



CAR MANUAL





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1. CAR WASH

01

Go to the Stipt Office and ask at reception for the BOB wash pass.



Westfrankelandsedijk 7
3115 HG Schiedam



02

With the BOB pass, go to BOB car wash at the following address:



's-Gravelandseweg 412
3125 BK Schiedam



Opening hours:

Mon - Sat: 08:00 - 20:00 hour

Sun: 10:00 - 20:00 hour

03

Report to the entrance. This is indicated by a green arrow. Next, show the BOB employee your BOB wash pass



04

The BOB employee scans the pass, turns the aerial off the roof and hands it to you. Note! The BOB employee gives a receipt to you. You must keep this voucher and hand it in at the Stipt office at reception.



05

Follow the instructions of the BOB staff and drive the car into the car wash. Put the car in neutral and do not press the brake.



06

When you reach the end of the car wash, drive off at the green light.

07

Drive towards the exit, just before the exit there are FREE vacuum cleaners.



If there is bad weather, you can choose to vacuum under the roof





1. CAR WASH

09

On the same square, you can also check your tyre pressure for FREE.



Set the pressure on all four tyres to 2.5 bar. Check tyre pressure every month. If it is too low you will see an icon appear.



More information on tyre pressure see chapter 5



10

When the car is clean you can drive to the exit. The barriers will open automatically when the license plate is scanned. Should the barriers not open, hold the receipt in front of the scanner

11

Bring the BOB wash pass and receipt to the Stipt office



2. CAR REFUELING AT TOTALENERGIES IN SCHIEDAM

01

Drive to TotalEnergies in Schiedam



'S-Gravelandseweg 395
3125 BJ Schiedam



Opening hours

Mon - Fri: 06:00 - 23:00 hour

Sat: 08:00 - 23:00 hour

Sun: 09:00 - 23:00 hour



02

Here you can fill up with Euro 95 - E10 petrol



03

If you drive a Kia: open the tank valve in the car on the floor on the driver's left side



04

Refuel the car

05

When you finish refuelling remember 3 things:

- Pump number
- Mileage: Must be accurate because of service interval
- **i More information about mileage see chapter 7**
- Fill up the tank in litres

06

Walk to the checkout and give your pump number and say this is what you want to settle for Stipt's account

07

The Total employee will then give you a fuel card with which you complete the payment.

Note! The pin code of the card is told to you by Stipt employees. Remember this well!

Next, you give the fuel card back to the Total employee and fill in the tablet on the right side of the counter.



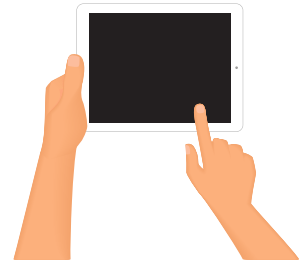


2. CAR REFUELING AT TOTALENERGIES IN SCHIEDAM

08

This is where you enter your details:

- Press the plus at the bottom right of the screen
- Fill in your license plate number
- Excellium click on N (meaning No)
- Fill in your first and last name
- Mileage of your car
- Amount of fuel in litres
- At the bottom right, press save.



09

When you finish this, you may continue driving





3. RULES FOR DRIVING IN THE NETHERLANDS

Within the Netherlands, there are strict controls on traffic and high fines for violations are at your own expense and will not be reimbursed by Stipt. Therefore, stick to the applicable traffic rules! The following are the basic rules in Dutch traffic.

If you are driving then you should always have a physical and valid driving licence with you



SPEED LIMITS



Speed limit inside city/village areas is 50 km/h

Speed limit outside city/village areas is 80 km/h

Speed limit on motorway 100 km/h

Speed limit on motorway 130 km/h (between 06:00 - 19:00 hours)
100 km/h

TOP 4 OF MOST COMMON FINES

01

Parking fines - Faulty parking.

You are only allowed in the designated parking spaces, if you do not do this you risk a €109 fine.



02

Parking fines - Paid parking

To park your car, it is customary in some municipalities to pay for the time you are parked. This is done in, for example: Rotterdam, Schiedam, Vlaardingen and Gouda. Failure to pay for parking risks a fine of around €70, so ask your Stipt contact person about the free parking options near your address



03

Speed control within section control

Trajectory control means that the average speed at which you drove through this trajectory is calculated. Is the average speed higher than the speed limit? Then you will receive a fine for this, the amount depends on the measured speed



04

Speeding by fixed or mobile control





3. RULES FOR DRIVING IN THE NETHERLANDS

In addition to the above issues, the following offences are also strictly controlled resulting in high fines, below are some examples:

Only holding your phone	€359,-
Driving through a red traffic light	€259,-
Driving through a red cross on the motorway	Court
Driving on the emergency lane	€259,-
Driving 10km/h too fast	€84,-
Driving 20km/h too fast	€210,-



CRUISE CONTROL

Want to easily stick to the speed in, say, a trajectory control? Then you can with cruise control.

01

Press the "mode" button on the steering wheel to activate the system.



02

Drive the desired speed (over 40 km/h)

03

Press the SET button down. The SET indicator light will appear.



04

Then take your foot off the pedal as your cruise control is activated.

05

You can stop cruise control by putting your foot on the brake or pressing the little circle on the steering wheel.



4. USE OF THE CAR

The company car you have received is strictly for transporting you and your colleagues from home to work and back home again (business use).

It is forbidden to use the car in your spare time for non-business trips. The reason for this is that private use of a business car will require extra tax to be paid by you as an employee. To give you, the driver, the best possible salary, we have chosen to make the cars available for business use only. If it turns out that the business car was driven for private purposes, this will have consequences for you as driver, namely a fine of €250 + €0.40 per private kilometre driven and ultimately, in the event of a repeat offence, you as driver may have to pay extra tax on top of the fine imposed earlier.

This is why all cars are equipped with a tracking system, which periodically checks all trips made so that we can submit this to the tax authorities.



If you want to use the car for private you can rent a car. Send an email to rentalcar@stipt.com



CONNECTING TO YOUR PHONE

Want to listen to your own music? Or hear your navigation loud and clear?
Connect your phone with the car.

01

On the control panel, press the [PHONE] button and then select Phone settings ► Add new device.



02

Make sure the bluetooth on your phone is enabled. Then click [1] Yes



03

Click [1] Pair and check if the passkey matches on your phone. Is it the same? Confirm this on your phone.



Caution! Holding a phone behind the wheel is a €359 fine.



5. MOST COMMON WARNING LIGHTS

01

Tire Pressure warning Light



What it means: One or more tires has a low tire pressure.

What to do: Check all the four tires at a gas station and fill the tire pressure to the desired pressure of 2.5 bar.

Reset the tire pressure warning light by pressing the button on the bottom left for 5 seconds until the warning light start blinking. Your tire pressure values are now reset.

Note: if the warning light comes on again within a short period of time one of your tires is leaking and needs to be repaired.

02

Engine Warning Light



What it means: There is a problem with the engine.

What to do: You can continue to drive your car, but the car needs to be changed so it can be serviced. Please contact Stipt for an appointment to change your car.

03

Collision Warning Light



What it means: The emergency brake assistant has been turned off

What to do: Depends on the driving conditions:

1. When driving in snowy conditions, the front radar could be blocked by build up on the front of the car. In this case no action has to be taken.
2. When the car is dirty or has leaves attached to the front, clean your car and it should be fine.
3. If the front bumper of the car is damaged, contact Stipt to change your car because this needs to be repaired

04

Snowflake next to the outside temperature



What it means: The outside temperature is below 4 degrees Celsius.

What to do: Adapt your driving style to possible icy road conditions.



6. WHAT TO DO IN AN EMERGENCY OR DAMAGE?



IN CASE OF EMERGENCY CALL 112



DAMAGE TO THE OTHER PARTY

- Always take as many photos as possible of the damage to both vehicles.
- Take photos of the traffic situation.
- Take a photo of the other party's car on which the registration number can be read.
- Ask the other party for a photo of driving licence/legitimation.
- Ask the other party's phone number and e-mail address.
- Complete the claim form as far as possible with the other party.
- Take the 1st page of the claim form with you, we will scan it and also forward it to the other party.
- Return the claim form to the Stipt office on the same day.



Need help with translation, call your Stipt contact and we will be there to help



DAMAGE WITH NO OTHER PARTY

- Take clear photos of the damage.
- Report the damage to your Stipt contact person and specify what happened.
- The damage will then be handled further for you at the office.
- When a damage exceeds the guidelines for acceptable damage, the excess applies in most cases.

In case of damage where the other party is not known, or it happened due to an error on your part, it is important to report this. With this report, we can assess whether it is safe to continue driving or not so that you and your colleagues have a safe car to drive to and from work.



UNABLE TO DRIVE FURTHER?

When you see that the car cannot continue driving due to damage or technical problems, contact your Stipt contact person. Depending on the time, another car will then be brought, or you will be picked up to be taken to your final destination.



7. SERVICING OF YOUR CAR - SCHEDULED

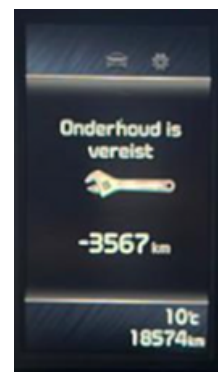
At Stipt we make sure you get a well-maintained car to drive to work safely, this needs your help and therefore a few tips on how to get it done.

All cars are serviced at least once a year, depending on the distances driven. One of the ways to keep track of this is the key fob attached to the car key, which shows the registration number and the mileage when the car is due for servicing:



In the new type Picantos, the display also shows when the car needs servicing. This can be seen in the picture below.

We need your help by always filling in the tablet at Total and entering the correct odometer readings. This way, we can always give the cars timely maintenance.



Should you still not be called for maintenance, please report your registration number and odometer reading to your Stipt contact. An appointment will then be made with you to change your car.



If you have a home parking permit by registration number, please report this and we will make sure you get the same car back after maintenance.

How to start the car?

01

You have a tracker hanging from your keychain. Which looks like this:



02

Find the plate you can hold the tracker against.



03

Hold the tracker against the plate for a few seconds and start the car. If you don't hear an alarm, you're good to go!





7. SERVICING OF YOUR CAR - UNSCHEDULED

It may happen that despite proper maintenance, a technical problem occurs with the car, this can manifest itself, for example, through a malfunction light, strange side noises or the car not being able to start at all.

To ensure that you can continue driving safely, it is important to always report such problems immediately to your contact person. A solution will then be provided as soon as possible, depending on the problem.



Are you on your way to work and are you running late due to car trouble or damage?
Report this to your employer as soon as possible.



FLAT TYRE?

All Kia cars are equipped with a spare wheel and tools to change the wheel, with this temporary spare wheel you can drive at a maximum speed of 80 km/h.

When you have changed the wheel, drive to the Kia garage in Schiedam, hand in the wheel at the counter and give your registration number. You can then continue driving immediately on your spare wheel and we will inform you when it is ready for you to collect it again.

If you are unable to drop off the wheel between these times due to your working hours, please drop the wheel off at the Stipt office.

The opening hours for dropping off a flat tyre are:



's-Gravelandseweg 396,
3125 BK Schiedam



Opening hours
Mon - Fri: 08:00 - 17:00 hour



8. OFFLINE NAVIGATION

01

Download the Maps.me app

02

Open the Maps.me app

03

Before you can use maps without an internet connection, you need to download them first. Make sure you are connected to Wi-Fi to minimise data usage.

Tap the lake icon, Choose "Downloaded maps"

Find the region or city you want to download maps for.

Tap the desired region to select it.

Click on "Download". The map will now be downloaded to your device.

04

Find your destination

Return to the app's main screen.

Tap the "Route" search icon and type the name or address of your destination.

05

Start navigating

After finding your destination, tap it to display details.

Click on "Directions" or a similar option.

Maps.me will now plan a route based on the downloaded maps.

06

Navigate offline

Even if you don't have a mobile data connection, you can use the downloaded maps to navigate offline.

Make sure your GPS is enabled so the app can determine your location.



Maps.me Playstore



Maps.me appstore





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TotalEnergies →



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DISCOVER THE NETHERLANDS



RENT A CAR

included:

- ▶ Petrol
- ▶ 100 km per day
- ▶ More kilometers? €0,30 per kilometer

**€22,-
per day**

For information/reservation:

RENTALCAR@STIPT.COM