

## **Usage procedures of the department vehicle**

- 1.** The car keys have a tag attached to them with the entry code written on it. For the key location, please contact the department secretariat or the person in charge of the car.
- 2.** The vehicle license and insurance policy are located in the glove compartment, together with the vehicle books.
- 3.** Before you start your journey, write your name, date, time, planned track and the beginning mileage on the form placed beside the driver's seat. Once you return, don't forget to fill in the mileage, the date and time of your return.
- 4.** It is required to refuel the vehicle after you use it, especially if you had a long drive. To do so, enter any **Sonol** gas station on your way and refuel with **diesel**. The refuel is done via **dalkan**, so there is no need to pay for it. This will allow the next person in line to start on a full tank.
- 5.** No animals are allowed in the vehicle (except in the trunk).
- 6.** If your drive includes dirt tracks or any other type of messy activities, it is your full responsibility to return the car clean and washed (inside included). All receipts for the cleaning services should be passed on to the department secretariat and you will receive a full refund.
- 7.** Any technical problems or damage should be reported on your return in order to attend to them as fast as possible.

This vehicle is here for our benefit. Let's all maintain it and keep it clean so we can enjoy its services in the future.

Wishing you all a safe and enjoyable drive,

Tali Berman: +972-54-5748522

The department secretariat, Gali Levy: +972-4-8249943