

## 9. Traffic Rules and Manners

### (1) APU Rules and Manners for Commuting to Campus

- APU students are expected to commute to APU using public transport. Commuting to APU by car is not permitted. Riding a motorbike or bicycle on-campus without official registration is not acceptable.
- Refrain from illegal parking. Students who continue to park illegally even after receiving a “Warning” from the University will incur severe disciplinary measures such as being suspended and/or having their scholarship halted in accordance with Student Reward and Punishment regulations.
- Recently, we have received numerous complaints from local residents regarding damage to other vehicles, nuisance parking of bicycles near bus stops, and the abandonment of motorbikes and bicycles.

Note that if

- ① You wish to obtain permission to commute to the University by car because you are unable to use public transportation (due to physical handicaps and similar reasons).  
→It will be necessary for you to submit a certificate from the doctor stating that you have difficulties using public transportation, documents proving the validity of the disability, voluntary insurance certificate, or similar items. Please consult the Student Support Center.
- ② You wish to commute to the University by motorbike.  
→It will be necessary for you to register your motorbike with the University. The documents were distributed when you entered the University during orientation; please confirm that you have done the necessary procedures for application. If you require the application forms again, you may obtain them at the Student Support Center.
- ③ You wish to obtain permission to enter the University by vehicle in order to transport equipment or baggage for an organization’s activity or seminar.  
→You will need to fill out a Permit of Temporary Vehicle Entry at the Student Support Center. If you have not received the necessary permission, you will be subject to disciplinary measures as described above.
- ④ You wish to purchase a bus pass.  
→Tickets go on sale at the Student Union. Please take note of the time schedule.

### (2) Preventing Traffic Accidents

We urge you to take precautions to avoid traffic accidents, not just when commuting to APU, but in all daily situations. You will need to prepare adequate insurance coverage for yourself because if you are at fault you might not be able to continue your studies.

### In the event that you do cause an accident

- ① No matter who is at fault, please contact the police by phone and wait until they arrive at the scene before talking about settlements. If you do not report the accident to the police and are not covered by accident insurance, there is the possibility you may be billed for any extra medical expenses and repairs by the other party involved.
- ② Concerning consultation for traffic accidents, we recommend that as a first step, you contact the insurance company that you have joined or visit their office for consultation.

Oita Prefecture Traffic Accident Consultation Office 097-536-1111 (ext. 2166, 2167)  
Oita Prefecture Traffic Safety Activity Promotion Center—Traffic Accident Consultation Room 097-532-0815 Automobile Safety Center 097-549-3161

If you have any other concerns or trouble, please go to the Student Support Center.

## **(3) Operating a Motorbike**

To operate a motorbike in Japan, you must have a valid driver's license or permit, and third party insurance. Recently, several students have been caught using international driver permits that are not valid in Japan. Please read the explanations below very carefully, and do not operate a motorbike under any circumstances if you do not possess a valid license or permit.

### Take care when accepting a motorbike from a friend or acquaintance

Please make sure that the motorbike has already undergone the necessary procedures for "Discarded Vehicles" and "Change of Ownership." Do not accept any motorbikes which haven't yet finished the necessary transferal procedures. In addition, please confirm that your insurance is up-to-date. Do not jump at the chance to own a motorbike simply because it is "cheap" or "free."

If you are the person transferring your motorbike to another person, please complete the necessary procedures described above.

## **(4) Driver's Licenses**

When driving in Japan, you will need to possess a valid driver's license. In the event that you are driving without a valid license, you could be arrested for up to one year and face a severe fine to a maximum of 300,000 yen.

For international students who plan to ride their motorbikes in Japan, it will be necessary for you to follow the procedures listed below to obtain a license.

**〔Measure 1〕** Obtain a Japanese Driver's License

For more details on how to obtain a Japanese driver's license, contact the following:

Driver's License Center, Oita Prefectural Police

Tel: 097-536-2131

Address: Matsuoka, Oita City 6687

<http://www.pref.oita.jp/keisatu/menkyo/index.html>

**〔Measure 2〕** Procedures for Converting your Driver's License from Your Home Country to a Japanese Driver's License:

Convert your driver's license from your home country into a Japanese driver's license. (This does not include international driver's licenses.)

Driver's License:

- i ) Conditions
  - (a) Your driver's license from your home country must be valid.
  - (b) You must have remained in your home country for at least 3 months upon obtaining your driver's license.
- ii ) Required documents:
  - (a) A valid driver's license from your home country
  - (b) An official translation of your license from your embassy of JAF.
  - (c) Passport
  - (d) Alien Registration Certificate
  - (e) 1 photo (3 cm × 2.4 cm)
  - (f) Certificate of Residence
  - (g) Test fee
  - (h) International driver's license (for people that have obtained one)
- iii ) Submit applications to:
 

Driver's License Center, Oita Prefectural Police Headquarters  
Address: Matsuoka, Oita City 6687  
Tel: 097-536-2131
- iv ) Test:
  - (a) Written test: (10 questions). Available in Japanese, English, Chinese, Korean, and Spanish. A mark of 7/10 is required to pass.
  - (b) Driving test (automobile and motorbike only. A driving test for a scooter license is not required). Students from the exempted 22 countries (see vi) are not required to sit the written and driving test.
  - (c) Interview (questions will relate to how you obtained your license)
  - (d) Aptitude test (eyesight, etc)

NB: If you do not speak Japanese, be sure to be accompanied by someone who can interpret for you.
- v ) Test fees:
  - (a) Test surcharge fees:
    - Scooter driver's license: 1,650 yen
    - Type 1 license: 2,400 yen

■ Other types of licenses: 3,300 yen

(b) Use of car for driving test: 1,100 yen

(c) License: 1,750 yen

vi) Countries exempted (22 in all)

(Iceland; Ireland; England; Italy; Australia; Austria; Holland; Canada; Greece; Switzerland;  
Sweden; Spain; Denmark; Germany; New Zealand; Norway; Finland; France; Belgium;  
Portugal; Luxembourg; and Korea.

vii) Japan Automobile Federation (JAF) homepage:

Refer to the JAF page for information on obtaining a translation of your driver's license in order to convert it to a Japanese driver's license.

<http://www.jap.or.jp>

Procedures for JAF

Please submit an "Application Form for Translation of a Foreign Driver's License" to JAF together with the document to be translated (fee payment required).

The Japan Automobile Federation (JAF) Oita Branch Office

870-0955

Oita Prefecture, Oita City, Shimogōri Minami 5-3-12

TEL:097-567-7000 FAX:097-567-7100

**{Measure 3}** Obtain an International Driver's License

International driver's permit: Only permits that have been issued under the 1949 Geneva Convention (see below)\* will be valid. The following three points authenticate its validity:

a. The appropriate International driving permit for the vehicle you are operating:

To ride a motorbike, your permit must be a type A.

Type B permits are valid for four-wheeled vehicles only, not motorbikes.

b. The expiry date is one year from the date printed on the front of the permit.

c. It must be less than one year since your first date of entry to Japan from overseas.

If you operate a vehicle and any of the above three points are not satisfied, you may be arrested by the police for driving without a valid driver's license, and could face heavy penalties.

NB:

- Even if your permit has not expired, you are not allowed to use it to drive in Japan if one year as elapsed since our first date of entry to Japan.
- In order to renew an international driving permit, the holder must be away from Japan for more than three consecutive months. Therefore, it is effectively impossible for APU students to renew an International Driver's Permit while being a student at APU.
- You must carry your driver's license with you at all times when driving (if you do not your license with you when driving, you will be regarded as an unlicensed driver).

### \*1949 Geneva Convention

The 90 countries printed in the attached list (refer to P48) are signatories to the Geneva Convention. International Driving Permits from countries which are not signatories to this Convention are not valid in Japan. Even if the issuing country is a signatory, the permit will not be valid if it has been issued under another Convention. Permits which have been issued under the Geneva Convention have the date of this Convention printed on them: 19 September 1949. In certain regions, there are international driver's permits which are similar to the Geneva Convention International Driver's Permit. However, in Japan, only international drivers' permits from countries listed on the opposite page are valid.

Other conventions:

Paris Convention 24 April 1926

Washington Convention 15 December 1943

Vienna Convention 8 November 1968

[Measure 4]

If you intend to drive using a driver's license from one of the designated countries below, you will need to carry a certified translation of your license from an official organization. The conditions of use and period of time for use are the same as for international driver's licenses.

[Switzerland, Germany, France, Italy, Belgium, Taiwan]

## (5) Insurance

Compulsory automobile liability insurance provides minimum coverage for death or injuries to third parties in the event of a motorbike accident. It is illegal to operate a motorbike without first having taken out this type of insurance. When purchasing a new motorbike, please go through the required steps for registration at the place of purchase. The dealer will usually prepare the necessary paperwork. If you have received a motorbike from an acquaintance or friend, please verify that the motorbike has undergone procedures for "Discarded Vehicles" and "Change of Ownership".

It is necessary for you to carry your "Compulsory Insurance Certificate" at all times when driving. If you do not carry it with you, you may be fined up to 300,000 yen. If you neglect to register for a Certificate, you could be fined up to 500,000 yen.

In order to commute to APU by motorbike, you are obligated to take out voluntary insurance as well. While compulsory automobile liability insurance offers coverage to injuries sustained to third parties, it does not cover third party property damage (e.g. automobiles or motorbikes). Furthermore, health insurance does not cover expenses for medical treatment required as a result of an accident. For this reason, in order to be covered for third party property damage and medical expenses, be sure to carry out all the necessary procedures for voluntary insurance.

## Maximum Liability Insurance Coverage

In case of death: ¥30,000,000

In case of delayed effects of injuries: ¥750,000 ~ ¥40,000,000 (amount depends on the severity of injuries)

In case of injuries: ¥1,200,000

### Example of a traffic accident

Accident description: Mr. A is riding his motorbike when he collides into the rear end of Mr. B's motorbike who is stationary at an intersection. Mr. A is deemed to be 100% at fault.

Indemnity charges: Mr. A is required to reimburse all of the following payments for damages.

Mr. B (the victim)

Personal injury: ¥1,000,000 in medical expenses for a broken left arm (a)

Property damage: ¥1,000,000 in motorbike repairs (b)

Mr. A (individual at fault)

Personal injury: ¥1,000,000 in medical expenses for a broken right arm (c)

Property damage: ¥100,000 in motorbike repairs (d)

Insurance coverage:

- i ) Compulsory automobile liability insurance: Covers only (a)
- ii ) Voluntary insurance:

If Mr. A has taken out the appropriate voluntary insurance, damages for (a) through (d) are covered.

## The 90 signatory Countries to the 1949 Geneva Convention

アイスランド	シエラレオネ	バングラディッシュ
Iceland	Sierra Leone	Bangladesh
アイルランド	ジャマイカ	ハンガリー
Ireland	Jamaica	Hungary
アメリカ	シリア・アラブ	フィジー
United States of America	Syria	Fiji
アルジェリア	シンガポール	フィリピン
Algeria	Singapore	Philippines
アルゼンチン	スウェーデン	フィンランド
Argentina	Sweden	Finland
アルバニア	スペイン	フランス
Albania	Spain	France
イギリス	スリランカ	ブルガリア
United Kingdom	Sri Lanka	Bulgaria
イスラエル	スロバキア	ベナン
Israel	Slovakia	Benin
イタリア	セネガル	ベネズエラ
Italy	Senegal	Venezuela
インド	旧ソビエト連邦	ペルー
India	Former Soviet Republics	Peru
ウガンダ	タイ	ベルギー
Uganda	Thailand	Belgium
エクアドル	チェコ	ボツワナ
Ecuador	Czech Republic	Botswana
エジプト	中央アフリカ	ポーランド
Egypt	Central Africa	poland
オーストラリア	チェニジア	ポルトガル
Australia	Tunisia	Portugal
オーストリア	チリ	マダガスカル
Austria	Chile	Madagascar
オランダ	デンマーク	マラウイ
Netherlands	Denmark	Malawi
ガーナ	トーゴ	マリ
Ghana	Togo	Mali
カナダ	ドミニカ	マルタ
Canada	Dominican Republic	Malta
韓国	トリニダードトバコ	マレーシア
Korea	Trinidad and Tobago	Malaysia
カンボジア	トルコ	南アフリカ
Cambodia	Turkey	South Africa
キプロス	ナミビア	モナコ
Cyprus	Namibia	Monaco
キューバ	ニジェール	モロッコ
Cuba	Niger	Morocco
ギリシャ	日本	旧ユーゴスラビア
Greece	Japan	Former Yugoslavia
キルギス	ニュージーランド	ヨルダン
Kyrgyzstan	New Zealand	Jordan
グアテマラ	ノルウェー	ラオス
Guatemala	Norway	Laos
グルジア	ハイチ	ルワンダ
Georgia	Haiti	Rwanda
コートジボワール	バチカン	ルクセンブルク
Cote D'Ivoire	Vatican	Luxembourg
コンゴ	パプアニューギニア	ルーマニア
Congo	Papua New Guinea	Romania
ザイール	パラグアイ	レソト
Zaire	Paraguay	Lesotho
サンマリノ	バルバドス	レバノン
San Marino	Barbados	Lebanon