Pannon Egyetem
University of Pannonia

Operation and Usage Policy of Motor Vehicles

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The Operation and Usage Policy of Motor Vehicles (hereinafter referred to as: "**Policy**") issued by the University of Pannonia (hereinafter referred to as: "**University**") on the basis of the University's Organisational and Operational Rules (hereinafter referred to as: "**OOR**"), Part I Organisational and Operational Rules of Procedure (hereinafter referred to as: "**OORP**") approved by the Senate of the University of Pannonia and adopted by the Foundation for the University of Pannonia acting as the operator exercising founders' and ownership rights (hereinafter referred to as: "**Operator**") and on the basis of the resolution by the Board of Trustees on the rules of procedure for adopting the regulations of the University of Pannonia by the Board of Trustees is as follows:

Chapter I

INTERPRETATIVE PROVISIONS

1. §

Definitions and relevant legislation

For the purposes of this Policy:

(1) *Motor vehicle:*
- cars,
- passenger minibuses,
- minibus for school enrolment,
- lorries/trucks,
- electric motor vehicles,
- vehicles used for loading (e.g. fork-lift truck),

(2) *University's vehicles:*
- a centrally-operated motor vehicle owned or used by the University, and
- a vehicle owned or used by the University and operated by an organisational unit.

(3) *Operator:* the organisational unit that uses the vehicle in question and bears the costs of its operation.

(4) *Vehicle driver:* a person who is indicated on the journey form as the driver of the vehicle.

(5) *Use for official purposes:* the use of a motor vehicle in the performance of the University's duties, including travel between the University's headquarters/premises and the place of work.

(6) *Private use:* the use of a motor vehicle for purposes other than official purposes.

(7) *Use of vehicle for private purposes:* the use of the University's motor vehicle exclusively for commuting purposes based on an authorisation provided for in this Policy.

(8) *Commuting to work:*

a) interurban (long-distance) travel for work purposes between the domicile or the habitual residence located outside the administrative boundaries and the place of work without using local transport.

b) daily commuting to work and back home between the domicile or habitual residence located within the administrative boundaries and the place of work, if it is impossible for the employee to reach the place of work by local or interurban public transport because of its geographical location, or if the employee can reach the place of work by a form of local public transport the route of which has been specially designed or modified to ensure access to the employer's premises outside the municipality.

(9) *Vehicle tax:* the tax defined in Article 1 of Act LXXXII of 1991.

(10) *Company car tax:* the tax defined in Articles 17/A -17/C of Act LXXXII of 1991.

(11) *University property*: property owned or used by the University, which leaves University premises in accordance with the applicable rules.

(12) *Own-fault damage event: any damage caused to the vehicle itself or any damage caused by the vehicle that cannot be claimed under the compulsory third-party liability insurance.*

(13) Laws and regulations taken into account in the drafting of the Policy:

- Act C of 2000 on Accounting (hereinafter referred to as: Accounting Act);
- Act CXVII of 1995 on Personal Income Tax (hereinafter referred to as: PIT Act)
- Act LXXXII of 1991 on Vehicle Tax (hereinafter referred to as: VehAct);
- Act LXII of 2009 on Compulsory Motor Vehicle Third Party Liability Insurance;
- Decree 89/1988. (XII.20.) issued by the Council of Ministers on Road Transport Services and the Operation of Road Vehicles;
- Government Decree No 60/1992 (IV.1.) on the accounting of fuel and lubricants consumed by road motor vehicles and certain power machinery used for agricultural, forestry or fishing purposes without a receipt;
- Decree No 5/1990 (IV.12) of the Ministry of Transport, Building and Urban Affairs on the Technical Inspection of Road Vehicles
- Government Decree No 261/2011 (XII.7.) on contract road transport services, own-account transport of goods as well as contract passenger transport services by coach and own-account transport of passengers, and amending related legislation;
- Government Decree No 39/2010 (II. 26.) on the Reimbursement of Travel Expenses Related to Commuting to Work;
- Procurement Policy.

Chapter II

GENERAL PROVISIONS

2. §

Aim of the Policy

The purpose of the Policy is to define the use and operation of the University's vehicles, as well as the rules for bearing the costs and assuming liability.
The Policy governs the use and operation of the University's vehicles, taking the rules of asset management into account.

3. §

Scope of the Policy

(1) The personal scope of the Policy shall extend to all the Faculties, comprehensive organisational units and organisational units (hereinafter collectively referred to as "organisational units") of the University named in the OORP, as well as to people employed by or otherwise engaged in an employment relationship with the University.
(2) The material scope of the Policy shall extend to:
   a) motor vehicles centrally operated and used by the University,
   b) motor vehicles operated and used by the University's organisational units,
   c) the use of passenger and goods transport services provided by external service providers.
(3) The rules for the use and operation of electric motor vehicles shall be laid down in the relevant Chancellor's Directive.

4. §

Criteria for vehicle driving

(1) The University's vehicles may be driven by anybody who
   a) holds a Permission to Drive a Motor Vehicle and Declaration of Liability (hereinafter referred to as: "Permission" (Annex 1)) issued to the vehicle in question.
   b) possesses the valid documents and driving licence required to drive a vehicle of the category in question;
   c) meets all the requirements imposed on the driver by the Highway Code.

(2) The person in managerial position exercising the right to issue work-related instructions shall issue 2 copies of the Permission.
(3) Drivers accept the Permission by signing it.
(4) The driver shall keep the original of the Permission in the vehicle.
(5) The second copy of the Permission shall be sent to the Logistics Department of the Directorate of Legal Affairs and Procurement where it will be filed.

5. §

General rules on the use of vehicles

(1) The University's motor vehicles – except as provided for in Article 7 of this Policy – may be used for the performance of tasks related to the activities of the University defined in its Deed of Foundation.
(2) The minibus is intended primarily for enrolment purposes and may be used by prior arrangement during periods not covered by this activity.
(3) The use of vehicles for private purposes shall be subject to the provisions of this Policy.
(4) The vehicles may not be used for road freight and passenger transport (contracted) activities outside the scope of the University's activities.
(5) The use of motor vehicles shall be permitted only if it can be linked to a cost centre and the necessary financial coverage is available.
(6) All the costs incurred for vehicles in the management and use of an organisational unit shall be borne by the organisational unit.
(7) The documents required for the use of the University's vehicles:
   a) vehicle's registration certificate,
   b) insurance documents,
   c) journey form,
   d) fuel card,
   e) Permission to Drive a Vehicle,
   f) the driver's valid driving licence.
(8) If any document required by the authority is missing or invalid, the vehicle may not be used on the road. The driver of the vehicle shall in all cases check if he or she has the documents with him or her and if the documents are still valid. Only vehicles on which the operator has paid company car tax, as required, may be used for official purposes.
(9) The vehicle registration card of the University's vehicles shall be kept under lock and key by the Directorate of Legal Affairs and Procurement.

6. §

Rules for the handover of vehicles

(1) The Logistics Department of the Directorate of Legal Affairs and Procurement shall manage the handover of vehicles under centralised operation and use. The Technical and Procurement Office of the Secretariat of the University Centre of the University of Pannonia in Zalaegerszeg shall take care of the handover of vehicles in Zalaegerszeg.
(2) The handover of vehicles operated by the various organisational units shall be carried out by the person designated by the head of the given organisational unit.
(3) The vehicle shall be handed over in the condition as jointly inspected by the parties, with any defects and damages recorded in a report (Annex 7).
(4) The University's vehicles shall be parked in their designated place at the registered office or the premises of the University after the performance of the duties.
(5) In the case of a scheduled change of drivers, the driver shall leave the vehicle at the registered office or premises and hand the documents required for driving over to the next driver. The vehicle shall be handed over in a clean condition both inside and outside.

7. §

Use of vehicles for private purposes

(1) The use of a university vehicle for private purposes is permitted under the following conditions:
   a) The private use of a motor vehicle may be permitted if the vehicle is not necessary for the performance of tasks related to the core activities.
   b) A university employee (hereinafter referred to as: "user") may use a university car for private purposes only for commuting to work.
   c) The Request for Private Use (Annex 5) shall be submitted to the Logistics Department of the Directorate of Legal Affairs and Procurement. The request will be examined by the Logistics Department and, if the use of the vehicle for private purposes does not jeopardise the performance of the University's core duties, the authorisation will be prepared and sent to the Rector and the Chancellor for decision.
   d) The Authorisation for Private Use (Annex 6) shall be issued jointly by the Rector and the Chancellor. The Authorisation shall specify the domicile or habitual residence and the place of work. The Authorisation permits the use of a university vehicle for private purposes only between the domicile or habitual residence and the place of work.

e) In the event of a change in the domicile or habitual residence of the user, the user shall immediately notify the Logistics Department, which will ensure that the Authorisation is amended. The amendment of the Authorisation shall be subject to the rules for issuing an authorisation.
f) If the place of work of the user changes, the manager exercising the right to issue work-related instructions shall immediately notify the Logistics Department of the change. In such a case, the rules on the amendment of the authorisation shall apply.
g) Private use shall not generate income or revenue for the user.

(2) Whenever an official vehicle is used, the user shall keep a journey form and clearly indicate if the vehicle is used for official or private purposes, the place and time of departure and arrival, the distance travelled and the odometer reading. On the basis of the journey form, the user shall draw up a monthly summary of the private mileage for the month in question and certify it by signing it. The manager exercising the right to issue work-related instructions shall verify the proper maintenance of the journey form, the monthly summary thereof and the fact that the private use was exclusively for the purpose of commuting to work and shall document it by signing it. The original of the monthly summary, any invoicing request and the supporting documents shall be sent to the Logistics Department by the 5th day of the month following the month in question. Reimbursement of the cost of private use shall be made by the cost centre where the cost was originally incurred. The Logistics Department shall forward any invoicing request and the supporting documents to the Directorate for Economic Affairs by the 10th day of the month following the month in question.

(3) The use of an official vehicle for private purposes is subject to payment.

(4) Costs (both direct and indirect) incurred for private use shall be reimbursed by the user according to the following rules:
a) the cost calculated by multiplying the flat-rate standard by the mandatory fuel price published monthly by the tax authorities, and
b) a standard car cost of HUF 20 / km, based on the distance of the round trip measured on the public road.

(5) A sample calculation of costs incurred for private use (both direct and indirect) is set out in Annex 4.

(6) The University shall issue an invoice to the user for the costs of private use.

(7) If private use is for the purpose of commuting to work, the employee shall receive a tax-free payment of HUF 20 / km as reimbursement of expenses for the days spent at work, taking the distance between the place of work and the habitual residence (to and back) into account.

Chapter III

RULES FOR VEHICLE REQUISITION AND USE

8.§

Rules for vehicle requisition

(1) The University's vehicles shall be requested in writing on the *Vehicle Requisition Form (Annex 2).*

(2) The Vehicle Requisition Form shall indicate the cost centre providing coverage for costs, which shall also constitute a commitment to charge the costs of the service provided to the specified cost category.

(3) The Vehicle Requisition Form shall be submitted to:

a) the Directorate of Legal Affairs and Procurement when requesting passenger transport;

b) the Logistics Department of the Directorate of Legal Affairs and Procurement when requesting a truck or fork-lift truck for goods transport and loading, with driver.

Vehicle requisitions may be approved by the Director of Legal Affairs and Procurement or, in the event of his/her absence or incapacity, by the person authorised by the Chancellor in writing.

(4) When making a decision, it shall be taken into account whether the provision of the vehicle is necessary for the performance of the tasks of the organisational unit and whether the legitimacy of the request has been substantiated by the head of the organisational unit.

(5) The head of the organisational unit making the request shall be responsible for the validity of the justification given in the request, its appropriateness and the considerations relating to the criteria of economy.

(6) The Vehicle Requisition Form is the document justifying the need for the transport task and shall therefore be completed as a basic document for each day of performance, provided that the transport task can be planned in advance. It may be completed in blocks for several consecutive days.

(7) It is not necessary to fill in the Vehicle Requisition Form if the commitment or authorisation for the transport is justified by other means (e.g. via material requisition).

(8) For minor transport tasks to be carried out within the territory of the main campus or other premises by vehicles under centralised management, written orders by e-mail, indicating the cost centre to be charged, are also acceptable.

(9) Requests for motorway vignettes and foreign tolls shall be indicated in advance on the Vehicle Requisition Form. The cost of the motorway vignette and the foreign toll shall be borne by the organisational unit ordering the transport.

9.§

Ensuring the availability of vehicles

(1) The Logistics Department of the Directorate of Legal Affairs and Procurement is responsible for scheduling the provision and allocation of vehicles under centralised management.
(2) Vehicles under the management of the University's organisational units shall be made available by the head of the organisational unit. The head of the organisational unit shall be responsible for the justification and validity of the transport requests, as certified by his or her signature on the journey form.
(3) When ensuring availability/allocating vehicles, it shall be ensured that the vehicles will be used in the most economical way possible (e.g. carpooling in case of same-route or same-destination requests, in consultation with those concerned) and requests shall be prioritised (based on the justification of the request and consultation with those concerned).

10.§

Use of private motor vehicles

(1) University employees' own vehicle may be used to perform university duties only if a university vehicle cannot be provided at the time, the head of the organisational unit with ample financial resources instructs to do so and the employee having a private vehicle accepts the assignment. In the event of the occasional use of a private vehicle, the rules for travelling on business shall apply in accordance with the provisions of the OOR, Part II: Employment Requirement System.
(2) The list of university vehicles is available – after logging into the system – on the University's website, among the documents Directorate of Legal Affairs and Procurement.
(3) A flat-rate monthly mileage allowance may be granted to each job for those who regularly perform duties that can only be performed by car, as set out in the OOR, Part II: Employment Requirement System.

11.§

Use of passenger and goods transport services

(1) For the transport of persons or goods, an external service provider may be used only if no university vehicle is available during the requested period, or the vehicle's capacity or load capacity is not sufficient for the task, or if the geographical distance or economic considerations or other circumstances (e.g. no driving licence) justify this.
(2) The approval to use passenger and goods transport services shall be governed by the list referred to in Section (2) of Article 10 herein.
(3) To request the transport of persons or goods, a purchase requisition must be sent to the Directorate of Legal Affairs and Procurement.
(4) Purchase requisitions shall be governed by the Procurement Policy.
(5) In accordance with the Procurement Policy, the purchase requisition shall contain, in particular, the name of the service, a justification for the request pursuant to Section (1), i.e. an indication of why the passenger or goods transport task is to be performed by using an external service provider.

12. §

Liability of the driver

(1) The driver of a university vehicle must always check before departure that the vehicle is in a roadworthy condition and in good working order and must make sure that the vehicle has all the required accessories and complies with the requirements of the Highway Code in every respect.

(2) It is forbidden to set off with a vehicle that is defective and unsuitable for driving on public roads in a lawful manner. Such a condition shall be reported immediately to the manager authorising the use of the vehicle.

(3) The driver of a motor vehicle is personally responsible for complying with the rules of fitness for driving laid down by the Highway Code and for complying with the rules of the Highway Code, and in the event of a breach of these rules, the driver of the motor vehicle shall be personally liable. The vehicle must not be allowed to be driven by anybody than the authorised driver, except if it is vital to avoid a situation which could endanger personal safety or human life. The driver of the vehicle shall be fully liable for any resulting damage.

(4) The driver of a university vehicle shall monitor the safety equipment and the proper operation of the vehicle after the vehicle has started and throughout the entire journey. If the driver detects any sign of a technical fault while the vehicle is in motion, he or she shall exercise utmost caution to prevent any possible damage to the vehicle and to ensure road safety. If justified, the driver must stop the vehicle and make sure the fault is identified or rectified or the vehicle is taken to a garage. Until the fault has been rectified or the vehicle has been taken to a

garage, the driver of the vehicle must ensure that the vehicle is safeguarded.

(5) Persons and passengers not employed by the university, not involved in the performance of duties related to the core activity, and not indicated on the vehicle requisition form may be transported in a university vehicle only at their own risk.

(6) In the event of a violation of the rules of the Highway Code or any other violation, the University shall not be liable for any fine or penalty imposed as a result thereof (hereinafter referred to as: "penalty") or for any damage not covered by the University's insurance. The driver of the vehicle shall be fully liable to pay the penalty to the authority imposing the penalty or indemnify any injured party for the damages suffered, and to submit the necessary declarations/documents in this respect.

(7) The driver of a motor vehicle shall also be liable for compensation for any damage which the insurer is exempted from paying for reasons attributable to the driver (e.g. driving under the influence of alcohol).

13. §

Vehicle insurance, other damage

(1) Compulsory third party motor vehicle liability insurance shall be taken out for university vehicles. The Logistics Department of the Directorate of Legal Affairs and Procurement shall take care of the conclusion, cancellation and renewal of compulsory liability insurance.

(2) The organisational unit concerned shall make a request for the conclusion, maintenance or termination of a casco insurance to the Logistics Department of the Directorate of Legal Affairs and Procurement, which shall fulfil the request by making the necessary arrangements.

(3) Any damage resulting from breaking-into a vehicle, external vandalism or other non-traffic incidents shall first be reported in writing to the local police authority and then to the Logistics Department of the Directorate of Legal Affairs and Procurement. The official report shall be prepared by the Directorate of Legal Affairs and Procurement and signed by the Chancellor. The temporary storage of any non-University-owned equipment in a motor vehicle shall be the personal and financial responsibility of the driver. The University shall not be responsible for the existence or integrity of any non-University equipment stored in the vehicle.

(4) In the event of a road accident, a decision shall be made on the spot about the liability of the person causing the damage in accordance with the Highway Code and the official regulations, which shall be the driver's responsibility. If the driver of the other vehicle involved in the accident will not admit fault, the driver of the vehicle

shall in each case notify the competent police authority in order to clarify liability. In the event of a road accident, the Logistics Department shall be notified in writing.

(5) If the vehicle becomes inoperable, the driver of the vehicle shall arrange for it to be towed to the garage or to the central office or premises of the University. The University shall in all cases reimburse the relevant vehicle recovery costs against an invoice, however, if the liability of the user is established, the costs incurred shall form part of the damage within the meaning of Section (7) of Article 12 herein.

(6) In the event that the Casco insurance policy of the university vehicle is effected due to damage, the driver of the vehicle shall be liable to pay the specified insurance excess after the investigation of the circumstances of the damage, taking into account the result of the investigation.

(7) The Chancellor may, having regard to the circumstances of the accident, authorise the waiver of the provisions of Section (6) above.

(8) A report shall be made immediately after the occurrence of any incident causing damage to property during the operation or use of motor vehicles. The driver and the Logistics Department shall be jointly responsible for the preparation of the report.

(9) In case of personal injury, the Technical and Operational Directory must be notified in writing.

14. §

Tasks of the Directorate of Legal Affairs and Procurement

(1) The Directorate of Legal Affairs and Procurement shall perform the following tasks in connection with the operation and use of motor vehicles:

a) keep a record of the University's vehicle fleet, and process and archive the journey forms submitted;
b) keep a record of the Permissions to drive university vehicles;
c) arrange for the authorisation process for the private use of university vehicles and register the Permissions issued;
d) in the case of private use, verify the reimbursement of the costs to be paid by the user and forward the invoicing request and supporting documents to the Directorate for Economic Affairs;
e) keep a record of the registration certificates of university vehicles;
f) authorise and keep a record of the use of centrally managed vehicles;
g) prepare the accounting of invoices for fuel consumption;
h) administer fuel cards (issue, withdrawal, replacement, cancellation, modification, etc.);
i) manage motor vehicle insurance, preparing the selection of insurers;

j) take care of the administration of roadworthiness tests of vehicles under central management;
k) manage the purchase requisitions relating to vehicle maintenance;
l) take care of the administration of documents relating to motor vehicles;
m) draw up monthly accounts for vehicles managed centrally by the University;
n) give opinion on the acquisition, amortisation and sale of vehicles;
o) notify the insurance company and the authorities responsible for the registration of vehicles of any change in the vehicle fleet.
p) arrange for the processing of insurance claims in the event of damage to a motor vehicle;
q) prepare and send to the Directorate for Economic Affairs the documents for the reinvoicing of the costs incurred by the University in connection with the damage caused but to be passed on due to liability rules.

15.§

Tasks of organisational units

(1) The various organisational units shall perform the following tasks in relation to the vehicles under their management:
a) collect and archive the documents supporting the transport assignments;
b) prepare the monthly settlement of flat-rate fuel costs based on the journey forms and send them to the Logistics Department for checking;
c) submit the journey forms in full each month to the Logistics Department of the Directorate of Legal Affairs and Procurement;
d) prepare maintenance requisitions and request quotations for them;
e) make proposals to the purchase, amortisation and sale of vehicles;
f) safekeep the fuel cards they are responsible to manage;
g) ensure the timely renewal of the roadworthiness test of the vehicles under their management;
h) in the event of damage to a vehicle, immediately notify the Logistics Department and send the documents relating to the damage to facilitate insurance administration;
i) calculate the reimbursement to be paid by the user in connection with the private use of the vehicle and send the monthly summary and the invoicing request to the Logistics Department by the 5th day of the month following the month in question.

16.§

Reimbursement of expenses

(1) The *hourly cost / km* in the case of centrally managed vehicles, including transport related to the purchase of materials, other goods and passenger transport, shall be charged to the person or entity requesting the service on a monthly basis by the Logistics Department of the Directorate of Legal Affairs and Procurement on the basis of the records kept by them.
(2) The costs of the minibus kilometres for enrolment purposes for 2025 will be charged to the requisitors by the Logistics Department ex-post, at the beginning of the following year, taking into account the total mileage for the whole year. The calculated per-km costs for 2025 are set out in Annex 3. From 2026 onwards, the per-km costs will be based on the mileage of the previous year.
(3) The reimbursement shall cover the costs related to the operation of the type of vehicle concerned.
(4) The hourly cost / km reimbursement rate shall be determined once a year by the Directorate of Legal Affairs and Procurement on the basis of an ex-post calculation and shall be approved by the Chancellor.
(5) The applicable reimbursement rates are set out in Annex 3.

17.§

Fuel supply

(1) The fuel card allocated to the vehicle's registration number can be used to buy fuel to the vehicle.
(2) 'Fuel by the barrel' cards are available at Logistics Department of the Directorate of Legal Affairs and Procurement and at the Technical and Procurement Office of the Secretariat of the University Centre of the University of Pannonia in Zalaegerszeg for machinery that do not refuel on a regular basis.
(3) The driver shall assume full financial liability for the fuel card assigned to a registration plate number, while the competent purchases at the Logistics Department of the Directorate of Legal Affairs and Procurement and at the Technical and Procurement Office of the Secretariat of the University Centre of the University of Pannonia in Zalaegerszeg shall do the same with 'fuel by the barrel' cards.
(4) The operator shall monitor and account for fuel consumption. The accounting shall be based on the standard for the vehicle concerned as laid down in the applicable government decree.

18.§

Other costs

(1) If, during the use of the vehicle, the following items become urgently necessary for ensuring safe operation or due to damage or accident, they may be purchased against an invoice issued for the University as buyer (with its name and registered address indicated), in accordance with the relevant provisions of the University's Procurement Policy (extraordinary requisition requests), after professional consultation with the Logistics Department of the Directorate of Legal Affairs and Procurement:
    a) additives, lubricants and accessories necessary for safe operation;
    b) on-site repair, quick service.
(2) Motorway vignettes, carwash services, windscreen washer fluid and engine oil used for daily vehicle operation shall be purchased in accordance with the Procurement Policy.
(3) Following an incident of damage to the vehicle, the vehicle shall be repaired in accordance with the relevant provisions of the Procurement Policy.

Chapter IV

TYPES OF SUPPORTING DOCUMENTS AND THE WAY THEY ARE USED

19.§

Journey form

(1) The journey form shall be treated as document subject to strict accounting regulations.
(2) A separate block shall be opened for each vehicle.
(3) The operation shall be responsible for issuing the journey form on a daily basis.
(4) The driver of the vehicle shall fill in the journey form accurately and keep it in an event-driven manner. The journey form shall separately indicate the distance travelled on each road type and any stops made for the purpose of carrying out administrative activities.
(5) The Certificate of Performance shall be issued on the basis of the receipts relating to the material/transport service and other supporting documents as necessary.

(6) In the absence of a Certificate of Performance, the operator shall refuse to process the journey form and shall classify the fuel consumption as over-consumption.
(7) The journey form shall be accompanied by the fuel receipt, i.e. a detailed invoice. Any refuelling shall be proportionate to the kilometres travelled.

20.§

Monthly fuel amount, summary of distance travelled

(1) The operator shall enter the data of the daily journey forms in the summary. Based on this, he or she shall prepare a monthly summary of the vehicle's fuel consumption and mileage data.
(2) This summary shall form the basis for vehicle fuel accounting.
(3) In the case of private use, the summary shall show separately the place and time of departure and arrival, the distance travelled and the odometer reading for official and private use.
(4) The journey forms and the corresponding monthly summaries shall be filed in chronological order by vehicle and kept for five years.

21§

Fuel invoice

(1) The designated administrator of the operator compares the invoice received with the mileage summary and the fuel receipts and sends it to the Logistics Department of the Directorate of Legal Affairs and Procurement.
(2) The Logistics Department of the Directorate of Legal Affairs and Procurement shall be responsible for the preparation of the fuel invoice for payment, in cooperation with the organisational units concerned, in accordance with the provisions of the Regulation of Powers and Competence Relating to Financial Management.
(3) It is expected that the invoice is paid on time in order to avoid any possible interest for late payment and other legal consequences (e.g. cancellation of fuel cards).
(4) Justified or unjustified over-consumption is possible during the settlement process.
(5) Any vehicle causing overconsumption shall be checked and repaired if necessary.
(6) If the technical condition does not justify the overconsumption, the operator shall notify the Director of the Directorate of Legal Affairs and Procurement in writing of the overconsumption.

22

Insurance certificate

(10) The certificate of compulsory motor vehicle liability insurance shall be sent to the University by the insurer and forwarded to the relevant organisational units by the Logistics Department of the Directorate of Legal Affairs and Procurement. The Logistics Department shall keep the insurance certificate for vehicles in central operation and use and shall hand it over to the driver of the vehicle when the vehicle is handed over.

(11) The certificate of compulsory motor third party liability insurance shall be kept in the vehicle to which the certificate belongs.

Chapter VI

VEHICLE MAINTENANCE

23.§

(1) The operator is obliged to maintain the vehicle in a roadworthy and safe condition and to provide other additional equipment (e.g. winter tyres, snow chains, antifreeze window washer fluid, etc.) as required for the season.

(2) The operator shall have the vehicles inspected and repaired as necessary at a repair centre at regular intervals specified for the vehicle.

(3) The operator shall keep a maintenance logbook for each motor vehicle in which they keep a record of exactly when each repair was carried out and how much it cost.

(4) The servicing of vehicles shall be carried out, against an invoice, by a specialist garage in accordance with the Procurement Policy.

(5) One copy of the accident report shall be sent to the Logistics Department and one copy shall be forwarded to the head of the organisational unit concerned.

(6) The amortisation, withdrawal from service and sale of vehicles shall be carried out in accordance with the Disposal Policy of the University of Pannonia and the provisions of the University's Asset Management Policy.

Chapter VII

IMPLEMENTATION PROVISIONS

24.§

(1) This Policy shall enter into force on 10.03.2025. Senate Resolution No. 44/2025. (II.27.)

(2) When this Policy enters into force, the Operation and Usage Policy of Motor Vehicles, adopted by Senate Resolution 179/2023. (IX.28.), shall be repealed.

Chapter VIII

FINAL PROVISIONS

25.§

(1) The provisions of this Policy shall not apply to cases started before the effective date of this Policy.

(2) The short form of this Policy to be used in other Regulations is: OUPMV.

Chapter IX

ANNEXES

Annex 1: Permission to Drive a Motor Vehicle and Declaration of Liability
Annex 2: Vehicle Requisition Form
Annex 3: Reimbursement Rates
Annex 4: Cost Calculation Model for Private Use
Annex 5: Request for Private Use
Annex 6: Authorisation for Private Use
Annex 7: Sample Vehicle Handover/Takeover Record

These annexes can be downloaded from the University's website.

Place and date: Veszprém, 27th February 2025

Dr. János Abonyi	Zsolt Csillag
Rector	Chancellor