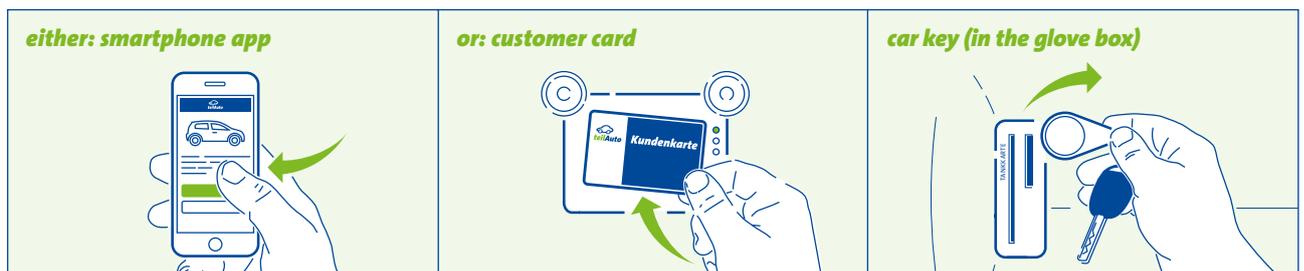


## Use of vehicle

This information sheet contains the most important conditions of use. For more information please see our general terms and conditions. Booking and information: **teilAuto.net or 0049 (0) 345 / 44 5000**. Please always book for a sufficient period of time or prolong in advance in case of a delay. Before driving off or in case of questions regarding the functions of the car please read the car manual carefully.

### Access to vehicle



#### To open the vehicle

- You can open the car either by customer card or by smartphone app:
  - By **app**: open the current booking in the app, choose „Fahrzeug öffnen“ and insert the opening-PIN. (The PIN is to be set before on teilAuto.net by the customer.)
  - By **customer card**: put your customer card in front of the card reader at the front window until the central locking unlocks.
- Take the **key** out of the slot in the glove box. Start the car.

#### Before driving

- **Always** check the vehicle for damages inside and outside (for existing damages see the board book).
- Are child seat and accessories on board?
- New damages and defects have to be reported before driving. Contact 0049 (0) 345 / 44 5000.
- If the car is dirty, please inform 0049 (0) 345 / 44 5000.

#### While driving

- **Smoking is strictly forbidden** in all vehicles!
- During breaks always lock the car with the key.
- For information on accidents, refuel: see the following sections.

#### After driving

- Leave the car with the tank filled at least **1/4**.
- Close all the windows.
- Switch off all electrical devices.
- Clean coarse dirt.
- Put the car key with the data key back into the slot (glove box).
- Connect electric cars to the charging station and check if the charging progress is starting.
- **Close the car** by using the app or the customer card.

#### Refuelling

- Before returning the car you only have to refill the tank if it is less than 1/4 full.
- Usually you can refuel without money using the car's DKV fuel card. Gas stations that accept the fuel card show the DKV symbol on the price board or on a separate sign.
- You will find the fuel card in the key slot (glove box).
- During an ongoing booking the PIN for the fuel card is displayed in the **app under "Buchungskonto"**. You can also ask for the PIN under 0049 (0) 345 / 44 5000.
- Information about the fuel type necessary for the vehicle you can find on the key tag or on the backside of the fuel tank cap.
- If you cannot use the fuel card please pay the invoiced amount yourself. We will reimburse you as soon as you send us the original invoice to **teilAuto, Peterssteinweg 18, 04107 Leipzig**.

#### Accident

- The most important thing is the safety of all parties involved and to ensure the accident site is as safe as possible.
- Then contact us immediately by phone: **0049 (0) 345 / 44 5000**.
- In every accident in which people are injured or property of a third party is damaged always **call the police: 110**.
- Never acknowledge any assumption of liability as you might put your insurance cover at risk.
- Take down the name of the other party involved in the accident and the name of the vehicle keeper (Fahrzeughalter/in), the license plate number as well as the police file number (Aktenzeichen/Tagebuchnummer). Quickly forward this information to teilAuto.