


UNIVERSITY OF THE WESTERN CAPE			
 <p>UNIVERSITY of the WESTERN CAPE</p>	Vehicle Use Policy	Document Type	Policy
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Vehicle Use Policy, C2024/02

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1. PURPOSE

- 1.1 The Purpose of this policy is to ensure that official University vehicles is used only:
- a) by authorised persons;
 - b) in a safe, cost effective, efficient and responsible manner
 - c) for official University business and
 - d) in compliance with the requirements of the University as well as the National Road Traffic Act, 93 of 1996.

2. APPLICABILITY

This policy applies to any authorised person with a valid driver's license who is a current employee, student, authorised guest and Council member making use of a University vehicle.

3. DEFINITIONS

'Approval' or 'approved' means UWC's written or electronic approval for use of a vehicle by authorised persons as indicated on the use of the university vehicle application form.

'Authorised person' means all current UWC employees, students, members of Council and authorised guests.

'Departmental vehicles' are vehicles allocated permanently for use only by a specific department or faculty.

'Official use' refers to UWC's owned or rental vehicles which are used for official University business.

'Student' is a person or an individual who is enrolled or registered for a qualification at the University of the Western Cape.

'University vehicle' refers to a motorised device for land transportation owned or rented by the University of the Western Cape.

'Vehicle pool' refers to university vehicles which are allocated and made available to be used by an authorised person to conduct official university business.

'HOD' refers to the Head of Department.

4. CONTROL AND AUTHORITY

- 4.1 The Executive Director, Finance authorizes the acquisition of motor vehicles, hereinafter referred to as "University vehicles". (Such acquisition may be by way of purchase, or donation).
- 4.2 The Transport Coordinator, under the management of the Manager Postal, Assets and Insurance and Transport (PAIT), is charged with the responsibility of exercising control over University vehicles,
- 4.3 The following categories of vehicular transport are at present in use at the University:
- 4.3.1 Vehicles allocated to departments or on-campus organizations on a permanent basis;

- 4.3.2 Vehicles acquired for special projects (and which vehicles, whether purchased or donated, are for the exclusive use of such projects);
- 4.3.3 Vehicles for use by students (e.g. vehicles allocated to the Students' Representative Council and/or the Central House Committee);
- 4.3.4 Vehicles allocated to individual employees for special purposes and usage;
- 4.3.5 Vehicles allocated to employees who are on call 24 hours a day; and
- 4.3.6 Vehicles allocated by the University's Transport Department to be utilized for:
 - a) the transport of academic groups;
 - b) after hours transport of University employees;
 - c) the transport of visitors to the University to campus; and/or
 - d) courier services, collection of University documents, etc.
- 4.3.7 Users of University vehicles must initial, date and sign this policy document.

5. RESPONSIBILITY AND ACCOUNTABILITY

5.1 Allocation of University Vehicles:

- 5.1.1 Authorisation for allocation: Any designated or authorized driver should gain written permission from the Head of Department (HOD)/ Manager /Faculty Dean(s) and this is to be submitted to the Transport Department via email.
- 5.1.2 A vehicle reservation will be done via the Google calendar platform in the form of a meeting request.
- 5.1.3 The vehicle must be collected at the time stipulated upon reservation by the authorized person.

5.2 Maintenance and Servicing of Vehicles:

All university vehicles must be well maintained and regularly serviced according to the prescribed manner as stipulated in the service book.

It is the duty of the HOD / Dean or employee to whom the vehicles have been allocated to exercise proper control over the use of vehicles under their care.

The transport department will ensure that such HOD / Dean / Employee with allocated vehicles are advised of times for vehicles to be serviced.

5.3 Damaged or Defective Vehicles:

Any bodily damage or mechanical defects must be accounted for and reported promptly to the transport department in order to lodge insurance claims or to arrange for the necessary repairs.

The transport department acts as liaison between the University and garages and arranges for the maintenance of vehicles.

5.4 Drivers of University Vehicles:

The primary responsibility for the proper use and legitimate use (as set out in this policy) of a University vehicle rests with the driver of such vehicle. Therefore, the University may take disciplinary action against any employee or student of the University making improper use or unauthorised use of a University vehicle.

6. COMPLETION AND SUBMISSION OF LOG SHEETS

- 6.1 Log sheets for every trip must be completed in every detail immediately upon completion of a trip by means of a logbook or electronically.
- 6.2 HOD/Faculty Deans and Employees (having been allocated a vehicle) must submit for each vehicle under their control the log sheets of the previous week's usage on the first day of the following week. Log sheets must be submitted to the transport department for scrutiny and processing of the relevant information.
- 6.3 Failure to submit log sheets may result in disciplinary action being taken against the offending person.

7. FUEL AND MAINTENANCE CARDS

- 7.1 HOD / Faculty Deans and/or Employees who have been allocated a University vehicle will be issued with a fuel and maintenance card.
- 7.2 The fuel and maintenance card are utilized exclusively for the purchase of fuel, toll fees and for payment of maintenance, repairs and servicing.
- 7.3 HOD's / Faculty Deans and Employees who have been allocated a fuel and maintenance card are responsible for the security of the fuel and maintenance card.
- 7.4 The monthly bank vehicle report and details of all expenses for that vehicle for the particular month, is the responsibility of the HOD's / Faculty Deans, where applicable, the entity controller or person with the allocated car to reconcile their speed point slips with their fuel, maintenance and repair invoices.

8. ELIGIBLE PERSONS TO UTILISE UNIVERSITY VEHICLES

- 8.1 Departments, faculties, organizations and employees to whom a vehicle has been allocated on a permanent basis.
- 8.2 Individual academic and non-academic staff for the execution of their official duties.
- 8.3 Students accompanying lecturers for courses or practical work as prescribed in the University's calendar (including academic excursions).
- 8.4 Academic staff for research work.
- 8.5 Delegates attending local conferences or congresses, which have been approved and/or hosted by the University.
- 8.6 Guests of the University.

9. PROVISION OF VEHICLES

- 9.1 University transport is provided strictly for official business purposes only and may not under any circumstances be used for private or for other purposes without the necessary prior authorization.
- 9.2 It is the duty of those to whom a University vehicle is entrusted to ensure that the best and most economical use of vehicles is made at all times.
- 9.3 Drivers of University vehicles must use the shortest, and most economical, routes.
- 9.4 Where appropriate, all operational University vehicles must be clearly identified with the University's logo.
- 9.5 All operational University vehicles will be fitted with tracking devices.
- 9.6 Only authorise users including Transport staff (vehicle repairs) are not allowed to make use of emergency response vehicles of the University. (i.e. CPS/ Fire/ Medical).

10. APPLICATION FOR THE USE OF VEHICLES

- 10.1 When applying for transport, a distinction must be made between general transport, excursions and transport for research purposes.
- 10.2 Transport required for research purposes are subject to the Research Committee making funds available for such transport.
- 10.3 Faculties, which require transport for student excursions, should submit their applications on the prescribed form or in writing via the Dean or HOD concerned.
- 10.4 Applications for the provision of general transport have to be recommended by the HOD/Faculty Deans of the department concerned.
- 10.5 When applying for transport, cognisance must be taken of the following:
 - 10.5.1 in some cases when it is necessary for people to use their own transport they will be compensated at the applicable kilometre tariff, provided that the use of own transport has been approved by the Line Manager and a transport cost claim has been lodged; and
 - 10.5.2 vehicles required for research journeys or excursions should be reserved at least 5 working days in advance.

11. GARAGING AND PARKING OF UNIVERSITY VEHICLES

- 11.1. University vehicles must be parked or garaged at:
 - 11.1.1 the Transport Garage of the University;
 - 11.1.2 Campus Protection Services when vehicles are returned after normal working hours (taking all reasonable steps to safeguard vehicles including accessories and tools against theft, irregular use, damage or fire); or
 - 11.1.3 in cases where it is necessary to keep these vehicles overnight on other premises, prior approval must be obtained from the Director/ Dean/s of the department or Faculty concerned or from the Transport Coordinator.
- 11.2 The granting of permission to park University vehicles on private premises is subject to the following conditions:

- 11.2.1. the vehicles should, preferably, be parked in a lock-up garage;
- 11.2.2. where a lock-up garage is not available, the premises should, preferably, be properly enclosed and provided with lockable safety gates; and
- 11.2.3. every reasonable precaution must be taken to safeguard vehicles against damage or theft.

12. INSURANCE

- 12.1 An employee who is injured whilst using a University vehicle on official University business, either as a driver or a passenger, will be regarded as being injured on duty and the matter will be dealt with in accordance with the rules and policies applicable to “injury on duty”.
- 12.2. An employee on official University business involved in an accident and charged with a criminal offence or against whom a civil claim is instituted by a third party, may be defended by the insurers of the University. (N.B. The liability of the University's insurer is usually excluded in respect of a passenger who is a member of the household of the driver.)
- 12.3. Insurance claims may be rejected by the insurer:
 - 12.3.1. if the driver is not in possession of a valid driver's license. It is the responsibility of the HOD's/Faculty Deans or Employees to whom vehicles have been allocated to ensure that drivers hold a valid and appropriate driver's license;
 - 12.3.2 if a vehicle is not in a roadworthy condition.
- 12.4. A driver of a University vehicle will normally not be covered by the University's insurance cover:
 - 12.4.1. when he/she is found guilty in a court of law for having driven a vehicle whilst under the influence of intoxicating substances;
 - 12.4.2. if the driver used the vehicle without proper authority for other than strictly official purposes;
 - 12.4.3. when he/she allowed the vehicle to be driven by a person not authorized thereto; and
 - 12.4.4. when he/she is convicted of reckless or negligent driving.

13. ACCIDENTS AND ACCIDENT REPORTS

- 13.1 Drivers must report any accidents or incidents to the transport department, UWC Insurance department, Campus Protection Services and South African Police Services within 24 hours and submit the following documents to the UWC Insurance office:
 - a) Motor Accident Claim form
 - b) Copy of valid Driver's License
 - c) Copy of South African Police Services statement
- 13.2 Drivers involved in accidents should sketch the scene of the accident with as much detail as possible. Details regarding weather conditions, visibility, road surface, width

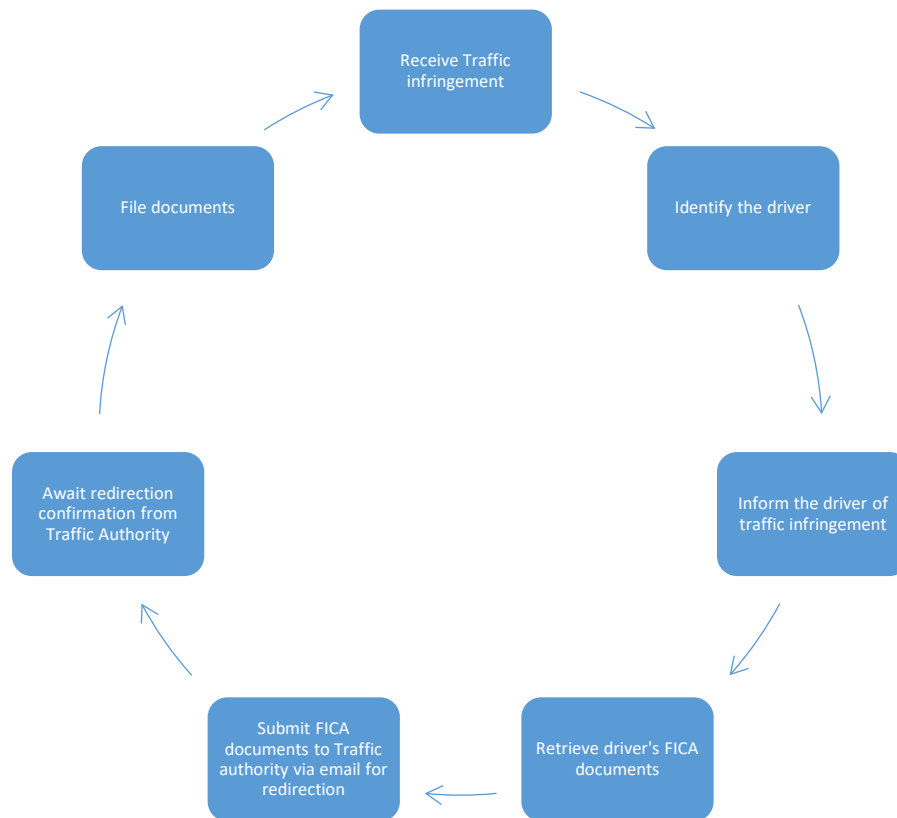
of road, lighting and speed before the accident or speed at the moment of impact should also be provided. Take pictures/videos of the accident scene and get full 3rd party details.

14. DRIVERS OF UNIVERSITY VEHICLES

- 14.1 Every driver of a University vehicle must be in possession of a legally valid and unendorsed driver's license and should be in possession of such license for a period of at least 2 years.
- 14.2 Staff of the University may not drive a University vehicle unless he/she has been authorized to do so by the HOD/Faculty Deans of the department concerned.
- 14.3 Transport staff must ensure that users collecting University vehicles is in possession of a valid driver's license when a vehicle is issued.
- 14.4 With regard to the legality of driver's licenses the following should be noted:
Since 1 June 1990 any test passed on a vehicle with automatic transmission restricts driving to that type of vehicle and a further test has to be taken before driving a vehicle with manual transmission; only card-type licenses are acceptable as a legally valid driver's license; it is a criminal offence for the driver of a vehicle if he/she is not in physical possession of his/her driver's license when driving a vehicle; when a driver is awaiting the issue of his/her driver's license, he/she must obtain a temporary one from the Traffic Department; persons from outside South Africa, not being in possession of a valid South African driver's license, are permitted to drive a University vehicle only if they are in possession of a valid international driver's license; and persons intending to take up permanent residence in South Africa should, preferably, apply for a South African driver's license.
- 14.5 With regard to Professional Driving Permits the following should be noted:
Drivers of buses or mini-buses seating 10 or more need to be in possession of a Professional Driving Permit (PrDP); application for a permit must be made on the prescribed form to the registering authority in the area where the applicant resides; and the application must be accompanied by the applicant's driver's license and two passport photographs, together with a medical certificate and these documents must be forwarded to the local Police Station for clearance and then be submitted to the local authority for the issuing of the Professional Driving Permit.

15. TRAFFIC FINES

15.1 Drivers will be held personally responsible of traffic infringements.



16. GENERAL INSTRUCTIONS TO ALL DRIVERS OF UNIVERSITY VEHICLES

- 16.1. Check tools (spare wheel, wheel spanner, jack, jack handle etc.) body work and tyre pressure before departure.
- 16.2. Pay attention to the instrument panel (in particular fuel, oil pressure and temperature) and report anything irregular immediately.
- 16.3. Vehicle must be driven and returned by person to whom it was issued.
- 16.4. Vehicles may not be overloaded.
- 16.5. Drivers may not deviate from the authorized route or be delayed unnecessarily in their own private interest.
- 16.6. Drivers must exercise proper care in the use and handling of vehicles. The University views any evidence of neglect, or reckless driving in a serious light.
- 16.7. Traffic and any other regulations applicable to road users must be observed strictly at all times. Any contravention of these regulations is a personal matter and the University will not accept any responsibility for legal defence or penalties imposed by a traffic officer or by a court of law.
- 16.8. Users must adhere to the speed limits at all times.
- 16.9. Any defects on the vehicle must be reported to the transport department.

- 16.10. A University vehicle returned after normal working hours must be parked at Campus Protection Services and the keys must be handed to the reception.
- 16.11. In the case of an accident please follow the instructions and procedure as set out below:
- a) Report the accident to the nearest police station within 24 hours and obtain a case reference number.
 - b) Report the accident to UWC Campus Protection Services within 24 hours.
 - c) Report the accident to UWC insurance office within 24 hours.
 - d) Under no circumstances should any liability for the accident be admitted or statements made to third parties.
 - e) Should the driver of the other vehicle be suspected of being under the influence of an intoxicating substance, this should be brought to the notice of a police or traffic officer with the request that the suspected person be examined by a doctor as soon as possible.
 - f) Should any third party involved admit liability, endeavour to obtain a statement in writing from him/her in this regard.
 - g) Endeavour to obtain the following particulars at the scene of the accident:
 - Registration number; make and year of the other vehicle(s);
 - The name and address of driver(s) and owner(s) of the other vehicle(s);
 - The name of the other party's insurance;
 - The nature and extent of damages sustained by the other vehicle(s);
 - The name, address and estimated age of any occupants or pedestrians killed or injured as well as the nature and extent of injuries; and
 - The name, address of each witness, including the occupants of the other vehicle(s) involved in the accident.
- 16.12. The driver of the vehicle must, without any undue delay, complete the Employee's Report of an Accident form and submit it together with copies of his/her ID and driver's license to the HOD's / Faculty Deans of department/organization concerned or submit such to the Transport Section.

17. GOLF CART USAGE

17.1 Golf carts of the university are used to transport:

- a) equipment
- b) people
- c) patrol the campus grounds and
- d) provide campus maintenance activities

University Golf carts may only be used for official department/faculty/university business by employees, student assistants and university approved volunteers associated with a university department/faculty.

17.2 Golf Cart Operating Standards:

- a) In order to operate a University Golf Cart, users must be trained by the transport department.
- b) Golf Cart operators are subject to the rules of the road including stopping, turning and safe operation. Golf Cart operators observed in violation of these rules can be cited.
- c) Golf Cart operators must have a valid code B driver's licence in order to operate a golf cart.
- d) Golf Carts are to be operated at speeds no greater than 30 kph or as safety concerns demand.
- e) Golf Cart Operators should always consider the terrain, weather conditions and existing pedestrian and vehicular traffic, which may affect the ability to operate the Golf Cart safely.
- f) Golf Carts will be operated only within the confines of University property.
- g) Cell phone usage while driving a Golf Cart is strictly prohibited.
- h) When the Golf Cart is not in use, make sure that the Golf Cart is switched off and to engage the parking brakes.
- i) A valid code B driver's licence older than two years is required to operate a golf cart.

17.3 Accident Reporting

All accidents involving a Golf Cart will be reported immediately to SAPS, Campus Protection Services, The Line Manager and notify the Transport and Insurance office of the University.

17.4 Battery Recharge

Only an approved battery charger will be used to recharge the batteries.

17.5 Safety Checklist

Before operating the Golf Cart please check the following items:

- a) Battery life
- b) Brakes
- c) Tyre pressure
- d) Overall condition of the Golf Cart

18. VERSION HISTORY

VERSION	DATE	SUMMARY OF CHANGES	CHANGED BY	DATE OF NEXT REVIEW
Version 1	C2003/07 4 December 2003			
Amendment 1	C2024/02 28 March 2024	Name change; format; amended definitions; control, authority, responsibility and accountability of vehicle usage; processes for usage; and golf cart usage.	Risk and Compliance	1 April 2029

