



## **Conditions governing the use of CERN cars in the framework of the CERN car-sharing service**

### **Article 1 - Scope and definitions**

- 1.1 The purpose of this document is to define the conditions of use of CERN cars in the framework of the car-sharing service.
- 1.2 The CERN car-sharing service (the "Service") provides authorised users, as defined below (the "Users"), with CERN cars on a self-service basis.
- 1.3 The following terms are used in this document:
  - CERN car-sharing service: a fleet of cars belonging to or rented by CERN and made available in the framework of its car-sharing scheme.
  - CERN site: all of the land made available to CERN by the State of Geneva, the Swiss Confederation and the French State.
  - Fenced part of the CERN site: the fenced areas of the CERN site, including the underground facilities.

### **Article 2 – Contact details**

#### **Mobility centre**

Building 6167

Telephone: 022 767 2228

Email: [car.sharing@cern.ch](mailto:car.sharing@cern.ch)

Opening hours: Monday to Friday, from 8 a.m to 12 p.m / from 01 p.m to 5 p.m.

#### **Assistance regarding CERN cars (breakdown, tires, battery...):**

During working days and opening hours: (Monday to Friday)

- Mobility Centre : opening hours from 8 a.m to 12 p.m / from 01 p.m to 5 p.m.
- Telephone: 022 767 2228
- Email: [car.sharing@cern.ch](mailto:car.sharing@cern.ch)

Outside working days and opening hours:

- PEUGEOT Assistance 0800 55 50 05 from Switzerland and +41 44 746 2395 from abroad.

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

Telephone: 0848 824 812 from Switzerland and +41 848 824 812 from abroad.

## Article 3 - Conditions of use

### 3.1 Booking

3.1.1. Members of the CERN personnel and contractors' personnel wishing to use the Service must first obtain an RFID card, which can be collected from the Mobility center on presentation of a valid CERN access card; to access the on-line car reservation website: (<https://www.mobility.ch/en/login/>).

3.1.2. Users of the Service can modify or cancel any reservation they make (provided that they do so before the planned starting time).

3.2 Once they have made a reservation, Users are bound by the general and special conditions of use defined below. Failure by a User to abide by these conditions may result in disciplinary action as defined in Chapter II, Section 5 of the Staff Rules and Regulations.

3.2.1 The following general conditions of use shall apply:

3.2.1.1 Use of CERN cars is governed by the provisions of Operational Circular No. 4 and document DSU-OF/DO/RH/6833<sup>1</sup>;

3.2.1.2 In all cases, use of the Service requires authorisation by the User's Department head or team leader (authorisation to drive a CERN vehicle – plus a Mission order if the vehicle is to be driven outside the authorised perimeter – plus an authorisation of journey CERN/place of residence).

3.2.2 The following special conditions of use shall apply:

3.2.2.1 To be authorised to use the Service, Users must, in addition to meeting the conditions set out in paragraph 3.1 above:

- be a member of the CERN personnel<sup>2</sup> or a member of the personnel of a contractor authorised by CERN to use the Service ("contractors' personnel");
- possess an e-mail address registered in the CERN databases;
- possess an RFID access card.

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<sup>1</sup> Conditions for the use of vehicles belonging to or rented by CERN by contractors' personnel with a contractual link to CERN

<sup>2</sup> As defined in Article S I 2.01 of the Staff Rules and Regulations

3.2.2.2 The cars of the CERN car-sharing service are made available to members of the CERN personnel and contractors' personnel in the framework of their activities at CERN and for professional use only:

- from 8.00 a.m. to 6.00 p.m. (**only a maximum of 4 hours is allowed to be booked during this period**)
- from 6.00 p.m. to 8.00 a.m. (**only a maximum of 14 hours is allowed to be booked during this period**)

3.2.3. Use of the cars for personal purposes is strictly forbidden

3.2.4. In case of “no show” means that car is booked but not used, a misuse reminder will be sent to the user. After two reminders for misuse of the system, the Mobility Center reserves the right to revoke the access card and user will no longer be able to use the service.

3.2.5. In case of abusive reservation time, a misuse reminder will be sent to the user. After two reminders for misuse of the system, the Mobility Center reserves the right to revoke the access card and user will no longer be able to use the service

3.2.6. In case of car not returned on time or not to the origin station, a misuse reminder will be sent to user. After two reminders for misuse of the system, the Mobility Center reserves the right to revoke the access card and user will no longer be able to use the service

3.2.7. In the event of any damage to a CERN car caused by the User, all the associated expenses will be charged to the relevant budget codes according to the current pricing schedule.

3.2.8. RFID access cards and the associated passwords are strictly personal and non-transferable. Cards may not be lent, rented or otherwise transferred to another person.

3.2.9. Users are given a copy of the conditions of use when they collect their card from the Mobility center. A user guide is also sent to them in the e-mail they receive to confirm their registration.

I have read and accept the terms and conditions mentioned here above in regards to the CERN car sharing service

CERN ID:

Date:

Signature: