



General rules:

The following rules complete the corresponding rules from the documents „Weisungen der Universitätsleitung betreffend die Benützung von Fahrzeugen der Universität“ of 3.4.2012 and „Weisung für Fahrzeuge des Zoologischen Instituts“ of 29.2.2008. In some cases, they modify them, see below.

The organization and supervision of the Conservation Biology cars and bus is done by one assistant. In our division the person in charge and main contact person is Olivier Roth (Tel. 031/631 34 23 or 076/528 55 68). However, as soon as a car is borrowed by a student or any other collaborator of the division the main responsibility for that car is automatically placed on this person (hereafter referred as car user/borrower). The assistant is not responsible of the good state as well as the functioning of the car: Prior to using a division car any user has to control the vehicle and check whether it is fully operational or if there are possible malfunctions or damages.

Some important points or modifications of the UniBE regulations:

The assistant provides a planning of what has to be done for each car during the time it is borrowed. The car user/borrower has to do and organize the control, inspection, repairing, cleaning of the car according to the planning and the problems encountered during its borrowing time. The official garage for Conservation Biology is Garage Touring at Uvrier/VS (contact person: Stéphane Farquet, Tel. 027/203 27 00). All controls or repairs that can be planned in time have to be realized at this address. The second priority is the garage of Auto Wild AG Bern, Freiburgstrasse 451, 3018 Bern, Tel. 031/335 23 23. Further garages may be contacted in agreement with the assistant/supervisor. Any supplementary expenses caused by repairs executed at different garages without prior consultation will be charged to the borrower. The car user has to use MIGROL gas stations for refuelling. A corresponding Migrol card together with a code number can be found in the glove box of the car. Fuel costs from other fuel stations should be avoided and will be reimbursed only exceptionally. Motorway permit stickers (Vignetten) valid for the corresponding calendar year have to be installed on the inner face of the front window (ask the assistant for such stickers, car users who had to provide stickers themselves will be reimbursed). Every car is equipped with a green/beige driver's logbooklet where the driver has to note his/her name, the date, the reason and the destination of the ride, the distance covered and all refueling events. Ideally, these indications are updated on a daily basis and have to be signed by the car user. The car user is responsible for reporting any kind of damage on a borrowed car to the CB assistant. Any malfunction seriously affecting the safety and the roadworthiness of the vehicle has to be fixed without delay. Put particular attention on the lighting system including the indicator lights, the oil level and any reduced functionality of the brakes. Make sure there is enough freezing agent available as well as wiper fluid. Air pressure and profile of the tyres have to be controlled regularly, particularly after long time field use in hilly grounds. Contact the assistant or the garage if the state of the tyres is getting critical and avoid to drive with completely worn out tyres. In any case, if the amount of a necessary repair is higher than 150 CHF, the assistant (or the head of the CB) will decide if the repairing has to be realized. The change from winter tyres to summer tyres and vice versa should be done in agreement with the assistant. At the end of the borrowing time, the car user provides a list of all repairs and controls that have been done as well as general notes on the state of the car (km, possible service or inspection, state of tyres, etc, see back side). All vehicles have to be cleaned outside and inside before they are returned. After a borrowing time longer than 1 day, the fuel tank has to be filled up, after a short trip the fuel level should be at least half-full. The car/bus has to be back at its parking place and ready for the next user in due time. If in Bern an official University parking slot is used make sure to put the parking authorisation in a well visible place inside the car next to the front window.



Borrowing information

Car/bus

Type : Number : BE..... Km :

Planning for me :

Next service : km

Next inspection : / /201. **At return time**,profil of tire

have to be installed. Parking place after field work is *Sion/ Bern*.

I did : Last service : km , / /200.

Tires quality is *new / good / sufficient* .

Borrower

Surname:

Given name:

Period : / /201 - / /201

With my signature,

I accept the Conservation Biology rules for the use of the cars and I have provided a signed form of "Driving order / Authorization for use of vehicles of the Institute of Ecology and Evolution (IEE)".

I provided a copy of valid driving license. I have checked the functioning of the above mentioned car.

Signature of the borrower:

Signature and name of the assistant:

Done, the201 , Bern

Return of the car/bus

The 201, the above car (..... km) has been returned according to the rules of Conservation Biology Division and Bern University.

The reparation, control and inspection (when and what) information have been provided.

We thank the borrower for his collaboration and release him from his obligation at the time the above car will be used by another user.

Signature and name of the assistant:

Comments :

Appendices :