|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **DESCRIPTION**: This is the procedure that will be followed every time when using company 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 vehicles. 4. **DEFINITION OF TERMS:**  |  |  | | --- | --- | | **Vehicle Inspection Check List** | 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. | | **Logbook** | This is a sheet where the vehicle operator must fill in the details of the trip they intend making. | | **Order number** | 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. | | **Speedometer reading** | The odometer reading as the vehicle stands before the intended trip. | | **Liters Petrol** | The amount in Liters of fuel filled at the filling station each time the operator fills up. | | **Mil. Oil** | The amount of oil the operator fills each time they fill up. |  1. **PROCEDURE:** 2. **PRE-OPERATION**    1. Fill the vehicle inspection checklist and note all faults and damages.    2. Bring to the safety rep’s attention any new damages so they can decide whether the vehicle can be operated with those damages.    3. Inspect the vehicle’s removable accessories to see if none is missing and that they are operational.    4. Return all filled up sheets to the office for faults and damages to be repaired and to get new sheets.    5. Fill out the Logbook trip sheet using black ink.    6. Odometer reading marking the beginning of the month must be written in red ink.    7. 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.    8. Carry over the last odometer reading to the new sheet in red ink and submit the closed off sheet to the office. 3. **OPERATION**    1. Do not exceed the official speed limit.    2. Do not carry passengers other than authorised personnel.    3. Never leave the vehicle unattended with the engine running.    4. Always put your safety belts on.    5. Be responsible for your passengers and always check that they comply with all the rules. |

|  |
| --- |
| **6. Personnel:** |
|  |

|  |
| --- |
| **7. First Level Management:** |
|  |

|  |
| --- |
| **8. Top Management:** |
|  |