Driving Permit

*for students borrowing official cars from Department of Biological and Chemical Engineering*

***Conditions for students’ use of official cars owned by Department of Biological and Chemical Engineering***In special cases, students may borrow an official car in connection with academic / education activities, especially collection of material for theses, or assistance in research projects, where public or other transport is not possible. Students can use the offical car within ordinary working hours (8.00-15.30).

***Filled out by the student***

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Phone number |  |
| E-mail |  |
| Student number |  |
| Purpose and destination |  |

The permit is granted on the condition that:

* the student holds a valid driver’s license
* the car is only used for the permitted official purpose
* the student is responsible for compliance with the provisions of the Road Traffic Act
* the student is aware that he/she is not covered by Aarhus University's industrial injury insurance and therefore has to take out private accident insurance.
* the student is familiar with the rules for driving official vehicles and other insurance matters.

***Filled out by section manager***

The permit applies to the licence number:

The permit applies to this date:

***To be signed by the student and the section manager***

Date Signature section manager

Date Signature student

*The permit must be brought in when the car is picked up along with the booking confirmation from Outlook.*

*After signing, the permit is sent to* [*bce@au.dk*](mailto:bce@au.dk) *with regard to journalizing.*