



HHGS Student Union Car Policy

Contract and driving log

The car is booked through HHGS website. In the booking request you should state the purpose and the time you want to book the car. The booking request will be handled by the Head of the Administration Committee. At the website you can also find a calendar where all current approved bookings can be found. Booking requests during evenings/nights and weekend will only be approved restrictively.

Personal responsibility

The person that has received the car key is responsible to make sure that the car is returned in the same condition as it was picked up in. To borrow the car the driver has to leave a copy of his or her driver's license. If any damage to the car occurs, the driver is responsible for any payments to Volvo which is limited to 7000 SEK, which is the deductible on our insurance. If the driver isn't a member of the Student Union the driver is responsible for a higher amount, which can reach the cost of buying a new car. This is because only student union members are insured by the Student Union. The driver is also responsible for any tickets and/or fines received and if you receive them you need to pay them at once. If the driver considers these tickets to be wrong they still need to be paid at once and dispute it after.

Contact list: If you have an urgent matter or a problem, contact the following persons in this order:

1. Head of the Administration Committee HHGS, Olof Eriksson 0705 400 920
2. Logistics GADDEN, Ludvig Tranell 0725 040 301

Before use: The driver should inspect the car for any damages and report these through the contact list above.

During use: Drinking alcohol, smoking or having animals in the car is strictly forbidden. Food is also forbidden to be eaten in the car. If you break these rules the association might lose its right to use the car. When you drive the car you represent Volvo and HHGS and therefore the driver should drive in such a way that the reputation of both organisations is not negatively affected. The car is equipped with a GPS tracker and the location of the car is tracked.

Transport of grills, outdoor furniture and other equipment that might hurt the interior of the car should be transported in a trailer.

The association using the car is responsible for their parking costs. The use of the car costs 15kr/mil which is paid through internal invoices. If the current level of diesel is below 50% you need to fill up the tank and leave the receipt to the Head of the Administration Committee. You also need to fill in the driver's journal with the distance driven, otherwise an approximate amount will be invoiced.

After use: You need to make sure the car is cleaned after every use. If this is not done future bookings will be more restrictive. The car needs to be parked at Viktoriagatan 13, on



a marked parking spot behind the Gothenburg University building. If all spots are occupied you can park at a paid parking spot and notify according to the contact list where the car is parked. You leave the receipt for the parking to the Head of the Administration Committee. The car can't be parked on Odd Fellows parking spots.

Please note that you are responsible for the car until the car key is left to a member of the Board of the Student Union.

Policy for borrowing the car *after regular working hours*

The car is primarily borrowed weekdays during regular working hours, 08,00-18.00. Permission to borrow the car outside usual hours can be granted exceptionally. If an association wishes to borrow the car harder demands will be posed by HHGS.

Apart from the rules mentioned previously, the following control measures apply when using the car after office-hours:

Stricter control

- You must state your destination and reason for the usage of the car.
- HHGS will compare the driving distance with the stated destination.
- Upon returning the car to Viktoriagatan 13, the driver must send a text message or email to the Head of the Administration Committee (administration@hhgs.se or 0705 400 920).

Responsibility

The Head of the Administration Committee of the HHGS Board is responsible for updating and following-up this policy. If you have any questions about this policy, contact the Head of the Administration Committee of the HHGS Board.