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Article 1

Introductory Provisions

- (1) This Decision follows the applicable Bursar's Directive “Rules for the Use of the TBU Vehicle Fleet” and lays down additional conditions for the use of vehicles administered by the University Institute (hereinafter referred to as “UNI”) of Tomas Bata University in Zlín (hereinafter referred to as “TBU”), as well as the rates for internal rebilling of transport services provided by UNI vehicles.

Article 2

Vehicle Reservation System

- (1) An employee wishing to use a UNI vehicle shall first check the availability of the vehicle and then initiate its reservation. In the business trip authorisation request, the employee must have the use of an official vehicle for the business trip approved by the manager authorised to approve the business trip.
- (2) Procedure for making a reservation:
- VW Golf (parking location: U17 building) - the employee shall submit a vehicle reservation request by e-mail to cps@utb.cz to the authorised CPS employee (hereinafter referred to as the “person responsible for reservation management

at CPS”). The person responsible for reservation management at CPS shall subsequently make the reservation in the system at autodoprava.utb.cz and send confirmation of the reservation to the requesting employee.

- b) Škoda Octavia (parking location: U11 building) - the employee shall submit a vehicle reservation request by e-mail to uni@utb.cz to the authorised UNI employee (hereinafter referred to as the “person responsible for reservation management at UNI”). The person responsible for reservation management at UNI shall subsequently make the reservation at autodoprava.utb.cz and send confirmation of the reservation to the requesting employee.

(3) Vehicle handover:

- a) the vehicle shall be ready for use at its designated parking location. The vehicle keys shall be made available for collection in the manner agreed between the employee and the person responsible for reservation management at CPS or UNI, as applicable;
- b) after the journey, the employee shall return the vehicle to its designated parking location. The vehicle documents, including the duly completed logbook, shall be left in the vehicle. The vehicle keys shall be returned in the manner agreed with the person responsible for reservation management at CPS or UNI, as applicable.

Article 3

Rates

(1) The rate per kilometre travelled by a UNI vehicle comprises the following costs:

- a) fuel, oils, operating fluids, vehicle washing, vehicle accessories, motorway tolls, renewal of the CCS fuel card, service and operating fees, etc. (collectively referred to as “CCS”) - according to the monthly CCS statement;
- b) repairs and maintenance and other expenses related to vehicle operation - the rate for repairs and maintenance is:

Vehicle type	Registration No.	Rate in CZK per 1 km
VW Golf	5Z9 5226	4.62
Škoda Octavia	3Z7 5499	3.84

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