



ACCESS AND USE NORMS FOR CESAM VEHICLES

The vehicles of the Center for Environmental and Marine Studies at the University of Aveiro (CESAM) constitute a necessary working tool for the pursuit of excellent research by its integrated members. The vehicles are a common asset of the University of Aveiro, and therefore, it is advisable that they are in good condition, well-maintained, and clean, with their durability depending to a large extent on the behavior of their users. To respect everyone's work, changes or cancellations of reservations should be avoided. Thus, access to and use of CESAM vehicles adhere to the following points:

- 1- CESAM vehicles may only be driven by individuals affiliated with the University of Aveiro (Clerical Staff, Faculty, and Researchers).
- 2- The vehicles have parking spaces in the underground garage located between the Central and Rectorate building and the Department of Education and Psychology at the University of Aveiro.
- 3- The scheduling of vehicle bookings is managed by a staff member appointed by the Coordinator of CESAM.
- 4- Authorization and requisition requests must be made by completing the form, as attached in Annex 1, and sent to the email address cesam-viaturas@ua.pt.
- 5- Unless under exceptional and duly justified circumstances, requests should be submitted with a minimum of 48 hours and a maximum of 30 days in advance.
- 6- Reservations are made on a first-come, first-served basis. Changes or cancellations of a reservation can only be made, with proper justification, by the person who requested the reservation.
- 7- Documentation and car keys can only be collected between 17:00 and 17:30 on the day before the start of the booking.
- 8- If the mission ends after 17:00, documents must be left inside the vehicle in the UA underground car park and keys must be hand in to CESAM's administrative services by 09:30 on the following working day. If the mission ends before 17:00, the documents and keys must be handed in to CESAM's administrative services.
- 9- Vehicles can only be requisitioned for a maximum period of 14 consecutive days.
- 10- Exceptions can be made for vehicles needed for continuous tasks beyond the 14-day period mentioned in the previous point.
- 11- CESAM cannot be held responsible for the unavailability of vehicles due to unforeseen or last-minute reasons, such as breakdowns, maintenance, or other unavailability that may occur after the requisition.
- 12- Integrated members of CESAM are not charged for vehicle usage, except for fuel and toll expenses, which are the responsibility of the users.
- 13- It is the responsibility of each driver to fill up with the Ad-Blue product as soon as the warning light comes on, regardless of how many kilometers they have driven in the vehicle for the specific mission.
- 14- The driver of the vehicle is solely responsible for paying fines and penalties for violating road traffic regulations.
- 15- The driver is also responsible for paying for the vehicle's repair in case of damage resulting from proven negligence.



- 16- Each user is responsible for checking for any visible damages to the vehicle during delivery or return. Any existing damage should be reported in writing, along with the return of keys, documentation, and any supporting material (such as photographs, which can be sent via email).
- 17- The driver must ensure the safety and condition of the vehicles, including:
 - a. Adhering to the Highway Code and other applicable legislation and regulations;
 - b. Reading the vehicle's instruction manual and considering warning lights and sounds, among other warning signals;
 - c. If the mission ends after 5:30 PM, leaving documents inside the vehicle in the UA underground parking lot and returning the key set to the CESAM administrative offices by 9:30 AM the next business day. If the mission ends by 5:30 PM, documents and keys should be returned to the CESAM administrative offices.
 - d. Completing the vehicle's daily log, found in the folder with its documents.
 - e. Reporting in writing or by phone (internal extension 25015 or 234 247 099) as soon as possible after the occurrence to the responsible staff member appointed by the CESAM Coordination and/or Direction, any anomaly related to the vehicle, including damage, theft, or robbery, missing components, accidents, or any other abnormal behavior.
 - f. Immobilizing the vehicle in case of an accident or serious breakdown according to the respective instruction manual and applicable legislation.
 - g. Returning the vehicle at the end of the task/mission with a fully fueled tank and in a cleanliness condition similar to when picked up.
- 18- Any case not covered by these norms is decided by the Coordination and/or Direction of CESAM.

O Coordenador do CESAM,
Amadeu Mortágua Velho da Maia Soares
full professor