

Procedure No.:04	Approved:	Expire:
Link:	Application: Drivers and plant operators	Property: ADROIT ADVANCED SECURITY
VEHICLE USE PROCEDURE		

1. **DESCRIPTION:** This is the procedure that will be followed every time when using company plant or vehicle.
2. **AIM:** This procedure outlines all the necessary steps to be followed to before, during and after the use of company vehicles.
3. **APPLICATION:** This procedure is applicable **ONLY** to the authorised operator of the company plant or vehicles.

**4. DEFINITION OF TERMS:**

<b>Vehicle Inspection Check List</b>	This is a sheet the operator inspects the vehicle and then fill in by ticking any faults or damages they found and make necessary remarks.
<b>Trip sheet</b>	This is a sheet where the vehicle operator must fill in the details of the trip they intend making.
<b>Order number</b>	This is a column on the Logbook where the vehicle operator needs to fill in the company reference number for the trip they intend making.
<b>Speedometer reading</b>	The odometer reading as the vehicle stands before the intended trip.
<b>Liters Petrol</b>	The amount in Liters of fuel filled at the filling station each time the operator fills up.
<b>Mil. Oil</b>	The amount of oil the operator fills each time they fill up.

**5. PROCEDURE:**

**a. PRE-OPERATION**

**Out**

- i. Get authorisation for the trip.
- ii. Record on the occurrence book full details of the trip with authorisation.
- iii. Inspect the vehicle.
- iv. Fill the vehicle inspection checklist and note all faults and damages.
- v. On the vehicle trip sheet, record the summary of the trip detail that was recorded on the OB.
- vi. Embark on your trip

**b. OPERATION**

- i. Do not exceed the official speed limit.
- ii. Do not carry passengers other than authorised personnel.
- iii. Never leave the vehicle unattended with the engine running.
- iv. Always put your safety belts on.
- v. Be responsible for your passengers and always check that they comply with all the rules.

Procedure No.:04	Approved:	Expire:
Link:	Application: Drivers and plant operators	Property: ADROIT ADVANCED SECURITY
VEHICLE USE PROCEDURE		

**c. Post operation  
In**

- i. On the trip sheet enter the odometer reading.
- ii. Inspect the vehicle
- iii. Note any damages on the vehicle inspection sheet.
- iv. Make an entry on the OB
- v. On the OB explain in detail any incidents or damages and how they occurred.
- vi. Hand over the vehicle and the keys.

**Notes**

- vii. Ensure that odometer reading marking the beginning of the month is written in red ink.
- viii. Return all filled up sheets to the office for faults and damages to be repaired and to get new sheets
- ix. The log sheet must be closed off on or before midnight of the last day of the month by drawing a straight line after the last entry and adding the totals below the line of all the days, fuel and oil used.
- x. Carry over the last odometer reading to the new sheet in red ink and submit the closed off sheet to the office.

