

**POLICY: USE OF COMPANY OWNED VEHICLES**

1. This document is intended to summarise Company Vehicle control measures and to clarify the responsibilities of staff driving/using such vehicles.
2. The assignment and use of a Company Vehicle is a privilege and it is Afrimat policy to ensure that employees operate all vehicles owned or used by Afrimat in a safe and economical manner.
3. The vehicle together with all its accessories belongs to Afrimat and is a physical asset of the company. It is the driver's responsibility to take care of the vehicle and to maintain it in the same state as it was received in – fair wear and tear excluded.
4. Private use of the vehicle is not allowed. If, in any circumstance, the vehicle is used for private purposes, you will be liable for taxation and any other liabilities determined by Law. Disciplinary action may also be taken against you.
5. Drivers must possess a valid driving license for the vehicle being operated. A Professional Driving Permit (PrDP) may be required under certain circumstances such as when passengers are transported. For cross-border projects a valid driver's license for the country where the vehicle is used is required.
6. Drivers must have and keep a favourable driving record and shall allow access to and review of such driving record (MVR) upon request by Afrimat.
7. It is the driver's responsibility to make sure that the vehicle is kept in a safe and sound mechanical condition and that damage is not inflicted to the vehicle whilst in use. Any faults must be reported to the "Regional Service Manager–Mobile Plant" of the nearest Afrimat Regional workshop for corrective action. These include license renewals and routine servicing. The cost of repairs due to driver neglect or missed services will be for the Driver's personal account.
8. The Driver is responsible for the safekeeping of the vehicle at all times. The Driver shall ensure that the vehicle security system is activated at all times and that it is safely and securely parked/stored, especially at night and in high-risk areas.
9. The vehicle is issued together with a log book. It is the Driver's responsibility to keep the log book up to date and to get it signed off by the Departmental Manager on a monthly basis.
10. Drivers are required to operate vehicles within the guidelines of the National Road Traffic Regulations of the country it is used in. Drivers shall be held liable for any infringement action and/or fines for allocated/assigned vehicles.
11. Drivers must comply with all traffic laws, signals and road markings and should make proper allowance for adverse weather and traffic conditions.
12. As the vehicle is branded with the Afrimat logo, it is important that drivers keep the vehicle clean and presentable at all times and that they are courteous to fellow road users at all times, respecting the rights of other drivers and pedestrians, in order not to harm Afrimat's company image.
13. Where a vehicle or driver is issued with an Afrimat fleet card (fuel & toll), drivers are required to send all receipts related to the use of such card to the payroll office on a monthly basis.



14. Drivers shall be held liable for any fraudulent transactions related to fleet cards and, if required and justified, will be criminally prosecuted in their personal capacity.
15. You may not smoke in a company vehicle or permit others to do so as determined by the South African Tobacco Products Control Amendment Act no12 of 1999.
16. If a company vehicle is involved in an accident (regardless of who is driving), the Driver must immediately notify his/her direct Line Manager and the Afrimat SHE Manager. All procedures established and required by our insurance carrier should be followed. There should be a standard form in each vehicle that needs to be completed at the scene of the accident containing all particulars. Most drivers have phones with camera facilities and these should be used to capture all possible evidence at the scene of the accident.
17. In case of accident the following documents must be sent to Financial Manager of the nearest Afrimat Regional office:
  - Properly completed accident report (currently a ComRisk form) including the detail required of the other party involved in accident (Name, ID no, Reg. no, Insurance company)
  - Copy of the driver's license of the person driving the vehicle at the time of the accident.
  - Confirmation of the Police/Traffic incident number.
  - Three quotations from registered repairers.
18. If - by means of a disciplinary hearing or incident investigation - the accident is determined to be have been caused by driver neglect, the driver will be held liable for the insurance excess amount as per the Afrimat insurance policy.
19. If a vehicle was insured on a "Third Party, Fire & Theft" basis, a ruling of the amount to be contributed by the Driver will be made following due disciplinary procedure.

  
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**A.J. van Heerden**  
 Chief Executive Officer

\_\_\_\_\_ **Date**

***I CERTIFY THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE TERMS AND CONDITIONS.***

**Employee:**  
 Name ..... Signature ..... Date.....

**Line Manager:**  
 Name ..... Signature ..... Date.....

**Witness:**  
 Name ..... Signature ..... Date.....