

UNIVERSITÄT BREMEN

Leaflet for the Use of Vehicles of Faculty
5, Earth Sciences

22.9.2020

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1 General

This leaflet shall contribute to enable the use of the of the Faculty 5-vehicles without problems as far as possible. The predominant part of the notes listed here is well-known to most users, should be natural and go without saying.

Careful handling of the vehicle is expected. Vehicle-relevant downloads of information material and forms, as well as user schemes and booking services, can be found here <https://www.geo.uni-bremen.de/page.php?pageid=49> . A password is required for the reservation of a vehicle. Only registered persons can receive this.

To the email address geoFahrzeuge@mailman.zfn.uni-bremen.de you can send notifications on possible vehicle shortcomings or damages.

The driver is responsible for the compliance with the Highway Code (StVO) and is personally liable for any violations.

2 Faculty Vehicles

All faculty vehicles have nine seats. Notes on special features, such as e.g. trailer coupling, are mentioned on the website. Some vehicles go with AdBlue, according to the recent exhaust standards. The filling level of the AdBlue level has to be checked regularly. Push the switch for the windscreen wiper for such information.

3 Entry into the User Schedule

The booking of the faculty vehicles to be done on the above mentioned website. The following priorities for the vehicle use are valid:

- Education in the study courses of the Faculty of Earth Sciences.
- Working in connection with expedition travelling.
- Research projects.

4 Driving License

Drivers of the vehicles need an individual license from the Faculty. Prerequisites for granting of a driver's license are:

- Previous personal introduction by the vehicle representative
- Possession of an at least two years old driver license (equivalent to German class 3/B)

Driving license and introduction on the vehicles will be given by the vehicle representative. For the introduction, please bring the filled form, signed by your Professor/research group leader. Download the form from the Faculty's website <https://www.geo.uni-bremen.de/page.php?pageid=49>

The instruction is given only once. Students will have a limited driving license only.

By signing this, the owner of the driving license confirms having taken note of the leaflet's contents and will act according to the rules mentioned therein.

5 Obtaining and Return of the Registration Papers and Keys

Each faculty vehicle has a bag with its individual papers and key, to be found in the yellow postbox P1 in level 1 of GEO-building, near the Faculty Administration. The box is marked with "KFZ-Papiere und Schlüssel". The registration papers, key, driver's log, tank card and an ADAC letter of safe-conduct card are in the bag. The secretariats of the different research groups have the key to this postbox. Added to the vehicle key is also a key to the gates for the entry on the 'Betriebshof', on the backside of GEO, Klagenfurter Str.

The vehicle bag must be returned to the P1 postbox by the driver after the trip. The driver is responsible for the deposit of the papers and the proper condition of the vehicles.

6 Before you start the Journey

The users have to check the condition of the vehicle before beginning of the journey! The oil level, the cooling water level, the tire pressure, the completeness of the emergency box and the vehicle bag, as well as the general condition have to be checked primarily, outside and inside. As a guide for this, the checklist in the appendix should be used.

If you take over the vehicle, any improper condition of it must be complained by the driver before beginning the journey, if possible immediately to the vehicle representative.

Moreover, it is important to report per email to geoFahrzeuge@mailman.zfn.uni-bremen.de.

Every user has the duty to report any defects immediately.

The vehicle representative is available as a contact person for complaints on the vehicle.

Before the beginning of the journey, the appropriate details, primarily start time and km stand have to be written down on the driver's log (also see below).

7 During the Journey

During the journey, any baggage, equipment, samples and similar objects must be stored well in the luggage compartment. Loose parts represent danger in case of an accident or at a strong braking.

8 Refueling Procedure

You will find a tank card that can be used at SHELL gas stations in every vehicle bag, too. If you refuel elsewhere (without tank card), you must pay cash - the amount will be refunded after your trip. For this, please contact Mr Siemers, **room 1200**, phone. 218 -65013, once back at the University.

When paying with tank card, the PIN code of the card, as well as the current kilometer stand of the vehicle have to be registered.

Enter PIN code thoroughly - after three failures, the tank card will be invalid.

The fuel receipt must be dropped in the postbox P1 at the end of the journey, for control.

The next SHELL gas station {service station} is located in Bremen-Findorff, Hemmstr. 351

Important indications for the prevention of misuse of our tank card

- Do not leave the card in the unguarded vehicle.
- The PIN code has to be kept a secret and be given only to authorized persons.
- Do not keep the PIN code together with the card
- If lost, the card must be blocked at Euroshell. The blocking will be initiated by Mr. Paas: Phone +49 421 – 218 60627
- Each user is personally responsible for the fuel card.

Please check the tire pressure at the gas station!

9 Accidents and Breakdowns

Any damages by accidents and breakdowns must be reported immediately. The report should be per email to geoFahrzeuge@mailman.zfn.uni-bremen.de or by phone:

Mr Paas (phone +49 421 – 218 60627)

Mr Siemers (phone +49 421 – 218 65013)

or the administration manager, Mrs Ahrenholz (phone +49 421 – 218 65010).

- An ADAC letter of safe-conduct is available for every vehicle.
- After return, a complete damage report must be submitted to the department administration with following informations;
 - Date of the accident
 - Personal Information
 - Phone number
 - Police damage number
 - Work group
 - Supervisor
 - License plates of the vehicles
 - Details of the course of the accident

Important:

Any accident statements about the question of guilt must not be given by the driver himself.

10 After the Journey

The vehicles have to be parked on their individual place after journey only, refueled, clean (inside and outside), with complete entries in the driver's log. The fuel receipt drop in the car postbox P1.

11 Planning of Excursions

The general planning of excursions is worked out and approved in the Faculty Council for the following year, by the excursion committee of FB 5 respectively. The general vehicle allocation is also regulated. Every change of appointments will be announced in time by the organizer of the excursions and field exercises and must be coordinated with the user schedule of the vehicles.

12 Duties regarding the Use of Faculty Vehicles

The organizers or the drivers are responsible for the proper use of the vehicles.

This includes:

- The choice of suitable drivers by a valid driving permit.
- The careful keeping of the driver's log.
- The compliance with the safety regulations and the maintenance of the vehicles during the use.
- The organizer and the drivers make sure that the operational safety of the vehicles is ensured during the use. Security checks and other regular controls, such as oil level, the cooling liquid, tire pressure, emergency equipment.

12.1 Filling out/keeping the driver's logs

The Faculty 5, Earth Sciences, at University Bremen, is obliged to report on the use of the vehicles towards the Senatorial authority of Bremen.

All users of the vehicles are therefore obliged to thoroughly keep the driver's log.

Fill in the following details in the driver's log:

The number of the journey.

Date of the departure.

Name of the driver and the working group, journey had been carried out for.

Driver changes need to be taken note of, with detail of time and km stand.

Km stand on departure and arrival, calculating total driven km.

Reason of the journey, e.g. excursion to..., journey within a town, transportation of samples.

These details are crucial to debit the driven km to the research group later on.

12.2 Transportation of bigger objects

For the transportation of bigger objects, the benches of the vehicles can be removed in own responsibility of the user. It is then expected the seats are installed again before returning the car

12.3 Concluding remark

The department reserves the right to withdraw the driving licenses in case of repeated irregularities among the drivers.

**Checklist
for the vehicles of FB 5**

Vehicle; _____
 Km stand: _____
 Date: _____
 Tester: _____

| | | |
|----------------------|----------------|--------------------|
| Liquids | | |
| Oil | Washer fluid | Cooling Water |
| Emergency box | | |
| First aid kit | warning vests | warning triangle |
| Reserve oil | Reserve-fuel | Reserve-wash water |
| Tow rope | start cable | parking disc |
| ice scraper | | |
| Miscellaneous | | |
| Parking light | Driving light | High beam |
| Brake light | Flashing light | Vehicle is clean |
| Spare tire | Air pressure | |

Please mark: OK: ✓ , not OK or not available ----

Notes
