



**POLICY ON MOTOR FLEET**



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## TITLE AND COPYRIGHT

Title	<b>Policy on Motor Fleet</b>
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## DOCUMENT CONTROL DETAILS

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## TABLE OF CONTENTS

Title and Copyright	2
Document Control Details	2
Table of Contents	3
1. Purpose	4
2. Passengers	4
3. Allocation of vehicles	4
4. Application for transport	5
5. Collection of vehicle	5
6. Log-book system	5
7. Use of own transport	5
8. Drivers of University vehicles	6
9. University driver	7
10. Forms	9
11. Related Policies and Documentations	9
12. Regulatory Framework	9
13. Review Date	9
14. Record of Changes	9
15. Approval	9



## 1. PURPOSE

The purpose of this policy is to inform employees and registered students of the University of Venda on the use of University vehicles when undertaking academic, administrative and supporting activities of the University. UNDER NO CIRCUMSTANCES IS THE TRANSPORT SERVICES TO BE USED FOR ANY PRIVATE PURPOSE WHATSOEVER, WHETHER BY STUDENTS OR MEMBERS OF STAFF. The underlined statement must be borne in mind at all times by all intending applicants.

## 2. PASSENGERS

Because the University's vehicles are solely for official trips, no person, whether a member of staff or a student, a visitor to or guest of the University, is allowed to use any of the university vehicles, except by prior approval from the authorised official signatories that are required for approval of an application.

The following persons are approved passengers:

- All students and members of staff who undertake official academic, administrative and sporting activities;
- Any visitors to or guests of the University who are officially transported; and
- All persons serving on the University Council, who are officially transported in that capacity.

### **NOTE!**

*Members of the families of the categories specified above, are not approved passengers and may be transported in University vehicles **EXCEPT** if an indemnity form has been completed and signed by the applicant releasing the University from all responsibilities. All applicants for indemnity **MUST** be made in writing and be referred to the **AUTHORISED OFFICIALS** prior to the commencement of the trip.*

## 3. ALLOCATION OF VEHICLES

The University has a number of vehicles at its disposal solely for official use and these are allocated to the following sections:

- 3.1 Pool;
- 3.2 Procurement & services;



- 3.3 Vehicles allocated to Schools/Departments;
- 3.4 Maintenance;
- 3.5 Landscape & Grounds;
- 3.6 Protection Services;
- 3.7 SRC;
- 3.8 Executive/Council members & University guests; and
- 3.9 Deans Committees.

## 4. APPLICATION FOR TRANSPORT

No vehicle will be issued for use without prior application. Form T1 must be completed properly, i.e. duly signed by the applicant, head of department, dean and the authorised official. **THE TRANSPORT OFFICE WILL NOT ATTEND TO ANY FORM, WHICH HAS NOT BEEN DULLY APPROVED.** Applications for official motor vehicles must be submitted to the transport office at least 4 days prior to the departure for local journeys. For extended journeys the form must be submitted at least 14 days prior to the departure date. This will give the transport office enough time to arrange for servicing and cleaning of the vehicle.

## 5. COLLECTION OF VEHICLE

- 5.1 Collection of vehicle from transport office: Make sure that a **TRIP AUTHORITY** is issued to you before you leave. The same must be completed fully during and at the end of the trip. A vehicle checklist is provided on the Trip Authority.
- 5.2 The driver **MUST** personally, together with the transport officer, check all items listed before driving off. Scratches, dents, etc. must be reported prior to driving off.

NB. ALL MEMBERS OF STAFF MUST KNOW THAT UNDER NO CIRCUMSTANCES WILL A VEHICLE BE DELIVERED TO OR COLLECTED FROM THEIR OFFICES.

## 6. LOG-BOOK SYSTEM

This will only apply to all non-pool vehicles, e.g. Procurement & Services, maintenance, schools & centres, etc. The logbook must be submitted to the Transport department which will verify the date and sign the logbook. **ONLY** authorised and licensed persons must drive these vehicles.

## 7. USE OF OWN TRANSPORT

Because of the limited number of vehicles, it may at times be necessary for an applicant to use his/her own vehicle if there is no vehicle available at the time. In such circumstances arrangements for the applicant to use his/her own vehicle, and be reimbursed for traveling

expenses on return, should be made with the authorised official prior to the commencement of the journey. A form from the transport office will be issued to support this and to state that a vehicle is not available. See POLICY ON TRAVELLING EXPENSES- PRIVATE VEHICLES

## **8. DRIVERS OF UNIVERSITY VEHICLES**

All full-time members of staff and eligible students (those authorised through the Registrar's office) who are in possession of an unendorsed drivers' license are regarded as drivers. A copy of the drivers' license must be submitted to the transport office.

### **8.1 DUTIES AND RESPONSIBILITIES**

8.1.1 On the day of departure, the applicant will receive the vehicle allocated to him/her at the transport office and **NO WHERE ELSE.** He/she will immediately become solely responsible for it and will have to account for any damage to or for the loss of the vehicle while it is entrusted to him. Should it be deemed necessary, each driver will be subjected to a test before a vehicle is allocated for use. The decision to test a driver will rest with the Head of Transport Section.

8.1.2 The driver will again be held responsible for contravention of any traffic rules and regulations and will have to stand trial personally in the event of a prosecution that may arise from such an event.

### **8.2 PASSENGERS**

The driver may take only those passengers from whom provision has been made on the application form. **NO** passenger may be taken without prior approval from the authorised official (administrative).

***UNDER NO CIRCUMSTANCES MAY HIKERS BE GIVEN A LIFT.***

### **8.3 THE ROUTE**

8.3.1 The route to be followed at all times must be the shortest distance between the point of departure and destination as indicated on the Trip Authority.

8.3.2 Any deviation from this route must be reported to the transport office in writing, stating clearly the reasons for the deviation. In cases where the deviation is intended prior to the commencement of journey, a request must be made and approval obtained from the authorised official before the commencement of the journey.

### **8.4. PURCHASE OF FUEL AND LUBRICATION**

8.4.1 At all times the fuel-tank will be full and lubricants checked and topped-up before a vehicle leaves the transport section. **BUT IN ALL CIRCUMSTANCES, THE APPLICANT MUST CHECK IF THE**



**FUEL-TANK IS FULL AND LUBRICANTS IN ORDER BEFORE COMMENCING WITH THE JOURNEY. THIS IS ESSENTIAL, AND MUST BE DONE.** For fuel, and repairs done **en route**, use the fleet card system provided for each vehicle. The vouchers are printed in triplicate. The original page should be retained by the driver. The following information must be correctly indicated in the relevant squares: - date, odometer reading, litres (amount) oil (amount) registration number and signature of the driver.

8.4.2 Immediately after completion of the journey, the driver must hand back the vehicle and all necessary documents to the transport section.

## 8.5. ACCIDENT

In the event of an accident, the driver must make it a point to obtain the following particulars:

- Full description of the other vehicle;
- Registration number;
- Name & address of the other driver;
- The driver's ID and telephone number;
- Whether the vehicle belongs to the driver, a firm or institution. If the latter is the case, the name and address of the institution must be written down;
- The nature and extent of damage to the University vehicle;
- The names and addresses of injured persons;
- The Sketch Plan of the accident;
- The name of the police Station to which the accident has been reported; the case number; and the name of the officer who handled the case; and
- Any other information that the driver may consider relevant.

The above information must be handed in at the Transport Office immediately on return and a motor vehicle claim form filled in. Unnecessary delays that cannot be substantiated will not be accepted.

Accidents excess to be refunded by staff if proven guilty.

*UNDER NO CIRCUMSTANCES MUST A DECLARATION OF LIABILITY BE MADE TO THE POLICE OR ANY OTHER PERSON OR BODY. FURTHERMORE, IT IS BEST NOT TO EVEN VOICE AN OPINION OR ALLEGATION.*

## 8.5. BREAKDOWNS

Although the maintenance staff strives at all times to keep the vehicles in a roadworthy and serviceable condition, it may still happen that a vehicle breaks down. If a break down occurs within the radius of 70k/m from the University, the driver must notify the transport office who will then come out to effect the necessary repairs, or alternatively, to tow it in and arrange alternative means of transport for the driver.



Where the breakdown occurs beyond a 70km radius, the driver must contact the nearest garage (preferably the agents of the vehicle concerned). The voucher, together with the card, must be completed and presented to the dealer for payment. The top copy (original) is to be retained by the driver.

In case of any difficulties, please contact the transport department at this number:  
015-962 8165 (during working hours) or cell phone number 082 805 6258.

## 9 UNIVERSITY DRIVER:

### 9.1 Requirements:

Because the University does not train drivers of its own, it is essential that any person who intends to be employed as a driver by the university, has to possess the following requirements:

- Be able to read and write;
- Have an eye-test certificate;
- Have an unendorsed code 8 (C1),9 (C),10 (EC), or 11 (EC) license;
- Have a Public Service certificate; and
- Have some experience in handling buses.

### 9.2 Daily Tasks

9.2.1 The daily task is an essential part of the driver's duties and must be carried out every day before a vehicle is permitted to leave the parking area, in order to prevent break-downs as well as to prolong the life of the vehicle.

### 9.3 Procedures

The Transport Officer must check the following items daily:

- Check for oil, water, fuel and fuel leaks under the vehicle
- Oil, water, fuel and fluids levels. DO NOT USE A PIPE WHEN FILLING THE RADIATOR (TO AVOID LOCKS);
- Check tyre pressure for correct inflation (any worn-out tyre must be replaced immediately);
- Examine wheel nuts and tighten if necessary;
- Check spare wheel and tools;
- Check rear-view mirrors;
- Check hooter;
- Check wipers and windscreen;
- Check dashboard lights on;
- Check headlights, dim & bright, indicators, tail-lights and brake lights;
- Check reflectors and interior lights; and
- Check body for dents scratches and other damage, as well as for wear and tear.





WHEN VEHICLE IS IN MOTION, CHECK THE FOLLOWING:

- Brakes;
- Steering for any abnormal play or pull to one side or heavy steering to left or right; and
- Clutch feel for free play or slipping.

**10 FORMS**

Application Form T1, to be sent to the Transport division.

**11 RELATED POLICIES AND DOCUMENTATIONS**

Accepted invoices  
Subsistence allowance – domestic and international

**12 REGULATORY FRAMEWORK**

GAAP  
King III report on Corporate Governance  
Higher Education Act (Act 107 of 1997)

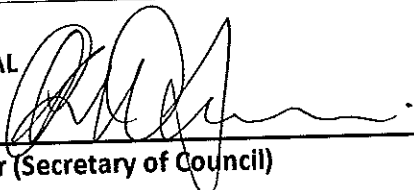
**13 REVIEW DATE**

This policy will be reviewed after three years or as and when the need arises.

**14 RECORD OF CHANGES**

REVISION	DATE	AUTHOR(S)	DESCRIPTION

**15 APPROVAL**

  
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Registrar (Secretary of Council)