

Procedures for using the car

J-PARC center Users office

2. About the available area

(1) You can only drive 'inside the area'(mentioned below). However, there are some exceptions. Please contact J-PARC center Uses office(j-uo@ml.j-parc.jp) for details.

【Definition of 'inside the area'】

Within Tokai campus including JAEA nuclear research institute site ⇔The West area of Tokai campus (Ibaraki Quantum Research Center(IQBRC),Tokai dormitory and KEK Tokai building#1)

【Exceptions that the car is allowed to use 'outside the area'】

- ◆ driving from the accommodations(JAEA Masago dormitory and The university of Tokyo Hamon dormitory) to laboratories
- ◆ transporting experimental equipment
- ◆ procuring materials relating to experiment preparation

【Definition of 'outside the area'】

Within Tokai Village and up to the cities next to Tokai village if needed.

3. Reservation Procedures

Please make a reservation with the following flow.

- ① Send an E-mail to J-PARC center Users office(j-uo@ml.j-parc.jp) with the information below. It must be at least 5 business days in advance.
 - ◆ Subject: 'Shared car rental reservation'
 - ◆ Name of the person in charge of the facility
 - ◆ The date of use and the preferred rental periods(①morning②afternoon③night time④1 day *please refer to page2)
- ② The Users office will reply whether your reservation can be made or not. If it can be made, the URL of the sending and receiving system will be attached in the e-mail.
- ③ Download 'Vehicle driving registration application form' from the system and fill out.
- ④ Obtain a permission from the person in charge of the facility to use the shared car.
 - * The signature of the person in charge of the facility and the date of the approval are necessary in the application form. Please refer to the example entry.
- ⑤ Upload *the documents(refer to P5) to the system and send the URL to the user's office(j-uo@ml.j-parc.jp) .
- ⑥ When you receive the approval e-mail from Health and Safety Office(Tokai), your reservation procedure is completed successfully.

« The documents to be submitted »

◆ Vehicle driving registration application form' (with the name of the person in charge and the approval date)

◆ A copy (both its front and back) of the driver's license (It will be discarded right after confirming the expiration date.)

様式 : [Vehicle driving registration application form](#) [the example entry](#)

◎ 'Scheduled date of use' can be from the date of the reservation to the end of the fiscal year OR to the expiration date of your driver's license (please choose the earlier date).

◎ You do not have to apply again until the date above if it is approved.

◎ You can make same-day reservations from the second time. (only if you use it 'inside the area' which is mentioned on page3.)

4. The flow of emergency

◆ Please inform the person in charge of the facility immediately if an accident occurred. (Please confirm the phone number beforehand.)

◆ The flow chart is kept in the file case.

5. Insurance Contents

Unlimited coverage for bodily injury, property damage and personal injury.

6. Receiving and returning the key

◆ Please visit J-PARC center users office within the business hours(9:00~17:00). During night time and holidays, visit the front desk of Tokai dormitory.

Your driver's license will be required to receive the key.

※ [Make sure to be on time to return.](#)

7. Rules of driving and reservations

① Drivers must get tested with an alcohol detector and need to fill out in the record book at the users office(on weekdays from 9:00 to 17:00). If it is out of business hours, please test with the alcohol detector in the case for rental and send a photo of the result to the users office by e-mail(j-uo@ml.j-parc.jp).

② Please follow the traffic rules inside J-PARC .

③ Please follow the rules of entering and exiting J-PARC.

④ Next reservations must be after the date of the previous ones.

⑤ Please do not occupy reservations in the same group.

⑥ We might have to cancel the approval if there is any complaint with driving manners.