



Ref. No. JU/09/01590/24

Vodnany, 20th May 2024

Dean's Measure No. 13/2024 on Ensuring the Transport Operation and on Business Trips and Personal Travels at the FFPW USB

1. The positions of dispatchers were established to provide the effective flow of the car fleet at the FFPW USB. Each part of the FFPW USB has an authorized dispatcher: RIFCH Vodňany – Dipl.-Ing. Jaroslav Frajman, MEVPIS Vodnany – an assistant of the head of Management Section, IAPW České Budějovice – Petra Tesařová, ICS Nové Hradý – Michal Macho, DiS. The dispatcher continuously manages, controls, and directs the car traffic in the relevant unit/department with the aim of operating car traffic at the FFPW USB efficiently, without any complications, and safely. The affiliation of vehicles to individual units is indicated in the reservation system on the FFPW USB website.
2. Only staff of the FFPW USB (exceptionally, employees of the USB after prior approval by the Registrar of the FFPW USB) with the appropriate driving license and the training of drivers of company vehicles may use the faculty vehicle.
3. Vehicles are provided with a GPS system because of their monitoring. The effectiveness of vehicles' use is checked by the dispatcher. The electronic list from the logbook of a vehicle will be provided to the driver by the dispatcher upon request. It is also used to process travel orders for all employees.
4. CCS cards are intended for the purchase of fuel, highway signs, operational content for cars, and the use of a washer. Other purchases are prohibited.
5. All employees must reserve a vehicle via the reservation system on the FFPW USB website. Outside the internal internet network of the FFPW USB, for security reasons, it is only possible to connect to and work in the reservation system with the VPN enabled. The vehicle will be automatically assigned. In case of any change or cancellation of the vehicle reservation, the dispatcher will be notified directly by the person who made the reservation in the system. The reservation must be made only for the time necessary to execute the business trip. It must also state the destination and the reason for the trip and the driver of the vehicle. Any changes in the destination must be entered immediately into the reservation system.
6. Keys to company vehicles are collected and returned to the following specific locations for individual parts of the FFPW USB:
 - (a) Main building of the FFPW USB in Vodnany - self-service box located at the entrance to the main building on the right-hand side. The mailbox can be opened by attaching the employee card to the JIS reader.
 - b) MEVPIS Centre - office of the Assistant of the head of the Management Section
 - c) The ZR building of the IAPW in České Budějovice - a mailbox is located on the ground floor, in the corridor opposite the door of the technicians' office. The mailbox is equipped with a three-digit code, which will be communicated by the Assistant Director of the IAPW on request.



(d) The IAPW building on Husova Street in České Budějovice – a mailbox is located on the ground floor, behind the door to the basement. The mailbox has a three-digit code, which will be provided by the Assistant Director of the ÚAOV on request.

(e) ICS in Nové Hradky – the office of the IT Officer.

Keys must be returned immediately after the trip. Unless otherwise arranged in advance with the dispatcher.

7. Spare keys to company vehicles are stored at individual parts of the FFPW USB in case of emergency:
 - a) Main building of FFPW USB in Vodňany - office of the Dean's Assistant
 - b) MEVPIS Centre - office of the Assistant of the head of the Management Section
 - c) IAPW "ZR" and Husova Street - office of IAPW technicians
 - d) ICS in Nové Hradky – the office of the IT officer
8. The CCS cards are stored in the vehicles at the individual parts of the FFPW USB as usual.
9. Car reservation is possible through the reservation system, which is located at: <http://rezervace.frov.jcu.cz/>. The dispatcher assigns vehicles to employees of the faculty based on early reservation in the system. In special cases, the dispatcher may change the order according to the importance of the vehicle use. If the reservation is not properly filled in, the dispatcher will cancel the reservation and notify the person who made the reservation.
10. In relation to transport efficiency, the dispatcher may join trips of employees to the same or similar destination. He/she may cancel the reservation after consultation with the head of a laboratory / a workplace or a Director, the Registrar, or the Dean of the faculty.
11. The vehicle can be used for private purposes by employees of the faculty (in exceptional cases of the university) after the reservation and the confirmation of the dispatcher in case no other employee needs the vehicle for a business trip. The private system is paid. The price list is placed on the common S-disc in the file: S:/000 INTERNÍ INFORMACE CELOFAKULTNÍ – GENERAL INTERNAL INFORMATION/010 PŘÍLOHY K OPATŘENÍM DĚKANA – ANNEX OF MD/AUTODOPRAVA CENÍKY – Price list of business cars rent. Business trips always have a priority over private trips.
12. In the same location on the S-disc, there is also a price list for the rental of company cars for the calculation of the supplemental activity. Price lists will be updated, if necessary, by the Economic office and will be provided with information on the date of the last update.
13. Each driver must put his/her identification card on a yellow scanner and check the switch right after starting the vehicle: 0 = business trip, 1 = private trip.
14. Each driver must report to the dispatcher any defects and damages to the vehicle before departure. If he/she does not do that, he/she is responsible for the financial compensation. Every driver is responsible for the damage caused to the vehicle.
15. Each driver is obliged to return the car in a clean condition and with at least one-third of the fuel in the tank. Any damage to the vehicle or breakdown must be reported immediately by the driver to the dispatcher after or during the trip (depending on the type of damage).
16. If the employee does not agree with the dispatcher's decision, he/she may refer to the Directors of Institutes, the Registrar, or the Dean of the faculty.
17. For private trips abroad, the faculty vehicle will be lent only after submitting a copy of health insurance to journey abroad. The insurance must include both the driver and all passengers. Transportation of people abroad without health insurance is strictly forbidden.



18. A business trip of an employee must be approved by a direct supervisor. Without the approval of the supervisor, it is forbidden to use company cars.
19. The Director of the relevant part is responsible for the car traffic and the Registrar of the faculty is responsible for the Dean's office.
20. The FFPW USB also has electric vehicles, the use of which has the specifics listed below. The abovementioned points are practiced on electric vehicles and their use where relevant (see irrelevant point 13, use of CCS cards for the purchase of fuel, etc.)
 - Before the first use of the electric vehicle, an employee or a DSP student of the FFPW USB must get acquainted in detail with the operating instructions for the car and the charging station, see link **S:\100 PROVOZNÍ INFORMACE - OPERATING INFORMATION\Návody k obsluze_instruction manuals\Elektromobil Škoda CITIGOe iV**
This acquaintance will be confirmed by a signature upon receipt of the keys at the dispatcher before the first use of the car.
 - All instructions for using the electric car and the charging station are also physically stored in the car in the front passenger compartment of the dashboard.
 - Charging stations owned by the FFPW USB are located at the Dean's Office building (Zátiší 728/II), the MEVPIS Building (Na Valše 207) in Vodňany and in České Budějovice in the ZR Building (Na sádkách 1780). It is recommended to charge at these stations. If the employee decides to charge in a different way than at these stations, he/she is fully responsible for any damage to the vehicle. The keys from the FFPW USB charging stations are enclosed on the car keys.
 - The employee is obliged to connect the electric car to the charging station upon arrival whenever the electricity balance indicator is below one-half (less than ½). In this case, he/she connects the vehicle to the charging station and starts charging. He/she locks the car and the charging station and hands over the keys to the dispatcher. The station automatically stops charging when the car is charged to its full capacity.
 - Employees are also advised to charge the electric vehicle during longer visits to Vodňany or České Budějovice.
 - The driver of the electric vehicle is obliged to plan the route with regard to the capacity of the drive unit (battery). Cables (in the luggage compartment) for charging from commercial charging stations or 230V sockets are located in the car for possible complications with return.
 - Electric vehicles cannot be used for private trips.

Possible exceptions are decided by the Dean of the faculty.

This Dean's Measure comes into effect on 20th May 2024.

This Dean's Measure cancels Dean's Measure No. 17/2020.

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Dean of FFPW USB