

Users Guidelines for Bus VW Synchro 4x4

VD 486 018

This service vehicle is provided and made available by the ENAC Vehicle Pool, under the IIE Institute's responsibility. It **can only be used for service transportation and only driven by people with an EPFL contract** (apprentices and students are not allowed to drive). Prior reservation is mandatory on the reservations.epfl.ch

Technical data for the VW Synchro Bus

Unloaded weight: 2,002 kgs	Vehicle payload: 1,078 kgs	Total weight: 3,080 kgs
	Number of seats : 9.	

Practical information and regulation

The key to the VW Bus Synchro 4x4 is available in the security box by the door of office GR A1 382. The security code for the box is the plate number.

To open the box, pull the lid towards you, compose the code 3744 and press the two side buttons. When done, close back the lid and make sure you muddle the digits to avoid leaving the box open.

Before leaving, it is the responsibility of the **driver to check of pre-existing damages** (both inside and outside) and in case there are, these should be notified immediately. In the event these were not announced, the repairs will be charged to the last person who reserved the vehicle.

The bus is parked on its yellow parking spot near the GR Building C entrance, near to the containers, chemin des Arpenteurs.

When back, the **driver will unload the material and proceed to cleaning the trailer in- and outside**, the key must be returned in its security box near the GR A1 382.

Additionally, the **driver must notify the kilometers traveled via the link automatically received by email** the next morning following the reservation. A flat rate of CHF 50.- will be charged if the mileage is not provided.

Fuel

Refueling must be done in **exclusively at a SOCAR station** and **with diesel only** (no biodiesel), if the tank shows to be less than half full.

The SOCAR card is included with the race book (valid in Switzerland only) in the glove box. Note the number of liters in the race book (no need to keep the receipt).

The SOCAR card code can be found on the vehicle key label.

In case of break-down

Contact the TCS, see documentation available in the vehicle's glove-box.

In case of accident

If the circumstances do require it, **immediately call the police at 117**, or maybe even the ambulance or the firefighters, if necessary.

If the circumstances and responsibilities in the accident are obvious, one simply needs to fill-in the official accident form which is available in the glove-box of the towing vehicle, take pictures of the damage, put the personal details of all parties involved and make sure all also sign the form. An original copy goes to each party (see instructions on the form).

The driver must then:

1. Contact any of the people listed below, as soon as possible after the accident:
 - Sylvain Coudret Tel. +41 21 69 33774 sylvain.coudret@epfl.ch
 - Karine Vernez Thomas Tel. +41 21 69 33740 karine.vernez@epfl.ch
 - Dominique Grandjean Tel. +41 21 69 32729 dominique.grandjean@epfl.ch
 - Secrétariat (M. Sudki) Tel. +41 21 69 33775 secretariat.gr-cel@epfl.ch
2. The driver must announce the accident to the Secretariat DII-Exploitation (Intendance DII, Tel. +41 21 693 52 22 and/or +41 21 693 50 38) as well as to the Vaudoise Assurance, Service courtier SR, Place de Milan, Case postale 120, 1001 Lausanne.
3. The repair costs will be covered by the unit to which the driver is affiliated.
4. In case of gross negligence, the driver will be totally charged directly for the repair costs.

NB

- A regular technical check-up is done by the GR-CEL.
- The driver and beneficiary of the reservation is responsible for the trailer's good functioning (tires, electrical charge, etc.) and reports any issue directly by email back to secretariat.gr-cel@epfl.ch.
- In case of negligence in driving or misuse of the vehicle, the IIE Direction and the ENAC Faculty reserve the rights to exclude the driver from the access to the Pool of service vehicles.