Use of rental vehicles or privately owned vehicles on business trips:  
In this instance: accident law issues

A repeatedly raised question is that of what compensation travellers meeting with an accident during a business trip in a rental vehicle or privately owned vehicle receive, in particular for material damages.

Statement:

For reasons of occupational accident law, the “Business trip approval request...” or “External funding” form needs to be submitted to the approval office in good time before beginning the business trip, in order to allow approval to be provided.

Should damage to a rented or privately-owned vehicle occur during a business trip, please take photos, name eye witnesses, possibly involve the police and immediately inform the travel expense office – Frau Schwalk – at s.schwalk@zv.upb.de!

Should the trip be made in a rental vehicle or a privately owned vehicle and an accident occur, material damage may only be compensated when just cause for the use of the rental vehicle or privately owned vehicle exists (e.g. transport of bulky goods, public transport is unavailable or inexpedient). This results from the Business trip approval. In principle, compensation is limited to a maximum amount of EUR 300.00 (as the employer has assumed a comprehensive insurance policy); the costs of towing away, repair and later collection of a vehicle that has broken down during a business trip may not be compensated as ancillary costs. Damages caused to third parties during an accident should be covered by the personal liability insurance of the business traveller; losses of no-claim bonuses in the personal liability insurance will not be assumed by the employer.

There is no legal obligation for employees to use a privately-owned vehicle. The rental car companies with which Paderborn University has concluded a framework agreement charge a deductible of EUR 300.00 for material damage to a rental vehicle.

NB:
Should you suffer an accident, please inform the personnel department immediately; the university will decide on compensation, together with the Landesunfallkasse, within the scope of existing provisions.

Recommendation:
It is evident from the preceding explanations that the use of privately owned vehicles on business trips falls mainly within the traveller’s sphere of risk; we can thus only recommend that you use regular transport services (with the exception of airplanes to which special provisions apply) or a rental vehicle.
Please note the possibility of taking out comprehensive business trip insurance!

We wish you a safe and pleasant journey

Your Human Resources Department