

CAPRICORN TVET COLLEGE



CORPORATE SERVICES: TRANSPORT POLICY

**CAMPUSES:
POLOKWANE
SESHEGO
SENWABARWANA
RAMOKGOPA**

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Approved by

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Nonke Mafu
CHAIRPERSON
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VISION OF CAPRICORN TVET COLLEGE



“A dynamic Technical Vocational Education and Training Institution of Excellence”

MISSION STATEMENT OF CAPRICORN TVET COLLEGE

Capricorn College is to offer responsive, flexible and quality programmes that are accessible to all learners through formal learning, skills development and Learnership. This is achieved by adhering to policies and procedures, making use of committed human capital and employing appropriate physical and fiscal resources.

Values

- **Respect:** We treat others as we would like to be treated ourselves. Abusive or disrespectful treatment is not tolerated. We will strive for fairness and equity.
- **Integrity:** We are committed to transparency, honesty and sincerity.
- **Communication:** We are committed to effective communication. We believe information is meant to move and that information moves people.
- **Excellence:** We are satisfied with nothing less than the best quality in everything we do.

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1. Legislative framework and best practice regulations

1.1 Key principles contained in the following legislation were applied to develop this policy:

- a) CET Colleges Act No.16 of 2006, as amended (formerly the FET Act);
- b) Public Finance Management Act, 1999, (Act No 1 of 1999, as amended by Act 29 of 1999) (PFMA);
- c) National Treasury Regulations, March 2005; and
- d) National Road Traffic Act No. 93 of 1996.

1.2 The following College Codes and DHET recommended policies have a bearing on this policy:

- a) Code of Conduct for Employees;
- b) Supply Chain Management Policy; and
- c) Asset Management Policy.

2. Purpose

The purpose of this policy is to enable management to:

- 2.1 establish and implement sound fleet management practices;
- 2.2 give direction on how Capricorn College's Vehicle Fleet should be managed and controlled; and
- 2.3 achieve the optimal level of asset utilisation of the College Vehicle Fleet in the most cost effective manner.

3. Definitions, acronyms and abbreviations

For the purpose of this policy, unless the context indicates otherwise, the following definitions, acronyms and abbreviations are set out for the terms indicated:

- 3.1 "**Accounting Officer**" – is the College Principal.
- 3.2 "**Assistant Director: HRM and Development**" – is a senior Human Resources post as recommended on a standard College organogram by DHET, reporting directly to the Deputy Principal: Corporate Services.
- 3.3 "**Act**" – means the CET Colleges Act No.16 of 2006, as amended.

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- 3.4 **“College Vehicle”** – is a vehicle owned by the College, or commercially leased, or rented with College funds and is assigned to an individual, unit or campus for use to conduct official College business.
- 3.5 **“College Vehicle Fleet”**- all College Vehicles, including motorcars, LDV's, trucks and on-and off-road vehicles, used by its staff, without regard for the method of funding or ownership of the vehicle and maintained with College funds.
- 3.6 **“Council”** – is the governing body of the College.
- 3.7 **“Department”**; “DHET” – is the Department of Higher Education and Training.
- 3.8 **“Employee”** - is any official, employed at the College, irrespective of grade, full-time or part-time, Council or Department appointed, and paid on a salaried or an hourly/daily individual basis.
- 3.9 **“Finance Manager”**- is a senior Administration post as recommended on a standard College organogram by DHET, reporting directly to the Deputy Principal: Finance.
- 3.10 **“Fleet management unit”**- are the personnel at the Central Office/ Head Office reporting directly to the Finance Manager, or reporting indirectly from campuses to the Finance Manager, on aspects of College fleet control and management, through either campus provisioning clerks or finance clerks.
- 3.11 **“GRAP”** – is Generally Recognised Accounting Practice.
- 3.12 **“LDV’s”** – is Light delivery vehicles.
- 3.13 **“NRTA”** – is the National Road Traffic Act No. 93 of 1996.
- 3.14 **“Pool vehicle”**- is a vehicle shared for use within the College and available for business use through reservation procedures within the College.
- 3.15 **“PrDP”** – is a Professional Driving Permit.
- 3.16 **“Rental vehicle”**- a vehicle rented daily or leased long term from a commercial entity, where ownership never passes to the College.
- 3.17 **“TVET”** – is Technical and Vocational, Education and Training
- 3.18 **“Unit Manager”** – is a senior Management post reporting to either the Accounting Officer, Deputy Principal/s or Campus manager; and is also known as Portfolio manager or department manager.
- 3.19 **“VCET”** – Vocational and Continuing Education and Training
- 3.20 **“VRN”** – is vehicle registration number.
- 3.21 **“CSRC”** – college student’s representative council
- 3.22 **“SRC”** – student’s representative council/committee
- 3.23 **“SSS”** – student support services
- 3.24 **“EMS”** – Emergency Medical Services

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4. Scope

- 4.1 This policy strives to establish guidelines for the acquisition, use and maintenance of the College Vehicle Fleet.
- 4.2 This policy is applicable once a vehicle is acquired by Capricorn College, without regard for the method of funding or ownership of the vehicle, and therefore applies to all College Vehicles used by its Employees.
- 4.3 In particular, the Accounting Officer, the Finance Manager (or equivalent title) as the overall “fleet manager”; and the Campus managers shall play significant roles in the management of the College Vehicle Fleet.

5. Principles of fleet management

The principles of fleet management as set out in this policy shall be read in conjunction with those of the College’s Asset Management Policy.

5.1 Vehicle acquisition criteria

- 5.1.1 Capricorn College recognises the significant initial cost associated with vehicle acquisitions and the significant ongoing operational costs that a vehicle acquisition represents. To manage this expense effectively, all College Vehicle acquisition decisions must be examined carefully. The College must annually budget for potential College Vehicle replacements or for anticipated new additions to the fleet.
- 5.1.2 Controls are in place to measure high level fleet management measures, such as repair costs per travelled kilometre, downtime, and appropriateness of the vehicle type to the task at hand.
- 5.1.3 Vehicle acquisitions must be supported by:
- a) written justification for the need to acquire an additional vehicle;
 - b) written approval from the Accounting Officer or his designee; and
 - c) procurement using the principles set out in the College Supply Chain management policy.

5.2 Additions and disposals

Campuses and the Central Office will make these recommendations based on changing business needs, for proposal to the Deputy Principal Finance.

- 5.2.1 Additions and disposals are primarily driven by utilisation and the cost of running the vehicle when compared to industry benchmarks for that vehicle.

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College Vehicles not meeting minimum utilisation rates should be considered for disposal, and be replaced with rented vehicles for the shorter periods, if the cost versus the benefit justifies it. Conversely, extremely high utilisation rates can justify increase in the fleet numbers.

5.2.2 Changing business needs of short duration should not impact permanent fleet size. Short term equipment needs should be met by co-operation between respective campuses without having to resort to fleet additions.

5.2.3 The Fleet Management unit is responsible for reviewing the fleet register annually, to identify College Vehicles that should be decommissioned according to these criteria. This review should be supplied to the Finance Manager to allow him/her to make a budget submission.

5.3 Normal replacement of fleet units

5.3.1 Normal replacement of fleet vehicles is done based primarily on cost inefficiency. Every class of vehicle has a benchmarked target life based on economical usage, which is used in determining expected normal replacement. Also, College Vehicles not achieving minimum utilisation are targets for elimination without replacement. (Para 5.2.2.)

5.3.2 Other factors that influence replacements are:

- a) higher than benchmarked operating costs;
- b) technology changes driving down new operating costs;
- c) obsolescence (no longer required for its initially purchased purpose);
- d) changing business needs.

5.3.3 A change in business needs also drives decisions to upgrade or downgrade particular vehicles. These conditions are normally exceptional.

5.4 Casualty replacement of fleet unit items

5.4.1 Replacement vehicles will be considered once vehicles have become uneconomical to operate.

5.4.2 Casualty losses due to mechanical failure will be examined for cause and possible vehicle type changes that may be necessary to avoid a repeat of the casualty losses.

5.5 Vehicle type selection

5.5.1 Capricorn College shall acquire vehicles for use that are well suited to performing the work needed to be accomplished.

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- 5.5.2 Employee safety will be taken into account when acquiring vehicles.
- 5.5.3 The initial Vehicle class specification should be made by the primary user of the vehicle's services, using the criteria for BID specification and motivation as defined in the College's SCM Policy. Vehicle brand selection is recommended by the Finance Manager, with consensus of the Deputy Principal Finance, in consultation with the BID Specification committee, and authorisation from the Accounting Officer.
- 5.5.4 Manufacturer ratings, including load carrying capacity and trailer pulling capacity, will be monitored when developing vehicle specifications before acquiring vehicles.

5.6 Financing considerations

- 5.6.1 Capricorn College shall continuously review all its financing options to ensure cost effective financial decisions are made when acquiring new vehicles.
- 5.6.2 Financial options including vehicle rental, vehicle leasing, and vehicle ownership must be considered when acquiring vehicles.

5.7 Vehicle identification

- 5.7.1 Vehicles owned or leased by the College shall be clearly marked as College Vehicles, indicating the College name, campus name if applicable, physical address, logo and contact telephone number. These details should be applied to both front driver and passenger doors.
- 5.7.2 Except for the usual number plates, College logo, manufacturer's mascot name and model inscriptions as well as licence disc, College Vehicles may not display any private insignia, mascots, stickers or advertising material.
- 5.7.3 Information in respect of carrying capacity should be displayed on certain vehicles. In terms of the NRTA, information relating to the Tare Mass, Gross Vehicle Mass, and where applicable, the number of passengers should be displayed on buses and goods vehicles.

5.8 Safety

- 5.8.1 All Capricorn College Vehicles shall be managed by the Fleet Management unit to enable the driver to operate it safely to get access to the vehicle.
- 5.8.2 College Vehicles shall be operated in accordance with all traffic laws, rules, and regulations.

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5.8.3 College Vehicles will not be operated in any fashion that may endanger any person or property.

5.8.4 Seatbelts are to be worn by all occupants of College Vehicles.

5.8.5 Operators /drivers of College Vehicles must possess a valid driver's licence of the appropriate class, with proper endorsements governing the vehicle being operated.

5.8.6 Drivers will be held accountable, and disciplined appropriately, for careless and unsafe operation of College Vehicles.

5.9 Vehicle usage privileges

College Pool vehicles are assigned to a campus or central office with no taking home privileges, unless authorized by the Accounting Officer.

5.10 Authorised usage of College Vehicles

5.10.1 The use of College Vehicles, before, during or after regular work hours is intended for official business only. College Vehicles are to be used solely for activities related to the business of Capricorn College and for its direct benefit, with the exception of reasonable circumstances, including, but not limited to, circumstances relative to Employee safety.

5.10.2 College Employees must not permit unauthorised persons to operate a College Vehicle.

5.10.3 Campus or Unit managers may not authorise non-College staff members, students (SRC), interns and Learner ship to operate/drive College Vehicles.

5.10.4 Compliance with this policy is required of all drivers and passengers.

5.11 Improper usage of College Vehicles

5.11.1 Improper usage of College Vehicles includes, but is not limited to:

- a) use of a vehicle without authorisation;
- b) use of a vehicle for non-College activities;
- c) negligent driving;
- d) failure to meet College preventative maintenance requirements;
- e) ineligibility to drive;
- f) violation of this Policy or any South African driving regulations (Refer Website www.aarto.gov.za);
- g) driving a College Vehicle when driving abilities may be impaired;

- h) allowing another Employee whose driving ability is impaired to drive a College Vehicle;
- i) smoking in College Vehicles;
- j) transporting non-College Employee passengers, including family members;
- k) use of a vehicle for personal gain, such as delivering goods or services;
- l) modifications of a College Vehicle including affixing signs, stickers, antennae, bike racks, etc.;
- m) transportation of private animals;
- n) hauling loads that could structurally damage the vehicle (e.g. firewood, paper, gravel);
- o) use of trailer hitches and towing without prior written consent from the Fleet Manager;
- p) transportation of hitchhikers;
- q) use of the vehicle for vacations or any other use not expressly authorised by this policy;
- r) transportation of persons not on the trip authority; and
- s) taking the vehicle home without proper authorization.

5.12 General Requirements applicable to the use of College Vehicles

- 5.12.1 Capricorn College shall operate vehicles in accordance with laws, rules and regulations set forth by the local, provincial and national government.
- 5.12.2 Employees shall be held accountable for failure to comply with this Policy.
- 5.12.3 Drivers will be personally responsible for the cost of all traffic fines, parking tickets, locksmith calls for retrieving keys, lost keys, lost petrol card, etc.
- 5.12.4 No College Employee shall be authorised to drive College Vehicles unless they hold a valid driver's licence (not expired, suspended, or revoked) and meet all criteria in this Policy.
- 5.12.5 The driver's licence must be appropriate for the type of vehicle used.
- 5.12.6 All College drivers who drive specialised vehicles, in terms of the NRTA vehicle classification, must be in possession of a PrDP for the appropriate category of vehicle.
- 5.12.7 Professional drivers must ensure that their PrDP's are current at all times and are renewed prior to the expiry date.
- 5.12.8 The College will not cover the costs for the renewal of any expired driver's licence.

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5.12.9 College Employees who drive College Vehicles may be subject to drug and alcohol testing, by an accredited agency when requested to by the Fleet Manager.

5.12.10 Driving privileges may be denied or suspended if Employees have had any of, but not limited to, the violations listed in paragraph 5.11.1(f) within the past five (5) calendar years, based on the date of disposition, settlement or conviction.

5.12.11 Individuals authorised to use a Pool vehicle:

- a) The first time user of the College Vehicle must be tested before he/she is given permission to drive by the Fleet management unit through a driver competency test conducted by the Department of Roads and Transport.
- b) The drivers/operators shall only operate College vehicles only after being declared competent (after successfully completing the driver competency test)
- c) A driver who has been declared competent shall be allocated a college vehicle safety/operation tag
- d) At the discretion of the Accounting Officer or designee, College Vehicles may be assigned to specific campuses or units to support their operational needs; and
- e) Employees authorised to drive campus Pool vehicles, must work at the campus to which the vehicle was assigned, unless otherwise authorised by the Campus Manager.

5.12.12 Incidental Travel and Stops

- a) Drivers are not permitted to use a College Vehicle for any personal purpose.
- b) Drivers should remember that public perception of the College Employees is important and influenced by how and where the public sees College Vehicles being used. Drivers should not make incidental stops at locations the public would perceive as inappropriate.
- c) Drivers required to stay overnight(s), away from home may, with the permission of their Campus or Unit manager, use a College Vehicle for the types of necessary activity that could be expected of a traveller away from home.

5.12.13 Mileage Reporting

- a) Monthly mileage reporting is required for every College Vehicle. After each trip, the driver is required to complete a trip authority and vehicle log, which records each leg of travel.
- b) At the end of every month, the Campus and Unit managers shall compile a Trip and Mileage Report Log Book indicating the beginning and ending odometer readings for each vehicle. These details shall be submitted to the Fleet Manager within the first week of every month, who will consolidate and submit to the Finance Manager for review.

5.12.14 Fines

- a) Whilst summons for fines will be delivered to the College fleet responsible person:
- b) Drivers are responsible for promptly settling any speed fines incurred, based on the original issued document; and
- c) Failure to pay vehicle fines may result in disciplinary action being instituted.

5.12.15 Fuel

- a) All vehicles are refuelled at any petrol station nationwide using a College Garage/Petrol Fleet card per vehicle.
- b) Campus managers at campuses and the Fleet and Financial manager at Central Office/ Head Office are responsible for reviewing fuel consumption for their respective vehicles, on a monthly basis.

5.12.16 Repairs and Preventative Maintenance

- a) Vehicle repairs and maintenance should be performed by the relevant dealership in accordance with the manufacturer's maintenance plan.
- b) It is the objective of the College to keep vehicles maintained in a safe operating condition. Employee and public safety are prime considerations in making vehicle maintenance and repair decisions.
- c) The Fleet Manager is responsible to ensure that all equipment receives scheduled or "as required" maintenance with the assistance of the Campus managers, whose responsibility it is to ensure all preventative maintenance is performed on schedule and that the College Vehicle is serviced in a timely manner when notified of preventative maintenance. Failure to

perform the maintenance and repairs may result in a financial reduction in value of the vehicle or payment for vehicle repairs.

- d) All drivers of College Vehicles must know how to handle unscheduled emergency repairs.

5.12.17 General Maintenance and Safeguarding of Vehicles

- a) Every driver must keep his/her vehicle in a clean and hygienic condition. The littering of vehicle interiors is not allowed.
- b) Whenever a College Vehicle is garaged or parked, every precaution shall be taken to safeguard it against damage, theft or irregular use.
- c) The load on any College Motor vehicle must not exceed the load recommended by the manufacturers of the vehicle.
- d) When transporting people, drivers must ensure that the College Vehicle is stationary while passengers climb on or off.
- e) All passengers are to be seated before the vehicle moves.

5.12.18 Physical Damage

- a) It is an objective of Capricorn College to operate vehicles that present a positive reflection of the College to the public. It is also an objective of the College to promote safe work practices.
- b) Physical damage to a vehicle often results from unsafe work practices.

5.13 Accidents and Liability

5.13.1 Driver's liability

- a) Drivers are responsible for immediately reporting, to the Campus or Unit manager, all accidents or any damage to College vehicles, and the manager concerned must report this to the Fleet Manager, who must inform the Finance Manager.

5.13.2 Occupational Health and Safety Act Coverage

- a) Injured College Employees may use either their own insurance, Occupational Health or Safety, or self-initiated litigation to recover damages against negligent third parties.
- b) Occupational Health and Safety pays for medical expenses, hospital expenses and loss of wages for College Employees injured while on duty.
- c) There is no Occupational Health and Safety coverage when the Employee is not on duty or is acting outside the scope of his/her employment.

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5.13.3 Insurance coverage for College Vehicles

- a) All College Vehicles shall be covered by the insurance policy negotiated regularly with a recognized insurance company. This is the responsibility of the Deputy Principal Finance.

5.14 INTERNAL CONTROL PROCESS FOR THE ADMINISTRATION OF COLLEGE VEHICLES

1. The main aim of this section is to assist in ensuring that End-users (CSRC Members) get transport on time. The following process shall be followed
 - 1.1 End user (CSRC Member) shall submit an invitation or any other valid documents to SSS office as a supporting document for transport requisition.
 - 1.2 The supporting documents shall be accompanied by a list of CSRC members invited to attend the meeting/event.
 - 1.3 The list shall include amongs other things full names and ID number of the Campus SRC members.
 - 1.4 The SSS officer shall a day before (except in case of emergency) the meeting/event complete internal requisition form which must be signed and approved by the relevant stakeholders as indicated in the requisition form.
 - 1.5 The SSS officer shall submit the approved internal requisition to the Transport Officer to organise a driver.
 - 1.6 The Transport officer shall before knock-off time, inform the SSS officer about the availability of transport and driver.
 - 1.7 SSS Officer shall before knock-off time, inform CSRC Members about departure time
 - 1.8 In case where departure time will be very early in the morning or returning time will be late in the evening, the SSS Official shall after consultation with the Campus Manager ensure that the Campus SRC members are safe by either organizing transport that will deliver them or accommodation at the hostel, depending on the distance.

5.14.1 Liability coverage

- a) Liability coverage is for claims in which a person driving a College Vehicle, in the scope of their College employment, causes damage to a third party. This coverage is stipulated in the relevant College insurance policy.

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- b) There may be no College liability coverage if an unauthorized driver of the College Vehicle operates the vehicle. In such cases, the driver may be personally responsible for the damages to any third party and may also be responsible for payment of damages to the College Vehicle.

6. Roles and Responsibilities

This Policy should be applied with due observance of the delegations between the Accounting Officer and other responsible officials. All delegations in terms of this Policy must be recorded in writing.

6.1 Accounting Officer

The Accounting Officer is ultimately responsible for the management of the College Vehicle Fleet, including its safeguarding and maintenance. However, the day to day operations relating to the College Vehicle Fleet should be the responsibility of all Employees, as identified in the roles and responsibilities below at paragraphs 6.2 to 6.6. The Accounting Officer is accountable for all transactions entered into by any designates.

The Accounting Officer should ensure that:

- 6.1.1 the College has and maintains a management, accounting and information system that accounts for the College Vehicle Fleet;
- 6.1.2 the College Vehicle Fleet is accounted for in accordance with standards of GRAP;
- 6.1.3 the College has and maintains a system of internal control over the College Vehicle Fleet, including its safeguarding and maintenance; and
- 6.1.4 all managers and staff comply with this Policy.

6.2 Deputy Principal Finance

The Deputy Principal Finance is responsible to the Accounting Officer for ensuring that the financial investment in the College Vehicle Fleet is safeguarded and maintained. The Deputy Principal Finance should ensure that in conducting his/her financial management responsibilities, the following are considered:

- 6.2.1 all revenue due to the College from the utilisation and/or disposal of the College Vehicle Fleet is collected and accounted for;
- 6.2.2 financial procedures and processes are established and maintained to ensure that the College's financial resources spent on College Vehicles are optimally

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utilised through appropriate asset plans, budgeting, purchasing, vehicle usage records, maintenance and disposal decisions;

6.2.3 the Accounting Officer is appropriately advised on the exercise of powers and duties pertaining to the financial administration of the College Vehicle Fleet;

6.2.4 all Campus and line managers and their units are appropriately advised on the exercise of their powers and duties pertaining to the financial administration of the College Vehicle Fleet through this Policy;

6.2.5 the requirements to make vehicle type selection (above at paragraph 5.5) and financing considerations (above at paragraph 5.6) are taken note of; and

6.2.6 this Policy and any supporting procedures or guidelines are effectively communicated, implemented and maintained.

6.2.7 Direct responsibility for Vehicle insurance (Para 6.3)

The Deputy Principal Finance may assign responsibility for performing these functions but will remain accountable for ensuring these activities are performed.

6.3 Finance Manager

The Finance Manager will have specific responsibilities vis-à-vis the oversight of the College Fleet Management Unit.

These responsibilities should ensure that:

6.3.1 when acquiring College Vehicles, decisions on how to account for the transactions, e.g. whether they should be capitalised or expensed (if rented), are made in full compliance with the College applicable accounting standards;

6.3.2 the purchase of College Vehicles complies with College policies and procedures, especially the Supply Chain Management policy; and

6.3.3 the monthly reconciliation of the general ledger to the asset register.

6.4 Campus and Unit managers

The Campus and Unit managers are responsible for the following:

6.4.1 maintaining up-to-date knowledge of the College Vehicle Fleet policy and related procedures;

6.4.2 educating their staff/drivers regarding this Policy and procedure;

6.4.3 ensuring completion of initial Vehicle Use Agreements (refer Appendix A) for their Employees nominated as Drivers;

6.4.4 submitting requests to the Accounting Officer for vehicle allocation;

6.4.5 maintaining their allocated vehicles;

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- 6.4.6 managing and monitoring vehicle use and mileage, as required by the Trip and Mileage Record logbook–Appendix E.
- 6.4.7 complying with the administrative requirements as recorded in the paragraphs detailed below: –
- 6.4.8 Limitation on who may drive a College vehicle (Para 5.10.3);
- 6.4.9 Reviewing fuel consumption (Para 5.12.15(b));
- 6.4.10 Assistance with ensuring preventative maintenance is carried out on Campus vehicles (Para 5.12.16(c));
- 6.4.11 Reporting violations of this Policy (Para 7.4.2(l));
- 6.4.12 Granting occasional “take-home” privileges, within Accounting Officer guidelines (Para 7.4.2(m)).

6.5 Fleet Management Unit

The Fleet management unit consists of the personnel at Central Office reporting directly to the Facility Manager, or reporting indirectly from campuses to the Finance Manager on aspects of College fleet control and management, through either campus provisioning clerks or finance clerks must ensure that:

- 6.5.1 all College Vehicles are duly processed, identified (paragraph 5.7) and recorded in the fleet register before being issued for use;
- 6.5.2 all College Vehicles are appropriately safeguarded via an alarm and immobilizer system and insured;
- 6.5.3 proper procedures are implemented to electronically track the movement of College Vehicles;
- 6.5.4 College Vehicles are utilised for the purpose for which they were acquired by the College;
- 6.5.5 the College resources with respect to College Vehicles are utilised effectively, efficiently, economically and transparently;
- 6.5.6 the College Vehicle Fleet management systems, processes and controls can provide an accurate, reliable and up-to-date account of College Vehicles;
- 6.5.7 the asset plans, budgets, purchasing, maintenance and disposal decisions of the College, in relation to the College Vehicle Fleet, are managed and the College’s strategic objectives with respect to the College Vehicle Fleet are optimally achieved;
- 6.5.8 the asset life-cycle transactions comply with the plans and legislative requirements of the College; and

6.5.9 Their responsibilities include, but are not limited to, the policy functions as specified in the paragraphs detailed below:

- a) Reviewing fleet register for potential replacement needs (Para 5.2.3);
- b) Recommending normal replacement of fleet units (Para 5.3);
- c) Reviewing cases of vehicle abuse and vehicle accidents (Para 7.6.4);
- d) Vehicle identification (Para 5.7);
- e) Operating vehicles safely (Para 5.8.1);
- f) Monitoring driver route compliance (Para 7.4.2(a));
- g) Improper usage of College Vehicles (Para 5.11);
- h) General Requirements applicable to the use of College Vehicles (Para 5.12);
- i) Receiving reports on vehicle damages or failures (Para 7.5.1(a));
- j) Responsibilities related to maintenance and repairs (Para 7.5.2(b));
- k) Keeping records of maintenance and repairs (Para 7.5.2(i));
- l) Maintaining the accident kit within each vehicle (Para 7.6.2(d));
- m) Retaining Fleet-related records (Para 7.7.2);
- n) Arranging e-tags (Para 7.4.2(o));
- o) Authorizing non campus Employees to drive designated vehicles (Para 5.12.11(c));
- p) Review fuel consumption of Central office vehicles (Para 5.12.15(b));
- q) Ensuring preventative maintenance is carried out on Central Office vehicles (Para 5.12.16(c));
- r) Retaining filed copies of driver licences and approved vehicle use agreements (Para 7.4.1(b));
- s) Setting up maintenance schedules (Para 7.5.2(a));
- t) Keeping records of vehicle problems (Para 7.5.2(b));
- u) Issuing instructions to have assigned vehicles repaired (Para 7.5.2(c)).

6.6 Drivers

Drivers are responsible for the following:

- 6.6.1 meeting minimum driving standards, defined by the NRTA, for the driver's code of licence held, and complying with their signed approved Vehicle Use Agreement – Appendix A;
- 6.6.2 drivers must ensure that the registration plates and any other markings on the vehicle in their charge are always in good order and that the colour of the plates, letters and numbers are at all times clearly visible.

6.6.3 adhering to all the conditions and procedures of this Policy, as required in terms of the paragraphs detailed below:

- a) Display of current licence disc (Para 7.4.2(d));
- b) Completion of College Vehicle Checklist and safety rules (Para 7.4.2(g));
- c) Unauthorised persons not to operate vehicles (Para 5.10.2);
- d) Compliance with this Policy (Para 5.10.4);
- e) Use of vehicle for non-College activities (Para 5.11.1 (b));
- f) Negligent driving (Para 5.11.1 (c));
- g) Violation of driving offenses within AARTO Charge book (Para 5.11.1. (f));
- h) Driving when abilities are impaired (Para 5.11.1(g));
- i) Allowing another Employee with impaired abilities to drive (Para 5.11.1(h));
- j) Smoking in College vehicles (Para 5.11.1 (i));
- k) Transporting non-College Employee passengers (Para 5.11.1 (j));
- l) Use of a vehicle for personal gain (Para 5.11.1(k));
- m) Transportation of private animals (Para 5.11.1 (m));
- n) Carrying loads that could structurally damage a vehicle (Para 5.11.1 (n));
- o) Use of trailer hitches and towing without written consent (Para 5.11.1 (o));
- p) Transportation of hitch hikers (Para 5.11.1(p));
- q) Transportation of persons not on the trip authority (Para 5.11.1(r));
- r) Taking a vehicle home without authorization (Para 5.11.1 (s))
- s) Responsibility for traffic fines etc. (Para 5.12.3);
- t) Need for an appropriate PrDP for specialized vehicles (Para 5.12.6);
- u) Initial completion of Vehicle Use Agreement and Certification forms (Para 7.1.1);
- v) Suspension of driving privileges (Para 5.12.10);
- w) Employment at a specific campus (Para 5.12.11 (c));
- x) Incidental travel and stops (Para 5.12.12);
- y) Final completion of trip authority at end of journey (Para 5.12.13(a));
- z) Responsibility for fines (Para 5.12.14);
- aa) Knowledge of how to handle unscheduled emergency repairs (Para 5.12.16(d));
- bb) General maintenance and safeguarding of vehicles (Para 5.12.17);
- cc) Reporting accidents to correct persons (Para 5.13.1 (a));
- dd) Occupational Health and Safety Act coverage (Para 5.13.2);
- ee) Having been cited for a driving offence (Para 7.1.3);
- ff) Procedure for vehicle use agreements (Para 7.2);
- gg) Procedures for vehicle usage management (Para 7.4.2(i) to (l)):

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- hh) Responsibilities related to maintenance and repairs (Para 7.5.1);
- ii) Procedures for use of personal credit cards (Para 7.5.2 (g));
- jj) Reporting non-accident related damage (Para 7.6.1 (a));
- kk) Procedures for breakdowns (Para 7.6.1(b) to (g));
- ll) Reporting accidents and accident related damage (Para 7.6.2);
- mm) Completion of trip and mileage reports log book (Para 7.7.1).

7. Procedures

7.1 Procedure for Application and Approval to drive a College Vehicle

- 7.1.1 An applicant or Employee must provide a certified copy of his/her driver's licence to the Human Resource Manager, who will provide a copy to the Fleet Manager for record keeping, prior to being hired for, or transferred to, a College employment post that requires driving.
- 7.1.2 The Fleet Manager shall conduct annual reviews of an Employee's driver licence status and eligibility to drive.
- 7.1.3 Employees cited for any driving- related offence (refer Website for-AARTO Charge book) at any time, while holding a College position with driving requirements or privileges, must immediately inform their Campus or Unit manager and the Fleet Manager of such an offence. The Fleet Manager will determine if an Employee is ineligible to continue driving due to a driving-related offence. If the Employee is deemed ineligible, the College Vehicle and other items associated with the vehicle must be returned immediately to the Campus manager or fleet management unit.
- 7.1.4 When an Employee, with driving privileges, terminates his/her employment or transfers to another position, the College Vehicle, vehicle keys and other items associated with the vehicle, must be returned immediately to the Campus manager (for campus designated College Vehicles) or to the Fleet Manager (for Central Office/Head Office designated College Vehicles), respectively.

7.2 Procedure for Vehicle use agreements

- 7.2.1 Each potential driver shall sign a Vehicle Use Agreement and Certification form (refer Appendix A) prior to being authorised to drive a College Vehicle. The completed form shall be reviewed by the Campus or Unit manager, signed and forwarded to the Finance Manager for authorisation.

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- 7.2.2 The Vehicle Use Agreement form should be processed within a minimum of one week and the driver's manager should obtain confirmation from the Fleet Manager of approval/denial.
- 7.2.3 Approval or denial of the application is based on, but not limited to, the criteria for driving a College Vehicle. A driver will be rejected for failure to meet these standards. The applicant's driver's licence must be reviewed.
- 7.2.4 The driver should provide details of his/her licence number and inform his/her Campus or Unit Manager and the Fleet Manager, in writing, whenever he/she becomes disqualified/ ineligible to drive a College Vehicle in terms of this Policy.
- 7.2.5 Each year, a review of all driving records of Employees with active Vehicle Use Agreements shall be conducted by the Fleet Manager.
- 7.2.6 An Employee who, as a result of the review, no longer meets minimum standards for driving a College Vehicle, shall have his/her agreement voided and his/her driving privileges suspended until such time that he/she can demonstrate meeting the minimum standard. The Fleet Manager will notify the Campus manager or Unit manager of this decision in writing.
- 7.2.7 It is the driver's responsibility to immediately notify the Campus or Unit manager and the Fleet Manager of any charges or updates in his/her driving record.
- 7.2.8 Each driver shall acknowledge receipt of a College Vehicle by signing the Receipt of College Vehicle form (refer Appendix B)
- 7.2.9 Once drivers sign the Receipt of College Vehicle form, they acknowledge an understanding of and future compliance with the directives in this Policy. Any failure to comply with this Policy shall be reviewed by the Fleet Manager and may be considered a violation of work rules for Employees, resulting in a loss of College Vehicle driving privileges and possible discipline, up to and including termination of service for Employees.

7.3 Procedure for Fleet Register

- 7.3.1 The Fleet Manager is responsible for maintaining an accurate Fleet Register of College Vehicles and a record of vehicle allocations to campuses and units through the College Fleet Management unit.
- 7.3.2 The Fleet Manager shall report, quarterly to the Finance Manager, the details of the College Vehicle Fleet, who will report to the Deputy Principal Finance.

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7.4 Procedure for Vehicle Usage Management

7.4.1 Authorisation Procedures for Vehicle Usage

- a) The Fleet Manager shall ensure that all drivers who are assigned College Vehicles have the appropriate driver's licence and completes all necessary forms, prior to being issued with the College Vehicle.
- b) The Fleet Manager is also responsible for keeping on file, a copy of the authorised driver's licence and Vehicle Use Agreement Certification Form(s).
- c) The Campus Manager or Unit Manager, shall be responsible for determining whether the circumstances for the use of the College Vehicle are reasonable, and such approval will be recorded on the Trip Authority Form- Appendix B by the nominated manager's signature.

7.4.2 procedure to operate College vehicles

- a) students support services (SSS) has arrived at the conclusion that the SRC cannot be allowed to drive college vehicles as there is no policy that can support this act.
- b) It is clear from the Department of Roads and Transport that college vehicles can only be operated by employees
- c) The College can further not afford to burden students with financial and other liabilities attached to driving College vehicles.

7.4.3 Monitoring of usage

- a) The fleet management unit, under the control of the Manager, will monitor monthly the drivers' routes compliance as indicated on itineraries.
- b) Each time a vehicle is required and prior to the trip, a Trip Authority form (Appendix B), shall be completed by the driver and approved by the Campus or Unit manager.
- c) If a licence disc is lost, destroyed or illegible, the fact shall be reported without delay to the Fleet Management unit to arrange for a replacement.
- d) Expired licence discs must be removed from the vehicle by the Fleet Management unit. Failure to display the current licence constitutes an offence in terms of the NRTA, for which the vehicle driver will be held liable.
- e) The daily log of vehicle usage and the trip authority, issued by the Fleet Management unit must be completed for all vehicle usage, by the driver of that vehicle. (See Appendixes B and E).

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- f) These completed forms shall be forwarded to the Fleet Management unit at the completion of the authorized trip.
- g) Drivers are to complete the College Vehicle Checklist prior to a journey, as it lists safety equipment such as triangles, emergency tyre fixers, first aid kit, and jack and wheel spanner, required for any trip.
- h) After using a College Vehicle, the driver must enter the following information on the vehicle checklist (refer Appendix D):
 - i. start and end mileage;
 - ii. any vehicle problems experienced; and
 - iii. any accident incurred.
- i) Thereafter he/she must return the keys to the Fleet Management unit.
- j) The last user of a vehicle will be held responsible for any unreported damage/defects or loss. The onus is on each driver to thoroughly inspect a vehicle prior to acceptance.
- k) College Vehicles' keys cannot be taken home and must be returned to the Employee's manager on a daily basis, unless otherwise authorised by the Accounting Officer.
- l) The Campus Managers must report any violations of this Policy or procedure to the Fleet Manager, immediately.
- m) The Fleet Manager should arrange for any College vehicle using Gauteng e-roads to obtain an e-tag and register an e-toll account in the name of the College. The Fleet Management unit to reconcile the monthly statement to against trip authority forms and trip and mileage log books.
- n) Drivers in charge of College Vehicles shall ensure at all times that the ignition, door lock, fuel cap, gear lock and other keys of the vehicle in use, are suitably safeguarded against loss or theft.
- o) At no time shall a driver leave the vehicle unattended without first switching off the engine and removing the ignition key, engaging the gear lock (if applicable) and removing the gear lock key.
- p) The windows shall be closed, doors and luggage compartment locked and the keys kept in safe custody.
- q) If the vehicle is parked in a lockable garage, the doors of the garage shall also be locked.

7.4.4. Approval to use own vehicle for assigned College responsibilities

- a) Subject to unavailability of College vehicle(s), an employee may apply for approval to use his/her own vehicle in order to fulfil an assigned College responsibility.

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- b) An application for approval to use your own vehicle must be made to the Accounting Officer of the College.
- c) An employee must first secure an approval from the Accounting Officer before he/she can use own vehicle for assigned College responsibilities.
- d) An applicant (employee) must be the owner of the vehicle that shall be used to fulfil assigned College responsibilities.
- e) The College shall use the National Treasury-approved tariffs and calculations when determining the travel expenses incurred by an employee who had used his/her own vehicle
- f) The employee who do not own vehicle may be reimbursed by public transport rates.

7.5 Procedure for Vehicle Maintenance

7.5.1 Drivers' responsibilities related to maintenance and repairs:

- a) Employees driving College Vehicles are responsible for keeping the vehicle clean, checking the condition of the vehicle and reporting any damage or failures, to the Fleet Management unit.

7.5.2 Fleet management unit responsibilities related to maintenance and repairs:

- a) College Vehicles must be serviced and maintained according to factory (dealership) recommendations, the maintenance plan and/or by the maintenance and repair schedule, established by the Fleet Manager.
- b) The Fleet Manager, through the Fleet Management unit, is responsible for keeping a record of all reported vehicle problems, scheduling routine and non-routine maintenance repairs, and ensuring that maintenance is performed.
- c) The Fleet Manager will provide instructions to Campus or Unit managers, having assigned vehicles, regarding when and where to take their vehicle for routine and non-routine maintenance. If the condition of the vehicle makes it unsafe to drive, the Fleet Manager will make alternate arrangements, such as road service or towing to facilitate repair.
- d) The Fleet Manager will schedule routine maintenance for College Vehicles based on mileage. If routine vehicle maintenance requirements are not met by the date specified by the Fleet Manager, authorisation to use the vehicle will be suspended until maintenance is performed.
- e) Employees and Campus Managers will be notified in writing by the Fleet Manager of their failure to comply with maintenance procedures and suspension of driving privileges for the vehicle. Use of the vehicle during

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such suspension will be considered unauthorised and in violation of this Policy.

- f) All vehicles should be maintained in accordance with the manufacturer's maintenance plan. Only in an emergency situation may vehicle maintenance be secured with a personal credit card.
- g) If a personal credit card is used, an original receipt must be submitted to the Campus Manager or Fleet Management Unit to secure reimbursement approval, along with justification for the repairs.
- h) Drivers who have submitted questionable or unnecessary maintenance expenses must be contacted for further investigation.
- i) All maintenance and repairs must be tracked for each College Vehicle in the fleet through the retention of hard copies of invoices and work orders. This function will be carried out by the Fleet Management unit.

7.6 Procedure for Damage, Accidents and Emergencies

7.6.1 Reporting non accident-related damage

- a) Drivers are responsible for regularly checking the body, tyres, and fluid levels of the College Vehicle they are using. Any damage to the body or tyres, as well as mechanical damage or failure as a result of wear and tear or vandalism, must be reported within 24 hours to the Fleet Manager. The vehicle must then be delivered to the Fleet Management unit for repairs, or as the Fleet Manager may instruct.
- b) If a breakdown occurs on the road, drivers should immediately contact the Fleet Manager for assistance and instruction for repair, which may include road service or towing.
- c) In the event of a breakdown, all care should be taken to ensure that the vehicle and its load are in the safest position possible, and that warning triangles are placed appropriately. If the breakdown results in a traffic hazard, assistance must be requested from the Traffic Authorities.
- d) In the event of a breakdown involving suspected brake failure, the vehicle must remain stationary, to be moved only by a breakdown crew.
- e) If the breakdown takes place as a result of technical default, the Fleet Manager must arrange for towing.
- f) Drivers are to remain with their vehicles until assistance arrives.

- g) If the breakdown happens as a result of an accident, this must be reported to the Fleet Manager who will arrange for an insurance assessor to advise.
- h) Campus managers and Central Office drivers shall bring vehicle defects to the attention of the Fleet Manager, in writing. (This can be done by using the College Vehicle Checklist to attach any comment to). Safety-related defects shall be corrected prior to continued use of the vehicle.
- i) In case of medical emergencies, the Campus shall call Emergency Medical Services (EMS)/ an ambulance to transport students who need medical attention. N.B students who need medical attention will be taken to the Campus clinic, if further medical attention is required the students will wait for the ambulance at the Campus clinic.

7.6.2 Reporting accidents and accident-related damage

- a) When a College Vehicle is damaged, as a result of an accident, and the Employee driving the vehicle is not seriously injured, he/she must immediately report the accident to the contacts shown below, in the order listed:
 - i. SAPS
 - ii. Campus Manager
 - iii. Fleet Manager
 - iv. Facility Manager
 - v. Deputy Principal: Corporate
 - vi. Chief Risk Officer
 - vii. Accounting Officer.
- b) A sworn case report must also be made to the local police. If all insurance required paperwork is not submitted in a timely manner, the claim may be denied and the drivers would be responsible personally for the cost of repairs.
- c) After an accident has occurred, an internal investigation must take place, under the supervision of the Chief Risk Officer (CRO), if the CRO is the driver. A copy of these reports and findings shall be filed with the Fleet Management unit.
- d) Each College Vehicle shall have an accident procedure, retained in the glove compartment, advising Employees of the procedures to be followed

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in the event of an accident. All procedures included in the accident kit need to be followed, i.e.:

- i. contact the nearest police station to notify them of an accident;
 - ii. obtain relevant information required from other parties involved to complete the Accident Incident Report;
 - iii. obtain a case number from SAPS.
- e) The accident kit must be updated by the Fleet Management unit with any new requirements.
- f) The driver is required to obtain a police report for all vandalism or hit-and-runs and for accidents resulting in injuries, vehicle damage and/or property damage, and undertake the following:
- i. Report the accident immediately to the appropriate manager.
 - ii. If outside of normal business hours, leave a voice-mail or send an SMS to the manager with the following details: name, phone number, and a brief description of the loss or bodily injury.
 - iii. Complete the Vehicle Accident Incident Report, including the Campus manager's signature, and submit it to the Fleet Manager within twenty-four (24) hours.
 - iv. If the driver is unable to complete the accident report form, the supervisor is responsible for completing it in full, ensuring all blanks are filled in, and the driver and supervisor signatures are recorded.
 - v. If a College Employee is injured, the appropriate Occupational Safety forms should be completed by the Employee or the Employee's supervisor, if the Employee is unable to complete the forms.
 - vi. Obtain and submit a copy of the police report to the Fleet Manager.
- g) Upon receiving a report of a vehicle accident, the Fleet Manager will:
- i. notify or dispatch any other persons to the accident site, as required;
 - ii. remind the driver of the procedures to follow after an accident;
 - iii. provide/arrange towing if the vehicle is inoperable;
 - iv. inspect any damage to the vehicle; and
 - v. schedule an appointment for repairs, if necessary.

7.6.3 Theft or Attempted Theft

Employees must report, immediately to the Fleet Manager the theft or attempted theft of a College Vehicle or College property from the vehicle.

7.6.4 General

Accidents and abuse will be reviewed on a case by case basis, by the Fleet Management unit and appropriate action taken against the Employee should it be considered necessary.

7.7 Procedure for Records management

7.7.1 Trip and Mileage Reports Log Book (Refer Appendix D)

Employees using College Vehicles must keep track of business miles, on a daily basis, by completing the vehicle log and trip authority. The details to be recorded include:

- a) date;
- b) start odometer;
- c) end odometer;
- d) mileage;
- e) starting location;
- f) destination;
- g) business purpose;
- h) passengers;
- i) the campus or unit manager's signature; and
- j) tyre assessment report.

7.7.2 Fleet-related record retention, by the Fleet Management unit.

The following fleet records are subject to retention times (as indicated):

Fleet records	Retention time
Policy and administration subject files	5 years
Vehicle correspondence	1 year
Vehicle acquisition files	5 years
Vehicle sales and surplus (records related to the transfer, sale, donation, salvage or exchange of vehicles)	5 years

Vehicle maintenance records (service and repairs to vehicles)	5 years
Supplies and parts inventories	5 years
Vehicle control, assignment and use records (includes agreements, pool vehicle requisition forms, etc.)	5 years
Vehicle cost accounting records (includes mileage records)	5 years
Vehicle accident/incident reports.	1 year from case closure date

7.7.3 Hard copy files are required for the following types of documents:

- a) Accident reports;
- b) Vehicle Use Agreements;
- c) Vehicle Assignment Transfers;
- d) Travel Logs;
- e) Non-electronic receipts for fuel, maintenance and repairs.

7.7.4 Fleet database reports

The Fleet Manager shall maintain detailed records on fleet equipment, fleet and fleet user attributes. At a minimum, the following information must be obtained and maintained for all College Vehicles:

- a) Asset Register number;
- b) Asset ID number;
- c) Make and Model;
- d) Engine capacity;
- e) Year;
- f) Colour;
- g) VIN Number;
- h) Licence Plate Number;
- i) Fuel type;
- j) Transmission type (Manual or Automatic);
- k) Date of Vehicle Disposition;
- l) Purchase price and date;
- m) Vehicle modifications, if applicable;
- n) Maintenance schedule;
- o) Ongoing data maintenance being;

- i. fuel use;
- ii. repair history;
- iii. allocation history;
- iv. mileage history;
- v. allocation status;
- vi. depreciation; and
- vii. tyre assessment report.

8. Adoption of policy

This policy is effective from the date on which it is adopted by the Council.

9. Availability of fleet management policy

A copy of this Policy and other relevant documentation should be made available on the College website.

10. Review of policy

This Policy will be subject to every three years review by College management to ensure its relevance.

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ANNEXURE A: VEHICLE USE AGREEMENT AND CERTIFICATION



Appendix A Vehicle
Use Agreement and C

ANNEXURE B: TRIP AUTHORITY FORM



Trip Authority.docx

ANNEXURE C: RECEIPT OF COLLEGE VEHICLES



Appendix B Receipt
of College Vehicle.doc

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ANNEXURE D: COLLEGE VEHICLE CHECKLIST



Checklist College
Vehicle.docx

ANNEXURE E: TRIP AND MILEAGE REPORT LOG BOOK



Vehicle
Logbook.docx