

Mobility Car Sharing

at CERN



CONTENTS

- Basic principles of car-sharing at CERN
- Locations of the car-parks
- Booking a car from the pool
- Changing a booking
- Cancelling a booking
- On-board computer
- Before travelling
- While using a car from the pool
- When you've finished
- IMPORTANT
- Assistance

Basic principles of car-sharing at CERN

- The car-pool is available to members of the CERN personnel and contractors' personnel who have:
 - a contractual link to CERN,
 - an email address registered in the CERN database,
 - authorisation to drive a CERN vehicle (V permit).
- Register with the car-pool at Mobility Center (Globe parking; Bldg 6167) for RFID card
- Bookings can be made at <https://www.mobility.ch/en/login/>
- Use for professional purposes only
- Conditions of use: [Operational Circular No. 4](#)
- Cars may be booked continuously for up to 4 hours per day
- Drop-off at the same location as pick-up

Locations of the car-parks

The cars available in these locations must be booked:

- Either on the internet (<https://www.mobility.ch/en/login/>),
- Using the [Mobility car](#) app,
- or through the 24/7 Mobility services switchboard (0848 824 812)

The cars are accessed using the Mobility card. Please keep your Mobility number and PIN code with you at all times.

Meyrin	Prévessin	LHC Experimental points
Building 4	Building 864	Building 2285 P2
Building 29	Building 866	
Building 30	Building 874	
Building 33	Building 892	
Building 36		
Building 40		
Building 54		
Building 57		
Building 124		
Building 513		

Booking - step 1

Customer portal

Reservation

Reservation

Templates

Last journeys

My reservations

Serial reservation

Reservation Abroad

Contact

Profile

Services

Route planner

Car Rental

Account

Reservation

Active subscription: **Mobility subscription employee Mobility**

Time	Station	Vehicle category
From: 25.03.15 11:30 To: 25.03.15 12:30	Enter a station i.e. Zürich or 5000	<input type="checkbox"/> Automatic cars only <input type="checkbox"/> Manual gearshift only <input type="checkbox"/> Selected veh. cat. only
From To Mar 2015 S M T W T F S 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4	<input checked="" type="checkbox"/> Meyrin Commune d... <input type="checkbox"/>	<input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Micro <input checked="" type="checkbox"/> Economy <input type="checkbox"/> Electro <input type="checkbox"/> Combi <input type="checkbox"/> Cabrio <input type="checkbox"/> Emotion <input type="checkbox"/> Select all
Extended search	Extended search	Extended search
Calculate price	Serial reservation	Availability
Inquire about reservation		

1) Choose the date, time, location and the category of the vehicle.

<https://www.mobility.ch/fr/login/>

Booking - step 2

Customer portal

Reservation

Reservation

Reservation

Templates

Last journeys

My reservations

Serial reservation

Reservation Abroad

Contact

Profile

Services

Route planner

Car Rental

Account

Active subscription: **Mobility subscription employee Mobility**

Time	Station	Vehicle category																																																	
From: <input type="text" value="26.03.15"/> <input type="text" value="06:00"/>	Enter a station <input type="text" value="i.e. Zürich or 5000"/>	<input type="checkbox"/> Automatic cars only <input type="checkbox"/> Manual gearshift only <input type="checkbox"/> Selected veh. cat. only																																																	
To: <input type="text" value="26.03.15"/> <input type="text" value="07:00"/>	<input checked="" type="checkbox"/> Meyrin Commune d...	<input checked="" type="checkbox"/> Micro <input checked="" type="checkbox"/> Economy <input checked="" type="checkbox"/> Electro <input checked="" type="checkbox"/> Combi <input checked="" type="checkbox"/> Cabrio <input checked="" type="checkbox"/> Emotion <input checked="" type="checkbox"/> Minivan <input checked="" type="checkbox"/> Select all																																																	
<p>From To</p> <p>Mar 2015</p> <table border="1"><thead><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr></thead><tbody><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr></tbody></table>	S	M	T	W	T	F	S	22	23	24	25	26	27	28	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4		
S	M	T	W	T	F	S																																													
22	23	24	25	26	27	28																																													
1	2	3	4	5	6	7																																													
8	9	10	11	12	13	14																																													
15	16	17	18	19	20	21																																													
22	23	24	25	26	27	28																																													
29	30	31	1	2	3	4																																													
<input type="checkbox"/> Extended search	<input type="checkbox"/> Extended search	<input type="checkbox"/> Extended search																																																	

2) Send your booking request

3) Check that all the boxes are ticked

Reservation suggestions

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Time from	Time to	Station	Vehicle cat.	Reserve
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 26.03.15 06:00	Thu 26.03.15 07:00	Meyrin Commune de Meyrin	Economy	<input type="button" value="Reserve"/>

4) Book your car

Booking – step 3

Finalise reservation

From: Thu 26.03.15 06:00
To: Thu 26.03.15 07:00

Station: !

Vehicle category: Economy
Gearshift: Automatic or manual gearshift
Active subscription: Mobility subscription employee Mobility

Remark:

Discount code:

If you have a discount code or a voucher number, enter it in this field (all in capitals with no punctuation marks as comma, full stop, etc.).

How would you like to receive your reservation confirmation?

Type	Contact information	Calendar entry	
E-mail	a.kirchberg@mobility.ch	<input type="checkbox"/>	

- 5) Check the location of the car
- 6) Add any remarks
- 7) Complete your booking

Booking - step 4

- **Confirmation a booking**

Booking confirmations and modifications are sent to the address you entered in your e-services profile

- **Allow enough time**

Always ensure you have allowed enough time.

- **Late return**

Immediately inform the 24/7 Mobility Services switchboard on 0848 824 812

Confirmation de la réservation

Sélectionner l'abonnement : Abonnement Mobility employés Mobility (222603) ▼

Confirmation de réservation par e-mail

Ne pas envoyer de confirmation de réservation

Envoyer la confirmation à

Adresse 1: a.kirchberg@mobility.ch ▼ Envoyer l'entrée de calendrier é

Adresse 2: ▼ Envoyer l'entrée de calendrier é

Vous pouvez vous faire envoyer la réservation comme entrée de calendrier électro

Confirmation de réservation par SMS

Changing a booking

- You can change your current booking using the on-board computer
- Either:
 - on the internet (<https://www.mobility.ch/en/login/>),
 - using the Mobility car app (<https://m.mobility.ch/>),
 - or through the 24/7 Mobility services switchboard (0848 824 812).
- If an extension of your booking is not possible, please contact the 24/7 service switchboard immediately. Measures will be taken for the next user.

Cancelling a booking

- Either:
 - on the internet (<https://www.mobility.ch/fr/login/>),
 - using the Mobility car app (<https://m.mobility.ch/>),
 - or through the 24/7 Mobility services switchboard (0848 824 812).

It is always possible to cancel a current booking through the on-board computer.

On-board computer

- Safety and access control
- Activation and deactivation of the central locking system
- Modification of the current booking
- Deactivating the immobiliser by swiping the RFID card on the checkpoint
- Emergency call to the 24/7 Mobility Services switchboard



Before travelling

- Check for any existing damage before travelling. If any, immediately report it to the car-pool and mention it on the log book stored in the glove compartment;
- In the glove compartment of your vehicle, a so-called RFID card replacement is available. This can be used in exchange for your defective or broken card. It must be enabled by calling the Central Services Mobility 24/7 (0848 824 812). It then becomes your main card upon activation. You will be serviced remotely and immediately.

While using a car from the pool

- Should you need fuel, use the CERN fuel card attached to the car-key in one of the CERN filling stations:
 - Meyrin filling station located at [Building 130](#)
 - Prévessin filling station located at [Building 867](#)
- If the ignition is switched off for more than 2 minutes, the anti-theft system is activated and the vehicle will not start. Deactivate the anti-theft system by swiping your RFID Mobility card over the reader on the windscreen.
- Always open and close the vehicle using your RFID Mobility card.
- To extend your booking, use the dedicated app or the on-board computer.
- If an extension of your booking is not possible, please contact the 7/24 service switchboard (0848 824 812) immediately. Measures will be taken for the next user.

When you've finished

- When you're ready to return the car, please drop it off at the same place as you picked it up,
- Cut the engine,
- Switch off the headlights and any other electrically-powered device. Put the key in the glove compartment or in the place indicated. Place your Mobility card on the Mobility Checkpoint located on the outside of the windscreen until the central-locking system is activated.
- If you're returning the vehicle before the end of the booked slot, terminate the booking by pressing on the ResEnd button on the on-board computer and confirm by pressing: Yes,
- Return the vehicle key to the glove compartment for the next user,
- Lock the doors by swiping your Mobility card over the Checkpoint on the windscreen.

Important !

- In the interest of all users, please abide by the following rules:
 - Keep the vehicle clean
 - Immediately report any damage to the car-pool
 - Return the vehicle on time
 - Cancel or terminate your booking if you no longer need the vehicle
 - Do not exceed the 4-hour maximum period of use
 - Please always leave the fuel tank at least a quarter full

We're counting on you !

Assistance

**CERN vehicle assistance
(breakdown, accident, tires, battery,
etc.):**

- During working days:

Service Desk

+41 22 767 7777 (Monday to Friday,
7.30 am to 6.30 pm),

- Outside working days:

PEUGEOT Assistance

0800 55 50 05 from Switzerland and
+41 44 746 23 95 from abroad

**24h/7 Mobility Assistance (access to
the cars, booking modifications, on-
board computer, etc.):**

0848 824 812 from Switzerland and
+41 848 824 812 from abroad