

## **Use of official vehicle Hyundai Ioniq CX21974 / Hyundai Ioniq CX21975, owned by BSS, Aarhus University**

The car is administered by Building Services BSS. Building Services handles car bookings and the distribution of keys/key cards. Contact Building Services on tel.: +45 8716 4113

The official vehicle may not be used for private purposes under any circumstances. **It may be used only for work-related purposes and never outside Denmark.**

The car is parked in Pedelgården, the courtyard between buildings 2622-C and 22623-D, and it must be returned to the same location. When returning the car outside Building Services' normal office hours, place the key, etc. in the letter box to the right of the main entrance in building 2620-A.

Note: You will find an access card in the car for opening the gate to Pedelgården in case you return the car outside normal office hours. To access the courtyard, use the card reader on the wall to the right of the gate. When leaving the courtyard, press the button the on the wall to the left of the gate. This will open the gate.

If you need the car before 8.00 on a weekday, you must collect the car key and, if relevant, the key card for the gate the day before or by special agreement.

In the car you will find a log for registering the number of kilometres driven. This must be filled in.

**The car is a plug-in hybrid and must be recharged when parked.**

**For connection to the charging stand - follow the instructions as outlined on the side of the charging station.**

**A "chip" is inserted in the car's keychain which is used to activate the charging stations.**

The car runs on petrol, octane number 95/98. You can use our company card from Statoil (also owns the 1-2-3 petrol stations). The caretakers will give you the PIN code. The car must be returned with a full fuel tank. All receipts (petrol, bridge tolls etc. must be handed in together with the key)

In the glove compartment, you can find a guide for operating the hand brake and fuel cap. You and your colleagues must ensure that the **car is refuelled upon return**, but the caretakers are responsible for general car maintenance – especially Jesper Bährmann who is in charge of operation and care. If you have any questions on how to operate the car, contact Jesper Bährmann.

The borrowed car is self-insured. This means that accidents and damage to official vehicles are not covered by an insurance company, but by Aarhus University's own insurance budget. In case of damage to the car (trouble starting the car, a flat tyre etc.), please notify the Building Services at +45 87 41 13. And then contact Hyundai autohelp +45 70 30 17 07

Kind regards

Peter Bachmann Vestergaard

Head of Building Services