



GESELLSCHAFT  
**CAR-TERMINAL NEUFELD**

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## CAR-TERMINAL NEUFELD, BERN

# TERMS OF USE / ORGANISATIONAL AND GENERAL CLEANLINESS RULES

### Contacts

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### 1) General

The Car-Terminal Neufeld is intended first and foremost as a **departure and arrival point** for group travel and international coach services to and from Bern.

The operator of the terminal is the company Car-Terminal Neufeld (hereinafter referred to as the “Company”), represented by the local office of Car-Terminal (hereinafter referred to as the “Local Office”). The operator’s contact person on site is the local manager of Car-Terminal (hereinafter referred to as the “Local Manager”).

### 2) Charges and ticket system

Use of the terminal is **chargeable** and is settled locally by means of a ticket system at the entrance barrier (cash payment). Regular users may apply to the Company for one or more **annual access tickets** which are billed at a flat rate by means of an annual fee. Detailed information on the admission and parking fees can be found in the Car-Terminal **fee regulations** (separate document).

### 3) Requirement for coaches to enter the terminal for embarking and disembarking passengers

Use of the terminal for embarking or disembarking passengers as well as for coach parking up to a maximum period of 48 hours is allowed solely in the chargeable area behind the entrance barrier. Parking in the entrance area in front of the barrier – even for a very short time – is **strictly prohibited**.



Schweizerischer Nutzfahrzeugverband  
Association suisse des transports routiers  
Associazione svizzera dei trasportatori stradali



#### 4) Regular use / annual parking tickets

For regular use of the Car-Terminal, **annual parking tickets** allowing unrestricted access can be obtained from the local office. Detailed information on the admission and parking fees can be found in the Car-Terminal **fee regulations**. The annual parking tickets are numbered and tied to an individual company. They are exclusively intended for use by the purchasing company. By purchasing an annual parking ticket, the company implicitly agrees to be bound by this rule. **The passing-on of annual parking tickets (to other coach companies for example) – whether or not in return for money – is prohibited.** Annual parking tickets are issued exclusively by the Local Office of Car-Terminal or the Local Manager and billed by the Local Office. In the event of unauthorised passing on of annual parking tickets (whether or not in return for money), the company Car-Terminal is entitled to levy a **fine of up to CHF 500.00**.

#### 5) Major events

When planning larger scale travel or an event in the course of which the terminal is to be used by more than 5 vehicles, the Local Office should be contacted in good time – at least 10 days in advance – in order to coordinate the details. The same applies for planned arrivals with articulated vehicles or other large goods vehicles. The organisers are obliged, in consultation with the Local Office, to ensure an **appropriate level of safety** on site (guidance personnel, barriers etc.) and to meet the costs involved. **Car-Terminal accepts no liability whatsoever in connection with events of this nature.**

#### 6) Other uses of the site

Subject to consultation and collaboration with the city of Bern and the Federal Roads Office (FEDRO) it may be possible to rent out the grounds for other uses at times when they are little used by coaches. The management decides on the details in consultation with the Board of Directors. During such events, priority is to be given to the unimpeded access and departure of coaches at all times. In all cases, ASTRA shall decide as to whether the planned and jointly agreed other use requires a separate legal permit needed for motorways.

#### 7) Way and duration of terminal use

Users of the terminal for a short period of time (to a maximum of one hour) must use the *level in the middle* (next to the terminal bar / sale container) for embarkation and disembarkation of the passengers. The *deepest level* of the terminal is used for parking of vehicles during a long period of time. An exceptional and well-founded authorisation has to be obtained in advance from the Local Office.

Coaches may be parked on the site for a maximum period of up to 48 hours without special authorisation. For longer periods of time, authorisation is to be obtained from the Local Office.

#### 8) Prohibition on unauthorised repair and cleaning work

Repair and/or major cleaning work to the vehicle is prohibited within the terminal grounds. Permission for this may be granted by the Local Office in exceptional circumstances. Vehicle repair or cleaning work is not to be undertaken without the prior consent of the Local Office.

#### 9) Car parking

Car parking (chargeable) for private cars is available in the Park + Ride Neufeld adjoining the Car-Terminal. Car parking on Car-Terminal grounds is prohibited, even for short

periods. This applies particularly to the entrance area (highest level, in front of the access barrier)

#### **10) No admittance for unauthorised persons**

Unauthorised persons are not permitted on the grounds. Unauthorised persons are deemed to be those persons present on the site who are not passengers, relatives of passengers, guests of the terminal bar or involved in the operation and maintenance of the terminal and the area adjoining the motorway (area unit I). The Local Manager and other Car-Terminal functionaries are empowered to eject these persons and reserve the right to prosecute them in particular cases for trespass / breach of the peace.

#### **11) Waste disposal**

Users of the coach terminal are required to keep the grounds tidy. The disposal of household waste is strictly prohibited. Waste from coaches is to be disposed of correctly in the waste containers provided. The Company reserves the right to levy administrative charges if this rule is not complied with. The disposal of a bigger volume of waste in bags is only allowed to companies without establishment in Switzerland. Swiss companies are obliged to dispose their waste on the internal way.

#### **12) Sanitary facilities**

A temporary toilet is available. Users are requested to keep the toilets clean and tidy. Charges will be levied for the resulting work in the event of non-compliance.

#### **13) Refreshments / Sale of merchandise**

Travellers have the facility to obtain refreshments in the terminal bar. This is normally open Monday and Friday evenings during the summer season. The sale of food and drink or merchandise of any kind by third parties is prohibited on the coach terminal grounds.

#### **14) Advertising on the terminal grounds**

The application and distribution of advertising material of any kind (e.g. panels, posters, advertising banners etc.) on the terminal premises is prohibited without the prior consent of the Local Office. Unauthorised advertising panels or posters will be removed. The Company reserves the right to bill the perpetrator for the resulting work. The application or distribution of advertising is permissible upon payment of a fee. Please contact the Local Office for information.

#### **15) Misbehaviour by terminal users**

In the event of repeated misbehaviour by coach companies and their drivers or passengers, the Company reserves the right to deny access to the terminal, that is to say to ban them from the premises.

The usage regulations enter into force in accordance with the resolution of the Board of Directors on 22 February 2016. The right to make amendments is reserved.

## **Car-Terminal Neufeld**

**Urs Gerber**  
President

**Stefan Huwyler**  
Secretary General

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Seen and approved by the landowner:

**Federal Roads Office (FEDRO)**  
Department Management Business

Erik Jenk  
Legal Service and Land Acquisition  
Department of Land Acquisition and Property Management