

## REGULATIONS FOR THE USE OF EUI VEHICLES (RESEARCHERS) – LAST UPDATED 20/12/2020

1. The use of EUI-owned vehicles may be granted to researchers as long as it is related to EUI institutional curricular or extra-curricular activities and authorized by the Director of the Academic Service.
2. The use of the EUI minivan is granted for EUI curricular or extra-curricular activities only under the following circumstances:
  - No public transport available to/from the required destination;
  - More than 5 passengers needing transport to/from the same destination.
3. The Real Estate & Facilities Service must authorize the use of EUI vehicles for every single trip.
4. One researcher shall take full and individual responsibility for the vehicle.
5. The driver must be an EUI researcher with an active status and must hold a valid driver's licence recognised by the Italian authorities.
6. The maximum number of passengers in the minibus is 8 plus the driver for a total of 9 places; the maximum number in all the other vehicles is 4 plus the driver for a total of 5 places.
7. The use of the vehicle must be requested to the Real Estate & Facilities Service one week before it is needed. The request must specify the destination, the time of departure and the time of re- entry. The vehicle must be returned on the same day it is consigned. The keys to the vehicle must be returned to the operator of the Badia Control Room (tel. 055 4685 999).
8. The driver of the vehicle shall use the vehicle with due care, making sure that it is locked and secured through the activation of the anti-theft device any time it is parked or left unattended.
9. The driver declares not to make use of alcohol, drugs, medicines or other substances (legal or illegal) that could impair his/her ability to drive.
10. The researcher responsible for the vehicle will pay any and all traffic fines incurred during the period in which (s)he was responsible for the vehicle.
11. It is absolutely forbidden to smoke, eat or carry out any activity that might soil the inside of the vehicle. If the vehicle is returned soiled, the cost of cleaning sustained by the EUI will be charged to the researcher responsible for the vehicle.
12. The researcher responsible for the vehicle agrees to return the vehicle in the same conditions in which it was delivered to him/her. (S)he also agrees to return it at or before the time agreed on.
13. Should the vehicle present any damages when returned, resulting from misconduct, negligence and/or improper use, the Institute may charge the responsible person for any related cost (i.e. repair, eventual rental of back-up vehicle for the deployment of regular EUI services...).
14. If the researcher responsible for the vehicle fails to observe any of the above Regulations or if a traffic fine is incurred, (s)he will no longer be able to use any of the EUI vehicles.
15. In the case of an accident or emergency call immediately the following number: 055 46 85 999 (Badia Control Room).
16. The driver and passengers of the EUI vehicle must at all times behave in accordance with the spirit and the style of the EUI.

I, the undersigned, \_\_\_\_\_, researcher in the Department of \_\_\_\_\_, have taken possession of the keys to the vehicle and accept full responsibility for the vehicle.

### DECLARATION OF ACCEPTANCE OF THE ABOVE REGULATION

Date \_\_\_\_\_ Signature \_\_\_\_\_