

**RTMS TASKS & RESPONSIBILITIES****DOC : AC015****APPROVED : DAVE**

NAME	JOB DESCRIPTION	RESPONSIBILITIES	Signature
Dave Roberts	Chief Innovation Officer	<ul style="list-style-type: none">1.1 Customer relationship management1.2 Efficiency modelling1.3 Financial control1.4 Research and Development	
Aversen Govender	Long Haul Operations Manager	<ul style="list-style-type: none">2.1 Oversees the operation of long haul carriers2.2 Driver Meetings2.3 Manage daily operations of the carrier control centre2.4 Manage control and planning functions2.5 Issues orders for servicing and maintenance2.6 Implement load plans2.7 Training of drivers2.8 Ensure vehicles are serviced on time2.9 Schedules and driver assignment	
Jerome Mahalingham	Local Operations Manager	<ul style="list-style-type: none">3.1 Oversees the operation of local carriers3.2 Driver Meetings2.3 Manage daily operations of the carrier control centre2.4 Manage control and planning functions2.5 Issues orders for servicing and maintenance2.6 Implement load plans2.7 Training of drivers2.8 Schedules and driver assignment	
Brandon De Lange	Fleet Controller	<ul style="list-style-type: none">3.1 Monitor driver behaviour using the telematics system3.2 Monitor driver behaviour via the in-cab camera footage3.3 Issue job cards3.4 Telematics Maintenance3.5 Traffic Infringements and Fines3.6 Communication with dealers3.7 Fleet Inspection3.8 Diesel Instructions3.9 Handing all breakdown repairs	

Senzo Shozi	Claims Manager	4.1 Vehicle Inspection Reports 4.2 Handling incidents and accidents
Carey Govender	Logistics Admin	5.1 Control of COFs and Licences 5.2 Control of Permits 5.3 Fleet Inventory 5.4 Trip Sheets 5.5 Cross Border Compliance 5.6 Combination PBS Commissioning
Carey Govender	Compliance Officer	6.1 Ensure documentary compliance to RTMS by drivers 6.2 Update RTMS files, registers 6.3 RTMS Submissions 6.4 Auditing 6.5 RTMS Representative
Employees	Driver	7.1 Maintain RTMS file on truck 7.2 Implement RTMS policies and procedures 7.3 Perform pretrip inspections 7.4 Report accidents and incidents 7.5 Drive safely