Annex 1
to the Operation and Usage Policy of Motor Vehicles

Pannon Egyetem
University of Pannonia

Veszprém,.....

Permission to Drive a Motor Vehicle

I, the undersigned ..... authorise ..... (mother's name at birth: ....., born on ....., identity card number: ....., driving licence number: ....., residing at .....), an employee of the University of Pannonia, to use the vehicle with the following identification information

registration plate number:
chassis number:
engine number:
vehicle type:

for carrying out tasks on behalf of the University and drive it throughout the entire route.
The driver is responsible for the University's vehicle and its accessories provided for the transport task. When the vehicle is not used, the driver must park it in the designated place for safekeeping and security reasons.

This authorisation is valid as of today: .....

.....
Manager having the right to issue work-related instructions

Signature of the person being authorised:

Copies:
1 copy to be sent to the driver
1 copy to be sent to the Logistics Department of the Directorate of Legal Affairs and Procurement

H-8200 Veszprém, Egyetem u. 10.
Phone: (+36 88) · 624-000 · www.uni-pannon.hu
kancellaria@uni-pannon.hu

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University of Pannonia

Declaration of Liability

By signing this document, I, the undersigned [NAME] (date and place of birth: ; mother's name: ; address:), acknowledge and accept responsibility for any payment obligations arising from the use of the vehicle provided to me for the performance of my job duties. This includes, but is not limited to, compensation for damage caused by my own fault or other incidents, fines for administrative or traffic violations, parking penalties, etc. I acknowledge my responsibility in connection with the use of the vehicle, particularly with regard to the following:

a) I will use the vehicle in accordance with its intended purpose;
b) I will ensure that the appropriate motorway usage authorization is obtained;
c) I will ensure that any parking and waiting fees are paid;
d) I will verify in advance that I have the necessary access and waiting permits;
e) I will use the fuel card exclusively for refueling the vehicle and for purchasing windshield washer fluid and AdBlue;
f) I will complete the trip log at the start of each journey and at all major stops;
g) When the vehicle is not used, I will park it in the designated parking area;
h) In the event of an incident, I will fill in the accident report form and supplement it with all required information and documentation, including the written admission of liability by the party who caused the damage, or, failing this, I will attach the police report received during the official proceedings;
i) I agree to cover damages beyond the deductible and pay the deductible part of the CASCO insurance (10% of the damage, but no less than HUF 100,000);
j) I will regularly check the validity of my driver's license;
k) At all times, I must use the vehicle in accordance with the applicable legislation (e.g., the Highway Code, the law on minor offences), regulations and permits;
l) I accept responsibility for any surcharges, fines or CASCO insurance deductibles resulting from failure to comply with the above and authorize my employer to deduct these amounts from my salary or other compensation.

I acknowledge that I am obliged to report to and cooperate with the Logistics Department of the Directorate of Legal Affairs and Procurement regarding any issue or irregularity related to the use of the vehicle, in order to ensure the prompt resolution of such problems.

Dated in Veszprém, on _____ 20___

.....
signature

Witness 1:
Name:
Address:
ID card no.:

Witness 2:
Name:
Address:
ID card no.:

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