



VEHICLE USAGE POLICY

1) Scope

- a) The scope of this policy covers all vehicles owned or leased by Zibonele FM and operated by authorised persons on the premises, for the completion of business-related duties.

2) Aim

- a) The purpose of this policy is to ensure that:
 - i) all vehicles under the control of Zibonele FM are operated by competent persons at all times;
 - ii) that the vehicles are maintained and kept in a roadworthy state;
 - iii) that the driver understands the responsibilities associated with the use of the vehicle;
 - iv) that the use of these vehicles on public roads is done in accordance with local legislation and without risk to the general public.

3) Driver's Qualifications

- a) Driver qualifications are as follow:
 - i) Authorized employee of Zibonele.
 - ii) Must be at least 21 years of age
 - iii) Have at least one year of experience in the class of vehicle operated.
 - iv) Must meet licensing requirements
 - v) Will not qualify for a company vehicle if, during the last 36 months, the

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driver had any of the following experiences:

- (1) Been convicted of a crime.
- (2) Been convicted of sale, handling or use of drugs.
- (3) Has automobile insurance cancelled, declined or not renewed by a company.
- (4) Been convicted of an alcohol- or drug-related offense while driving.
- (5) Had driver's license suspended or revoked.
- (6) Been convicted of three or more speeding violations more or one other serious violations.
- (7) Been involved in three or more chargeable accidents.

4) Responsibilities

a) Facility and HR Manager

- i) To manage, review and assess the effectiveness of this policy.
- ii) Ensure that all employees comply with the contents of this policy.
- iii) To ensure that all operators of vehicles under Radio Zibonele's control are suitably competent and that the vehicles are issued with relevant authorisation.
- iv) Receive all reports submitted and to ensure that corrective action is implemented by the relevant parties.
- v) Conduct all accident investigations and ensure that the relevant documentation is submitted to the respective authorities and that disciplinary action is meted out, as and when required.
- vi) Ensure that all vehicles are well maintained, cleaned regularly and that faults are repaired timeously.
- vii) Receive or pull reports on a regular basis and implement or action corrective measures.

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- viii) Ensure that all operators of Zibonele's vehicles have the necessary authorisation to operate such vehicles.
 - ix) Ensure that any traffic violations are paid for by the responsible driver and that the relevant disciplinary action, where required, is meted out.
 - x) Receive and submit reports on the vehicles, as and when required.
 - xi) Ensure that all reported faults or non-compliances and their causes are submitted to the relevant parties timeously.
 - xii) Compile reports on the roadworthiness of vehicles and submit reports to the relevant parties – conduct weekly checks on all vehicles.
 - xiii) Assist in any accident investigation and submit the relevant reports to the authorities.
- b) Driver
- i) Each driver is responsible for the actual possession, care and use of the company vehicle in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:
 - (1) Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
 - (2) Obey all traffic laws.
 - (3) The use of seat belts and shoulder harness is mandatory for driver and passengers.
 - (4) Adhering to manufacturer's recommendations regarding service, maintenance and inspection.
 - (5) Vehicles should not be operated with any defect that would prevent safe operation.

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- (6) Attention to and practice of safe driving techniques and adherence to current safety requirements.
 - (7) Restricting the use of vehicles to authorized driver, spouse or significant other.
 - (8) Reporting the occurrence of moving violations
 - (9) Accurate, comprehensive and timely reporting of all accidents by an authorized driver and thefts of a Zibonele's vehicle to the Facility and HR Manager.
- ii) Failure to comply with any of these responsibilities will result in disciplinary action, up to and including termination of employment.

5) Procedures

- a) All vehicles are to be operated by company authorised personnel only.
- b) All drivers to have the relevant driving permit in their possession whilst operating the vehicle e.g. PDP.
- c) Overloading of company vehicles is not permitted.
- d) No vehicle may be operated if the user is under the influence of alcohol or drugs.
- e) Seat belts are to be used by all persons in the vehicle and any violations resulting from the non-use thereof will be the responsibility of the parties involved.

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- f) Smoking is not permitted inside vehicles.
- g) All operators are to ensure that the vehicle is parked in a secure area – whether on Zibonele’s premises or off-site.
- h) Pre-trip inspections are to be carried out by the relevant parties and the relevant paper work completed.
- i) Operators to ensure vehicles are maintained in a good clean state and all unnecessary items removed from the vehicles.
- j) No operator can drive the vehicle whilst using a cell phone – hands-free kits must be used whilst driving.

6) Maintenance

- a) Authorized drivers are required to properly maintain their vehicles at all times.
- b) Vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.
- c) Preventive maintenance such as, but not limited to regular oil changes, lubrication, tire pressure, tire replacement, brake pad & rotor replacement and fluid checks determine to a large extent whether you will have a reliable, safe vehicle to drive and support work activities.

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- d) You should have preventive maintenance on your vehicle, as required in the owner's manual, performed by a certified dealer.

7) Traffic Violation

- a) Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned operator. Zibonele will not condone nor excuse ignorance of any motor vehicle violations that result in court summons being directed to itself as owner of the vehicle.
- b) Each driver is required to report all moving violations to Facility and HR Manager within 24 hours. This requirement applies to violations involving the use of any vehicle while on business. Failure to report violations will result in appropriate disciplinary action, including revoking of driver privileges and possible termination of employment.

8) Accident

- a) Report all faults/defects to the relevant parties – should an accident of any nature occur, then the Facility and HR Manager's office must be notified immediately.
- b) The relevant accident documentation must be completed, including details of the other parties involved.
- c) If the driver is found to be negligent whilst using the vehicle, then any damage incurred will be his responsibility.

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- d) Ensure that the vehicle is secure at all times, when not in motion.
- e) No unauthorised personnel may be transported in the vehicles.
- f) In the event of an accident:
 - (1) Call the police on all accidents and obtain a copy of the police report.
 - (2) Do not admit negligence or liability.
 - (3) Do not attempt settlement, regardless of how minor.
 - (4) Get name, address and phone number of injured person and witnesses if possible.
 - (5) Exchange vehicle identification, insurance company name and policy numbers with the other driver.
 - (6) Take a photograph of the scene of accident if possible.
 - (7) Complete the accident report in your vehicle.
 - (8) Turn all information over to the Facility and HR Manager within 24 hours.

9) Preventable Accidents

- a) A preventable accident is defined as any accident involving Radio Zibonele's vehicle – whether being used for business or personal use – or any vehicle while being used on business that results in property damage and/or personal injury, and in which the driver in question failed to exercise every **reasonable precaution** to prevent the accident.

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b) Safety guidelines to prevent accidents:

- i) Do Not Follow too close
- ii) Do Not Drive too fast for conditions
- iii) Do Not Fail to observe clearances
- iv) Do Not Fail to obey signs
- v) Do Not Make Improper turns
- vi) Do Not Fail to observe signals from other drivers
- vii) Do Not Fail to reduce speed
- viii) Do Not Park improperly
- ix) Do Not Pass improperly
- x) Do Not Fail to yield
- xi) Do Not Back up improperly
- xii) Do Not Fail to obey traffic signals or directions
- xiii) Do Not Exceed the posted speed limit
- xiv) Do Not Drive While Intoxicated (DWI) or Drive under the Influence (DUI) or similar charges.

10) Performance Monitoring Criteria

- a) Daily vehicle checks to be performed by operators and reports to be submitted to the relevant parties.
- b) Internal audits to be conducted by the Facility and HR Manager to ensure compliance or change.

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