

## Van VW Synchro 4x4 VD 486'018

### Rules for its use

**The van VW Synchro 4x4 VD 486 018 is a vehicle for professional use (field work) only. It belongs to EEI-ENAC. The reservation tool at [reservations.epfl.ch](https://reservations.epfl.ch) is restricted to EPFL collaborators. The driver must be a EPFL staff member with a formal employment contract. Students (undergraduate and graduate) are not allowed to drive EEI-ENAC cars.**

**Pick-up und drop off :** You need a code to pick up the **key of the vehicle** from the secured box next to room [GR A1 382](#) (see \* at the bottom of this page). The vehicle is parked in front of the GR Building, C Entrance, chemin des Arpenteurs, on the spot labeled VD 486 018.

**The driver** must drop off the car clean inside and out (make sure that no field material, equipment and personal belongings is left in the car). Tank filled when half empty. The Key has to be returned to the secured box.

The car's logbook will be filled in (Date, destination, total meter, km, Lab name and acronym). Check the kilometers on the board at the start and return of the vehicle. The kilometers traveled will have to be notified online the next morning: an automatic email with a link will be sent to the beneficiary of the reservation. The unspecified kilometers will be subject to a flat rate of CHF 50.- / booking at the next billing period.

**What you have to know about the vehicle:** Empty weight 2002 kg - Payload 1078 kg - Total weight 3080 kg - Total seats 9.

**When on the road :** While using the car, the driver is responsible for the proper levels of water – oil – fuel – air pressure etc. The van VW is a Diesel car (***DIESEL norm EN 590***, no biodiesel !!) You will find a **SOCAR card with a secret code in the logbook in the glove box. The code is written on the car key.** The SOCAR card is valid only in Switzerland. Report the amount of diesel you tanked in the logbook.

**Car breakdown :** Contact VIAMOBILE +41 848 024 365 You will find more information in the glove box. Please check the terms before asking for a replacement car. The car maintenance is done by AMAG Lausanne. . In case of problem, the driver has to contact immediately Florian Breider, [florian.breider@epfl.ch](mailto:florian.breider@epfl.ch)

**Accident :** Call immediately 117, Police, ambulance if necessary and **It is mandatory to fill in the accident report (forms in the glove box).**

**And contact:** Florian Breider, labo GR-CEL [tel:+41 21 693 08 69](tel:+41216930869) [florian.breider@epfl.ch](mailto:florian.breider@epfl.ch)  
or Sylvain Coudret [tel:+41 21 693 37 74](tel:+41216933774) [sylvain.coudret@epfl.ch](mailto:sylvain.coudret@epfl.ch)

**The accident report forms** have to be sent to Secrétariat Exploitation – Intendance DII +41 21 693 52 22 or +41 21 693 50 38 and Vaudoise Assurance, Service courtier SR, Place de Milan, Case postale 120, 1001 Lausanne.

**Damage to the car :** The driver and his/her laboratory are financially responsible for any damage to the car caused by negligence.

**Technical check :** Once a month GR-CEL if the car is operational.

**Drivers must strictly observe the above rules. In case of misconduct a driver can be withdrawn access to EEI ENAC vehicles.**

\*) How to open the secured box next to [GR A1 382](#) : pull down lid, digit code 3744, push buttons at each side of the box. Take the key, close the box and make sure that it is secured again.