

Vehicle Usage Policy

- **Safe Handling**
 - All driver operators must have a valid license
 - Driving under the influence of drugs or alcohol is grounds for dismissal
 - Speed limits must be adhered to

- **Use of vehicles – Purpose must be defined and clear distinction made between personal and official use**
 - Use during office hours
 - Use during non-office hours
 - Use by family members
 - Reassignment during leave absences of staff assigned
 - No lifts to unauthorized personnel
 - Approval for exceptions here above

- **Legal documentation.**

Ensure that all vehicles have valid road licenses, insurance and seasonal parking stickers the assignee must ensure these documents are valid and displayed on the windscreen.

Should a vehicle have a mechanical problem, out of office hours, immediate help can be obtained from the prescribed entity with whom the organization has got an understanding/agreement

- **Documented approving officers**

- **Clearly outline separation of costs for personal and official use** e.g. operating costs such as insurance, maintenance and repair for assigned cars.

- **Conditions for use by family members**

- **Out-of-town Travel**
 - Approval from the approving officer or his/her designee
 - Business travel out of town using a personal vehicle must also be approved by the (Approving Officer) or his/her designee.

- **Limits on Personal Use**
 - For those with access to the organisations vehicles after office hours, a weekly mileage limit may apply for personal use and any additional mileage will be reimbursed at an agreed rate or percentage. See sample below.

Vehicle Usage Policy

Sample.

Limit Of Personal Use Of Assigned Vehicles

Schedule of Allowable Mileage

Below are the allowable mileage each individual is permitted per week. Beyond this limit the individual will reimburse the organization as per the approved schedule Policy.

XYZ	-	Unlimited
XY	- kms per week
X	- kms per week

Note:

The above are the allowable home office mileage applicable but any extra outside this will be considered on its own merit.

➤ **Travel Allowance**

Travel allowance may be given to staff as an alternative to providing a vehicle. This benefit may be allowed at the discretion of the Senior Management team. The purpose is to supplement local staff income to cover travel to/from work.

Travel allowance is not a right but is allowed at the discretion of the Senior Management Team

➤ **Travel Expenses**

Staff travel on business may be handled per standard procedure (by means of travel advances cleared through a travel expense report). See HR manual or approved relevant policy

➤ **Expatriate Vehicle use**

Provision of a vehicle for Expatriate staff is not automatic.

This may mean that, the expatriate employee will receive an allowance in lieu of a vehicle, or have access to an office vehicle after office hours or with prior arrangement, during office hours. This aspect of vehicle management is determined in collaboration with Human Resource

➤ **Assigned vehicles**

Any damages or costs arising due to an assignee's negligence are the responsibility of the assignee. This includes:

- Damages to car due to lack of water in radiator
- Lack of oil in engine
- Dents whose magnitude does not necessitate involving the insurance.
- Court fines on speeding, careless driving and wrong parking

No assigned vehicle should be exchanged without prior approval.