



Instructions for using university vehicles

1. General information

- 1.1 Buildings & Grounds Maintenance is responsible for all matters relating to university vehicles. These vehicles are inspected and maintained by the department at regular intervals.
- 1.2 The prerequisite for using a university vehicle is a permit for business travel or the approval of an official trip. The special conditions for a general business trip permit must be observed.

Employees may not take private trips in university vehicles, i.e. any trips that do not serve to carry out official business of the University of Bayreuth.

- 1.3 Only persons who are employed by the University of Bayreuth for the duration of the journey are permitted to drive university vehicles. The driver must have the necessary driving license. The driver is responsible and liable for violations of road traffic regulations, such as the Road Traffic Regulations (StVO), as well as other legal regulations.
- 1.4 Driving a university vehicle while under the influence of alcohol or intoxicating substances is hereby expressly prohibited.
- 1.5 All drivers are obligated to take the greatest possible care. By driving carelessly, the driver not only endangers his or her life and health as well as the lives and health of others, but also exposes himself or herself to other serious disadvantages, sometimes threatening his or her existence (e.g. revocation of driving license; claims for compensation due to damage to property of the State of Bavaria, in particular due to damage to the university vehicle; claims for compensation by third parties, insofar as the State of Bavaria does not have to step in to act as an insurer; consequences under labour law and disciplinary law).
- 1.6 The university vehicles belong to the State of Bavaria. The State of Bavaria acts as a self-insurer. **Therefore, there is no liability insurance** (exception: vehicles financed by third-party funds are covered by liability insurance). If the university vehicle is used for a purpose other than the stated and approved purpose (e.g. journeys without a business trip permit), the driver is liable for any fault.
- 1.7 Smoking is not permitted in university vehicles.
- 1.8 The maximum duration of use per travel purpose is limited to four weeks.
- 1.9 Additional information can be found in the document [Infos zur Dienstfahrzeugreservierung & Ausgabe](#)

2. Acquiring a vehicle

2.1 Disclaimer

If persons are brought along who are not in an employment relationship with the State of Bavaria, a [declaration on limitation of liability](#) must be signed.

This declaration can be found on the intranet under *Zentrale Technik* and must be completed in full and handed in to the vehicle workshop when the vehicle is collected.

2.2 Driving order

Before starting the journey, the driver is obligated to sign the driving order completed by the control room. Only then will the vehicle documents and keys be handed over to him/her. By signing, the driver confirms that he/she has complied with these operating instructions, the joint [announcement on the operation of motor vehicles of the State of Bavaria](#) and the [information sheet for drivers of state-owned service vehicles](#).

The person signing the driving order is responsible for violations of legal regulations (StVO, etc.) if the driver cannot be identified.

The following applies to vehicles permanently used by research groups:

The vehicle documents and keys are to be kept centrally at the research group (e.g. secretary's office). Issuing of the keys and papers as well as their return is to be noted in a list. The driver acknowledges receipt and return with his signature.

2.3 Before the start of the journey

Before using the vehicle, the vehicle must be checked for road safety and apparent condition (vehicle handover protocol).

This inspection includes checking the exterior bodywork for apparent damage as well as checking the completeness of the vehicle documents (vehicle registration document, green insurance card, accident report, camera if applicable).

The vehicle handover protocol mentioned in sentence 1 is connected with the vehicle handover, which documents any previous damage/soiling. For this purpose, the handover protocol included in the driving order must be completed and signed accordingly (both by the person collecting the vehicle and by the employee of the Buildings & Grounds Maintenance vehicle workshop) before the start of the journey. If this is not done, it is assumed that there was no damage/contamination at the time of pick-up.

When loading the vehicles, make sure that the permissible total weight (see vehicle documents) is not exceeded, as this can cause damage to the vehicle and dangerously change the driving behaviour and therefore an overloaded vehicle can be prohibited from continuing its journey.

Also observe the load securing requirements!

2.4 Keeping the logbooks

- In the "Signature" field, the user must enter his/her full name in block capitals in addition to his/her signature. This serves the later identification of the driver who is responsible for keeping the logbook for the journey.
This must also be observed!
- It must be precisely stated or recorded in the logbook from/to which place a journey took place, for what purpose this took place and from which place/to which place the return or onward journey then took

place.

Blanket statements such as "city trip" or similar, which do not reveal the exact destination, are inadmissible.

The "street name" is not sufficient for the destination, so that the specific destination, e.g. "Company XY", can only be identified through additional listings at a later date.

When it comes to the purpose of the journey, blanket statements are not sufficient.

2.5 Keeping the logbooks

For tax reasons, the logbooks must be kept for at least 10 years, as this is the only way to check and comply with any tax regulations. After a logbook has been closed and restarted, it must be kept in the external department of Buildings & Grounds Maintenance. The 10-year period begins at the end of the year in which a logbook was closed.

2.6 Transporting hazardous substances/ dangerous goods

If chemicals/hazardous substances are transported by university vehicles, this transport must comply with the regulations of the Dangerous Goods Ordinance - Road, Rail and Inland Waterways (GGVSEB). The driver of a corresponding transport must be instructed by the Dangerous Goods Officer of the University of Bayreuth before starting the journey. Information on this can be obtained from the Department ZT4.2 Hazardous Materials/Dangerous Goods of Buildings & Grounds Maintenance (Tel. 55-2113). The Dangerous Substances Guideline of the University of Bayreuth applies <https://www.intranet.uni-bayreuth.de/de/allgemein/Dokumente-Abteilung-Sicherheitswesen/Gefahrgutdokumente/Gefahrgutrichtlinie.pdf>

3. Returning the vehicle

The university vehicle must be returned in proper condition.

This includes:

- adequate cleaning of the interior of the vehicle
- In the event of severe, negligent soiling (both inside the vehicle and on the exterior bodywork), a cleaning fee of € 50 will be charged in addition to the travel costs.
- if safety devices (tow rope, fire extinguisher, snow chains, etc.) were used during the journey, they must be cleaned and fixed in the vehicle in proper condition. The use of a fire extinguisher must be reported to Buildings & Grounds Maintenance so that the usability can be restored.

If damage is detected after the end of the journey that is not listed in the vehicle handover protocol (see 2.3 above), it will be assumed that this occurred during the journey and will be charged to the last user in addition to the journey costs.

In the event of repeated heavy soiling/damage to the vehicle, the right of use may be restricted.

If defects in the technical condition of the vehicle are noticed during the journey and require an inspection, a defect report is to be submitted to Buildings & Grounds Maintenance with the reports displayed in the vehicle.

4. What to do in case of an accident

4.1 General rules

■ Each driver shall immediately notify his or her employment authority (University of Bayreuth) of the following

- a) any event that caused damage or could result in claims for damages by another,
- b) any claim that is actually made,
- c) any judicial or police measures related to a damaging event (e.g. penalty order, administrative order imposing a fine, warning notice, order to pay, enforcement order, civil court action).

In doing so, he/she shall truthfully disclose all facts known to him/her which may be of significance for determining liability for damages.

■ In order to comply with the time limits, an objection must be filed in due time against warning notices, temporary injunctions and arrests.

■ In order not to prejudge the decision of the state, the driver may **neither acknowledge nor satisfy** claims of the injured party.

■ The State of Bavaria is not liable for damage caused **intentionally** by the driver. The driver is not protected if he or she was not authorized to drive the state-owned university vehicle in which he or she was involved in the accident or to drive the vehicle on which the accident occurred.

4.2 Traffic accidents

In the event of an accident, the police must be called in to investigate the accident. In addition, your immediate superior and the head of Buildings & Grounds Maintenance must be informed immediately (regardless of whether there is damage to property or personal injury).

The driver must do everything that is necessary to clarify the facts of the case and to minimize the damage. He/she must establish the registration numbers of the motor vehicles involved and the names and addresses of the witnesses and persons involved in the accident.

If only property damage has occurred that is not expected to reach € 2,000 or more for any of the parties involved, notification of the police can be dispensed with if both vehicles are still in running order, the circumstances of the accident are undisputed and the other party signs the accident report and the University of Bayreuth (Buildings & Grounds Maintenance) agrees to this procedure.

This does not apply in the case of serious accidents if the cause of the accident can be assumed to be a traffic offence punishable by a fine or a criminal offence in connection with participation in road traffic or if a person involved in the accident was under the influence of alcohol or other intoxicating substances.

[The accident report](#) enclosed with the vehicle documents must be filled out carefully and completely and signed by all parties involved in the accident. After the end of the journey, the accident report is to be handed over by the vehicle driver to the ZT-A7 unit of the University Administration without delay.

[The damage report](#) enclosed with the vehicle documents and the form "[Information for the other party involved in the accident](#)" must be handed over to the other party involved in the accident.

Statements on the question of guilt and damages are to be omitted.

The driver must make sketches of the accident site and record the driving and braking marks with the assistance of witnesses. If a camera (e.g. mobile phone camera) is available, the accident situation must be documented visually.

In the event of accidents involving personal injury, employees must immediately file an accident report via their supervisor, which must then be submitted to the university's Safety Advisor (Tel. 2112).

Civil servants are not covered by the statutory accident insurance. For this group of persons, the provisions of *Dienstunfallfürsorge* (III/1.1, Tel. 5230) apply.

In the event of accidents during official journeys involving the transport of hazardous substances or dangerous goods, ZT4.2 Hazardous Substances/Hazardous Goods (Tel. 55-2113) must always be notified.

Under no circumstances may the driver evade the determination of his person, his vehicle or the nature of his involvement in the accident (hit-and-run).

Further or supplementary advice on what to do in the event of an accident can be found in the information sheet [Fahrer staatlicher Fahrzeuge bei Unfällen](#).

5. Vehicle breakdown

If the official vehicle becomes inoperable on a business trip due to a technical fault, the head of the Department of Building Services (tel. 0921 55-2120) or the motor vehicle workshop of the Central Engineering Department (tel. 0921 55-2132) must be informed and proceed according to their instructions if the necessary repair cannot be carried out by the driver of the vehicle himself.

Outside of general office hours, the following procedure shall be followed:

- If, according to the assessment of the driver, a repair must be carried out by a workshop, he/she must visit such a workshop and immediately inform the head of department of in-house technology or the motor vehicle workshop of Buildings & Grounds Maintenance on the next working day. Immediately upon return, the corresponding invoice must be submitted to Buildings & Grounds Maintenance.
- Repairs that the driver cannot carry out himself/herself may only be carried out to the extent that they are indispensable for the operational safety or roadworthiness of the university vehicle.

6. Refuelling

Each refuelling (petrol station visit) carried out during the business trip must be entered in the driver's logbook.

When using university vehicles in the Bayreuth area, they must be refuelled **at the Buildings & Grounds Maintenance refuelling station** during general office hours (exception: BayCEER vehicles at FLAMMOL GmbH, Bernecker-Str. 73).

Otherwise (nights and weekends) and for journeys outside the Bayreuth area, payment for refuelling must be made by the official traveller. Reimbursement of the fuel costs incurred will be made on application and on presentation of the fuel receipts (originals) to the ZT-A7 department of the University Administration. The informal application for reimbursement must contain the details of the payee, a signature of the superior and the official traveller, as well as details of the journey (destination, date).

Any tolls, parking fees, etc. can be claimed via the travel expense report.

7. Travel accounting

Each trip with the official vehicle will be invoiced by the ZT-A7 unit. The specified account of the research group /institute/institution is debited. If the trip is to be charged from excursion funds, the research group's account is also debited first. The travel invoice must then be forwarded by the research group with the entire excursion invoice to III/1.4 in order to have the costs reimbursed.

In the event of a reservation not being cancelled in good time (i.e. at least 24 hours before the start of the trip), a cancellation fee of €50 will be charged (exception: sudden illness, which must be reported immediately on the day of the planned journey.) The fees also apply in the event of incomplete or missing logbook entries.

In the future, travel invoices will no longer be sent to the research groups in paper form. They can be viewed via HIS-QIS.

8. Contact person

Contact persons regarding technical issues relating to university vehicles:

Head of Buildings & Grounds Maintenance	Tel. 55-2120
University Vehicle Workshop	Tel. 55-2132

Contact for the transport of hazardous substances/dangerous goods:
Dangerous Substances Officer Tel. 55-2113

Contact person for billing questions:

ZT-A7 Tel. 55-2106

9. Validity of the operating instructions

These instructions come into force immediately and will remain valid for an unlimited period.

Bayreuth, 25.04.2022

signed

Dr. Nicole Kaiser

Provost