

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

<u>NAME</u>	<u>JOB DESCRIPTION</u>	<u>RESPONSIBILITIES</u>	<u>Signature</u>
Dave Roberts	Chief Innovation Officer	1.1 Customer relationship management 1.2 Efficiency modelling 1.3 Financial control 1.4 Research and Development	
Aversen Govender	Long Haul Operations Manager	2.1 Oversees the operation of long haul carriers 2.2 Driver Meetings 2.3 Manage daily operations of the carrier control centre 2.4 Manage control and planning functions 2.5 Issues orders for servicing and maintenance 2.6 Implement load plans 2.7 Training of drivers 2.8 Ensure vehicles are serviced on time 2.9 Schedules and driver assignment	
Jerome Mahalingham	Local Operations Manager	3.1 Oversees the operation of local carriers 3.2 Driver Meetings 2.3 Manage daily operations of the carrier control centre 2.4 Manage control and planning functions 2.5 Issues orders for servicing and maintenance 2.6 Implement load plans 2.7 Training of drivers 2.8 Schedules and driver assignment	
Brandon De Lange	Fleet Controller	3.1 Monitor driver behaviour using the telematics system 3.2 Monitor driver behaviour via the in-cab camera footage 3.3 Issue job cards 3.4 Telematics Maintenance 3.5 Traffic Infringements and Fines 3.6 Communication with dealers 3.7 Fleet Inspection 3.8 Diesel Instructions 3.9 Handing all breakdown repairs	

Senzo Shoji	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