

POLICY

TRANSPORT POLICY FOR USE OF COLLEGE VEHICLES

QUALITY MANAGEMENT SYSTEM	
COMPILED / REVIEWED BY	AUTHORISED BY
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1. PURPOSE

- 1.1 The Purpose of this policy is to ensure that official Hugenote Kollege (HK) vehicles are used only:
- by authorised persons;
 - in a safe, cost effective, efficient and responsible manner
 - for official College business and
 - in compliance with the requirements of the College as well as the National Road Traffic Act, 93 of 1996.

2. APPLICABILITY

This policy applies to any authorised person with a valid driver's license who is a current employee, student and authorised guest making use of a college vehicle. The use of any other transport or vehicle not owned by the college is arranged, planned and recommended by a duly authorized staff member from the relevant department or faculty to the Finance department for final approval.

3. DEFINITIONS

'Approval' or 'approved' means HK's written or electronic approval for use of a vehicle by authorised persons as indicated on the use of the College vehicle application form. **'Authorised person'** means all current HK employees, students and authorised guests.

'Official use' refers to HK's owned vehicles which are used for official College business.

'Student' is a person or an individual who is enrolled or registered for a qualification at HK.

'College vehicle' refers to a motorised device for land transportation owned by HK.

'Vehicle pool' refers to College vehicles which are allocated and made available to be used by an authorised person to conduct official College business.

'HOD' refers to the Head of Department.

4. CONTROL AND AUTHORITY

- 4.1 The Chief Financial Officer authorizes the acquisition of motor vehicles, hereinafter referred to as "College vehicles". (Such acquisition may be by way of purchase, or donation).
- 4.2 The Supervisor: Facilities, under the management of the Manager: Operations, is charged with the responsibility of exercising control over college vehicles,
- 4.3 The following categories of vehicular transport are at present in use at the College:
- 4.3.1 Vehicles allocated to departments or on-campus organizations on a permanent basis;
 - 4.3.2 Vehicles acquired for special projects (and which vehicles, whether purchased or donated, are for the exclusive use of such projects);

- 4. 3.3 Vehicles for use by students (e.g., vehicles allocated to the Students' Representative Council and/or the House Committees);
- 4.3.4 Vehicles allocated to individual employees for special purposes and usage;
- 4.3.5 Vehicles allocated to employees who are on call 24 hours a day; and
- 4.3.6 Vehicles allocated by the College's Transport Department to be utilized for:
 - a) the transport of academic groups;
 - b) after hours transport of college employees;
 - c) the transport of visitors to the College to campus; and/or
 - d) courier services, collection of college documents, etc.
- 4.3.7 Users of College vehicles must initial, date and sign this policy document.

5. RESPONSIBILITY AND ACCOUNTABILITY

5.1 Allocation of College Vehicles:

- 5.1.1 Authorisation for allocation: Any designated or authorized driver should gain written permission prior to the use of a college vehicle.
- 5.1.2 A vehicle reservation will be done via a Service Request or Interface.
- 5.1.3 The vehicle must be collected at the time stipulated upon reservation by the authorized person.

5.2 Maintenance and Servicing of Vehicles:

All College vehicles must be well maintained and regularly serviced according to the prescribed manner as stipulated in the service book.

It is the duty of the Supervisor: Facilities to exercise proper control over the use of vehicles under their care and advise of times for vehicles to be serviced.

5.3 Damaged or Defective Vehicles:

Any bodily damage or mechanical defects must be accounted for and reported promptly to the Supervisor: Facilities in order to lodge insurance claims or to arrange for the necessary repairs.

The Supervisor: Facilities acts as liaison between the College and garages and arranges for the maintenance of vehicles.

5.4 Drivers of College Vehicles:

The primary responsibility for the proper use and legitimate use (as set out in this policy) of a college vehicle rests with the driver of such vehicle. Therefore, the college may take disciplinary action against any employee or student of the College making improper use or unauthorised use of a college vehicle.

6. COMPLETION AND SUBMISSION OF LOG SHEETS

- 6.1 Log sheets for every trip must be completed in every detail immediately upon completion of a trip by means of a logbook.
- 6.2 Log sheets must be submitted to the Supervisor: Facilities for scrutiny and processing of the relevant information.
- 6.3 Failure to submit log sheets may result in disciplinary action being taken against the offending person.

7. FUEL AND MAINTENANCE

- 7.1 The finance card is utilized exclusively for the purchase of fuel, toll fees and for payment of maintenance items.
- 7.2 The finance department who has been allocated a bank card is responsible for the security of the bank card.
- 7.3 The monthly bank vehicle report and details of all expenses for that vehicle for the particular month, is the responsibility of the Supervisor: Facilities and the finance department to reconcile their speed point slips with their fuel, maintenance and repair invoices.

8. ELIGIBLE PERSONS TO UTILISE COLLEGE VEHICLES

- 8.1 Departments, faculties, organizations and employees to whom a vehicle has been allocated on a permanent basis.
- 8.2 Individual academic and non-academic staff for the execution of their official duties.
- 8.3 Students accompanying lecturers for courses or practical work as prescribed in the College's calendar (including academic excursions).
- 8.4 Academic staff for research work.
- 8.5 Delegates attending local conferences or congresses, which have been approved and/or hosted by the College.
- 8.6 Guests of the College.

9. PROVISION OF VEHICLES

- 9.1 College transport is provided strictly for official business purposes only and may not under any circumstances be used for private or for other purposes without the necessary prior authorization.
- 9.2 It is the duty of those to whom a college vehicle is entrusted to ensure that the best and most economical use of vehicles is made at all times.
- 9.3 Drivers of College vehicles must use the shortest, and most economical, routes.
- 9.4 Where appropriate, all operational College vehicles must be clearly identified with the College's logo.
- 9.5 All operational College vehicles will be fitted with tracking devices.
- 9.6 Only authorised users are allowed to make use of emergency response vehicles of the College.

10. APPLICATION FOR THE USE OF VEHICLES

- 10.1 When applying for transport, a distinction must be made between general transport, excursions and transport for research purposes.
- 10.2 Transport required for research purposes are subject to the Research Committee making funds available for such transport.
- 10.3 Faculties, which require transport for student excursions, should submit their applications via Service Request or Interface for approval via the Dean or HOD concerned.
- 10.4 Applications for the provision of general transport have to be recommended by the HOD/Faculty Deans concerned.
- 10.5 When applying for transport, cognisance must be taken of the following:
 - 10.5.1 in some cases when it is necessary for people to use their own transport, they will be compensated at the applicable kilometer tariff, provided that the use of own transport has been approved by the Line Manager and a transport cost claim has been lodged; and
 - 10.5.2 vehicles required for research journeys or excursions should be reserved at least 5 working days in advance.

11. GARAGING AND PARKING OF COLLEGE VEHICLES

- 11.1. College vehicles must be parked or garaged at:
 - 11.1.1 the campus garage of the College;
 - 11.1.2 Cummings campus when vehicles are returned after normal working hours (taking all reasonable steps to safeguard vehicles including accessories and tools against theft, irregular use, damage or fire); or
 - 11.1.3 in cases where it is necessary to keep these vehicles overnight on other premises, prior approval must be obtained from the Manager: Operations or Supervisor: Facilities.
- 11.2 The granting of permission to park college vehicles on private premises is subject to the following conditions:
 - 11.2.1. the vehicles should, preferably, be parked in a lock-up garage;
 - 11.2.2. where a lock-up garage is not available, the premises should, preferably, be properly enclosed and provided with lockable safety gates; and
 - 11.2.3. every reasonable precaution must be taken to safeguard vehicles against damage or theft.

12. INSURANCE

- 12.1 An employee who is injured whilst using a college vehicle on official college business, either as a driver or a passenger, will be regarded as being injured

on duty and the matter will be dealt with in accordance with the rules and policies applicable to "injury on duty".

- 12.2. An employee on official college business involved in an accident and charged with a criminal offence or against whom a civil claim is instituted by a third party, may be defended by the insurers of the College. (N.B. The liability of the College's insurer is usually excluded in respect of a passenger who is a member of the household of the driver.)
- 12.3. Insurance claims may be rejected by the insurer:
 - 12.3.1. if the driver is not in possession of a valid driver's license. It is the responsibility of the employee who approved to whom vehicles have been allocated to ensure that drivers hold a valid and appropriate driver's license;
 - 12.3.2 if a vehicle is not in a roadworthy condition.
- 12.4. A driver of a college vehicle will normally not be covered by the college's insurance cover:
 - 12.4.1. when he/she is found guilty in a court of law for having driven a vehicle whilst under the influence of intoxicating substances;
 - 12.4.2. if the driver used the vehicle without proper authority for other than strictly official purposes;
 - 12.4.3. when he/she allowed the vehicle to be driven by a person not authorized thereto; and
 - 12.4.4. when he/she is convicted of reckless or negligent driving.

13. ACCIDENTS AND ACCIDENT REPORTS

- 13.1 Drivers must report any accidents or incidents to the Supervisor: Facilities, HK finance department and South African Police Services within 24 hours and submit the following documents to the HK finance office:
 - a) Motor Accident Claim form
 - b) Copy of valid Driver's License
 - c) Copy of South African Police Services statement
- 13.2 Drivers involved in accidents should sketch the scene of the accident with as much detail as possible. Details regarding weather conditions, visibility, road surface, width of road, lighting and speed before the accident or speed at the moment of impact should also be provided. Take pictures/videos of the accident scene and get full 3rd party details.

14. DRIVERS OF COLLEGE VEHICLES

- 14.1 Every driver of a college vehicle must be in possession of a legally valid and unendorsed driver's license and should be in possession of such license for a period of at least 1 year.
- 14.2 Staff of the College may not drive a college vehicle unless he/she has been authorized to do so.
- 14.3 Staff must ensure that users collecting College vehicles is in possession of

a valid driver's license when a vehicle is issued.

14.4 With regard to the legality of driver's licenses the following should be noted:

Since 1 June 1990 any test passed on a vehicle with automatic transmission restricts driving to that type of vehicle and a further test has to be taken before driving a vehicle with manual transmission; only card-type licenses are acceptable as a legally valid driver's license; it is a criminal offence for the driver of a vehicle if he/she is not in physical possession of his/her driver's license when driving a vehicle; when a driver is awaiting the issue of his/her driver's license, he/she must obtain a temporary one from the Traffic Department; persons from outside South Africa, not being in possession of a valid South African driver's license, are permitted to drive a College vehicle only if they are in possession of a valid international driver's license; and persons intending to take up permanent residence in South Africa should, preferably, apply for a South African driver's license.

14.5 With regard to Professional Driving Permits the following should be noted:

Drivers of buses or mini-buses seating 10 or more need to be in possession of a Professional Driving Permit (PrDP); application for a permit must be made on the prescribed form to the registering authority in the area where the applicant resides; and the application must be accompanied by the applicant's driver's license and two passport photographs, together with a medical certificate and these documents must be forwarded to the local Police Station for clearance and then be submitted to the local authority for the issuing of the Professional Driving Permit.

15. TRAFFIC FINES

15.1 Drivers will be held personally responsible of traffic infringements.

15.2 Steps include the following:

15.2.1 Receive the traffic fine

15.2.2 Identify the driver

15.2.3 Inform the driver of the traffic infringement

15.2.4 Payment options as below:

a) Driver pays the fine self and provides proof

b) Driver pays the fine amount directly to finance

c) Driver signs acknowledgement of debt and pays via salary deduction or allowance

16. GENERAL INSTRUCTIONS TO ALL DRIVERS OF COLLEGE VEHICLES

16.1. No authorised driver of any HK college vehicle may drive whilst under the influence of alcohol and if reported or determined, is subject to further disciplinary steps.

16.2. Check tools (spare wheel, wheel spanner, jack, jack handle etc.) body work and tyre pressure before departure.

16.3. Pay attention to the instrument panel (in particular fuel, oil pressure and temperature) and report anything irregular immediately.

- 16.4. Vehicle must be driven and returned by person to whom it was issued.
- 16.5. Vehicles may not be overloaded.
- 16.6. Drivers may not deviate from the authorized route or be delayed unnecessarily in their own private interest.
- 16.7. Drivers must exercise proper care in the use and handling of vehicles. The College views any evidence of neglect, or reckless driving in a serious light.
- 16.8. Traffic and any other regulations applicable to road users must be observed strictly at all times. Any contravention of these regulations is a personal matter and the College will not accept any responsibility for legal defense or penalties imposed by a traffic officer or by a court of law.
- 16.9. Users must adhere to the speed limits at all times.
- 16.10. Any defects on the vehicle must be reported to the Supervisor: Facilities.
- 16.11. A College vehicle returned after normal working hours must be parked at Cummings Campus and the keys must be handed to security or placed in the drop box.
- 16.12. In the case of an accident please follow the instructions and procedure as set out below:
 - a) Report the accident to the nearest police station within 24 hours and obtain a case reference number.
 - b) Report the accident to Supervisor: Facilities within 24 hours.
 - c) Report the accident to HK Finance office within 24 hours.
 - d) Under no circumstances should any liability for the accident be admitted or statements made to third parties.
 - e) Should the driver of the other vehicle be suspected of being under the influence of an intoxicating substance, this should be brought to the notice of a police or traffic officer with the request that the suspected person be examined by a doctor as soon as possible.
 - f) Should any third party involved admit liability, endeavor to obtain a statement in writing from him/her in this regard.
 - g) Endeavour to obtain the following particulars at the scene of the accident:
 - Registration number; make and year of the other vehicle(s);
 - The name and address of driver(s) and owner(s) of the other vehicle(s);
 - The name of the other party's insurance;
 - The nature and extent of damages sustained by the other vehicle(s);
 - The name, address and estimated age of any occupants or pedestrians killed or injured as well as the nature and extent of injuries; and
 - The name, address of each witness, including the occupants of the other vehicle(s) involved in the accident.
- 16.13. The driver of the vehicle must, without any undue delay, complete the Employee's Report of an Accident form and submit it together with copies of his/her ID and driver's license to the Supervisor: Facilities.