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Description	MG HR COMPANY VEHICLE USAGE POLICY		
Revision No	05		
Date of Revision	22 MAY 2025		
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Author	CHARLENE VAN ONSELEN	Approver	YAKSHINI NAIDOO



# MACROCOMM GROUP HUMAN RESOURCES COMPANY VEHICLE USAGE POLICY

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## Author

Charlene van Onselen

## Document Name

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## Version

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#### DOCUMENT NAME.VERSION

MG-HR-POL-CPC 202505.05 MG HR COMPANY VEHICLE USAGE POLICY

#### CHANGES MADE

Vehicle private use, and grammar changes

STAKEHOLDER NAME AND DESIGNATION	SIGNATURE	DATE
Yakshini Naidoo - Macrocomm Group Managing Executive Corporate Services		28/05/2025
Elton Chettiar - Chief Operating Officer		28/05/2025
Kumaran Govender - Financial Manager		26/05/2025
Ashok Sooklall - General Manager		26/05/2025

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## 1 PURPOSE

- 1.1 To outline requirements and responsibilities with regards the utilisation of/and the management of motor vehicles owned, leased or rented by car rental Company.

## 2 GUIDING PRINCIPLES

- 2.1 Identified Employees, may be eligible for the allocation of a pool vehicle for purposes of business travel.
- 2.2 The Company maintains its discretion in respect of providing a Company pool vehicle to an individual who satisfies the qualifying conditions.
- 2.3 The only private use of Company vehicles allowed will be for travelling between the Employee's place of employment and place of residence, and a 10km radius when on-site from place of accommodation for food and/or groceries.
- 2.4 Special permission must be obtained from the applicable Director / authorised representative for the vehicle to be used for any private travel, other than specified in 2.3.

## 3 DEFINITIONS

- 3.1 All words and expressions signifying the singular, shall include the plural, and *vice versa*, and words implying the masculine gender, shall include the feminine.
- 3.2 Unless otherwise indicated, all words shall have the meaning normally ascribed thereto.

Company Car Benefit	means the right of use of any motor vehicle for business, private or for domestic purposes, either free of charge or for a consideration which is less than the value of such use.
The Company	means Macrocomm Group and all Macrocomm Group companies.
Pool vehicle	means a vehicle, or vehicles, designated to a pool of Company vehicles for rotation and utilisation by Employees who require Company transportation on an occasional basis. This is especially provided where an individual Company vehicle is provided to the Employee as part of his terms and conditions of service.
Vehicle fleet	Refers to motor vehicles owned, leased or rented by Macrocomm for purposes of business use by Macrocomm Employees, -management, -consultant and/or -directors. This includes any motor vehicles

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loaned to Macrocomm by any other party or Company.

## 4 EMPLOYEE OBLIGATION

- 4.1 All Employees and members of management are required to strictly adhere to the Company vehicle Policy.
- 4.2 It is an express condition that Employees are personally liable for the applicable fringe benefits tax levied by SARS in respect of the Company vehicle benefit .
- 4.3 Employees utilising Company vehicles are required to always maintain vehicles and act as a responsible custodian of the vehicle.
- 4.4 A detailed log for each vehicle must be kept and submitted in terms of the Company's policy. It is the Employee's responsibility to ensure that the starting kilometres is accurately captured in the logbook prior to departure. Any kilometres unaccounted for will be deemed as personal kilometres and may be deducted from his/her salary.
- 4.5 The log in 4.4 must include a detailed breakdown of any personal travel other than in 2.3. The Employee may be held liable for any such personal travel at the current Automobile Association of South Africa fixed and variable rates for the specific vehicle at the time of travel.
- 4.6 Smoking and vaping inside the vehicles are strictly prohibited – this includes smoking or vaping with an open or partially open window. Failure to comply with this will result in the vehicle being sent for cleaning and the Employee will be liable for this cost.
- 4.7 Employees are required to ensure that vehicles are parked in secure areas and legal parking areas only, that they are locked when parked and that personal belongings inside the vehicle are always stored in the boot of the vehicle.
- 4.8 Employees are required to ensure that their laptop bags, handbags and personal belongings are out of sight and are not stored nor displayed on the passenger seat of the vehicle at any time.
- 4.9 The Company's insurance policy only allows for individuals who are employed by Macrocomm to drive the Company vehicles. No other persons are allowed to drive the vehicles without the express permission of a Company Director and/or a Company authorised representative.
- 4.10 Employees must provide the Company with a copy of their valid driver's license; their license must have at least three (3) months left prior to expiration for them to be granted permission to drive a Company vehicle.
- 4.11 Employees who are in the process of renewing their Driver's License must provide evidence of such renewal to the Company. If an Employee's driver's license has expired and they are unable to provide a certified copy of a valid temporary license, that Employee may not drive a Company vehicle. If an Employee drives a Company

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vehicle without a valid license, such Employee will face disciplinary charges as this puts the Company at risk.

- 4.12 Unless the above obligation is fulfilled, family members are prohibited from driving Company vehicles.

## 5 TRAFFIC OFFENCES

- 5.1 All traffic offences committed by the Employee shall be for the cost of the Employee and the Employee is responsible to ensure that such payment is timeously made.
- 5.2 All traffic fines must be paid within 30 days from the date of receiving the fine.
- 5.3 Where traffic violations are processed in the name of the Company, the amount in respect of the fine shall be deducted from the Employee's salary during the month in which the fine was received by the Company.

5.3.1 Accordingly, the Employee grants permission for such deductions to be made from his salary.

## 6 MAINTENANCE AND REPAIRS

- 6.1 Vehicle maintenance should be undertaken according to the manufacturer's recommendations to help ensure optimum fuel efficiency, emission performance and return on investment.
- 6.2 A copy of the manufacturer's maintenance requirements is to be placed on the front of the logbook.
- 6.3 Employees are to familiarise themselves with manufacturers' maintenance requirements to plan and execute maintenance work.
- 6.4 All tyres, including the spare wheel, shall be checked for both thread and pressure prior to all trips being undertaken. Flat tyre replacement equipment must also be checked, monitored and kept in the vehicle at all times.
- 6.5 Only preferred Macrocomm suppliers will be used to maintain Company vehicles, which will be provided by the Directors.
- 6.6 The maintenance of the vehicle fleet will be the responsibility of the Company. This includes tyres. However, if maintenance is required due to driver negligence, the Employee will be held personally liable for the cost of such repairs.
- 6.6.1 Furthermore, the Employee will be disciplined in line with the Company's Disciplinary Code and Procedure.
- 6.7 It is the Employee's responsibility to ensure that he optimises fuel efficiency and emission performance by ensuring that tyres are maintained at recommended pressures, wheels are correctly aligned, fuel tanks are not over-filled, vehicles are not used to carry unnecessary loads, and that good driving habits are observed.



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## 7 ACCIDENTS

7.1 An Employee involved in an accident involving a Company vehicle, whilst under the influence of alcohol, will be held personally liable for any damage to the vehicle and/or that of any other vehicles involved as well as any third party claims as may arise.

7.1.1 The Company will also institute disciplinary proceedings in such a case.

7.2 An Employee involved in an accident involving a Company vehicle, if negligence and/or reckless driving is determined, will be held personally liable for any damage to the vehicle and/or that of any other vehicles involved as well as any third party claims as may arise.

7.2.1 Furthermore, the Employee will be disciplined in line with the Company's Disciplinary Code and Procedure.

7.3 An accident, involving a Company vehicle, must be reported at the applicable police station within 24 (twenty-four) hours by the driver of the vehicle who was involved in the accident.

7.4 All Accidents must be reported to the driver's Manager and the relevant Health and Safety Officer. The Employee must complete Incident Report form MG-HSE-FRM- INR 202504.03) and attach Police reports, photos, copy of other drivers' licence etc.

7.5 The Employee, or the driver of the vehicle involved in an accident is required to stop and render assistance. Accordingly, the driver must:

7.5.1 stop at the scene (this is required by law, failure to do may lead to severe penalties, including fines or imprisonment).

7.5.1.1 Drivers must ensure they remain at the scene unless a law enforcement officer explicitly permits them to leave, if a law enforcement officer is at the accident scene.

7.5.2 attempt to make the scene as safe as possible.

7.5.3 render assistance to any person injured as you are able, such as calling emergency services.

7.5.3.1 Do not move injured persons unless their location poses a danger or if instructed by emergency personnel. Remain at the site until the police have documented in incident and allow you to leave.

7.5.4 arrange emergency services as required.

7.5.5 exchange vehicle and licence information with the other driver(s) and more as per section 7.8 below; and

7.5.6 provide an honest account of the accident.

7.6 The police must be called to the scene of the accident where the following occurs:

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- 7.6.1 a person is injured or killed.
  - 7.6.2 any other drivers involved in the accident failed to stop after the accident.
  - 7.6.3 any of the drivers involved in the accident appear to be under the influence of alcohol or drugs; or
  - 7.6.4 a vehicle involved in the accident must be towed if it's damaged or won't start, or if it obstructs traffic.
- 7.7 In the event that the vehicle is required to be towed, i.e. if the vehicle is no longer in a state fit to drive, then the Company's vehicle insurance Company must be contacted to arrange for the appropriate towing of the vehicle. Unless the insurance Company approves the towing Company to tow the vehicle, the vehicle may not be towed.
- 7.7.1 Immediate contact must be made with the General Manager to arrange for this to be done.
  - 7.7.2 The DO NOT TOW sticker on the vehicle will provide the necessary information to contact the insurance Company.
  - 7.7.3 Failure to adhere to this NO TOW unless approved by the Company's insurance Company will result in the costs being for the Employee and disciplinary consequences.
- 7.8 Reporting a Vehicle Accident Requirements
- It is important to record and report all vehicle accidents as these reports are crucial for legal and insurance purposes. All vehicle reports must accurately document the events and included statements from the parties involved. Drivers must ensure this accuracy when completing the South African Police Accident Report Form.
- The following steps are important when recording and reporting a vehicle accident.
- 7.8.1 Report Vehicle Accident to the South African Police
    - 7.8.1.1 The driver must report a vehicle accident to the South African Police within 24 (twenty-four) hours, especially if there are injuries, fatalities, or significant property damage. This applies even if the vehicles are no longer at the scene. If injuries prevent immediate reporting, it should be done as soon as possible.
    - 7.8.1.2 Failure to report an accident can lead to criminal prosecution. Further, drivers may face charges under the National Road Traffic Act for negligence or reckless driving, depending upon the circumstances of the incident.
  - 7.8.2 The driver must report this vehicle accident to his immediate manager as soon as possible.



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7.8.2.1 Preferably this should be done at time of the accident to allow for the manager to provide any assistance that may be required.

7.8.3 Do not move your vehicle unless required for safety or instructed by the police.

7.8.4 Refrain from discussing fault or making any statements that could be interpreted as an admission of liability.

7.8.5 Collect the following evidence of the vehicle accident at the scene

This evidence collection and recording is essential for legal and insurance claims, as well as internal incident reports.

#### 7.8.5.1 Photographs and Videos

Photograph and/or video to capture the details of the vehicle damage (to all vehicles), skid marks, road conditions, license discs of all vehicles, registration plates of all vehicles, any key injuries, the position of the vehicles immediately after the accident and other relevant evidence.

#### 7.8.5.2 Record Witness Information

Take note of contact details of the vehicle drivers, any witnesses and other parties (e.g. traffic officers who are on scene – obtain their badge number and names) involved. Witness accounts can be vital for supporting your version of events if the case goes to court or an insurance claim.

#### 7.8.5.3 Other Accident Party Information

It is important to obtain the following information of the other driver(s) whose vehicles were involved in the accident:

- Full names (first- and middle names, initials and surname)
- Identity Number, and if not a South African Citizen their residency information or passport number
- Car registration Number
- License Disc information
- Residential Address
- Cellphone number and alternative numbers to contact them on
- Email address
- Place of Work and contact details for work
- Insurance Company Details
- Make, model and colour of the other vehicle(s)
- Date and Time of the Crash
- Note the road conditions

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- m) The location of the accident (the street names, any specific location beacons such as stores/house numbers or other if required, suburb, city and province)

#### 7.8.5.4 Third Party Information

It is important to obtain information of all active third parties, excluding witnesses such as:

- a) Tow Truck Company Name (if tow trucks are required to remove the vehicle(s))
- b) Name of the Tow Truck Driver
- c) Contact Number of the Tow Truck Company
- d) Tow Truck registration number

#### 7.8.6 Prohibited Actions After an Accident

Certain actions are strictly prohibited by law following a car accident in South Africa. These include:

- 7.8.6.1 Consuming alcohol or narcotic drugs after the accident but before undergoing a medical examination if required by law enforcement
- 7.8.6.2 Moving vehicles involved in the accident unless necessary for safety or directed by authorities.

## 8 PRIVATE USE

- 8.1 Company vehicles may not be used for the loading and carrying of goods, such as furniture removal, building materials, construction goods and/or any goods or equipment which could cause damage or undue wear and tear to the vehicles, unless authorised by the Company.
  - 8.1.1 Company vehicles may also not be used for the loading and carrying of passengers in exchange for monetary reward.
- 8.2 Carrying or lifting of "hitch hikers" is strictly prohibited.
  - 8.2.1 Accordingly, an infringement on the above-indicated clause shall be met with disciplinary proceedings which will result in dismissal.
- 8.3 Private trips for holiday purposes must be declared prior to the trip being undertaken and the necessary authorisation from the Employee's relevant Director obtained.
- 8.4 "Private use" includes travel to and from home to the Employee's usual workplace.
- 8.5 Employees may not install, without written authorisation from the Directors any other equipment that is not provided by the manufacturer as standard accessories.

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## 9 SAFEKEEPING

- 9.1 Company vehicles are to be garaged in a safe, secure area and must always be kept locked.
- 9.2 Vehicles must be parked in shaded areas or underneath awnings or under roof in the event of extreme daytime heat, hail and excessive rain.
- 9.3 Vehicles may not be parked in prohibited areas such as no parking zones, loading zones or other. If the vehicle is parked in a prohibited area resulting in wheel clamping or towing and impounding of the vehicle this will be for the Employee's cost to retrieve the vehicle.
- 9.4 Drivers of Company vehicles are responsible for the safekeeping and storage of Company vehicles.

## 10 FUEL, OIL AND TOLL FEES, AND EXPENSES

- 10.1 All fuel expenses are to be properly accounted for.
- 10.2 Petrol cards are issued per Company vehicle and the Employees driving these must ensure that they are only used for Fuel, (i.e. the purpose for which they are intended).
  - 10.2.1 Accordingly, no oil, toll fees, food, groceries, magazines and/or personal goods are to be bought on these petrol cards.
- 10.3 Invoices and receipts for all card or cash expense purchases, as well as petrol purchases are to be submitted to the applicable person/s responsible for recordal and reconciliation purposes.
- 10.4 Any refunds to Employees for expenses incurred in this regard will only be done upon submission of documented proof of such expense. To claim for expenses the following expense claim form must be used: MG-FIN-FRM-ECF 202502.03 MG FINANCIAL EXPENSE CLAIM

## 11 CLEANING OF VEHICLES

- 11.1 Vehicles are to be cleaned regularly and kept in a clean state.

## 12 VEHICLE SECURITY

- 12.1 Vehicles should always be parked in a safe environment during unattended periods.
- 12.2 All vehicles are fitted with the Company contracted and approved tracking device. The General Manager receives weekly reports from the Fleet Analytics team whose responsibility it is to raise the alert if at any time the device is not reading or sending GPS location signals.

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12.3 Laptops and equipment may never be left in Company vehicles overnight.

## 13 VEHICLE INSPECTIONS

13.1 All vehicles shall be checked by the Employee prior to trips being undertaken and upon return from a trip [MG-F-VEH MONTHLY INSPECTION CHECKLIST AS AT 31 JULY 2023 HQ].

13.2 Management will have the right to inspect the vehicles without any prior notification to whoever has signed out the particular vehicle.

## 14 FLEET MANAGEMENT SYSTEM AND TRACKING

14.1 Tracking of vehicles will be done for security purposes and to ensure they are not abused and/or used for unauthorised purposes.

## 15 DRIVER'S SAFETY

15.1 Employees must exercise safe driving practices at all times.

15.1.1 Employees may not speed. The weekly vehicle reports track driver behaviour (e.g. harsh braking and cornering) and speeding. All fines issued will be for the Employee's cost.

15.2 Drivers may not use mobile telephones unless a hands-free device is fitted.

15.3 In the event of hi-jacking the Employee should consider his own safety and that of his passengers first by releasing the vehicle to the perpetrator/s and following their instructions.

15.4 In the event of a Company vehicle being stolen, Afrisist is to be advised immediately followed by the General Manager. Afrisist can then start to track and trace the vehicle. The General Manager will alert Fleet Analytics so that they can also monitor the vehicle and work with Afrisist in this regard.

15.4.1 An incident report must be written up for record and insurance purposes, and if in the unfortunate instance if an Employee has been injured for Human Resources to evidence for COIDA.

## 16 VEHICLE INSURANCE

16.1 The Company will ensure that sufficient comprehensive motor vehicle insurance is in place for its vehicle fleet.

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## 17 STOLEN VEHICLES

- 17.1 In the event of the theft of a Company vehicle, the SAPS must be immediately informed as well as the Tracker service used by the Company.
- 17.2 A Stolen Vehicle Report is to be completed and submitted to the responsible Director within 24 hours of the vehicle being stolen.
- 17.3 The Employee may and could be held personally liable in the event that a vehicle is stolen due to the Employee's failure to comply with the requirements in respect of Security in this policy.

## 18 KEY CONTROL

- 18.1 Each vehicle must at all times have two sets of keys.
- 18.2 One set of keys will at all times be kept by the Company in a secure place.
- 18.3 In the event that a pool vehicle is used, then the Employee must sign the key register upon removal and return of the vehicle keys.
- 18.4 Employees who lose vehicle keys will be liable to pay for the replacement cost.
- 18.5 Employees who signed keys out in the key register will be entirely responsible for the pool vehicle in line with this policy.

## 19 USE OF HIRED VEHICLES

- 19.1 Macrocomm HR/ Management reiterates that the use of hired vehicles during Macrocomm employ is a privilege.
- 19.2 Any penal charges obtained during the vehicle rental will be for the designated driver's account.
- 19.3 The designated driver shall be the sole person authorised to drive the vehicle
- 19.4 Should any accident transpire, the said accident must be reported to –
  - 19.4.1 Management
  - 19.4.2 Relevant Health and Safety Officer
  - 19.4.3 Formally using the internal Incident Report form - MG-HSE-FRM-INR 202504.03.
  - 19.4.4 Nearest SAPS; and
  - 19.4.5 Insurance; Within 24 (twenty-four) hours from time of event.
- 19.5 Any shortfall, if any, between the insurance and the damages, must be repaid by the designated driver.



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- 19.6 Designated Drivers License must be valid, and the designated driver must have a valid license for a period in excess of 3 (three) months, providing sufficient time for renewal if required.
- 19.7 Any Employee who requests or is appointed to drive a Company Vehicle must have at least 3 (three) years driving experience.
- 19.8 Levies/ penalties will be deducted in full from the designated driver's applicable monthly salary (or other means); and
- 19.9 Do not hesitate to contact the HR Department should you have any queries regarding this policy or any incident.

## 20 ACCEPTANCE OF THE TERMS AND CONDITIONS BY THE EMPLOYEE

- 20.1 All Employees who drive Company vehicles are required to acknowledge that they have read and understood the terms and conditions under which they may drive a Company vehicle.

I, \_\_\_\_\_ hereby confirm that I have read the Company vehicle Usage Policy and understand all the obligations upon myself, as well as the terms and conditions under which I have been authorised to drive a Company vehicle.

**Signature**

**Date**

**Contact  
Number**

**Date Driver's  
License Expires**

**Authorised by**

**Full Name of Company  
Representative**

**Designation**

**Contact Number**

**Signature**

**Date**