UNIVERSITY OF PANNONIA

CHANCELLOR

Chancellor's Directive No. 13/2023. (XII.21.)
on the rules for the use of electric-powered vehicles
owned by the University of Pannonia

To: the deans of all the faculties and the heads of all the comprehensive organisational units and organisational units

Dear Colleague,

In line with the objectives set out in Government Resolution 1027/2016 (II. 9.) on further measures to promote electromobility, the University of Pannonia, under a Usage Agreement with the Directorate General for Public Procurements and Supply, hereby regulates the use, operation and cost accounting of electric-powered vehicles provided for use, in accordance with Section (3) of Article 3 of the Vehicle Operation and Usage Regulation, as set out in this Directive.

I. Purpose and scope of the Directive

The purpose of this Directive is to define the rules for the use, operation and cost accounting of four Volkswagen e-Golf electric vehicles (hereinafter referred to as "**e-cars**") provided for the use of the University of Pannonia (hereinafter referred to as "University") by the Directorate General for Procurement and Supply (hereinafter referred to as "**DGPS**").

This Directive applies to all faculties, comprehensive organisational units and organisational units of the University, as well as to all persons employed by the University, the employees of the Foundation for the University of Pannonia, and the employees of Egyetemi Centrum Kft. and Nereus Park Hotel Kft. owned by the University.

II. Conditions for usage, request for use and liability

1. To issue a permit authorising the driving of the e-cars, it is necessary to complete the Declaration of Liability forming Annex 1 to this Directive, have it signed by the requestor and the supervisor exercising managerial authority, and, in the case of non-university employees, signed by the Chancellor, and submit it to the Procurement Office of the Department of Legal Affairs and Procurement (hereinafter referred to as "Procurement Office"). The Procurement Office will forward the Declaration of Liability to the DGPS.

2. Based on the Declaration of Liability, the DGPS will issue the permit authorising the driving of state-owned vehicles and send it to the Procurement Office.

3. A person is entitled to drive the e-cars under this Directive only if he or she:
   a) has completed the Declaration of Liability form (Annex 1),
   b) holds the DGPS-issued permit to drive a state-owned vehicle,
   c) has attended the training related to usage and signed the relevant statement (Annex 2),
   d) has completed the data management declarations (Annexes 3–4),
   e) possesses the valid documents and driving licence required for the vehicle category,
   f) complies with all the requirements stipulated by the Road Traffic Act (Highway Code) for drivers.

Only those who have met the conditions outlined in Section 3 of Chapter II and have been registered by the Procurement Office are authorised to drive the e-cars.

Mandatory documents for driving the e-cars:

a) registration certificate,
b) insurance documents,
c) logbook,
d) fuel card,
e) DGPS permit for driving the vehicle,
f) valid driving licence for the driver.

In the absence or invalidity of any document required by law, the vehicle may not participate in road traffic. The driver shall check the presence and validity of all documents in every instance.

The use and operation of the e-cars covered by this Directive is voluntary, with the deployment being proposed by the person ordering the assignment and the Head of the Department of Legal Affairs and Procurement (hereinafter referred to as "DLAP").

4. Request procedure:

In Veszprém:

A person authorised to drive the e-car, including the employees of the Foundation for the University of Pannonia and those of Egyetemi Centrum Kft. and Nereus Park Hotel Kft., i.e. companies owned by the University of Pannonia, shall notify the Procurement Office in advance of their need to use the e-car. The Procurement Office will record this request in the booking system (hereinafter referred to as "booking"). Following this, the requestor shall immediately scan the Request Form (Annex 5), obtain signatures from the supervisor and, if necessary, the Chancellor, send it via email to e-auto@uni-pannon.hu, and retain the original form. A standing approval may be granted for regular travel on the same route; however, a booking shall still be made for the e-car. A designated staff member from the Procurement Office will notify the requestor via email regarding the approval of e-car use. If e-car use involves the requestor's business travel as an employee, the provisions of Part II of the Organisational and Operational Rules, Employment Requirement System also apply.

Approval of the e-car request is granted by the Director of the DLAP, or by a staff member authorised by them, provided that the requestor meets the eligibility criteria set out in Section 3 of Chapter II.

In Nagykanizsa:

The Director General of the University of Pannonia Nagykanizsa Circular Economy University Center (hereinafter referred to as "NUC"), via the authorised administrative secretary, verifies, manages and administers the eligibility requirements specified in Section 3 of Chapter II. Requests for e-car use shall be submitted at least 3 working days prior to the planned travel to the designated administrative secretary (pen.utazas@uni-pen.hu). The designated secretary at the Directorate records the request in the University Center's online calendar, completes Annex 5 based on the e-mail and seeks approval from the Director General of the University Center for the e-car use. Checking the logbook is the responsibility of the occupational health and safety officer of the University Center.

In Zalaegerszeg:

The e-car request is approved by the Director General of the Zalaegerszeg University Center (hereinafter referred to as "ZUC") using Annex 5. An authorised staff member from the Technical and Procurement Office checks the utilisation of the e-car.

5. Responsibilities of the people authorised to drive the e-car:

a) The proper use and preservation of the e-car, including the registration certificate, ignition key and fuel card;
b) In the event of damage, completing the accident report with all necessary data and documents, including, where applicable, the acknowledgement of liability by the party at fault, or, if absent, initiating police intervention;
c) The lawful and proper use of the e-car in accordance with legislation (e.g., the Highway Code, Misdemeanours Act) and internal regulations or permits, and for paying any fines or penalties resulting from failure to comply;
d) Reporting any problem or irregularity related to the e-car – to ensure timely resolution – during working hours to the Logistics Office, and outside working hours to the DGPS (assistance service), in accordance with the instructions included in the registration certificate, and cooperating as required;
e) Compliance with traffic laws and internal regulations concerning e-car use;
f) Maintaining a paper logbook, accurately recording the e-car's charging times and method (e.g., fast charge, rapid charge);
g) Returning the state-owned vehicle driving permit upon termination of employment;
h) If the e-car is charged individually against an invoice, submitting the invoice to the Procurement Office when returning the e-car.

6. Financial responsibilities of the people authorised to drive the e-car:

a) Their share of damage covered under CASCO insurance caused by their own fault while using the e-car, i.e. 10% of the damage value, but not less than HUF 50,000;
b) Compensation for other damages below the insurance deductible;
c) The cost of replacing lost keys, registration certificate or fuel card;
d) Any fines incurred during the use of the e-car.

7. Enforcement of financial liability:

a) The University shall, based on notification from the DGPS Government Vehicle Supply Directorate, deduct from the current salary and other entitlements of the person authorised to drive the e-car the value of any damage caused to DGPS for which the authorised driver is responsible;
b) If the authorised driver is a University employee, any outstanding debt not recovered by deduction shall become payable in full to the University on the employee's last working day, and from that date onwards, interest shall also accrue on the unpaid amount;
c) If the authorised driver is a University employee and a payment obligation is determined after the termination of employment, it shall be paid based on notification from DGPS or the University;

d) If the authorised driver is not a University employee, the value of the damage shall be invoiced to the employer of the person authorised to drive the e-car.

III. Duties of the Procurement Office

a) To maintain a register of persons authorised to drive the e-cars and of e-car bookings;
b) To forward to the DGPS the completed and signed liability declaration required for requesting the state vehicle driving permit issued by the DGPS;
c) To retain the documents completed for the issuance of the state vehicle driving permit;
d) To organise training and issue the state vehicle driving permits to applicants;
e) To report the e-car mileage (odometer reading) to the DGPS monthly, no later than the last working day of the relevant month, or at the time specified in the DGPS's request, via electronic means (e-mail);
f) In cooperation with the Department of Facility Management and Security of the Technical and Operational Directorate, to ensure that in Veszprém, at the lobby of Building B, there is always one (1) spare key available per e-car;
g) To take action to notify the DGPS when a new set of winter and/or summer tyres is required from the DGPS after at least every 40,000 km of mileage;
h) To coordinate mandatory periodic servicing and maintenance, including an annual air conditioning cleaning, and the repair of technical malfunctions through authorised brand service partners, and to inform the Logistics Office of the dates provided by the DGPS;
i) To inform the DGPS of upcoming mandatory maintenance five (5) working days in advance, taking into account the mileage intervals specified in the written notice.

IV. Duties of the Logistics Office

a) To coordinate and organise the recording of any damage to the e-cars;
b) At a pre-agreed time with the DGPS, to take the e-car to the authorised service center, or, if required, to have it delivered by the DGPS or a third party authorised by the DGPS;
c) In the event of a damage incident, to send the necessary documents to the DGPS within one (1) working day of the incident;
d) To report the damage to the DGPS without delay, a requirement which applies even if the damage is covered by the mandatory insurance of another party responsible for it;
e) To notify the DGPS in the event of a lost e-car ignition key or registration documents and arrange for replacement;

f) Based on mileage, to carry out repairs, replacements, and cleaning of parts and to record the completed operations;
g) Based on information from the authorised driver, to immediately notify the DGPS of any repair needs arising during the use of the e-car, preferably within one (1) working day;
h) To take action if parts replacement or repairs are required due to the negligence of the authorised driver or improper use of the e-car;
i) Within 24 hours of receiving a report or becoming aware, to inform the DGPS and the relevant authority by phone and e-mail (sending the original document simultaneously) in cases where:
    - the e-car was involved in an accident;
    - the e-car caused an accident;
    - the e-car was seized or at risk of seizure;
    - the e-car was confiscated, impounded or at risk thereof;
    - the e-car was stolen or went missing;
    - the e-car was partially or completely damaged;
    - the e-car was destroyed;
    - there was any change to the e-car's official markings (validation sticker, number plate);
    - documents, keys or other accessories relating to the e-car were damaged or lost;
    - the e-car's odometer was damaged or malfunctioned;
    - warranty or guarantee claims arose relating to the e-car;
j) In case of theft, to immediately send the police report and the vehicle's documents and keys to the DGPS;
k) Using the template in Annex 9, to prepare a monthly account of the variable costs associated with the Veszprém-based e-cars, attaching copies of supporting documents;
l) When preparing the monthly account, to separate costs relating to the use of e-cars by authorised drivers not employed by the University of Pannonia;
m) To forward quarterly all monthly accounts for all e-cars (Veszprém, Zalaegerszeg, Nagykanizsa), together with the payment vouchers and any invoice issuance requests, to the Director of the DLAP for professional verification and then to the Directorate for Economic Affairs;
n) To ensure that the e-cars are kept topped up with windscreen washer fluid and, if necessary, taken to a car wash for cleaning.

V. Special provisions for NUC and ZUC

Duties of the person(s) designated by the Director General of the University Center:

a) To forward the completed declaration of liability submitted by the requestor to the Procurement Office;

b) To retain the documents completed for the issuance of the state-owned vehicle driving permit;
c) To maintain a register of authorised e-car drivers and e-car bookings;
d) To coordinate the recording of damage to e-cars and carry out necessary repairs, including taking the e-car to the authorised service center at a pre-agreed time with the DGPS, or, if required, having it delivered by the DGPS or a third party authorised by the DGPS;
e) In the event of a damage incident, to send the necessary documents to the DGPS within one (1) working day;
f) To report the damage to the DGPS immediately, a requirement which applies even if the damage is covered by the mandatory insurance of another responsible party;
g) To notify the DGPS regarding the replacement of locks and keys in case of loss of the e-car's ignition key or registration documents;
h) To inform the Procurement Office at least after every 40,000 km of mileage if new winter and/or summer tyres are required;
i) To coordinate the organisation and execution of mandatory periodic maintenance, including annual air-conditioning cleaning, and repairs of technical malfunctions via authorised service partners;
j) To carry out repairs, replacements, and cleaning of parts based on mileage and to record the completed operations;
k) To inform the DGPS at least five (5) working days in advance about upcoming mandatory maintenance, taking into account the mileage intervals specified in the written notification;
l) Based on the authorised driver's reports, to immediately (preferably within one (1) working day) notify the DGPS and the Logistics Office of any repair requirements arising during e-car use;
m) To take action if parts replacement or repairs are required due to the authorised driver's negligence or improper use of the e-car;
n) Within 24 hours of receiving a report by the person authorised to drive the car or becoming aware of this, to notify the DGPS and the relevant authority by phone and e-mail (sending the original document simultaneously) if:

- the e-car was involved in an accident;
- the e-car caused an accident;
- the e-car was seized or is at risk of seizure;
- the e-car was confiscated, impounded or is at risk thereof;
- the e-car was stolen or went missing;
- the e-car was partially or completely damaged;
- the e-car was destroyed;
- here was any change to the e-car's official markings (validation sticker,

number plate);
- documents, keys, or other accessories relating to the e-car were damaged or lost;
- the e-car's odometer was damaged or malfunctioned;
- warranty or guarantee claims arose relating to the e-car;

o) In the event of vehicle theft, to immediately send the police report, the vehicle documents and keys to the Logistics Office;
p) Using the template in Annex 9, to prepare a monthly cost account based on submitted logbooks, e-car request forms and business trips, and to send it monthly to the Logistics Office;
q) To ensure that the e-cars are kept topped up with windscreen washer fluid and, if necessary, taken to a car wash for cleaning.

VI. Handover and return of e-cars

1. Persons authorised for handover and return

During working hours:

In Veszprém, the designated staff member of the Procurement Office; in Zalaegerszeg and Nagykanizsa, the person(s) designated by the heads of the University Centers are authorised.

Outside working hours in Veszprém:

The e-car must be parked in the designated parking space, and it is mandatory to connect the vehicle to the charging station. The ignition key, together with the registration document, must be handed in at the 24-hour reception. The e-car is to be returned on the following working day, during working hours, at the start of the working day.

Outside working hours in Nagykanizsa:

The e-car must be parked in the designated parking space, and the key handed to the receptionist on duty at the 24-hour reception of the Dormitory, with a handover/receipt declaration signed. On the following working day, the occupational safety officer will check the technical condition and the accessories of the car, and if the vehicle is undamaged, according to the handover and return procedure. Annex 6 is completed in two copies.

Outside working hours in Zalaegerszeg:

The e-car must be parked in the designated parking space, and it is mandatory to connect the vehicle to the charging station. The ignition key, together with the registration document, must be handed in at the 24-hour reception. The e-car is to be returned on the following working day, during working hours, at the start of the working day.

2. Procedure for handover and return

Handover and return shall in all cases be carried out using the form set out in Annex 6 to this Directive. During handover and return, the driver specified in the vehicle request and the staff member of the Procurement Office shall act.

2.1. Handover procedure

The person handing over the vehicle is entitled to hand over the e-car, with the handover/receipt form signed, and the recipient is obliged to accept it if all of the following conditions are met at the same time:

a) the e-car is in faultless, tested technical condition;
b) the e-car is clean and orderly;
c) the following items are handed over together with the e-car:
   - registration certificate,
   - document certifying the existence of the third-party liability insurance,
   - accessories required by the Highway Code,
   - accessories provided by the manufacturer of the e-car,
   - the e-car's user manual, service book and any other documents related to the use of the e-car not listed above,
   - logbook (until the electronic logbook system is introduced),
   - card(s) suitable for electric charging.

The recipient is required to present the permit entitling his or her to drive a state-owned vehicle.

The recipient accepts the e-car from the person handing it over by signing the handover/receipt form set out in Annex 6 to this Directive. By signing the handover/receipt form, the person handing over confirms, and the recipient certifies, the matters set out in this section, as well as that the e-car is in faultless, tested, operational condition and meets the requirements for participation in road traffic. Any previously undocumented damage observed by the parties at the time of handover shall be documented with photos.

The recipient may take over the e-car at the pre-agreed time from the person authorised to hand it over. The start of the usage period is the date and time of handover specified in the handover/receipt form. From this time onwards, the recipient bears all risks related to the use and operation of the e-car.

2.2. Procedure for returning the vehicle

The recipient is entitled to return the e-car, with the handover/receipt form signed, if all of the following conditions are met simultaneously, and the person handing it over is obliged to accept it under these conditions:

a) the interior of the e-car is clean and orderly;
b) together with the e-car, the following items are returned:
   - registration certificate,
   - document certifying the existence of the third-party liability insurance,
   - accessories required by the Highway Code,
   - accessories provided by the manufacturer of the e-car,
   - the e-car's user manual, service book and any other documents related to the use of the e-car not listed above,
   - logbook (until the electronic logbook system is introduced),
   - card(s) suitable for electric charging.
   - receipt verifying the electric charging.

VII. Rules for the use of e-cars

1. Charging of e-cars

E-cars may be charged at charging stations located on the University premises or at charging stations contracted by the University, exclusively with the use of e-cards.
If an unavoidable, urgent situation occurs in which charging at a University-located or contracted charging station is not possible, charging may only be carried out with an invoice issued in the name of the University (even if the person authorised to drive the e-car is not an employee of the University).
The list of contracted charging stations equipped with electric chargers is available on the website: https://molplugee.hu/hu/toltoink.
The driver must document the method of charging in the journey log: normal charging, fast charging, ultra-fast charging.

2. Procedure for reporting failures or damage involving e-cars

A person authorised to drive an e-car must take all reasonable steps to ensure that, at the accident site and after the accident, the necessary measures are taken without delay (e.g. during police investigation), and must complete the required documents (Accident Report Sheet, Damage Report Form) and immediately send them to the Logistics Office, while simultaneously notifying the DGPS contact person.

They must immediately request police intervention if personal injury occurred during the incident, or if the person responsible for the damage cannot be clearly identified. (Any costs of police intervention are borne by the University, except if the police determine that the incident resulted from a cause within the DGPS's sphere of interest.)

In the event of an incident or accident, the authorised driver must inform the competent authority that the e-car is not their property, and that they only hold usage rights originating from the DGPS. The authorised driver is liable for any damages resulting from failure to comply with this obligation.

In the event of theft of the vehicle, the driver must immediately notify the police and file a report.

3. Collection of the spare key

<u>In Veszprém:</u>

The Department of Facility Management and Security of the Technical and Operational Directory, in cooperation with the Procurement Office, ensures that one (1) spare key per e-car is available at the reception desk in Building B.

The following persons are authorised to collect the spare key: the designated staff members of the Department of Facility Management and Security of the Technical and Operational Directory, as well as the designated staff members of the Logistics Office and the Procurement Office.

<u>In Nagykanizsa:</u>

In the case of the University of Pannonia Nagykanizsa – University Center for Circular Economy, the spare key is available at the Secretariat of the Directorate (8800 Nagykanizsa, Zrínyi M. u. 18.). Persons authorised to collect the spare key: the Director General and the Deputy Directors General.

In Zalaegerszeg:

One (1) spare key belonging to the e-car is available at the reception no. 6 in Building "B". The persons authorised to collect the spare key are the Director General and the authorised staff member of the Technical and Procurement Office.

4. Assistance service

The GDPS provides 24-hour roadside assistance for the e-cars. The territorial scope of the service covers the entire territory of Hungary. In addition to the service offered by the e-car manufacturer, the service elements include roadside assistance, transport and 24-hour availability. The list of GDPS contact details is included in Annex 7.
Roadside assistance, in addition to the manufacturer's service corresponding to the vehicle type, may be used in the following cases and to the following extent:

a) In the event of a malfunction, the University is entitled to use the assistance service free of charge. A malfunction is defined as any sudden, unforeseen failure of the vehicle, including mechanical or electrical failure, and any defect resulting in the immediate immobility of the vehicle or endangering traffic safety. A malfunction also includes "self-inflicted" failures (discharged battery, being locked out of the e-car), as well as tyre punctures.

b) A malfunction that must be remedied at the University's expense includes failures that could have been avoided by the servicing prescribed and listed in the service booklet, as well as damage resulting from failure to perform the required maintenance. In such a case, the assistance service may be used, but the University must pay all costs arising from reasons attributable to the University.

c) Theft, vandalism, traffic accident and fire (except warranty-related failure) are not considered malfunctions, however, related limited assistance may be used by the University to the extent necessary.

The person authorised to drive the e-car must notify the Logistics Office of any malfunction occurring during use of the e-car – except for malfunctions resulting from an accident – during working hours, in all cases, before using the Assistance Service specified in Section VII.4. If the malfunction cannot be resolved in cooperation with the Logistics Office, the service provided by the GDPS must be used.

VIII. Accounting for usage costs

1. Based on the Use Agreement concluded with the GDPS, the costs borne by the University and the operational services provided by the GDPS in return for the usage fee in the year 2023 are as follows:

   The University's Usage Fee (fixed cost) amounts to HUF 77,037 gross per e-vehicle per month, which increases annually according to the consumer price index published by the Hungarian Central Statistical Office (HCSO). The annual usage fee is published on the University's website under the DLAP menu.

   The usage fee includes the following operational services:
   a) full vehicle insurance (third-party liability insurance and CASCO),
   b) claims administration related to damage events provided by the GDPS,
   c) organisation and execution of seasonal tyre changes, maintenance and storage of tyres,
   d) maintenance, repair and servicing,
   e) assistance service,
   f) GPS-based electronic trip-recording service.

2. Variable costs:
   a) the energy cost of charging stations installed at the University's headquarters and premises,
   b) energy purchased at charging stations contracted with the University,
   c) windshield washer fluid, de-icer, ice scraper, logbook,
   d) washing and cleaning fees, motorway vignette, etc.

   Accounting for energy consumption:
   a) average consumption of an e-vehicle: 20 kWh/100 km,
   b) kWh rates of charging stations located at the University's headquarters and premises in 2024:
      - Veszprém: HUF 126 gross/kWh
      - Nagykanizsa: HUF 136 gross/kWh
      - Zalaegerszeg: HUF 133 gross/kWh
   c) at contracted charging stations, based on invoice.

   Veszprém: If the person authorised to drive the e-vehicle is not an employee of the University, the cost accounting is carried out at the HUF/km rate specified in Annex 8. The HUF/km rate is determined on the basis of typical fixed and variable costs. The applicable HUF/km rate for the given year is published on the University's website under the DLAP menu.

The annual kWh rates of the charging stations are published on the University's website under the DLAP menu.

3. Cost accounting is carried out as follows:

A centrally managed (DLAP) cost center is available for recording the costs of the e-vehicles. The planning of cost sources for each campus is determined in the current institutional budget.

All fixed and variable costs are charged to the cost center.

The meters of the charging stations located at the University's headquarters and campuses must be read on the last working day of each month. Meter reading in Veszprém is the responsibility of the Procurement Office; in Nagykanizsa and Zalaegerszeg it is carried out by a person designated by the Director General of the University Center.

Based on the monthly cost settlement, the Logistics Office keeps records of the costs of the e-vehicles. The allocation of costs to the cost center is performed quarterly.
For authorised drivers who are not employed by the University, the Logistics Office prepares a quarterly invoicing request for the separated costs related to the use of the e-vehicles, which is forwarded to the Directorate for Economic Affairs for invoicing. If the value of the costs to be invoiced does not exceed HUF 10,000, it will be invoiced together with the next quarter's costs. Regardless of the amount, costs must be invoiced by the end of each financial year at the latest, and the invoicing period may not exceed one year.

IX. Effective date

This Chancellor's Directive enters into force on 2nd January 2024 and remains effective until revoked. Upon its entry into force, this Chancellor's Directive repeals Chancellor's Directive No. 2/2021 (IV.9.).

Annexes:

Annex 1: Declaration of Liability Form
Annex 2: Declaration of Participation in Training
Annex 3: Information Notice on Data Processing Related to Completing the State-Owned Vehicle Logbook
Annex 4: Data Protection Notice for Data Processing Concerning Employees Requiring a Driving Licence for Electric Vehicles Used by the University of

Pannonia
Annex 5: Vehicle Request Form
Annex 6: Vehicle Handover/Receipt Form
Annex 7: Information Notice on Telephone Numbers to Be Contacted in Case of an Accident or Damage Event, and on Refuelling/Charging Options
Annex 8: Electric Vehicle Cost Calculation – Veszprém
Annex 9: Logbook Settlement

Dated in Veszprém, on 21st December 2023

Zsolt Csillag m.p.

Chancellor

The Head of the Department of Legal Affairs and Procurement shall be responsible for the maintenance of this Directive.