1. **Policy**

Revised: April 2012 Authorised:

1.1 Within the provisions stated in this Manual, it is the Company’s policy to

provide a company car serviced and maintained by the Company, to employees qualifying for a company car. A Company motor vehicle will only be provided where it is deemed necessary by the Board of Directors for work purposes. Any vehicle provided will be of a type as decided upon by the Board of Directors in their sole discretion. The Company normally leases it’s vehicles under a full maintenance lease (“FML”) scheme from Avis.

1. **Drivers Licence**

Eligible staff who qualify for a Company vehicle must be in possession of a current, valid and unendorsed South African drivers licence. All persons allocated a Company vehicles **must**, at their own cost, ensure that they at all times have in their possession a valid and current driving licence when driving a Company vehicle. A copy of the employee's driver’s licence must be lodged with management prior to the handing over of the Company vehicle to the employee. Any endorsement of that licence, withdrawal or loss of it must be notified to the Company on the day such endorsement, withdrawal or loss occurs and then confirmed to the Company in writing by the employee within 36 hours of such endorsement, withdrawal or loss.

1. **Tax Declaration - Perks Tax**

3.1 The private use of a Company car currently constitutes a benefit to the

employee which is taxable. There is an obligation on the Company to tax this benefit :

- Employees allocated Company cars will be subject to fringe benefit tax, calculated as per the rules laid down by the South African Revenue Services.

1. **Traffic Offences**

4.1 It is Company policy that the driver of a company vehicle will be personally

responsible for all traffic fines incurred.

4.2 Drivers must submit all traffic fines and the required payment to the Company

at their earliest convenience before the due date and the Company will pay the fine to the traffic department. The amount of the fine, if not paid to the Company as contemplated above, will then be deducted from the employee's salary and the employee is then required to consent to such a deduction in writing.

4.3 All correspondences addressed to the Company’s address in regard to a

vehicle/s e.g. traffic fines will be opened by the Company irrespective of whether they are addressed to an individual or not.

1. **Right on Termination**

5.1 When an employee who has the right to the use of a Company car, ceases to

be employed by the Company for whatsoever reason, the Company vehicle must be handed over to a person nominated by the Managing Director or a General Manager, together with the keys, etc. by no later than close of business on the last day of work. Unless otherwise agreed in writing a Company car does not form part of the contract of employment (remuneration) and as such should an employee for whatsoever reason not work out the required notice period the company car will not be provided for such notice period.

1. **Private Usage**

6.1 Company cars are primarily granted for business purposes, but reasonable

private usage is permitted. Any private usage exceeding 1 500 km (one thousand five hundred) in a calendar month will be investigated in conjunction with the responsible driver by the Company.

6.2 Employees who are allocated a Company vehicle may use the vehicle for

holidays and weekends/long trips but this privilege is subject to obtaining written permission from Management prior to such use should the planned journey exceed the need to use the vehicle outside a radius of 250 km from the Randburg offices or outside the Gauteng Province (Durban / KZN – Cape Town / Western Cape or any other Province where the employee is based) whichever distance is the shorter.

Amended: April 2012 Authorised:

6.3 When an employee is on sick leave the Company vehicle is not to be used

unless the employee has to visit a hospital, Doctor, clinic or similar venue / person.

**7. Procedures, Fuels, Repairs**

7.1.1 All fuel for a Company car must be purchased at a BP Fuelmaster garage

only unless otherwise agreed. While on holiday etc, personal vehicle cost/s will be recovered from the employee. Employees incurring such costs, in accepting this Policy, must agree to such deduction from remuneration in writing.

7.1.2. When **proceeding** on annual leave using a Company vehicle, such vehicle

may be fuelled at Company cost but **on return to duty** the tank must be filled on resumption of duty **at the cost of the person to whom the vehicle is allocated.** All receipts must be submitted to the General Manager: Operations on the day of resumption of duty. All costs while on leave will be for the cost of the person to whom the vehicle is allocated.

7.2 Lubricants and puncture repairs are to be paid for by the person to whom the

vehicle is allocated and claimed back from the Company, except when on annual leave when the person to whom the vehicle is allocated must pay such cost. Such claims must be supported with a valid proof of payment.

7.3 Company vehicles are strictly forbidden for use in motor car rallies, police

reserve work, lift clubs, security organisations or the like.

7.4 The person allocated a Company vehicle is responsible for ensuring that the

vehicle and it’s use complies with all requirements of the Road Traffic Act, as well as municipal and provincial laws on licensing, number plates, etc. as well as the Company’s insurance requirements.

7.5 Hands free kits e.g. earphones **must** be used if a cellular telephone is used

whilst driving.

7.6 Random inspections of all vehicles will be conducted by the Company under

the direction of the General Manager: Operations. All damages etc. found must be repaired as soon as possible and the responsible party must make payment at the same time.

Amended: April 2012 Authorised:

1. **Accessories**

8.1 The Company will ensure that all vehicles are fitted with the following

accessories on delivery (included in the benchmark value):

- radio - tape deck / CD player

- alarm and mobiliser or

- gear lock

- passive satellite tracking system (excluded from benchmark value).

Car radio / tape decks / CD players are not covered by the insurance policy and in the event of loss or damage for whatsoever reason the driver will be

responsible for making good to the Company such loss or damage.

8.2 In agreeing to accept the use of a Company vehicle and if a loss of any item

contemplated in 8.1 above occurs the employee agrees to refund the Company for such loss should any insurance not cover such loss. Such refund will be made as a deduction from remuneration after agreeing to such deduction in writing.

8.3 Company vehicles shall not be fitted with accessories such as luggage racks,

towbars, search lights etc. unless prior permission has been obtained in writing from management.

The cost of such accessories and their maintenance will be borne by the employee and installed at the employee's own risk. Company vehicle insurance will not and does not cover such items.

1. **Business running costs of company vehicles**

9.1 All business running costs (fuel, oil and maintenance) of Company vehicles

will be met by the Company. Oil and punctures must be paid for by the person to whom a vehicle is allocated who on presentation of a valid cash slip/receipt will be refunded.

9.2 All Company motor vehicles will be comprehensively insured through the

Company's insurance policy, which will be arranged and paid for by the Company.

Revised: April 2012 Authorised:

9.3 Drivers of Company vehicles must ensure that they familiarise themselves

Amended : April 2012 Authorised:

with the terms and conditions of the Company vehicle insurance policy.

9.4 Should any driver of a Company vehicle fail to report an accident, damage to

a vehicle, theft of or from a vehicle timeously and in terms of the Insurance Policy and/or the Law the driver will be held responsible for such loss or damage and the cost thereof which will be recovered from the driver by the Company.

**10. Vehicle accidents : Liability of employees and procedures**

10.1 In the event of a Company vehicle being involved in an accident, it is the

driver's responsibility to :

1. immediately check for injury to any person and implement appropriate measures to assist if injury/ies occurred.
2. immediately obtain personal details of the other driver/s and details of their vehicle/s.
3. obtain the names and addresses of all witnesses and vehicle registration numbers (if applicable).
4. report the nature and extent of the accident to the nearest police station within 24 hours and obtain details of the accident file number (CR number), police official's name and rank.
5. report the accident and details thereof to a General Manager or their immediate Manager, as soon as possible.
6. under no circumstances must liability be admitted to an outside party.
7. comply with any requirements of the Company insurance policy.

(h) In the event of a hijack responsibilities will differ. If possible under the circumstances 10.1 (a), (c), (d), (e), (f), (g) should apply save at (d) a report to be made to the police should be done as soon as possible.

10.2 Any insurance excess in respect of an accident, damage to a vehicle, loss of

or from a vehicle will be payable by the person to whom the vehicle was allocated, which will be refunded to the employee if the excess is refunded to the Company.

In the event of a hijack the Company at it’s discretion and examination of all relevant facts and circumstances will consider waiving any or all excess payments by the driver.

**11. Care of company vehicles**

11.1 Each company car will be issued with the car manufacturers service log

book. Cars must be maintained by the employee responsible for the car, in terms of the log book and drivers must ensure that regular services are carried out in accordance with the manufacturer's recommendations. This log book will be subject to periodic examination by the Company.

11.2 It is the responsibility of employees who are allocated a Company vehicle/s

to maintain the appearance of the car at an acceptable standard of cleanliness and repair at all times.

11.3 Employees must ensure that the Company vehicle/s allocated to them are

properly and safely parked at all times when not in use. This includes parking of the Company vehicle at an employee/s residential premises, when they are at home. A Company vehicle/s should not be parked and left unattended overnight or over week-ends in public places.

11.4 Should an employee not be able to provide safe parking on private property

overnight or at week-ends they are to advise the General Manager: Operations of this. Any directive the General Manager: Operations issues in this regard must be complied with.

Revised: April 2012 Authorised:

11.5 When it is time for a vehicle to be returned to the Company, the employee to

whom the vehicle was allocated will be responsible for restoring the vehicle to its original condition, fair wear and tear excepted.

12. **Passengers in Company vehicles / other drivers**

12.1 At no time may recipients of Company cars carry passengers in their vehicles

whilst on duty unless such passenger/passengers are being transported for Company business purposes. Permission of the General Manager: Operations must be obtained in advance should it be necessary to transport non-business passengers.

12.2 Drivers of Company vehicles are not permitted to allow any other person

including a spouse or children to drive such Company vehicle unless written consent has been given by the responsible Manager or a valid, proper and responsible reason exists.

1. **Alcohol / negligence**

13.1 Any driver found to have been driving a Company vehicle under the influence

of alcohol or driving negligently will be held fully responsible for all costs, damages, prejudice suffered by the Company should the insurance company repudiate all or part of any claim.

1. **Passive Satellite Tracking System**

14.1 To carry out core business, the Company is heavily reliant on motorised

transport. As the cost of operating motor vehicles is increasing at an alarming rate it has been decided by the Company to implement satellite tracking in Company vehicles, which are utilised in the core business and may also be installed in vehicles where the cost and need are justifiable.

14.2 Satellite tracking is a cost effective, electronic vehicle management and

monitoring system which provides both the Company and drivers with extensive information on how to efficiently operate vehicles and manage related costs.

Revised: April 2012 Authorised:

14.3 Drivers are advised that the location of a vehicle is tracked 24 hours a day,

365 days of a year in terms of satellite tracking. Such information is downloaded from a vehicle continuously.

14.4 The right of the Company to monitor employees to ensure that they are

working during working hours is entrenched. It is appreciated that monitoring will still occur outside working hours but unless this policy is breached or an employee/s has/have acted illegally, irresponsibly or negligently action will not be taken against an employee/s for private use of the Company vehicles allocated to him / her.

1. **Pool car/s (Avis loan cars / courtesy cars)**

15.1 From time to time the Company may have an additional vehicle which is not

allocated to a specific person but used as a general pool car or an Avis rented vehicle or a courtesy car etc. known for the purposes of this Policy as “pool car”.

15.2 Responsibility for and control of any such car is the responsibility of the

General Manager: Operations.

15.3 Where applicable all the policies and rules applying to Company Motor

Vehicles apply to the pool car and any employee driving the pool car including insurance excesses.

15.4 A pool car may only be used for Company business and private usage as

stated in this policy. Also see Clause 6 above.

15.5 An employee may not use such vehicle without consent and then only when

his / her car is off the road for servicing, repair etc. or otherwise authorised by a General Manager of the Company.

15.6 The pool car may not be used by an employee for the purpose of “saving”

his/her vehicle or keeping another Company vehicle’s mileage down.

1. **Use of private vehicle for Company business**

16.1 See “Expenses” point 4.