



SOUTH AFRICAN HERITAGE
RESOURCES AGENCY

VEHICLE USAGE POLICY

ACCOUNTABLE	SIGNATURE	AUTHORISED for implementation	SIGNATURE On behalf of
Chief Executive Officer		SAHRA Council	
Date		Date	

As approved by the SAHRA Council on 26 May 2012

POLICY ON USE OF OFFICIAL SAHRA VEHICLES

1. SCOPE OF POLICY

This policy governs the use and maintenance of all SAHRA vehicles by all permanent and non-permanent employees of SAHRA. Transport within SAHRA is a business requirement tool and therefore the administration of this policy rests with the Head: Information and Auxiliary Services.

2. DEFINITIONS

As used in this policy, the following definitions apply:

“authorized driver” means a SAHRA employee who holds a valid motor vehicle drivers license.

“authorized passenger” means an employee of SAHRA or any other person accompanying an employee of SAHRA in a SAHRA vehicle in furtherance of official SAHRA business. (This includes SAHRA Council members, committee members, consultants and any other passenger approved by the relevant executive officer)

“authorized use” means the usage of SAHRA vehicles for official SAHRA business or any other business as approved by the relevant executive officer.

“CEO” means the Chief Executive Officer of SAHRA

“designated official” means a unit head or any other employee designated by the relevant executive officer. Except if determined otherwise the “designated official” in the SAHRA offices outside Head Office will be the relevant administrative assistant.

“employee” means any person who is in the permanent or non-permanent employ of SAHRA. This does not include interns or volunteers.

“relevant executive officer” means the executive officer in the employee’s line of reporting: either Executive Officer: Heritage Resources Management, or Executive Officer Corporate Affairs, or Executive Officer: Human Resources or the Chief Financial Officer.

“SAHRA vehicle” means a motor vehicle owned by and registered in the name of SAHRA.

3. USE OF OFFICIAL SAHRA VEHICLES

3.1. Authorized Driver

SAHRA vehicles shall be driven only by an authorized driver as defined in section 2 above.

3.2. Vehicle Usage

Employees shall use SAHRA vehicles only for authorized use as defined in section 2 above.

3.3. Pre-driving safety checks

The official in charge of the vehicles, together with the driver, shall check the vehicle to ensure that it is in a safe working condition before embarking on a trip in accordance with the pre-and post checklist. This should include checking the vehicle for any damages to the body of the vehicle, both before and after the approved trip. Damages found during the course of the inspection should be documented and reported to the Unit Head: Information and Auxiliary Services and the required repairs arranged.

If any defects are detected, the vehicle shall not be used unless authorized by the relevant Executive Officer.

3.4. Leaving the Vehicle

An employee of SAHRA will turn off the ignition, close all windows, lock the doors and activate the alarm system of a SAHRA vehicle whenever the vehicle is left unattended.

Upon return to the office, vehicles must be cleared of items not belonging in the vehicle (trash, personal items, etc).

3.5. Vehicle Logbooks

Each employee shall record in the logbook legibly and accurately details such as the opening odometer reading before embarking on a trip, as well as the closing reading upon return of the vehicle.

Further details concerning the destination and purpose of the trip must be stipulated. It must be possible from details given to establish distances traveled.

The designated official must check the logbook upon return of the vehicle to verify that the details of the trip had been recorded and that the kilometer reading coincides with the distance anticipated in terms of the pre-obtained destination approval.

The designated official must ensure that all log books reach the responsible person in the Finance Department at Head Office by the 7th day of each month.

3.6. Vehicle Keys

All vehicle keys should be safely secured (preferably in a in a lockable cabinet or container) when the vehicle is not in use.

4. EMPLOYEES RECEIVING A CAR ALLOWANCE

4.1. Employees receiving a car allowance can only use SAHRA vehicles for authorized use in the following circumstances:

4.1.1 When such an employee's car has gone in for a service (this refers to routine service which will not exceed two working days);

4.1.2 In case of such an employee's car having been involved in an accident, the employee can use the SAHRA car for a period not exceeding 2 weeks, subject to the CEO's authorization. In the case of the CEO authorization must be sought from the SAHRA Council.

4.1.3 In case of such an employee's car having encountered a breakdown, the employee shall use the SAHRA car for a period not exceeding 5 working days, subject to the CEO's authorization. In the case of the CEO authorization must be sought from the SAHRA Council.

4.2 In cases where an employee receiving a car allowance has to travel together with an employee who does not receive a car allowance, the vehicle belonging to the employee with a car allowance shall be used and not the SAHRA vehicle.

4.3 Employees receiving a car allowance are supposed to buy vehicles that are suitable to road conditions in their provinces.

5. VEHICLE EXPENSES

5.1 Fuel, Toll, Maintenance and Repairs

All SAHRA vehicles shall be issued with a credit card to be used for fuel, toll, maintenance and repairs. The card can be used to pay for a car wash in facilities which allow for the use of such cards.

The credit card is to be treated as cash and the driver will be held responsible for any transaction that takes place. All fuel receipts must be kept and made available to the designated official when the vehicle is returned.

In addition, the following must be adhered to by the designated official:

- all (receipts, slips) must be attached to the log sheets monthly;

- all discrepancies and outstanding slips must be followed up timely;
- fuel usage must be monitored continuously, along with vehicle maintenance costs to ensure that fuel and maintenance purchases when using the credit card are for SAHRA's vehicles only.

Failure to comply with the above may lead to disciplinary action.

6. VEHICLE USAGE REQUEST FORM

- 6.1. A vehicle usage request form shall be filled out by the official requesting a vehicle and signed and approved by his/her direct supervisor before SAHRA vehicles can be driven.

7. OCCUPANCY OF VEHICLES

7.1 SAHRA Vehicle Occupation

- 7.1.1 SAHRA vehicles may be occupied only by authorized drivers and authorized passengers for authorized use only.
- 7.1.2 Copies of valid driver's licenses must be provided by drivers and kept on file; Discussion/Approval and vehicles will only be issued to staff with a valid license.
- 7.1.3 Authorized passengers who are neither employees of SAHRA or SAHRA councilors should sign the approved indemnity form every time they are transported in SAHRA vehicles.

7.2 Unauthorized Occupation

An employee of SAHRA who permits a SAHRA vehicle to be driven by an unauthorized driver or who transports or permits the transportation of an unauthorized passenger shall be subjected to disciplinary action and may be held personally liable to the extent permitted by law for any liability for any personal injury, death or property damage arising out of the unauthorized use or occupancy of the SAHRA vehicle.

8. INTOXICATING LIQUOR, DRUGS AND TOBACCO PRODUCTS

Use of Liquor, Drugs and Tobacco Products Prohibited

An employee of SAHRA may not drive a SAHRA vehicle while under the influence of intoxicating liquor or illegal drugs nor may he/she smoke any tobacco products while in the vehicle.

9. TRAFFIC LAWS

9.1 Traffic Fines

An employee of SAHRA who receives a traffic fine while using a SAHRA vehicle will be personally responsible for the fine. Traffic fines should be paid on or before the due date as stipulated on the fine notice.

9.2 Traffic Laws

Authorized drivers shall adhere to all traffic laws and ensure that their passengers also adhere to such laws including the fastening of seat belts.

10. CARE OF VEHICLES - ACCIDENTS - LIABILITY

10.1 Car Wash

A designated official shall ensure that SAHRA vehicles are washed whenever they are dirty, or at least once a month. SAHRA vehicles shall be taken for a full valet at least once a year. (A full valet can be done on a quarterly basis if it is deemed necessary)

10.2 Liability for Loss or Damage

An employee of SAHRA will not abuse or misuse a SAHRA vehicle. An employee of SAHRA may be liable for the loss or damage of a SAHRA vehicle if the loss or damage was caused by:

10.2.1 driving while under the influence of intoxicating liquor or drugs; or

10.2.2 reckless and negligent driving.

Other disciplinary action may also be taken against the official.

N.B. Please note that 10.2.1 and 10.2.2 above are subject to road traffic legislation.

10.3 Accidents

If involved in any kind of accident an employee of SAHRA shall notify all relevant parties within the next working day and submit a complete accident report in accordance with the stipulations of the relevant procedure applicable when accidents occur.

If an accident caused through the negligence of the driver, the driver shall be held accountable to pay the excess fee levied by the motor vehicle insurer.

N.B. Please note that all employees should still follow procedures prescribed in traffic laws for reporting accidents.

10.4 Failure to report Loss or Damage

Disciplinary action will be taken against employees who fail to report according to this policy any loss or damage which occur to a SAHRA vehicle while it is in their possession.

10.5 Parking

10.5.1 Where SAHRA vehicles have overnight parking spaces at their offices, employees should ensure that the cars are parked at such parking spaces overnight.

10.5.2 Where employees using vehicles are sleeping over at places far from their work stations, all reasonable steps should be taken to ensure that the vehicles are securely parked overnight.

10.5.3 Where employees have to take cars home as approved by the designated official (e.g. when they have to use the office vehicle early in the morning), employees should take all reasonable steps to ensure that the vehicle is parked at a secure place, preferably under cover and in a lockable facility.

10.5.4 Employees who take SAHRA vehicles to their homes for overnight parking should get written authorization from the relevant executive officer.

10.5.5 Employees may use SAHRA vehicles in cases of emergency at their offices, such as having to see a doctor or driving sick employees home.

10.6 Vehicle Identification

All employees should ensure that vehicles for which they act as proxy should be clearly marked with a SAHRA LOGO and the telephone numbers of the workstation where such vehicles are based.

10.7. Disposal of SAHRA Vehicles and or Accessories

10.7.1 Employees shall not dispose of any SAHRA vehicle or vehicle accessories without authorization by the SAHRA CEO.

10.7.2 Management will consider the disposal of every car that is 5 years old or which have clocked 100 000 kilometers depending on availability of funds.

11. MECHANICAL OR OPERATIONAL FAILURE

When mechanical or operational deficiencies occur while a SAHRA vehicle is being used for official SAHRA business, the defect must be repaired by qualified and approved mechanics.

In the event of a breakdown on the road, the driver must contact the Automobile Association for emergency repair or salvaging.

In no case must an employee of SAHRA continue to operate a SAHRA vehicle if continued operation could endanger any person, property or the vehicle itself.

12. MAINTENANCE OF VEHICLES

The official in charge of the vehicle must ensure that the vehicle is serviced on due date and should monitor the kilometer reading to be in a position to make timely arrangements for the servicing of the vehicle.

A maintenance register must be kept by the official in charge of all services and repairs which should be regularly checked by the Head: Information and Auxiliary Services to ensure that all scheduled maintenance is performed as required by the manufacturers.

13. USE OF PERSONAL VEHICLES FOR OFFICIAL BUSINESS.

SAHRA employees who do not receive a car allowance may not use their personal vehicles for SAHRA business without prior approval by the designated official. In case of designated officials who do not receive a car allowance, their use of private vehicles should be pre-approved by the relevant executive officer.

14. PROXY OF SAHRA VEHICLES

The proxy of all SAHRA vehicles will be in the name of the Head: Information and Auxiliary Services.

15. DEVIATION

Deviation from this policy will require written authorization by the SAHRA CEO.

16. EFFECTIVE DATE

The original SAHRA Vehicle Use Policy has become effective on 15 May 2008, and the revised Policy will become effective upon approval by the SAHRA Council.