

## **VEHICLE FLEET AND RENTED VEHICLE INSURANCE**

### **Departmental/ division/ section vehicles that are controlled by the US Vehicle Fleet:**

Loan/sponsor vehicles for which special arrangements have been made with the Financial Planning and Asset Management Section.

All vehicles that are booked by the US Vehicle Fleet

All rented vehicles from SU's official service providers that are booked by SU's purchase system.

Vehicles are covered against damage to the vehicle as a result of collisions, damage to windshields, theft of the vehicle, break-ins at the vehicle, as well as any liability that specifically applies. It also includes any claims that arise when cars that are insured by SU cause damage to any property belonging to a third party.

There is an excess amount of R 3 000 payable by the department/ division for all claims.

### **SU vehicles over the border**

All African countries south of the equator (Namibia, Botswana, Lesotho, Swaziland, Zimbabwe and Malawi) are included under the Third party insurance of the SU. The SU is self - insured for own damage. If a vehicle is damaged, it needs to be transported to the nearest border on the SU's expense.

### **Calculation of insurance premiums of SU**

There are two rate classes which premiums are calculated at, one for vehicles with a value above R 150 000 and other vehicles with a value less than R150 000. We use the following formula to calculate the premium:

**(ROUND(IF(\$T3>200000,\$T3\*0.034,IF(\$T3>150000,\$T3\*0.0374,IF(\$T3>100000,\$T3\*0.0411,\$T3\*0.0453))),2)+39.19+768.86)**

We take the vehicle's retail value and multiply the sum by the rate class under which the vehicle falls. Then we divide the sum by 12 months of the year, e.g. R 152 475 (retail value) x 3.74% = R 5 702.57. An amount of R 39.19 in respect of SASRIA and an amount of R 786.68 in respect of third party to be added to the premium that leads to a total yearly premium of R 6 528.44. Therefore the monthly premium is R 544.04 (R 6 528.44/12).

## **CLAIMS IN RESPECT OF MOTOR VEHICLES**

### **GENERAL**

All vehicles should be maintained in a roadworthy condition.

Steps should be taken to ensure that anyone that drives a vehicle of the University is in possession of a valid driver's licence that is required in terms of the licensing law.

1. Accidents in which no injuries have been sustained should be reported to the South African Police Service within 24 hours. When injuries have been sustained, departure from the

scene may only occur after police clearance has been obtained. Communication should be undertaken with the Insurers before any further statement is made.

2. The Claim Administrator should be notified immediately of any demand that is received (whether verbally or in writing).
3. If a summons or subpoena is received, the Claim Administrator should be notified immediately by the quickest means available (telephone, fax or e-mail) and, if possible, all document(s) should be delivered to her by hand.
4. All the details of the claim, including supporting or required documents, should be provided to the Claim Administrator as soon as possible.
5. If a driver's license is endorsed, suspended or cancelled or if a driver is charged or convicted of negligent, reckless or improper driving, the University should notify the Insurer of the vehicle immediately upon becoming aware of the fact. Failure to do so could result in cover for the person concerned being forfeited.

### **LOSS OF/ OR DAMAGE TO INSURED VEHICLES**

1. The accident concerned should be reported to the Claim Administrator by telephone, fax or e-mail.
2. A minimum of two quotations should be obtained from any reputable panel beater. The Insurers will advise whether an assessor is to be appointed.
3. A Motor Accident Claim Form should be completed and forwarded to the Claim Administrator as soon as possible. The repairers' quotations, traffic or police report and a photocopy of the driver's licence should be enclosed.
4. Under NO circumstances should repairs be authorised without the prior knowledge of the Insurers.
5. When confirmation is received that a vehicle is a "write-off", the cancellation of the registration of the vehicle should be attended to immediately and the original cancellation of registration documents forwarded to the Insurers.
6. Should a vehicle be stolen or hijacked, the cancellation of registration of the vehicle should be attended to and the original cancellation of registration certificate and all keys forwarded to the Insurers as soon as possible, but by no later than 21 days from the date of the loss.
7. Where applicable, a letter should be provided within which the finance company confirms the outstanding amount.

### **LOSS OF / OR DAMAGE TO THE VEHICLES AND PROPERTY OF THIRD PARTIES**

1. A vehicle accident should be reported to the Claim Administrator by telephone, fax or e-mail even when the University's vehicle is not damaged in the accident.
2. Under NO circumstances should liability be admitted. An admission of liability is a breach of the policy conditions and the Insurer may exercise the right to decline any claim in respect of the accident.
3. Any demand received, whether verbally or in writing, should immediately be referred to the Claim Administrator without replying thereto.
4. A Motor Accident Claim Form should be forwarded to the Claim Administrator as soon as possible. The repairers' quotations, traffic or police report and a photocopy of the driver's licence should be enclosed.