



## **Measure of the Dean No. 17/2020**

### **Assurance of transport flow, business and private trips at the FFPW USB**

1. The position of transport coordinator was established to provide effective flow of car fleet at the FFPW. Each part of the FFPW USB has an authorized dispatcher: RIFCH FFPW USB – Dipl.-Ing. Jaroslav Frajman, DiS., IAPW FFPW USB – Petra Tesařová, ICS FFPW USB – Michal Macho, DiS., the Dean's Office – Bc. Nikola Jelínková. The coordinator operates the car flow in the relevant unit/department (closely specified in the reservation system on the websites of FFPW USB).
2. Only staff of the FFPW USB (exceptionally, employees of the USB after prior approval by the Registrar of the FFPW USB) with the appropriate driving license and the training of drivers of company vehicles may use a faculty vehicle.
3. Vehicles are provided with a GPS system because of their monitoring. The effectiveness of vehicles' use is checked by the coordinator. The electronic list from the log book of a vehicle will be provided by the coordinator on request.
4. CCS cards are intended for purchase of fuel, highway sign, operational content for cars and the use of a washer. Other purchases are prohibited.
5. All employees must reserve a vehicle via the reservation system on the FFPW USB website. The vehicle will be automatically assigned. In case of any change or cancellation of the vehicle reservation, the coordinator will be notified directly by the person who made the reservation in the system. The reservation must be made only for the time necessary to execute the business trip. There must be stated the goal and the reason for the journey and the driver of the vehicle. Any changes of destination must be submitted to the reservation system or reported to the coordinator (outside normal working hours, the changes will be notified via SMS messages).
6. After the journey with the faculty vehicle, the keys to the car and relevant CCS card will be given back to the coordinator or his deputy. If the CCS card and the keys are handed over to another person who has the company vehicle at disposal immediately after the previous trip by duly completed booking, that fact must be communicated to the coordinator.
7. Car reservation is possible through the reservation system, which is located on: <http://rezervace.frov.jcu.cz/>. Transport coordinator assigns vehicles to employees of the faculty based on early reservation in the system. In special cases the coordinator may change the order according to the importance of the vehicle use. If the reservation is not properly filled in, the coordinator will cancel the reservation and notify the person making the booking.



8. In relation to transport efficiency, the transport coordinator may join trips of employees to the same or similar destination. He/she may cancel the reservation after consultation with the head of a laboratory / a workplace or a director, the Registrar or the Dean of the faculty.
9. The vehicle can be used for private purposes by employees of the faculty (in exceptional cases of the university) after the reservation and the confirmation of the transport coordinator in case no other employee needs the vehicle for a business trip. Private system is paid. The price list is placed on the common S-disc in file: S:/000 INTERNÍ INFORMACE CELOFAKULTNÍ – GENERAL INTERNAL INFORMATION/010 PŘÍLOHY K OPATŘENÍM DĚKANA – ANNEX OF MD/AUTODOPRAVA CENÍKY – PRICE LIST OF BUSINESS CARS RENT. Business trips always have a priority over private journeys.
10. On the S-disc, the Price list of business cars rent in the supplemental activity calculation is also included. Price lists will be updated, if necessary, by the Economic workplace and will be provided with information on the date of the last update.
11. Each driver must put his/her identification card to a yellow scanner and check the switch right after starting the vehicle: 0 = business trip, 1 = private trip.
12. Each driver must report to the transport coordinator any defects and damages of the vehicle before departure. If he/she does not do that, he/she is responsible for the financial compensation. Every driver is responsible for the damage caused to the vehicle.
13. Each driver must return the vehicle with at least one third fuel.
14. If the employee does not agree with the transport coordinator's decision, he/she may refer to Directors of Institutes, the Registrar or to the Dean of the faculty.
15. For private trips abroad, the faculty vehicle will be lent only after submitting a copy of health insurance to journey abroad. The insurance must include both the driver and all passengers. Transportation of people abroad without health insurance is strictly forbidden.
16. Business journey of an employee must be approved by direct supervisor. Without approval of supervisor it is forbidden to use business cars.
17. The Director of the relevant part is responsible for the vehicle fleet and the Registrar of the faculty is responsible for the Dean's office.
18. The FFPW USB also has electric vehicles, which use has the specifics listed below. The abovementioned points are practiced for electric vehicles and their use where relevant (see irrelevant point 13, use of CCS cards for the purchase of fuel, etc.)
  - Before the first use of the electric vehicle, an employee or a DSP student of the FFPW USB must get acquainted in detail with the operating instructions for the car and the charging station, see link **S:\100 PROVOZNÍ INFORMACE - OPERATING INFORMATION\Návody k obsluze\_instruction manuals\Elektromobil Škoda CITIGOE iV**



**This acquaintance will be confirmed by a signature upon receipt of the keys at the dispatcher before the first use of the car.**

- All instructions for using the electric car and the charging station are also physically stored in the car in the front passenger compartment of the dashboard.
- Charging stations owned by the FFPW USB are located at the Dean's Office building in Vodňany (Zátiší 728/II) and in České Budějovice in the ZR Building (Na sádkách 1780). It is recommended to charge at these stations. If the employee decides to charge in a different way than at these stations, he is fully responsible for any damage to the vehicle. The keys from the FFPW USB charging stations are enclosed on the car keys.
- The employee is obliged to connect the electric car to the charging station upon arrival whenever the electricity balance indicator is below one half (less than  $\frac{1}{2}$ ). In this case, he/she connects the vehicle to the charging station and starts charging. He/she locks the car and the charging station and hands over the keys to the dispatcher. The station automatically stops charging when the car is charged to the full capacity.
- Employees are also advised to charge the electric vehicle during longer visits to Vodňany or České Budějovice.
- The driver of the electric vehicle is obliged to plan the route with regard to the capacity of the drive unit (battery). Cables (in the luggage compartment) for charging from commercial charging stations or 230V sockets are located in the car for possible complications with return.
- Electric vehicles cannot be used for private trips.

Possible exceptions are decided by the Dean of the faculty.

This Measure of the Dean comes into effect on 3<sup>rd</sup> August 2020.  
This Measure of the Dean cancels Dean's Measure No. 26/2018.

Prof. Dipl.-Ing. Pavel Kozák, Ph.D.  
Dean of FFPW USB