

**Policy** : **Motor Vehicle Policy**  
**Section** :  
**Manual** : **Human Resources Policies and Procedures Manual**

Note: This is an example of a motor vehicle policy document. If using this template for your internal policy, please ensure that it complies with the latest SARS guidelines on motor vehicles, claiming of mileage and petrol / travel expenses.

The amounts, makes and models of vehicles will / may vary depending on which fleet management administrator is used. This policy is useful as a general guideline only.

**Applicability**

This policy applies to all employees of the company.

The following situations are dealt with in terms of the associated policy

<b>Situation</b>	<b>Policy</b>	<b>Section</b>
------------------	---------------	----------------

**Associated forms and documents**

Form .....	Form ... <sup>i</sup>
------------	-----------------------

## 1. TYPES OF SCHEME

- A. Full maintenance leases through a Financial Institution.
- B. Car Allowance scheme for all employees entitled to a perk car

## 2. STAFF / CAR CATEGORIES:

- allow choice of cars, as per table.
- car category choices allocated according to job position, not person, provided that existing car can be reallocated

Car category table takes into account the following factors:

- if car is a tool of trade car (reps)
- if car is a perk car
- job position
- market factors.

Note: Management reserves the right to reduce the number of car choices for any car category in the event that a choice of cars results in logistical problems i.e. difficulties with reallocation of vehicles and/or increased Company costs

## 3. HALF DAY POSITIONS

Not entitled to a company car, unless otherwise agreed to in writing.

## 4. LEGALITIES

### COMPANY CAR

The employee is subject to taxation for the use of a company vehicle. The value of the motor vehicle for employment purposes is decreed to be the taxable value of the vehicle.

### CAR ALLOWANCE

The employee is subject to taxation on the allowance, petrol consumption and company paid insurance (if this perk is opted for)

## A. FULL MAINTENANCE LEASE SCHEME

### 1. STANDARD CAR CATEGORY LIST:

The car list is reviewed by the Car Committee on a quarterly basis according to the following guidelines:-

- 1.1 Car rental price, based on 48 months / 120 000 for ease of comparison;
- 1.2 General acceptability of car in the event of new employee;
- 1.3 Reliable service, make and model;

1.4 Fuel consumption.

## 2. **REPLACEMENT**

Vehicles are replaced in terms of the contract agreed with the car lease company and varies for each individual car, but will not exceed 48 months or 150 000 km. Application for extension of lease period can only be made in writing. The decision will be at the discretion of Line Director subject to confirmation of fleet controller.

### **PROCEDURE**

#### **Expiry of old vehicle / new vehicle order**

- a. Fleet Controller to inform respective Line Manager of vehicle expiry date;
- b. New vehicle authorisation form to be completed by driver, authorised by Line Manager and forwarded to Fleet controller. All details of optional extra's to be specified on "New vehicle authorisation form" as this cannot be added once the vehicle has been authorised;
- c. Fleet controller to obtain the following quotes:
  - Dealer Quote as per driver specification;
  - Quote from Financial Institutions for monthly rental based on 48 months/120 000 kms;
- e. The Fleet Controller to confirm that quote is within policy parameters;
- f. Fleet Controller to complete vehicle order (based on actual period and kilometers of specified driver) and forward with quotes to the Line Manager and Line M.C. Member for authorisation;
- g. When authorised, the order is faxed through to the financial institution for vehicle to be ordered;
- h. Vehicle to be delivered to Fleet Controller to inspect; (if possible)
- i. Fleet Controller to arrange for driver to collect vehicle;
- j. If the driver is situated at the Coastal or Free State regions, the vehicle will be routed to the driver directly from the Dealer;
- l. The driver will then inspect the vehicle before signing the release documentation. If the driver is not satisfied, the vehicle is not to be accepted until faults are corrected.
- m. AA membership card will be forwarded by the Financial Institution after vehicle is delivered ( $\pm$ 3 months.)

## 3 **NEW EMPLOYEES / TRANSFERS / PROMOTIONS / REPLACEMENT:**

- 3.1 Vehicle will generally remain with the employee until the end of the contract period, unless circumstances dictate the need for an alternative arrangement.

### **PROCEDURE**

For accounting purposes the respective Line Manager must notify the Fleet Department, in writing of all new staff, cost centre changes, relocation of staff, transfers etc.

#### **4. OPTIONAL EXTRAS:**

- 4.1 The following items are standard in all cars: -  
Alarm, immobiliser, gearlock, clip-off face radio/tape, alloy wheels, an air conditioner and a Netstar tracker system for vehicles over R150,000.00.
- 4.2 The following optional extras, where not standard ex factory, may be purchased: -
- Airbag
  - Air conditioner
  - Towbar
  - Boot spoilers
  - Leather seats
  - Metallic paint
  - Radio/Tape/CD Player/MPEG/Bluetooth
  - Speed control
  - Split back seat option
  - Mud flaps
  - Sunroof/Netstar
- No other optional extras will be allowed.
- 4.3 Optional extras will be paid for by the Company on condition that the actual price of the car lease and optional extras falls within the maximum car price for the category that employee is entitled to, based on a quotation for 120 000 kms/48 months.
- 4.4 Optional extras to be installed "once off" at date of purchase of car.
- 4.5 Any additional optional extras at a later stage or optional extras above car category price entitlement are for the employee's own pocket.
- 4.6 Optional extras put in at employees own cost, not reclaimable if employee leaves the Company, nor at replacement date of vehicle, nor may these optionals be removed.

#### **5. COMPANY INSURANCE - ACCIDENTS**

- 5.1 Insurance on company leased and allowance vehicles is paid for and administered by the Company and covers all accidents and accidental damage.
- 5.2 Personal belongings (including cell phones) are not covered - employee to arrange own cover.
- 5.3 If a radio/tape or radio/CD player **without** a clip off face is stolen, the Company will replace once off at replacement value but if a radio/tape/CD **with** a clip off face is stolen the employee will bear the replacement cost.
- 5.4 The Company has separate accident cover for injury to the person, for cost not covered by the medical aid, up to R100,000.00.
- 5.5 Windscreens and all other glass replacements, not related to an accident, are not covered by insurance.

## **PROCEDURE**

### **Accidents - Damage OVER R2500.00**

**a. The Driver must:**

- Report to Police (within 24 hours) and obtain Case No
- Notify Fleet Controller
- Complete Accident Claim Form
- Attach a copy of Identity Document (first page) and Drivers Licence to Claim Form
- Obtain Three (3) quotes (Contact the Fleet Controller for preferred panelbeaters);
- All information to be sent to the Fleet Controller for authorisation once the assessor has approved;
- On completion of repairs, invoice to be sent to the Fleet Controller a.s.a.p. for payment.

**b. The Fleet Controller must :**

- Record all information on computer and make a copy for car file then forward original documentation to Insurance Department for authorisation to proceed with repairs;
- Arrange for Assessors to inspect damage **BEFORE** repairs are done if over;
- Arrange for FINANCIAL INSTITUTION to inspect vehicle **AFTER** repairs are done;
- Arrange for cheque to be sent to Panelbeater.

### **Accidents - Damage UNDER R2500**

**a. The Driver must :**

- Report to Police (within 24 hours) and obtain Case No;
- Notify Fleet Controller
- Complete Accident Claim Form
- Attach copy of Identity Document (first page) and Drivers Licence to Claim Form
- Obtain One (1) quote (Contact the Fleet Controller for preferred panelbeaters);
- Send all information to the Fleet Controller for authorisation and to proceed with repairs;
- On completion of repairs, invoice to be sent to the Fleet Controller a.s.a.p. for payment.

**b. The Fleet Controller must :**

- Record all information on computer and make a copy for car file then forward original documentation to Insurance Department;

- Arrange for a representative of the Financial Institution to inspect the vehicle **AFTER** repairs are done
- Arrange for cheque to be sent to panelbeater.

### **Accident Claims**

- a. Any employee involved in a motor vehicle accident with a company/allowance or hired car is still covered by insurance.
- b. Liability in respect to the payment of excess on insurance claims will be borne by the employer if the accident was due to no fault of or negligence on the part of the employee.
- c. The Company has the right to appoint the panelbeater of its choice

### **PROCEDURE IN CASES OF NEGLIGENCE**

- d. The Company in all cases will conduct an investigation in order to establish liability.

1.1 If the accident was due to negligence on the part of the employee, unless proven otherwise by the insurance company findings (see below), a contribution to the excess will be imposed on the following basis.

- First accident : nothing to pay
- Second accident R750.00 or the cost of the repair – whichever is the lesser
- Third and subsequent accidents R1500.00 or the cost of the repair – whichever is the lesser

1.2 In case of dispute, an accident enquiry will be held in an attempt to determine liability.

At such an enquiry, the employee will be entitled to present his/her side of the case.

Evidence to rely on may include:

- Police reports
- Insurance Company assessments
- Panel-beater assessments
- Expert opinion
- Witness testimonies, where available
- Employee's accident report/testimony

Where liability cannot be established, the driver will be given the benefit of the doubt

Claims are accumulated over a 3-year cyclical period from date of implementation of the policy or date of employment for all new employees.

### **Competency testing/driving lessons**

After the 2<sup>nd</sup> accident where the driver has been proven negligent, the driver will be required to undergo a driving competence test with Master Drive.

If the driver fails this test, they will be required to go on an advance driving skills course, followed by a re-test.

If they fail this re-test, then:

- the company will be obliged to reduce its risk exposure and therefore the driver will be liable to cover the cost of their car insurance, based on the market related premiums for the diver's current car.
- This amount will be offset against the driver's monthly salary.

### **WINDSCREEN REPAIRS/REPLACEMENTS**

**Windscreen repairs/replacements are not covered by insurance.**

#### **PROCEDURE**

- a. Driver to notify Line Manager who authorises Branch Secretaries in Durban and Cape Town or the Fleet Controller (Tvl) to replace/repair.
- b. Branch Secretaries/Fleet Controller to fax orders from respective office to appointed glass fitment centre (notification of contact number changes will be done in advance)
- c. Branch Secretaries to send orders to Fleet Controller to check against invoicing. (Copy of order to be kept in order book for reference);
- d. Appointed glass fitment centre will contact Driver and nearest glass fitment centre to arrange for repairs/replacement to be done at discounted price as per agreement.
- e. In the case of an emergency contact the appointed glass fitment centre directly.

## **7. BREAKDOWNS**

- 7.1 All FML vehicles have AA membership. Driver is issued with an AA membership card.
- 7.2. In the event of a Breakdown/Accident the vehicle must be towed by an **AA approved towing service**.
- 7.3 A temporary AA membership No. 090512278, for Avis FML and 090510054 for all other vehicles may be used if the driver is not in possession of an AA Membership Card (new vehicles etc.).

#### **PROCEDURE**

a. **The Driver must:**

- Phone the AA immediately on the Toll Free No. 0800 117686 (only used for Avis FML vehicles)
- Ensure that the vehicle is towed to a safe place e.g. home, panelbeater, garage etc.
- Inform the Fleet Controller

8. **STOLEN VEHICLE**

**PROCEDURE**

a. **The Driver must:**

- Report to Police immediately and obtain Case No
- Notify Fleet Controller
- Complete "Motor Theft Claim Form"
- Attach copy of Identity Document (first page) and Drivers Licence to the Claim Form
- Hand all vehicle and gearlock keys (including spare keys) to the Fleet Controller
- Hand Petrol Card over to Fleet Controller - If Petrol card is stolen, notify the Fleet Controller;
- Obtain confirmation letter from Police Department ( $\pm$  3 weeks later) confirming that vehicle has not been recovered;
- Notify Line Manager of theft.

b. **The Fleet Controller must:**

- Notify the Financial Institution;
- Obtain settlement amount on vehicle from Financial Institution;
- Inform Loss Control Manager;
- Notify First Auto or Stannic Petrolcard division telephonically and complete Lost/stolen Form
- - Forward all relevant documentation, including confirmation letter from Police Department and all vehicle keys, to the Insurance Department for processing;
- Receive settlement cheque from Insurance Department and forward to Financial Institution.

9. **AUTHORISED DRIVERS:**

9.1 Only staff and their respective married spouses, common law spouse, partner of someone in a same sex partnership or spouse by customary law who are in possession of a valid drivers licence, may drive Company vehicles. Authorisation for additional authorised drivers to be obtained from the Line Manager.



- 9.2 An employee may allow another person to drive the Company vehicle in his/her presence, as long as the driver holds a valid drivers licence.
- 9.3 If an employee of [the Company] who is **not** entitled to a company car requires the use of a company vehicle for business purposes, they may borrow such a car from an employee, who is entitled to a car, on condition that they have valid driver's licence.

### **PROCEDURE**

- a. Application for an approved authorised driver, other than spouse (see 9.1), must be forwarded to the relevant Line Manager together with a copy of their driver's licence.
- b. Authorisation to be forwarded to the Fleet Controller for recording and filing.

## **10. TRAVEL ACROSS THE BORDERS**

**Under no circumstances should the vehicle leave the Republic of South Africa without prior written approval from the Line M.C member.**

### **PROCEDURE**

- a. The Driver must:
  - 1 Check with the Fleet Controller as to whether there is insurance cover on the vehicle in the specified country to be visited. Vehicles are insured in the following countries: **Namibia, Lesotho, Botswana, Swaziland, Zimbabwe, Malawi.**
  - 2 Where vehicle is not insured and the trip is for personal reasons, the employee is to take insurance cover at own cost for the full period of the intended visit, as employee will be held fully accountable for any loss or damage to vehicle;
  - 3 Obtain a letter of authorisation from Line M.C member and fleet controller together with a copy the vehicle's registration papers. These documents to be retained by driver for period of travel.
  - 4 Must obtain a AA Triptique (to cover import duties for Zimbabwe) from the AA before leaving South Africa.
- b. The company's insurance coverage only applies to recovery of the vehicle within the borders of South Africa. The **AA** will assist in the recovery of a vehicle from any African country but the cost of the recovery will be billed to the company. If the trip has been undertaken for personal purposes such cost will be for the employee's account and the fleet controller will assist the employee to arrange additional insurance coverage for such recovery if required. Alternatively if the trip was for business purposes the company will cover the recovery cost.

## **11. SERVICE AND REPAIRS**

The Financial Institution's full maintenance lease scheme covers all tyres, blowouts, radio-, air conditioner-, alarm repairs, and services. The Financial Institution is not responsible for damages caused by accidents. The vehicle must always be serviced and repaired at the manufacturers appointed dealers in accordance with provisions in the service book.

### **PROCEDURE**

- a. Driver to book vehicle in for a service with an approved dealer.
- b. Dealer to phone Avis maintenance Department on (011) 923-3936 or Stannic Fleet Saver on 0800033660 for authorization and order number.
- c. Where repairs to radios, air conditioners and alarms are to be done, the driver must contact the Fleet Controller for a list of Approved Dealers for repairs. The dealer is to obtain an order number from the Financial Institution's maintenance department.

## **12. VEHICLE RETURNS**

- 12.1 The Company has the right to claim back any costs for necessary repairs due to the driver's negligence.
- 12.2 During the period of notice of termination of employment, the Company may direct that the employee drives an alternative vehicle.
- 12.3 Where the Company elects to pay in lieu of notice, then the Company may require the driver to return the vehicle immediately and to pay the employee the car value based on cost to company.

### **PROCEDURE**

- a. **The Driver must:**
  - Return the vehicle, together with a set of keys (including gearlock and all spare keys);
  - Return the Petrol Card, vouchers and outstanding petrol slips;
- b. **The Fleet Controller must:**
  - Make a final inspection of the vehicle.
  - If vehicle has reached expiry date, the Fleet Controller will inform the Financial Institution to collect the vehicle.
  - The Financial Institution will then arrange for an exit inspection.
  - Inform Line Manager of any damage as a result of negligence.

## **13. HIRED VEHICLE / POOL VEHICLES**

- 13.1 Where a replacement vehicle is required, necessitated by accident repairs or a major overhaul the Fleet Controller should be contacted.
- 13.2 Where possible, a Company pool car will be supplied

- 13.3 Should it be necessary to hire a vehicle, only Group P vehicles will be hired (lowest group).
- 13.4 Drivers should endeavour to give 48 hours notice of requiring a substitute vehicle.

### **PROCEDURE**

a. **The Driver must:**

- Contact the Fleet Controller should a substitute vehicle be required;
- If no pool car is available, Line Manager to approve the order of a hired vehicle;

b. **The Fleet Controller must:**

- Book a pool car if available;
- If no pool car is available and when Line Manager has approved, Fleet Controller to contact Avis for a hired car.

### **14. VEHICLE STORAGE AND SECURITY IN CARS**

- 14.1 The vehicle should always be treated as driver's own and the necessary security precautions taken when parking the vehicle.
- 14.2 Do not leave any visible items inside the vehicle whilst parked, as this increases the risk of theft
- 14.3 Financial Institution and the Fleet Controller will inspect vehicles on a regular basis to ensure that they are kept in good condition. Should repairs be required due to driver's negligence, the company has the right to claim back any of these costs.

### **B. CAR ALLOWANCE:**

- 1.1 The option of a car allowance scheme will be available only for employees who are entitled to a perk car i.e. for all those employees entitled to a perk car (excluding representatives) and who wish to purchase their own vehicle or already own a vehicle (new appointments) which falls within the parameters of the company car categories.
- 1.2 Car allowance to be paid monthly in arrears, together with salary as a separate item on the payslip.
- 1.3 The *car allowance* amount will be calculated as the maximum lease price for the cars in the category that the employee is entitled to, quoted at application date within one month of replacement date (adjust to individual mileage), and will be fixed for a period of 4 years with no adjustments for interest rate fluctuations. An annual increase, linked to latest available CPI figures, in March will be paid on the deemed **maintenance portion** of the allowance benchmark as calculated by Financial Institution FML.
- 1.4 At the end of this 4-year period, the car allowance will be reviewed for a further fixed period of 4 years, if so requested.

- 1.5 The Company to pay petrol, oil, toll fees (whilst on business), and car allowance. (see also D 1)
- 1.6 "Allowance" cars can be covered by the company insurance. (Optional)
- 1.7 Drivers on car allowance to be responsible for providing their own transport at all times, including when own car is in for service, repairs etc.
- 1.8 The choice of vehicle is subject to approval by the Line Director, Line Manager and a Car Committee Manager in terms of:
  - general acceptability;
  - reliability;
  - fuel consumption.
- 1.9 Any change to make or model of vehicle (e.g existing car replacement) to be authorised by the Line Director, Line Manager and the Car Committee Manager.
- 1.10 The car allowance option is for a fixed period of 4 years and cannot be changed to the company car option during that period.
- 1.11 All payments made by the company for petrol and insurance on behalf of the employee, who receive a car allowance, will be taxed.
- 1.12 The cost pertaining to the certification of roadworthiness of a motor vehicle, or the issuing or renewal of the motor vehicle licence and clearance certificate is included in the car allowance payable to employees. All employees who receive a car allowance are responsible for the annual renewal of the motor vehicle licence.

## **PROCEDURE**

### **a. The Driver must:**

- Complete an "Application for Car Allowance" form for approval by Line Director, Line Manager and Car Committee Manager
- Once approved, the completed form to be forwarded to the Fleet Controller.

### **b. The Fleet Controller must:**

- record on computer and open a car file.
- order a petrol card.
- forward copy of Car Allowance application form to payroll

## **C. BUY-DOWN OPTIONS ON COMPANY CARS**

### **1. OBJECTIVE**

- a. to encourage employees to make savings by purchasing company vehicles below the level that they are entitled to,
- b. to simultaneously recognise that the benchmark perk vehicle is an integral part of the employees remuneration package and that the employees are entitled to receive a mix of cash/motor vehicle up to the total cost of the vehicle, and

- c. to offer a limited benefit to “tool of the trade” vehicle drivers.
- d. to ensure that employees that choose company cars below their benchmark enjoy a benefit similar to employees on the car allowance scheme.

## 2. **EFFECTIVE DATE**

This policy is applicable to all new vehicles purchased after 1 March 2000. In the case of a vehicles purchased prior to this date, the employee will still be entitled to the benefits under the codes of practice/policies applicable in their previous standalone company.

## 3. **VALUATION OF THE BENEFIT TO THE EMPLOYEE**

- a. the employee will be entitled to receive the benefit payable to them on a monthly basis via the payroll. The benefit is taxable as part of normal income.
- b. the value of the benefit is the percentage of the difference (set out below) between the monthly lease cost of the benchmark vehicle and lease cost of the vehicle actually purchased.
  - (i) Tool of trade vehicles = 50%
  - (ii) Perk vehicles =100%
- c. the value is calculated on the purchase date of the vehicle remaining constant until the vehicle is sold.
- d. if the vehicle is taken over by another employee the company reserves the right to revise the benefit according to the grade of the new driver. The recalculation will be based on the benchmark vehicles at the time the vehicle was originally purchased.

## 4. **AUTHORISATION OF BUY DOWN “ALLOWANCES”**

- a. All buy down allowances will be calculated by the Fleet Controller and authorised by the Financial Director or Financial Manager.
- b. In the event of a dispute the matter shall be referred to the Chief Executive whose decision will be final.

## 5. **BUY DOWN LIMITS**

- a. an employee can buy down within his car category
- b. an employee can buy down to the benchmark value of one perk below his perk.
- c. employees within the Tool of Trade perks can not buy down except within his/her category
- d. Only the range of vehicles currently defined in the Company Car Policy will be considered for the “buy down” option.

## 6. **TERMINATION OF THE ALLOWANCE**

In the event that the company is of the opinion that the vehicle is not being “adequately maintained” by the employee, the allowance may immediately be discontinued. “Adequately maintained” shall apply to the general condition of the interior and exterior of the vehicle, compliance with manufacturers’ servicing requirements, involvement in repeated accidents, excessive mileage or any other condition that may affect the final resale value of the vehicle.

**D. GENERAL**

**1. PRIVATE PETROL:**

- 1.1 Reasonable private use permitted for all staff (weekends & holidays).
- 1.2 Excessive mileage to be paid by employee at A.A. rates as reviewed annually.
- 1.3 The driver must adhere to contract parameters as agreed with the leasing company.

**2. PETROL CARDS**

**PROCEDURE**

- a. Three days after taking possession of a new vehicle, a Petrol Card (pertaining to the vehicle, not a person) will be issued to the driver by the Facilities Controller.
- b. Petrol cards are to be used **ONLY** for the following:
  - Petrol;
  - Oil;
  - Toll fees; (whilst on business)
- c. Transaction reports are sent out to the respective Line Manager for checking and distribution to drivers.
- d. On receipt of the transaction report, the driver must attach the petrol slips to the transaction report and return to the Facilities Controller.
- e. Lost/stolen cards to be reported to the Facilities Controller immediately for replacement. Replacement takes  $\pm$  3 days.
- g. Renewals to take place annually in May.

**3. TRAFFIC OFFENCES:**

- 3.1 Driver responsible for all fines.
- 3.2 Fleet Controller to inform traffic department in writing of details of responsible driver, on receipt of any fine.

**4. SALE OF CARS:**

**PROCEDURE: AVIS VEHICLES**

- a. The employee is to negotiate a price with Avis directly.

## **PROCEDURE: COMPANY OWNED VEHICLES**

- a. The Fleet Controller is to arrange for 3 quotes for the vehicle. Under no circumstances is the driver to obtain any quotations or enter into any discussions with any of the dealers who are quoting for that vehicle.
- b. The driver will have first option to purchase the vehicle at the highest price of the three quotes. Such price will be reduced by 10% provided the reduced amount is not lower than the settlement due on the lease in which case the employee can buy the vehicle for the settlement price.

### **5. MATERNITY LEAVE**

If an employee with a company car entitlement has been with the company for more than 12 months such employee may continue to use their company car and petrol card, but will be requested to reimburse the company for all fuel and oil used during this period.

### **6 CAR COMMITTEE:**

#### **6.1 Car Committee shall comprise of 5 people selected from cross functional by the MC: -**

abc  
def  
ghi  
jkl  
mno

- 6.2 Management reserves the right at all times to revise and change the Car Policy in accordance with Company needs, market factors and budget constraints.
- 6.3 Any changes to Policy as proposed by the Car Committee to be approved by the Management Committee before implementation.
- 6.4 "Line M.C member" refers to the relevant Director in charge of the division in which the driver is employed.
- 6.5 "Car Committee Manager" refers to a member of the car committee who is in management position.
- 6.6 "Line Manager" refers to the manager to whom the driver reports.

### **7. USE OF PRIVATE CARS ON AUTHORISED COMPANY BUSINESS**

7.1 It may be necessary at times for an employee to use his personal vehicle on Company business. This may only be done after permission has been obtained from the most senior line manager available. The employee must ensure that he has insurance for the car and the insurance policy has been endorsed to:

- a) cover business use and
- b) indemnify the Company against claims

- 7.2 If these conditions are not met the individual may not use his car for business purposes and another private car or a company car must be used.
- 7.3 The scheme is a reimbursive one rather than an allowance. The employee must claim a reimbursement of expenses at the set rate on an appropriate claim form giving details of the business travel. Care must be taken to ensure that all such claims for reimbursement are correctly authorised.

### **{General Employee Disbursement Recovery Form}**

## **8. General Guidelines in Respect of Motor Vehicle Accidents**

In the event that you are involved in an accident, and notwithstanding the specific reporting requirements specified in this policy, you should:-

- 8.1 Stop your motor vehicle, except in instances where you reasonably believe it to be unsafe to do so.
- 8.2 Aid those injured and summon all necessary assistance, i.e. doctor, ambulance, et. Should you suspect a back or neck injury do not move the injured person under any circumstances, other than to protect life. Do not, except on instructions of medical practitioner, take any intoxicating liquor or narcotic drug after an accident.
- 8.3 Record names and addresses of the driver and the owner and particularly of any other witnesses. Also record details of witnesses and whenever possible, make a sketch of the scene of the accident giving the approximate distance between the point of impact and fixed objects nearest to it, i.e. the curb, light poles, etc., and the width of the street.
- 8.4 On request, give your name and address, the name of your firm, your car number and, if requested, the name of your insurers.
- 8.5 Report the accident to the Police or Traffic Department within 24 hours. If a death or injury has resulted, do not move your vehicle without the permission of the Police or Traffic Department. If however, the vehicle is obstructing other traffic you are permitted to move it sufficiently to allow other traffic through but you must first mark the position clearly. If no death or injury has occurred, the vehicle may be moved without permission. It is always advisable to mark the position of the vehicle very clearly on the road whether or not injuries have resulted.

### **You Must Not:**

- 8.6 Admit liability to anybody either verbally or in writing.
- 8.7 Give a statement to the police or any other person without prior reference to your Insurance Broker/Insurers or your Attorneys.



## **Remember:**

- 8.8 Report all accidents immediately no matter how trivial.
- 8.9 Do not admit liability - leave it to insurers or legal advisors. Emotional or moral responsibility for accidents is not necessarily the same as legal responsibility and may not necessarily meet the standards of civil or criminal liability.
- 8.10 Record all details, including time of day, weather conditions, direction of motor vehicles or pedestrians or location of obstacles in the road.

We recommend you photocopy these pages from your manual and place them in the cubby-hole of your car.

## **9. Drivers License**

- 9.1 Employees who are not in possession of a valid driver's licence are not entitled to participate in the motor car policy schemes and/or entitled to:-
- Drive company pool cars;
  - Transport any employee, supplier or customer of the company.
- 9.2 Employees are further required to notify their Line M.C. of any endorsements to their driver's license within 24 hours of such endorsement being recorded on their driver's license. Where the possession of a valid driver's license is a material term and condition of the employee's contract of employment, for example, as a company driver or delivery person, and such endorsement has been made due to:-
- 9.2.1 the negligence of the employee (such as driving under the influence of alcohol or being found guilty of reckless and negligent driving), then the contract of employment of the employee may be terminated for reasons relating to the operational requirements of the company;
- 9.2.2 deteriorating health of the employee (such as colour blindness, loss of or diminished eyesight or deteriorating "physical" skills or the inability of the employee to work "in focom"), then such employee may be deemed to be incapable of performing his or her job. In such instances the disciplinary provisions relating to employee incapacity will be initiated.
- 9.3 The company retains the right to request the production of an employee's driver's license at any stage or to conduct its own investigation as to the validity of an employee's driver's license.

## **10. Log Books, Roadworthiness Status**

- 10.1 Company appointed driver's, delivery persons or employees who utilise company pool vehicles are required to complete the motor vehicle's log book

and to ensure that the motor vehicle is roadworthy prior to utilising such vehicle and on returning such vehicles to the Company.

**POSITION / CAR CATEGORY TABLE:**

JOB POSITION	CAR CATEGORY CHOICE	
		<b>R3 074</b> <b>Tool of Trade A</b>
Professional Sales Representative - primary care - secondary care	VW Polo Classic 1.8i VW Jetta 4 1.6 Comfortline	R2 539 R3 074
		<b>R3 379</b> <b>Tool of Trade B</b>
Senior Representative Executive Representative ( existing)	VW Jetta 4 2.0 Highline Toyota Corolla 1.80i GLE	R3 379 R2 729
		<b>R3 379</b> <b>Perk B</b>
Data Manager  Clinical Research Associate/Snr CRA Cost Accountant Information Pharmacist Production Pharmacist Regulatory Pharmacist Section Heads: Maintenance Production Validation Technical Support Research Validation Senior Human Resources Officer Systems Analyst Marketing Associate Q A Pharmacist Senior Planner/Buyer	VW JETTA 4 2.0 Highline Toyota Corolla 1.80i GLE Toyota Camry 200i Man	R3 379 R2 729 R3 256
		<b>R3 972</b> <b>Perk C</b>
Costing Manager Planning & Reporting Manager  Documentation Manager Customer Services Manager Engineering Manager Financial Accountant Loss Control Manager	Honda Ballade 180i Lux Auto Toyota Camry 2.2 SEi Man Mercedes C180 CLS Man Mercedes C Class 180 A/T BMW 318i Man(E46) BMW 318i A/T(E46) AUDI A4 1.8 STD	R3 136 R3 972 R3 485 R3 675 R3 580 R3 757 R3 443

Public Relations Manager Production Manager Product & Senior Product Manager Quality Control Manager Regional/Hospital Sales Manager Sales Training Manager Applications Manager Networks & Communications Manager Business Services Manager Internal Auditor	
--	--

**POSITION / CAR CATEGORY TABLE:**

<b>JOB POSITION</b>	<b>CAR CATEGORY CHOICE</b>	
		<b>R4 944</b>
		<b>Perk D</b>
Business Intelligence Manager	BMW 323i Man	R4 905
Clinical Development Manager	BMW 320i A/T	R4 337
Drug Regulatory Affairs Manager	Mercedes C240 ELG A/T	R4 688
	Audi A4 2.8 V5 M	R4 944
Financial Manager		
Group Product Manager		
Human Resources Manager		
Manufacturing Manager		
Materials Manager		
Medico – Marketing Advisor		
National Sales Manager		
Quality Assurance Manager		
Group Sales & Marketing Manager – Selfmed		
Packaging Manager		
Technical Support and QC Manager		
<b>Managed Health Care Manager –</b>		
Business Unit Manager		
	<b><u>R6 074</u></b>	
		<b>Perk E</b>
Group Sales Manager	Audi A6 2.4 V6 Tiptronic	R5 960
Plant Manager	Nissan Terrano 11 5dr lwb	R5 342
Medico-Marketing Advisor / LSO		
<b>Directors / M.C. Members</b>		<b>Perk [F]</b>
CEO		
Financial Director		
Human Resources Director		
Commercial Director		
Medical Affairs Director		
Technical Director		



## Driver's Daily Inspection Sheet

Every driver is required to report, and every driver shall prepare a report in writing at the completion of each day's work on each vehicle operated.

VEHICLE NO. \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ ODOMETER \_\_\_\_\_

**DRIVER:** \* CHECK ONLY THE ITEMS THAT YOU FEEL ARE DEFECTIVE OR DEFICIENT

### REGULATED SAFETY ITEMS (edit depending on vehicle)

\_\_\_ Service Brakes\* \_\_\_ Coupling Devices \_\_\_ Lighting Devices and Reflectors \_\_\_ Rear Vision Mirrors \_\_\_ Wheels & Rims \_\_\_ Parking Brakes \_\_\_ Emergency Equip. \_\_\_ Windshield Wipers \_\_\_ Steering \_\_\_ Tires \_\_\_ Horn \_\_\_ Placards?/Faded?

### MAINTENANCE ITEMS (edit depending on vehicle)

\_\_\_ External Appearance (Cleanliness) \_\_\_ Air Compressor \_\_\_ Defrost/Heater \_\_\_ Frame & Assembly \_\_\_ Muffler \_\_\_ Transmission \_\_\_ Fuel Tanks \_\_\_ Oil Pressure \_\_\_ Radiator \_\_\_ Windows \_\_\_ Doors \_\_\_ Battery \_\_\_ Hose Connections \_\_\_ Radiator \_\_\_ Body \_\_\_ Engine \_\_\_ Rear End \_\_\_ Other \_\_\_ Clutch \_\_\_ Exhaust \_\_\_ Safeties \_\_\_ Spare Wheel

**DRIVER:** \* BRIEFLY DESCRIBE ITEMS CHECKED:

\_\_\_\_\_  
\_\_\_\_\_

**DRIVER:** CHECK \_\_\_\_\_ IF NO DEFECTS NOTED THIS TRIP.

DRIVER MAKING REPORT (Signature) : \_\_\_\_\_

Prior to requiring or permitting a driver to operate a vehicle, the driver shall report any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle to the Store Manager.

*This is to certify that:* (check one)

\_\_\_\_\_ All defects or deficiencies have been corrected  
\_\_\_\_\_ Correction is unnecessary before the vehicle is again dispatched

\_\_\_\_\_  
MECHANIC'S SIGNATURE                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MANAGER                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
DATE

REMARKS:

---

---

Before driving a motor vehicle, the driver shall:

- (a) Be satisfied that the motor vehicle is in safe operating condition;
- (b) Review the last driver vehicle inspection report; and
- (c) Sign the report, only if defects or deficiencies were noted by the driver who prepared the report, to acknowledge that the driver has reviewed it and that there is a certification that the required repairs have been performed.

CERTIFYING DRIVERS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

### Daily Log Book

Drivers are required to complete the daily logbook for each order delivered.

VEHICLE NO. \_\_\_\_\_ DRIVER \_\_\_\_\_

Date	Odometer		Fuel		Order Number	Cash Received	Incidents & Driver Signature
	Opening	Closing	Amount	Litres			

\_\_\_\_\_ <sup>i</sup> Form numbering to be compiled on completion.