

# CJA Telecommunications Company Fleet Vehicle Policy

## SCOPE and INTENTION of POLICY

Any and all employee's that make use of any and all vehicles owned / rented / leased or supplied by CJA Telecommunication Ltd. (all deemed as Company Vehicles) or use their own private vehicles for/on behalf of the Company, need to sign this Policy Document and adhere to its expectations, statues and codes of conduct. Whether the employee was specifically employed as a Driver or is expected to drive a Company/Private vehicle in the course of fulfilling any task, commercial service or active on any project related to the employees employment at CJA Telecommunication Ltd.

In any case where an incident / event or occurrence has taken place that is covered by this policy but the employee involved did not sign this document then it will in such a case be deemed and accepted binding as if it was in fact signed and accepted by the employee. This is by implication Company Policy at CJA Telecommunications Ltd and adherence to this policy by any and all employees is a specific Company expectation.

As this policy is an addendum to the employment contract of all designated employees it forms an integral part of the conditions and precepts of employment with and on behalf of CJA Telecommunications Ltd (within this document also referred to as 'Employer' or 'Company') and if any action or lack thereof on the part of the employee in any way transgresses or disregards this policy then the full disciplinary code and recourse process as per the Company policies and contracts can and will be brought to bear upon the Employee. Within this document the terms 'Driver' or 'Employee' are used interchangeable and the one term refers to the other as it is accepted that any qualifying Employee can also be, due to the nature and requirements of their work, seen as a Driver.

The purpose of this policy is to ensure the safety of those individuals who drive company vehicles and to provide guidance on the proper use of company fleet vehicles. Vehicle accidents are costly to our company, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, employer endorses all applicable motor vehicle regulations / laws relating to driver responsibility. The attitude you take when behind the wheel is the single most important factor in driving safely.

## 1. Policy with regards to Authorised Usage of Company Fleet Vehicles

### 1.1 Driver Requirements:

Any employee who does not comply with all of the following requirements may not take control of or be tasked by anyone to do any form of Driving in any form of Company vehicle (whether this be Plant Vehicles, Goods transport vehicles or Passenger vehicles – of any class or description) at or on behalf of the Company at any time or any premises, site or workplace at which that person carries out any work on behalf of the Company or makes use of such vehicles for any other reason whether private or commercial.

- 1.1.1 The Driver must have a valid South African driver's licence for the specific vehicle class and description. The Driver must at all times ensure that his Valid South African driver's licence is in his possession (on his person) when driving a Company vehicle.
- 1.1.2 The Driver must be granted permission by the Employer prior to the use of a company vehicle.
- 1.1.3 On being allocated any vehicle for the first time, the Driver must sign a PDI (pre-delivery checklist) indicating the condition of the vehicle at the time of receiving it.

2 The **Employer** will not be responsible for any fines relating to traffic violations such as **speeding, parking, non - use of a seat belt, talking on a cell phone etc.** The Employer will pay the fine and it is agreed by the Driver (at the time the infringement was recorded) that the fine may be **deducted from the Driver's salary.** If similar offences are repeated it can and will lead to disciplinary process being instituted against the employee.

3 A Driver is not permitted to transport unauthorised passengers. This specifically means any person that is not an employee of the Company and/or no express permission or instruction has been given to the driver to transport such person

3.1 A Driver may transport fellow employees but, only if/when this is required and necessary in the

fulfilment of the employee's general duties or specific work instructions

- 3.2 Any and all other occurrences / incidents of Drivers transporting unauthorised passengers will be met with disciplinary actions as deemed necessary by the Company
- 4 A Driver whom has been entrusted with or is the designated driver of a specific Company vehicle may only allow another person (whether employed by the company or not) to drive the designated Company vehicle if that person is in possession of a valid South African drivers licence and specific permission has been given for this person to drive the vehicle by the employee's direct Line Manager.
- 5 **Policy with regards to Company Fleet Vehicle Inspections**  
(Specific Responsibilities and Tasks of the Fleet Manager's Office)

It is the specific expectation of CJA Telecommunications Ltd. that all the Company vehicles should be maintained in good order, clean and in a roadworthy condition.

- 5.1 All Company Vehicles are required to be routinely inspected by the Fleet Management office at least twice within a calendar month (or every 2 weeks from date of first inspection).
- 5.2 If a Specific Vehicle is in use on projects where the Fleet Manager does not have access to the vehicle for inspection then an electronic inspection (using the checklist and verifying photos sent by the driver) must be done along the same timeline.
- 5.3 All such electronically inspected vehicles should receive a verification inspection whenever the vehicle is available to the Fleet Manager to do so.
- 5.4 When however a Pool vehicle is allocated to a specific driver for a pre-defined task / project and for a set period or until the project is completed, and if this period is less than 2 weeks then the vehicle needs to be inspected before first use and on date of return to the Fleet Pool.
- 5.5 Documentation (in the form of an authorised Checklist sheet) of all routine inspections to the vehicle needs to be kept on file and available on demand by management.
  - 5.5.1 All such Documentation must be signed by both the Fleet Manager and the designated Driver.
  - 5.5.2 If any damage/loss or abuse is recorded during any such routine vehicle inspection then apart from it being recorded on the Checklist, the Project Manager/Line manager of the specific driver and the Financial Control Manager needs to be informed of this in writing within no more than 1 working day from the date of the occurrence being recorded by the Fleet Management Office.
  - 5.5.3 The Fleet Management Office will compile weekly reports on all the Company Fleet Vehicles related to the use, allocation, availability and general status of the Company Fleet.

## 6 Policy with regards to Road Accidents involving a Company Fleet Vehicle

- 6.1 Any and all accidents/incidents that take place while the vehicle is allocated to a driver which has the effect of causing any level of surveyable / noticeable damage to the Company vehicle, must be reported by the Driver to the Employer (Direct Line Manager and Fleet Manager) within 24 hours of the accident/incident occurring.
- 6.2 Should the accident/incident involve another motor vehicle or a pedestrian, it must be reported by the Driver to the South African Police Services **on the same day or at the very least within 12 hours**. An accident report number must be obtained and forwarded to the Company within the same time guideline. The Company would also expect a detailed reconstructive report of the incident from the employee at this time
  - 6.3 **A disciplinary enquiry will be conducted after any accident/incident to establish if there was**
    - 6.3.1 Intentional or negligent damage of Company property; and/or
    - 6.3.2 Intentional or negligent abuse of Company property.
    - 6.3.3 The Company's Insurer incident report, related police reports or any first hand witness reports available at the time could also be entered as evidence during this enquiry.
  - 6.4 Based on the outcome and findings of this enquiry additional disciplinary actions can and will be instituted against the employee which may include one, some or even all of the below:

- 6.4.1 Written warnings,
- 6.4.2 Financial claims including (but not limited to) Insurance Excess
- 6.4.3 Additional monetary claims for items or damage not covered by the Insurer
- 6.4.4 Dismissal due to the seriousness of the offence making any future employment relationship between the two parties intolerable.

### General Safety Code for Company Fleet Vehicle Usage

- 7 No driver shall operate a company fleet vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
- 8 All drivers and passengers operating or riding in a company vehicle must wear seat belts, even if air bags are available.
- 9 Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
- 10 Head lights shall be used 2 hour before sunset and until 2 hours after sunrise, or at any time when driver visibility is impaired by road or inclement weather conditions
- 11 The use of a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.

### 12 Private and Company Kilometres Claim Process

First and Foremost it is the express expectation and charge by the Employer that any and all Kilometres Travelled in a Company Vehicle be recorded by the relevant driver in the vehicle's Log Book. It is also expected by the Employer that employees that use their own private vehicles for Business Travel should also keep a Log Book to record such travel. No employee's Business Travel claim shall be entertained by the Company if an updated Log Book cannot be provided by the employee.

Also take note that every Company Vehicle has a GPS tracking device installed that is monitored on an on-going basis. Misuse or abuse captured from the tracking reports will not be tolerated and disciplinary action can and will be taken.

All Company vehicles also have a unique Fleet Card issued to it for the express purpose of refuelling / scheduled servicing and other directly related travel costs (such as Toll fees, Car wash, emergency road side assistance or emergency breakdown repairs) All spending on these cards will be monitored and any misuse thereof will not be tolerated – disciplinary action can and will be taken against employees who transgress the Company's regulations and procedures in such a manner.

Employees who use their private vehicles for Business travel and to whom a Fleet Card has also been issued will also have a GPS Tracking device fitted to their vehicles by the Employer. Any misuse/abuse/fraudulent claim with regards to Kilometres travelled and/or Fleet Card spends can and will lead to disciplinary action being instituted against the employee.

It is also important to note that the Company reserves the right to claim directly from the employee (through direct salary deductions) any financial loss that the Company may suffer due to an employees' misconduct.

#### 12.1 Business Travel Kilometres:

- 12.1.1 Any road travel done in a Company or private vehicle with the specific permission or authorisation from the Company and which the specific purpose of providing a service to or on behalf of the Company will be deemed as Business Travel.
- 12.1.2 This definition specifically excludes any travel to and from the employees' usual private residence or any other private address that is not seen as a Company address; this travel is deemed as private travel and is addressed in section 13.2 below.
- 12.1.3 If and when the employee however stays at a hotel/guest house or any other establishment for which the company pays the rent or lease thereof, which is outside of the employees' usual area/town/province/country and does so whilst on official Company business and on the express instruction of the Employer this temporary address will be deemed as a company address and any travel from or to this address during the employees stay there will be deemed as business travel. This would specifically be true in cases where the employee is expected by the Company to travel for a period of time (short or long) to an area/town/province/country that is outside of the employees' usual residential area/town/province/country and commuting is deemed by the Employer to be too expensive, time consuming or impractical.
- 12.1.4 However in cases where the employee is transferred or willingly relocates to another

area/town/province/country for the purpose of delivering a service too or on behalf of the Company and the employee pays for his own accommodations then that address will be deemed the employees' primary residential address and any travel between this address and place of work will be deemed private.

- 12.1.5** When any Business Travel as defined above is done in an employee's private vehicle the kilometres travelled can be claimed back from the Company at a rate of R3.20 per actual kilometre travelled.

#### **12.2 Private Travel Kilometres:**

- 12.2.1** Private Travel are here defined as any road travel in either a Company or private vehicle that falls outside of the definition of Business Travel as above in section 13.1
- 12.2.2** This specifically refers to an employees' commute to and from his usual place of residence or home and normally outside of the employees' usual working hours. However any unauthorised or unsanctioned travel during working hours for the express purpose of attending to the employees' private concerns can and will also deemed as Private Travel.
- 12.2.3** Any Private Travel done in a Company vehicle will be charged to the employee (driver) and will be deducted from the employees' monthly salary at a set rate of R3.20 per Kilometre on the actual private kilometres travelled as documented by the employee in the vehicle's Log Book (and verified by the vehicle's GPS tracking device)
- 12.2.4** If any employee cannot prove or show true Private Travel Kilometres travelled in any defined Kilometre Billing Period, then a set amount of R1, 500.00 will be deducted from the employees' salary in the next payroll run thereafter.
- 12.2.5** If however it is discovered that the true Private Travel in a company vehicle is more than the set amount (worked out at the rate of R3.20 per kilometre) then the additional cost can and will also be charged to the employee and deducted from the employees' monthly salary whether once off or over a predefined period but not exceeding 6 months (this stuttering of debt would be based on a mutual agreed upon Loan Agreement as defined by the Company's Loan/Advance Policy and additional fees and cost will be payable by the employee.
- 12.2.6** Disciplinary action can and will also be instituted should the Company have reason to ascribe the excess travel to an employees' apparent misconduct.

#### **12.3 Processing Business and Private Travel Claims:**

- 12.3.1** The prescribed Kilometre Billing Period at the Company has been established as running from the 16<sup>th</sup> of any calendar month up and including the 15<sup>th</sup> of the immediately following calendar month.
- 12.3.2** All related Log Book entries and kilometre claims needs to be forwarded to the Fleet Managers Office no later than 2 days after the Period Closure date (the 18<sup>th</sup> of each month) to be verified and captured.
- 12.3.3** Late submissions will incur penalties charged against the employee (this to be worked out as a 5% per day of the set amount of R1, 500.00 to be deducted as private travel in a company vehicle from the employees' first following salary payment.
- 12.3.4** The Fleet Managers Office has until latest the 22<sup>nd</sup> of each month to forward the captured claims to the Finance Office and senior Management for final vetting and Payroll capture.
- 12.3.5** All claims/deductions within the given period are to be processed through the Company's payroll for payment/refund by latest the 27<sup>th</sup> of that month.