

These rules regard cars that are in constant occupancy of a MAST employee.

An employee of MAST shall respect all traffic rules and show an exceptional behaviour while driving a MAST's vehicle. They shall keep the vehicle clean and tidy.

- Every first weekday of each month the car occupant shall send information regarding the status of the car's kilometres to mottaka@mast.is.
- Keeping personal animals in the car is prohibited unless caged.
- Long distance driving for personal reasons while working is prohibited.
- All use of the car for personal reasons outside of working hours is prohibited.

The office of 'Samhæfing og þjónusta' supervises all matters of MAST cars in consultation with the chief financial officer (CFO) and reserves the right to exchange cars between employees f.ex. to even out cars usage.

- The car and car keys shall be returned to workplace (reception/boss) when employee is away from work for an extended period (f.ex. holiday) so the car can be used in the meantime.
- Secondary key shall be kept at the nearest workplace in consultation with the receptionist in Selfoss (mottaka@mast.is).
- It is necessary to announce with no delay to the receptionist in Selfoss if a fuel card or keys are lost.
- Always refuel the car where it is most economic according to agreements with the oil companies (receptionist in Selfoss has information regarding the terms of the agreements).
- Supplies such as windshield washer fluid, windshield wipers, Ad blue etc. can be purchased with the fuel card/key.

Management of the car

The employee that is responsible for the car shall take care of the following:

- Minor maintenance (f.ex. change of windshield wipers, lightbulbs, oil, Ad blue).
- General cleaning of the car, inside/outside. It is permitted to buy total cleaning and polish twice a year.
- Changing of tyres which are stored at the tyre garage. Tyres are purchased in collaboration with the receptionist in Selfoss.
- Required service inspections, oiling, and car inspections.
- Maintenance repairs such as replacements of brake pads, brake discs etc.

If a car needs to be repaired (other than maintenance repairs), contact a receptionist in Selfoss.

Parking and parking violations

MAST pays for car parking in tariff zones **during working hours**. Driver pays either with MAST's credit card or get reimbursed for out-of-pocket expenses upon sending in a receipt.

- Fees for parking violations are paid by the driver. If MAST has paid the fee, it will be deducted from employee's salary.

Matvælastofnun does **not** pay for car parking in tariff zones **outside of working hours** and therefore the employee is advised to use parking places outside tariff zones.

Damages and fines

- Accidents and damage to the vehicle must be reported without delay to the receptionist in Selfoss.
- Speed fines and other fines are paid by the driver of the car.

Required equipment in every car

- First aid kit.
- 2 reflective vests (in each front doors).
- A warning triangle.
- Sunglasses.
- A snow scraper/sweep.
- Damage report.
- Fuelcard/-key (fastened to the car keys, cannot be stored in the car).