

The F-Car

§ 1 Background

These are the guidelines for the car belonging to the F-guild. The car is called the F-car and will be referred to as such for the rest of the document. Anyone who intends to rent the F-car must agree to the guidelines before each drive.

§ 2 Purpose and users

The F-car is an automatic Chevrolet Orlando with seating for up to 7 people including the driver.

The F-car is primarily intended support the F-guild in its activities. When the F-car is not being used for this, members of the F-guild can also rent the car for private purposes. All members of the guild are allowed to drive the F-car, provided they have a valid B driving licence. It is also allowed for old F-members to rent F-car with the possibility of reservation from the Car Supervisor.

§ 3 Booking

F-car is booked on the F-guild website. Members of the F-guild book the car directly at available times by logging in with their account.

The Car Supervisor and members of the Board and Council of Executives have the right to overbook reservations made by members for private use, at least five (5) days before the rental date. This may not be misused for private purposes. In the event of an overbooking, the overbooked person must always be notified as soon as possible.

Keys that have not been handed over within one (1) hour of the start of the booking will entitle another party to take over the booking. This does not apply to bookings made for F-guild activities.

Bookings may not exceed 48 hours. This does not apply to bookings made by the Car Supervisor, board members or Council of Executives members. Applications for dispensation for longer bookings must be made to the Car Supervisor. Refusal of a dispensation may be appealed to the Board, which may be contacted via styrelse@fsektionen.se. The decision of the Board cannot be appealed.

§ 4 Keys

The key to the F-car is kept in the Ledningscentral (MH:139), in the Maths Building. The key is signed for by the Car Supervisor, board member or a Council of Executives member. The recipient of the key must always be able to produce a valid driving licence.

Under no circumstances may the key be passed on to another party without first being acknowledged by the Car Supervisor, board member or a Council of Executives member. Failure to do so will render the last person to receive the receipted key liable. This does not apply if otherwise agreed with the Car Supervisor, board member or Council of Executives member.

§ 5 Responsibilities

The recipient of the key is responsible for the F-car until the key is again returned to the Car Supervisor, a board member or a Council of Executives member.

If damage occurs during private driving by F-guild members, the responsible person pays the deductible for the F-car.

If damage occurs when the F-car is used with normal attentiveness and for F-guild's business, the F-guild is responsible for paying the deductible. The Board of the F-guild decides what constitutes normal attentiveness and whether the driving was done in the for the guild's business.

Costs for parking errors, congestion tax, etc. will be charged to the person who received the key.

The F-guild never reimburses fines for traffic violations, regardless of whether the F-car was used in the F-guild's activities or not.

§ 6 Fueling

Refuelling is normally handled by the Car Supervisor. Should the amount of fuel not be sufficient for the purpose, the car is refuelled at any petrol station and the receipt is kept. When the keys are handed in, the renter fills in a payment form. Reimbursement is then paid to the account indicated.

The car is refuelled with diesel. The fuel filler cap is located on the right side of the car just behind the passenger door, and is opened by lightly pressing it.

§ 7 Load and seats

The maximum load capacity of the car is 550 kilograms including passengers (not including the driver). The car's rear seats can be folded to provide more cargo space.

§ 8 Parking, pick-up and drop-off

F-car is collected and returned in the car park south of the Mathematics Building unless otherwise agreed with the Car Supervisor, board or committee member. No parking ticket needs to be purchased at this car park.

If F-car is parked in a parking lot belonging to Lund University, no parking ticket is required provided the parking lot is marked zone:A. Otherwise, a parking ticket must be purchased.

§ 9 Cleaning

The person responsible for the F-car is responsible for ensuring that all rubbish brought into the car is also taken out. Failure to do so will result in a cleaning charge of SEK 200.

If you are not satisfied with the previous user's cleaning, contact Car Supervisor immediately before driving.

§ 10 Price

Members of the F-guild pay a starting fee of 150 SEK. The start-up fee includes 20 kilometres, after which it costs 5 SEK per started kilometre.

§ 11 Payment

After the rental, the person responsible for the F-car will be charged unless otherwise agreed with the Car Supervisor. The cost will be sent with the invoice to the mail address associated with the student ID. For persons without a student ID, the invoice will be sent to the agreed (email) address.

§ 12 Driving log

The driving log is kept in the F-car and if it is full, the Car Supervisor will be informed. The journal is filled in according to the instructions below.

- Date** - Date at the beginning of the run in the format YYYY-MM-DD.
Name - First and last name of the driver.
Phone number - Phone number of the driver.
Student ID - Driver's Student ID (e.g. ca1337ar). If no Student ID is taken, fill in the driver's email address.
Group - The committee or group in which the run is made. The codes in table 1 must be used to designate the group/committee. Free text answers may be applied only when none of the groups/committees fit.
Start - Meter setting at the start of the run.
Stop - Meter setting at the end of the run.
Signature - The driver's signature.

Code	Group/Committee
BOK	The Finance Committee
CAF	Hilbert Café
FAR	FARAD
FNU	Corporate Relations Committee
FREJA	FREJA
JUB	The Anniversary Committee
KRET	Secret Service
KUL	Ministry of Culture
NOL	The Fös
PROC	The Procession
PRY	The Facilities Committee
REV	The Auditors
SAMV	The Conscience
SAN	Ministry of Truth
SEX	Festivities Committee
STUD	Student's Educational Council
STY	The Board
VAL	The Nomination Committee
PRIV	Private driving by member of F-guild

Tabell 1: Codes for groups/committees

§ 13 Blocking a booking

If a member has driven the car on private business, and then has not paid the invoice for this before it is due, the possibility to rent the car is blocked until the previous unpaid invoice(s) are paid. If the member has a special reason why they should still be allowed to rent the car despite the suspension, the Board should be contacted.

§ 14 Accidents and damages

If you have an accident or damage your car in any way, no matter how minor, you must report it immediately to the Car Supervisor. Similarly, if you discover any defect in the F-car.

Failure to do so will result in a charge of 200 SEK to the person responsible.

In the event of an accident, never take the blame but let the police decide on liability. Do not drive on until the Car Supervisor has given the go-ahead.

If an unfamiliar warning light is illuminated in the F-car. Stop immediately if the car is in motion and check the meaning of the manual in the glove compartment. If it says that the car is going to the workshop, contact the Car Supervisor immediately for further instructions. Negligence resulting in damage to the F-car will be charged to the person responsible for the F-car.

§ 15 Collection and handling of personal information

By filling out the driving log the driver accepts that the Facilities Committee collects this information and treat it according to the principles of GDPR. The purposes are liability claims after damages, billing (when applicable) and contact reasons. The information will not be spread and it will be deleted within one year. To request a copy of your information or ask any questions, please contact prylm@fsektionen.se.

§ 16 Contact

If you have any questions about the F-car, please contact the Car Supervisor by email in the first instance. Contact details are given in table 2.

Post	Mail address
Car Supervisor	bil@fsektionen.se
Head of Facilities	prylm@fsektionen.se
President	ordf@fsektionen.se

Tabell 2: Contact details for the F-car managers