



# BTL Vehicle Fleet Policy

---

REVISED OCTOBER 1ST 2018

# Table of Contents

---

## Section I

Introduction.....	
Usage of Company’s Vehicle Fleet .....	
Becoming an Authorized Drivers Licensing .....	
Driver Qualification .....	
Parking Vehicles Stationed in Belize City .....	
Parking Vehicles Stationed in the Districts .....	
Vehicle Usage: Weekends, Holidays and After 5pm .....	
Damage to Vehicles .....	
Prohibited Usage of Company Vehicle .....	
Safety Rules .....	

## Section II

Traffic Violations/ Accidents .....	
In the Event of an Accident .....	
Driver’s Responsibilities .....	
Preventable Accident .....	
Driver’s Daily Responsibilities .....	
Procedures for Driver’s to Adhere.....	
Driver’s Penalties & Penalties Procedures .....	

## Introduction

This Policy is designed to assure that all Company Vehicles, inclusive of motorcycles, golf carts, rentals and leased vehicles are operated in a safe and responsible manner by employees and in compliance with all policies of Belize Telemedia Limited (BTL). It also provides a system of accountability should the responsibility be carelessly or willfully circumvented.

Employees must observe all traffic laws of Belize as outlined in the Statutory Instrument No. 180 of 2003

## Usage of the Company's Vehicle Fleet

Company vehicles are provided to support business activities and are to be used only by authorized employees.

In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the country of Belize and with the utmost regard for their care and efficient use.

As an authorized driver of a company vehicle, you are to obey all motor vehicle laws, maintaining the vehicle properly at all times and, otherwise, following the policies and procedures outlined in this policy.

## Becoming an Authorized Driver

- a. Must be an employee of BTL unless otherwise authorized by the Human Resources Department.
- b. Request for making an employee an authorized driver should be forwarded to the Human Resources Department for processing. Please use the designated electronic form in Appendix D. ***(suggestion is to create a template to be used with pertinent information and include as an appendix)***
  - i. In the case where an existing employee's job requires driving the company's vehicle fleet, the company shall ensure that due process is taken to facilitate the employee's transition.
- c. Human Resources will confirm that a new employee:
  - i. Has a valid driving license with the appropriate classification for the type of vehicle he/she will be expected to drive as per Belize Traffic Laws.
  - ii. ***Have at least one (1) year of driving experience.***
- d. Required to successfully complete a two part defensive driving course (DDC) issued by Company's Transport Department.
  - i. In the event an employee does not successfully complete the in-house DDC, the employee will be held responsible to seek additional training/practice to be able to re-sit the DDC within a (3) months period.
  - ii. Upon the expiration of the (3) month period, the employee will be required to successfully complete the in-house DDC. An unsuccessful attempt may result in discontinuation of employment.

## **Disqualification of an authorized Driver**

A driver will not qualify to drive any company vehicle if during the last 12 months, the driver had any of the following experiences:

- a. Had driver's license suspended or revoked.
- b. Been convicted of an alcohol- or drug-related offense while driving.
- c. Been convicted of three or more speeding violations or one or more other known serious traffic violations.
- d. Been involved in three or more vehicle accidents.

## **Parking for Vehicles Stationed in Belize City**

1. No later than 5:00 p.m. on workdays all BTL vehicles should be parked in the designated areas, unless otherwise authorized.
2. The designated area in Belize City is the Esquivel Telecom Centre compound.
3. BTL vehicles are not permitted to leave the designated areas on weekends and holidays, unless authorized by respective Manager.
4. Employees away from their duty station should park the BTL vehicle in a safe and enclosed area by 5pm unless otherwise authorized by respective Manager. Those who fail to do so will be subjected to disciplinary action.

## **Parking for Vehicles Stationed in the Districts**

1. Vehicles stationed in any district other than Belize, and are assigned to district staff must be parked at the designated parking location no later than 5pm. unless otherwise authorized.
2. The designated areas in the districts are the local exchange compound.
3. BTL vehicles are not permitted to leave the designated areas on weekends and holidays, unless authorized by respective Manager.
5. Employees away from their duty station should park the BTL vehicle in a safe and enclosed area by 5pm unless otherwise authorized by respective Manager. Those who fail to do so will subject to disciplinary action

## **Vehicle Usage: Weekends, Holidays and After 5pm**

Where it is anticipated that a vehicle parked in any designated parking area will be needed after 5p.m, on weekends, holidays or for non-BTL business Activity, the following rules apply:

1. An email from the immediate Manager must first be obtained; email must state:
  1. Estimated departure and return time
  2. Driver name and vehicle number

3. Work location
  4. Actual Estimated return time
2. The authorization email must be sent to the Chief Security Officer and Transport Department.
  3. Security Officer is expected to document when the vehicle is signed out and signed back in on the compound.
  4. Delays in returning the vehicle should be reported to the Security Officer on duty in Monitor Room at Extension 329.
  5. Any verbal authorization must be followed by a written authorization via email.

## **Abuse/Misuse**

Employees are required to treat all Company vehicles with due care, attention and security at all times.

Company vehicles shall not be put to unauthorized use.

Vehicle drivers are responsible to keep vehicles in their custody clean and serviced at all times.

## **Damage to Vehicles**

1. Any damage to a BTL vehicle must be immediately reported to the appropriate Manager and to the Transport Department along with filling in the "Damage Report Form" (***See Appendix A***), available from the Transport Department.
2. Any employee who abuses or is negligent in the use of BTL's vehicles will be subject to disciplinary action whether or not such abuse or neglect results in immediate and visible damage to the vehicle.

## **Prohibited Usage of Company Vehicles**

1. It is strictly prohibited to:
  - a. Drive a BTL vehicle under the influence of any illegal drug.
  - b. Drive a BTL vehicle under the influence of alcohol as per legal limit in BTL's Drug Policy.
  - c. Transport any illegal drug in a BTL vehicle.
  - d. Transport licensed or unlicensed firearms in a BTL vehicle, unless specifically authorized by BTL.
  - e. Transport a non-BTL employee or a person/animal not specifically authorized by the Human Resources Department (regardless of relation to employee) in a BTL vehicle.
  - f. Drive a BTL vehicle while on leave; unless authorized by respective Manager.
  - g. Driving a BTL vehicle across the country's borders unless authorized.
  - h. No unauthorized person should be driving a BTL vehicle.

2. Any employee who infringes any of rules (a) to (d) above is liable to be summarily dismissed.
3. Any employee who infringes rules (e) to (h) above will be subject to disciplinary action.

## Safety Rules

A BTL vehicle is involved in a traffic accident if it is established or alleged that:

- a. The BTL vehicle, vehicle whether moving or stationary, has been involved in collision with another object thus causing injury to a person or domestic animal, or damage to any vehicle, property, goods or any other object.
- b. The BTL vehicle by its presence, but without physical involvement, contributed towards the cause of an accident in which such injury or damage occurred.
- c. The company will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle.

It is the responsibility of the driver of a BTL vehicle to abide by the following rules:

1. Ensure that all persons traveling in the vehicle are properly seated before departure.
2. Observe all fire hazard and cautionary signs, (on and off BTL Compounds) as for example, turning off the engine of the vehicle when fueling.
3. Ensure prior to departure that the vehicle carries a fire extinguisher, first-aid kits, the BTL logo, an advisory sign, reverse alarm, and day/night reflective strips.
4. In the case of heavy trucks, a strobe light and a reverse/back-up alarm.
5. Seatbelts must be worn at all times.
6. Motorcycle driver must wear helmet.
7. Ensure that all driving documents (registration and insurance) are in vehicle.
8. In the case of heavy duty truck (including bucket truck) prior to departure driver must ensure that vehicle carries strobe light, wheel chocks and that all aerial device safety procedures are adhere to.
9. In the case of trailer and tow hitch, safety chain must be properly position and secured and have functional lights and reflectors.
10. Any fleet vehicle carrying out installation or maintenance is required to use safety cones where necessary.

## Preventable Accidents

A preventable accident is defined as any accident involving a company vehicle – whether being used for company or personal use – or any vehicle while being used on company business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

Safety Guidelines to Prevent Accidents:

1. Do Not Follow too close (tailgating)
2. Do Not Drive too fast for conditions (drive within speed limits)
3. To prevent hydroplaning, employee must exercise caution and reduce speed when traveling on wet roads.
4. Do Not Fail to observe clearances
5. Do Not Fail to obey signs
6. Do Not Make Improper turns
7. Do Not Fail to observe signals from other drivers
8. Do Not Fail to reduce speed
9. Do Not Park improperly
10. Do Not Pass improperly
11. Do Not Fail to yield
12. Do Not Reverse contrary to the rules of the road
13. Do Not Fail to obey traffic signals or directions
14. Do not allow for burning or skidding of tires.
15. Do Not Exceed the posted speed limit
16. Do Not Drive While Intoxicated (DWI) or Drive under the Influence (DUI) or similar charges.
17. Do not text and drive

## Section II

### Driver's Daily Responsibilities

Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

1. Ensure that he/she is in possession of a valid driving license at all times.
2. Ensure that vehicle's insurance and license are in the vehicle before leaving the designated compound.
3. Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
4. Obey all traffic laws of the country of Belize.
5. The use of seat belts and shoulder harness is mandatory for all drivers and passengers, in case of motorcycles an approved safety helmet should be worn at all times.
6. Accurate, comprehensive and timely reporting of all accidents by an authorized driver
7. A daily check must be made of the vehicle's radiator, oil levels, fuel, battery, lights, indicators, horn, brakes, bodily condition, vehicle jack, spare tire and tires. **Appendix C**
8. Fuel cards must be properly utilized; specifically transaction receipts submitted on the first working day of the week by 10am to the Transport Office.
9. Drivers are solely responsible for their assigned vehicle, tools and equipment. Therefore they are responsible for the security of these items when departing from a vehicle whether to execute work schedules or otherwise.
10. In the event a vehicle begins to malfunction while in use, the employee must promptly respond by stopping and checking the following:
  - a. Water level in the radiator and reservoir
  - b. Engine oil level
  - c. Transmission oil level
  - d. Brake fluid level
  - e. Battery pole connections
  - f. Fan Belt
  - g. Upper and Lower Radiator Hose



11. In the event a vehicle fails during the course of the work day, away from the employee's base of operations, the responsible employee must secure the vehicle by locking all doors and windows and must secure the contents of the vehicle.
12. In the case of defects found which require the vehicle to be confined for mechanical repairs, the following procedure applies:
  - a. Assign driver must note the defect in an email to the Supervisor/Manager.
    - i. The Supervisor who has been thus notified must liaise with the respective Department supervisor on whether to:
      - ii. Admit the vehicle for maintenance and provide a replacement if possible
      - iii. Permit the vehicle to be used and re-schedule maintenance for a later time.
13. Ensure that vehicles are kept clean of food and work remnants.

Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

## **Responsibilities of the Manager**

1. Participate in the administration of the vehicle fleet policy by monitoring weekly vehicle usage via the TRAK Solution Web Portal and addressing any violations drivers may incur.
2. Ensure that the employee under his/her supervision follow the policies and procedures in the vehicle fleet policy.
3. Must report all missing or tampering of GPS, insurance, fuel cards and license stickers to Transport Department.
4. Ensure that all vehicle assigned to his/her department comply with the service schedules
5. Follow up on all speeding alerts and idle reports and respond with action. Action is below:
  - a. Issue verbal warning for the first violation,
  - b. Written caution for the second violation ( For Department files – not to be sent to HR)
  - c. Written caution for the third violation ( For Department files – not to be sent to HR)
  - d. Fourth Written Warning employee is advised that the incident and his Manager's recommendation is being referred to HR for action on the third violation.
6. Under normal circumstance, can commission only those vehicles assigned to his section.
7. A Manager shall ensure that:
  - a. Fuel transaction receipts are properly made and legible, initial and submitted to the transport department.

8. No vehicle is used without proper authorization.
9. A supervisor/manager should ensure that correct mileage is recorded for the purpose of maintenance.
10. Send authorization email to Transport Department and Chief Security Officer for vehicle use outside normal working hours.
11. Ensure no company vehicle in the districts or cays leave BTL compound without proper authorization.

## **Responsibilities of the Transport Department**

1. Conduct random, quarterly checks and inspection of vehicles to ascertain that the driver is in degree of compliance with the vehicle fleet policy. Failure to comply will result in appropriate disciplinary action.
2. Will forward to HR all reports of missing or tampering of GPS, insurance, transaction receipt and license stickers within two days of receiving the report.
3. Conduct a yearly review in consultation with supervisors and managers, of the requirement for each section base on work force, load and terrain, and to recommend which vehicle within the fleet will be assign to each section.
4. Send out regularly speeding and idle reports
  - a. Driving speed is 55 mph on highways and 25 mph through villages
  - b. Vehicle should not be idling in excess of 4 minutes unnecessarily
5. Carry out monthly checks on fuel orders and odometer readings
6. Conduct quarterly checks of all vehicles in the fleet to ascertain the degree of compliance
7. Conduct quarterly checks to ensure validity of driver's license
8. In the case of vehicle failure reports, ensure that immediate action is taken
9. Continuously monitor the repair cost for each vehicle. Where cost escalate beyond acceptable levels, within the course of a year, recommend the best course of action, based on Telemedia maintenance and vehicle budget and objectives.

## **Responsibilities of Security Department**

1. Develop familiarity with the vehicle fleet policy.
2. Report any witnessed violations of the vehicle fleet policy e.g. Seat belts, unsecured loads, etc....
3. Ensure that vehicles are signed out at the beginning of the work day and signed at the end of the work day. In the case that vehicle is being use after normal working hours, proper authorization letter must be submitted by supervisor or manager
4. Ensure no vehicle leave Belize City and Belmopan City compound without proper notice and or authorization email outside normal working hours

## **Guidelines In the Event of an Accident:**

1. Each driver is required to report vehicle violations/accidents to the Transport Department immediately; relevant reporting forms are to be filled out and submitted within 24 hours.
2. This requirement applies to violations involving the use of any company vehicle or authorized vehicles on company business e.g. rentals.
3. Failure to report violations/accidents will result in appropriate disciplinary action, including revoking of driver privileges, suspension and possible termination of employment.
4. Please be aware that motor vehicle violations/accidents incurred during non-business or personal use hours will also affect your driving status and can also result in appropriate disciplinary action.
5. Tickets issued for parking or moving violations are the personal responsibility of the assigned driver.

## **After occurrence of an Accident, the BTL driver:**

1. Vehicle is to be left in the position it came to a stop after impact.
2. When possible get names, address, and contact number, license plate number, expiration date of license and insurance, insurance company name and potential witness information.
3. Immediately notify the police of an accident. Report accident to the ~~nearest~~ Police Station indicated by the responding Police Officer.
4. After reporting to Police, immediately call your Manager and Transport Department to make a verbal report.

5. No admission of negligence whatsoever is to be made by BTL driver to any party or person outside of BTL as this will prejudice your claim.
6. When possible, BTL driver should be present when the Police arrives on scene of accident.
7. Any employee determined to have entered into any compensatory agreement with a third party will be subject to disciplinary action.
8. Do not attempt settlement, regardless of how minor.
9. Get name, address and phone number of injured person and witnesses if possible.
10. Exchange vehicle identification, insurance company name and policy numbers with the other driver.
11. Take photographs of the scene of accident if possible. This should include brake marks, road, surroundings and any matter of relevance.
12. Get all measurements possible.
13. After the occurrence of any accident, the driver must immediately give a verbal report of the accident to their immediate Manager, followed by a detailed written report **(See Appendix B)** submitted no later than 2 business days after the accident, to the Transport Department and copied to his respective supervisor, manager and HR section
14. Any accident involving a BTL vehicle and any other vehicle (including a second BTL vehicle) the driver of the vehicle must, immediately, report any public or private property damage and injury to any person to the Police, get names and stations of investigation Officers.
15. Accidents occurring on the compound between two BTL vehicles must be immediately reported to the Transport Department. Thereafter the incident will be administrated internally.
16. Any employee found guilty by a court of law of a traffic offence committed while using a BTL vehicle will be subject to disciplinary action, up to and including termination of employment.

## Company Penalty Procedures and Driver's Penalties

Drivers who are in violation of the company's vehicle policy will be subject to disciplinary action; based on findings can result in suspension and possible termination/dismissal of employment services.

These cases of violation will be investigated by both the Transport Department and Human Resources Department to determine the level of disciplinary action that will be warranted.

1. Incident Report is submitted to HR by the Transport Department; with all relevant written documentation within two weeks of the incident; more than two weeks if external parties have an impact on information/reports needed.
2. HR will review the submitted information and conduct discussions with Transport Department and the Driver's Manager, to obtain further information on the incident reported within one week of receiving the report.
3. Once the above actions has been taken, a meeting will be held with Driver, the respective Manager, Senior Mechanic and HR; after learning the Driver's response and if the documentation reveals that a violation has occurred, based on the strength of the documentation HR will proceed in the relevant ways listed below:
  - a. Obtaining Speeding Alerts and Inaccurately using Fuel Cards
    - After the 4<sup>th</sup> gross incident/warning penalty 1 week suspension with ½ pay
    - Another violation after suspension will result in termination
  - b. Not submitting Transaction Receipts
    - 2 non submittal for the month will result in 1 week suspension of driving privileges
    - Another violation after suspension of driving privileges will result 1 week suspension on ½ pay
    - BCWU Recommendation: text blast as a reminder to drivers once a month
  - c. Allowing the vehicle to Idle on a consistent basis; specifically 3 valid violations.
    - 4th valid violation 1 verbal warning letter
    - 5th valid violation 1 week suspension of driving privilege
    - 6th valid violation 2 weeks suspension with ½ pay.
  - d. Penalties for accidents that result in cost of repairs to the vehicle, the disciplinary action will be based on the findings of Transport/HR Investigations on whom is the responsible party.
 

○ repair cost \$0.00- \$1000	1 week Suspension ½ pay
○ repair cost \$1001 and above	2 weeks Suspension ½ pay or Termination or Dismissal
4. Penalties imposed by the Company via HR for proven violations will be done with the awareness of BWCU (for permanent employees). The President and General Secretary will be advised in writing and verbally of the penalty to be received by the employee. HR & BCWU will discuss the particulars of incident before employee is given the penalty.

The following table includes a scale of disciplinary measures classified by the gravity of the employee's action:

<b>Minor</b>	<b>Moderate</b>	<b>Severe</b>
Company Counseling	Written Warning	10 days Suspension
Verbal Warning	3 – 5 days Suspension	Dismissal

5. If a Driver is dissatisfied with the penalty, appeal can be made via the BCWU to inform HR of this, it should be done in writing. If a hearing results from this consultation, HR will schedule one as soon as possible, within two weeks.
6. Following the hearing, HR will submit a report of its findings to the Head of HR – The CFO, within two weeks. The final outcome can be revoking the penalty, reducing the penalty, penalty may be the one recommended by HR or some other penalty in conformity with the violation. The CFO will also share the relevant information to EXCO.

## Appendix A

### VEHICLE DAMAGE REPORT FORM

Vehicle Number: \_\_\_\_\_

Date: \_\_\_\_\_

Driver's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

ITEMS	OKAY	BROKEN	REMARKS
Lens/Globes			
Body & Bumper			
Mirrors Interior			
Mirrors Exterior			
Windshield Front			
Windshield Rear			
Windows (Doors)			
Windows (Side)			
Door Handles (Inner)			
Door Handles (Outer)			
Tires			
Interior Upholstery			
Pan/Tailgate			

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B

### Belize Telemedia Limited Accident Report Form

#### 1 Vehicle

VIN Number or Registration Number: \_\_\_\_\_ Vehicle Body Type: \_\_\_\_\_

Purpose Vehicle was being used at the time of accident: \_\_\_\_\_

Who do you believe is responsible for this accident: \_\_\_\_\_

Was trailer attached? Yes or No: \_\_\_\_\_

#### 2 Driver

Name of Driver: \_\_\_\_\_

Address of driver at the time of accident: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Driver's License Class: \_\_\_\_\_

Attach a photocopy of driver's license)

State driving experience of the driver: \_\_\_\_\_ Expiration date of license: \_\_\_\_\_

Department driver is assigned to: \_\_\_\_\_

Was vehicle used under instructions? Yes or No: \_\_\_\_\_

#### 3 Details of Accident

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Place of Accident: \_\_\_\_\_

Speed of Vehicle prior to impact: \_\_\_\_\_ Motion of Vehicle: \_\_\_\_\_

Degree of Visibility: \_\_\_\_\_

Was the Accident reported to the Police? Yes or No: \_\_\_\_\_ Date Reported: \_\_\_\_\_

Place where reported: \_\_\_\_\_

Provide Name, Rank & Number of Officer: \_\_\_\_\_

State whether any summons or notice of intended prosecution was issued: \_\_\_\_\_

Describe how accident occurred:

---

---

---

---

---

---

---

---



### **Explanatory Sketch**

If possible give measurements and show direction and final position of vehicles, if persons or obstacles were present influencing the tracks of vehicles concern and indicate them.

#### **4      Other Parties Involved**

Name of Driver of other vehicle involved: \_\_\_\_\_

Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Make & Model of Vehicle: \_\_\_\_\_ Year: \_\_\_\_\_ Vin/Reg ID: \_\_\_\_\_

Name of Insurers: \_\_\_\_\_

Brief details of damage:

---

---

---

#### **5      Particulars of Insured Party**

Name of Injured Person: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address of Injured Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

If a passenger state in which vehicle: \_\_\_\_\_

Nature of Injuries: \_\_\_\_\_

---

#### **6      Declaration**

I hereby declared that the statements contained herein are true to the best of my knowledge

Date: \_\_\_\_\_ Driver's Signature: \_\_\_\_\_

**My signature indicates that I have seen and read this report**

Date: \_\_\_\_\_ Immediate Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Manager's Signature: \_\_\_\_\_

## Appendix C

### VEHICLE CHECKLIST

#### Engine Check

Washer Fluid  
Engine Oil  
Transmission Fluid  
Clutch Fluid  
Brakes Fluid  
Battery  
Engine Noise

#### Electrical Check Inside

Wipers  
Wiper Washer  
FM Radio  
Air Condition  
Horn  
Reverse Alarm

Dash Board Lamps  
Check Engine Light  
Windshield Rear View  
Mirror  
Dome Light

#### Electrical Check Outside

High/Low Beam Light  
Left/Right Indicators  
Front/Back Park Lights  
Front/Back Hazard Lights  
Day Light Driving Lights  
Rear ID Light (Reg Plates)  
Reverse Light

License  
Insurance  
Fuel Level  
Present/Service Mileage  
Fire Extinguisher  
First Aid Kit  
Jack  
Front Visors  
Traffic Cones

Wheel Spanner  
Tool Pouch  
Tar Polling  
Cargo Straps  
Cab Conditions  
Seat Belts  
Ceiling Status  
Tire Gauge  
Ladder/Accessories

#### Body Checks

Hood  
Roof  
Radio Antenna  
Front Grill  
Front/Back Light Globes  
Front/Back Bumpers  
Front/Back Mud Flaps  
Front/Back Windshields  
Left/Right Vehicle Body  
Front/Back Reflectors  
Axle Cap  
Tire Condition  
Spare Tire  
Outside Rear View Mirrors  
All Windows  
Vehicle Condition

#### Aerial Device Check

Drive Belt for proper tension and wear  
Wheel Chacks  
Hydraulic – Fluid Level  
Quick Release Valve  
All Hydraulic Hoses  
Master/Upper Controls  
All Fasteners, weldings & pins  
All Safety Stickers  
Working Fan  
A.C. Supplies, 120v  
Electrical Wiring Harness  
Jack & Jack Handle  
Galvanize Extension  
Lug Power Socket Handle & Socket  
3pc Triangular Caution Signs  
Spare Wheel

## Appendix D – replace with practical driving test evaluation

[illegible]