



Pool cars

There are two pool cars available for business kilometers at location Coldenhovelaan 6 in De Lier. Both can be booked via the Outlook calendar:

- 'NLDEL Shared Car Opel', keys to be collected at the Expedition Department.
- 'NLDEL Shared Car Polo', keys to be collected at the IT department.

We also have a pool car for business kilometers available at Hofzichtlaan 5 in De Lier. Reservations can be made via Dunja Milovanovic, +31 683 259 016 or D.Milovanovic@DummenOrange.com.

Pool car rules:

- The car may be used for several consecutive days, but may not be used for private trips. Don't reserve the car longer than is necessary for the business trips.
- If the car is in use before or after office hours, it may be collected the evening before and returned the morning after.
- Keep the car clean. Is the car dirty, would you like to run it through the car wash? The receipt can be claimed using the declaration form on our [intranet](#).
- Tank procedure:
The car is equipped with a fuel card for the Netherlands. The pass does not work abroad. When using follow below:
 - With each refueling, the mileage must be entered on the pin device.
 - The fuel receipt must be signed with your name and returned with the keys and accessories.
 - In the event of loss or theft of the fuel card, this must be reported immediately to the Fleet Manager.
 - The car must be put back with at least half a tank.
- In the event of defects, damage or theft, this must be reported immediately to the Alphabet claims department (076-5793240) and to the Fleet Manager. In the event of damage or theft, the claim form must also be completed and reported to the police.
- Fines for traffic violations committed while you were in possession of the pool car are for your account.
- A kilometer report is mandatory. You will receive the kilometer report together with the car key, fuel card and the registration certificate. All of these items should be kept outside the car when it is stationary.

Safe kilometers!

Contact details Fleet Manager: Gerd Rotteveel, +31 6 3869 7797, Fleet-Management.NL@DummenOrange.com.

for you