

Vehicle driving registration application form

Date of application	Year/Month/Day				
Applicant	Category	※Select one from 2 below and circle. (1) (2) (3) (4) (5)			Affiliation
	Name	E-mail address At the time of this application, there have been no accidents and no violations involving criminal penalties for the past one year.			
Scheduled date of use	Year/Month/Day		~	Year/Month/Day	
Area	<input type="checkbox"/> 構内 Inside the area *Please refer to P3 of the instruction. <input type="checkbox"/> 構外 Outside the area ()				
Purpose of use	<input type="checkbox"/> 事務・研究連絡 Administrative coordination <input type="checkbox"/> 機器運搬 Transporting equipment <input type="checkbox"/> 会議・研修等参加 Meetings <input type="checkbox"/> 構内使用 driving inside J-PARC <input type="checkbox"/> 来客送迎等 Visitor pick-up <input type="checkbox"/> その他 other()				
Permission from the person in charge of the facility	If the use of a vehicle is required, a work order will be issued in accordance with the terms and conditions of registration.	Date of approval:YYYY/MM/DD			
		Name of the person approval: <NO SIGNATURE REQUIRED>			

Approval	<input type="checkbox"/> 承認 Approved <input type="checkbox"/> 不承認 Disapproved	
	Safety manager	Health and Safety Office(Tsukuba)

《Precautions for applying for Car driving registration》

- Registration must obtain the approval from your supervisor regarding the necessity of driving cars for business purpose.
- A person who is eligible to apply are as follows:
The ones other than (1)(2)(3) can only drive inside the area(refer to the instruction)
 - KEK staffs
 - J-PARC center members who are employees of JAEA
 - Temporary staffs whose contract documents specified the use of vehicles
 - SOKENDAI university students and Researchers stipulated in article 2 of the regulations for handling visiting researchers
 - Subcontractors whose contracts specify the use of vehicles
- Requirements for applying car driving registration are as follows:
Those who do not meet the requirements are not eligible to apply.
 - Must have at least 1 year driving experience after obtaining the driver's license
 - No accidents and no violations with criminal penalties in the past year
- Contact Health and Safety office(Tsukuba) immediately if you do not meet the requirements in 2,3(2) or if there are any changes in the registration details.
- A person other than 2(1),(2)and(3) must submit the application each time(every fiscal year).
- A person in2(1),(2) and (3) does not have to fill out 'scheduled date of use'.
- Submit this form with a copy of your driver's license(both sides) to Health and Safety Office(Tsukuba).
- In case a person in2(4) drives *outside the area, Obtain approval from the safety manager(or the deputy) through the vehicle manager.

《Precautions for using a car》

- No accidents and No violations with crime penalties in the past year from the date of use
- Comply with Japanese traffic rules.
- When a person who has registered to use a vehicle, he or she will need to fill some information(the purpose of use,etc.) in the form No2(Vehicle record)
- Submit 'Application form for Use of Cranes and Special Motor Vehicles' every time you use a small mobile crane.
- For other details regarding using vehicles, comply with KEK Vehicle Usage Regulations.

自動車運転登録申請書
Vehicle driving registration application form(example entry)

青枠内を記入

申請年月日 Date of application	2023/4/3 Year/Month/Day		
使用者 Applicant	区分 Category	※以下2より選択し、○印 *select one from 2 below and circle. ○(1) ○(2) ○(3) ○(4) ●(5)	
	氏名 Name	所属 Affiliation	OO大学 大学院abcd研究科
		筑波 太郎 *Please write from your family name	使用者のメールアドレス E-mail address tokai.tarou.abcd@oo.ac.jp
使用予定年月日 Scheduled date of use	2023/4/17 ~ 2024/3/31 Year/Month/Day		
用務先 Area	<input type="checkbox"/> 構内 Inside the area *Please refer to P3 of the instruction. <input type="checkbox"/> 構外 Outside the area		
用務内容 Purpose of use	<input type="checkbox"/> 事務・研究連絡 Administrative coordination <input type="checkbox"/> 機器運搬 Transporting equipment <input type="checkbox"/> 会議・研修等参加 Meetings <input type="checkbox"/> 構内使用 driving inside J-PARC <input type="checkbox"/> 来客送迎等 Visitor pick-up <input type="checkbox"/> その他 other()		
所属の上司又は受入責任者等の承認 Permission from the person in charge of the facility	自動車の使用が必要な場合、登録条件に基づき業務命令を発出します。	承認日 Date of approval: 2023年〇月〇日 Date 東海 二郎 / Jiro TOKAI	

決裁 Approval	<input type="checkbox"/> 承認 Approved <input type="checkbox"/> 不承認 Disapproved	
	安全運転管理者 Safety manager	安全衛生推進室(つくば) Health and Safety Office(Tsukuba)

《自動車運転登録申請にあつての注意事項 Precautions for applying for Car driving registration》

- 自動車の運転登録申請者は、業務上、自動車を運転する必要性等について所属する上司の承認を得てください。
Registration must obtain the approval from your supervisor regarding the necessity of driving cars for business purpose.
- 自動車の運転登録申請ができる者は、以下のとおりです。なお、(1)(2)(3)以外の者は構内のみの使用となります(規則第7条関係)
A person who is eligible to apply are as follows:
The ones other than (1)(2)(3) can only drive inside the area(refer to the instruction)
 - 機構の職員 KEK staffs
 - 日本原子力研究開発機構の職員であるJ-PARCセンター構成員 J-PARC center members who are employees of JAEA
 - 派遣職員のうち、自動車の使用が労働者派遣契約書等に明記されている者
Temporary staffs whose contract documents specified the use of vehicles
 - 外来研究員取扱規程第2条に定める研究員等及び総研大学生
SOKENDAI university students and Researchers stipulated in article 2 of the regulations for handling visiting researchers
 - 委託業者のうち、自動車の使用が契約書等に明記されている者 Subcontractors whose contracts specify the use of vehicles
- 自動車の運転登録申請に係る要件は、以下のとおりです。全ての要件を満たすことができない者は登録できません。
Requirements for applying car driving registration are as follows:
Those who do not meet the requirements are not eligible to apply.
 - 運転免許取得後1年以上の運転経験を有すること。
Must have at least 1 year driving experience after obtaining the driver's license
 - 過去1年間無事故、かつ、刑事罰の伴う違反のないこと。
No accidents and no violations with criminal penalties in the past year
- 前第2及び前第3(2)の要件を欠いたとき及び登録内容に変更が生じたときは、速やかに安全衛生推進室(つくば)に連絡すること。
Contact Health and Safety office(Tsukuba) immediately if you do not meet the requirements in 2,3(2) or if there are any changes in the registration details.
- 前第2の(1)(2)(3)以外の者は、その都度(年度末期限)申請書を提出するものとする。
A person other than 2(1),(2)and(3) must submit the application each time(every fiscal year).
- 前第2の(1)(2)(3)については、使用予定年月日欄は記入不要。
A person in2(1),(2) and (3) does not have to fill out 'scheduled date of use'.
- 本申請書に運転免許証の写し(表裏両面)を添えて安全衛生推進室(つくば)に提出すること。
Submit this form with a copy of your driver's license(both sides) to Health and Safety Office(Tsukuba).
- 前第2の(4)が構外を運行する場合については、その都度、自動車管理者を通じ、安全運転管理者(正又は副)の承認を得ること。
In case a person in2(4) drives *outside the area, Obtain approval from the safety manager(or the deputy) through the vehicle manager.

《自動車使用上の注意事項 Precautions for using a car》

- 自動車を使用する時点において、過去1年間無事故、かつ、刑事罰の伴う違反のないこと。
No accidents and No violations with crime penalties in the past year from the date of use
- 安全運転等交通法令を遵守すること。Comply with Japanese traffic rules.
- 自動車運転登録を受けた者が自動車を使用したときは、様式第2号(自動車使用簿)に用務先等を記載すること。
When a person who has registered to use a vehicle, he or she will need to fill some information(the purpose of use,etc.) in the form No2(Vehicle record)
- 移動式小型クレーンを使用する場合は、使用の都度「クレーン等特殊自動車使用承認書(写)」とともに提出すること。
Submit 'Application form for Use of Cranes and Special Motor Vehicles' every time you use a small mobile crane.
- その他自動車の使用に関する詳細は、自動車使用規則を遵守すること。
For other details regarding using vehicles, comply with KEK Vehicle Usage Regulations.