the employee's own insurance should cover any damages. Employee's loss of income or excess payments are not for SDU's account. Employees may be covered by the Occupational Injury Insurance Act in the event of official driving in their own vehicle. With regard to travel allowance, please refer to the internal rules regarding this.

If you have questions about the above, please contact the Legal Office.