

**UNIVERSITY OF STELLENBOSCH**  
**Vehicle Pool**  
**DO'S AND DON'T'S IN CASE OF AN ACCIDENT**

**DO'S**

1. Stop.
2. Help the injured and call help if necessary, for instance an ambulance, a doctor, etc.
3. Write down the names and addresses of all drivers and witnesses. Also note down the particulars of all vehicles. If necessary, make a sketch of the scene of the accident indicating the estimated distance between the point of contact and all fixed objects in the vicinity of this point, for instance the kerb, lampposts, etc.
4. On demand, give your name, the address of the institution you work for, and the Fleet vehicle's registration number.
5. In the event of anybody being killed or injured, report the accident to the SA Police or to the Traffic Department as soon as possible. See to it that no vehicles(s) is / are removed without the permission of a policeman or a traffic officer. If the Fleet vehicle is obstructing the traffic, clearly mark the position of the Fleet vehicle on the road and then move it out of the way.
6. If nobody has been killed or injured, then the vehicle may be moved without permission. In your own interest, however, we recommend that you mark the position of the vehicles immediately. Report the accident to the nearest SA Police office or to the Traffic Department within 24 hours for insurance purposes.
7. If the vehicle needs to be towed away, phone **G.P. Towing**, tel. 021-887 2516 or cel: 082 807 0901 / 083 270 4483.
8. Notify the offices of the US Vehicle Fleet immediately of any accident and the particulars of any damage (however slight).
9. As soon as possible, complete the following claim forms at the offices of the US Vehicle Fleet:
  - 8.1 The "Motor Accident Claim Form" and / or the "Glass Claim Form",
  - 8.2 In the case of injury to any person, no matter how slightly, the "MMF1" form (*the Road Accident Fund's form*).

**DONT'S**

1. Unless you have discussed the matter with the officer at the US Vehicle Fleet, do not make any statements to the police or any other person.
2. Don't negotiate about liability for the accident with any person, and don't admit liability for the accident to any person whether orally or in writing.

**REMEMBER**

- *Immediately report all accidents, no matter how small they are (emergency numbers on the back).*
- *Do not admit liability – leave that to the insurers.*
- *Note down full particulars.*
- *Mark the positions of the vehicles.*

# UNIVERSITY OF STELLENBOSCH

## Vehicle Pool

### GENERAL INSTRUCTIONS

#### 1. Trip card

Please read all the instructions on the trip card which you have received with the Fleet Vehicle's keys.

#### 2. Before use

Make sure that you know of all scratches, bumps and defects, and also where the emergency equipment (*such as the jack and the spare wheel*) is kept.

#### 3. Fuel

- 3.1 Before return, ***fill up 100%*** with petrol (or Diesel) at any petrol station and pay with the Fleet Vehicle's own petrol card (in the plastic holder on the key-ring).
- 3.2 On your return, if the fuel tank is less than half full, then fill it up (to capacity).

#### 4. Warning lights

When any of the Fleet Vehicle's warning lights are on, then do not drive further under any circumstances.

#### 5. Accidents

Report all accidents to the SA Police (and to US Protection Services if the accident has occurred in the Stellenbosch area). Call the police, but do not admit liability under any circumstances (See back for "Do's and Don'ts in Case of an Accident"). Phone G.P. Towing if the vehicle needs to be towed away, tel. 021-887 2516 or cel.082 807 0901 / 083 270 4483.

#### 6. Defects / Complaints

Report all defects and any complaints to the US Vehicle Fleet. (Please also write down the particulars on the back of the trip card).

#### 7. Emergency

If you are unable to get help in any other way, call:

**Office hours (021) 808 4611**

**After hours (021) 808 4891 (US Risk & Protection Services), or**

#### 8. Returning the Fleet Vehicle

- 8.1 It is important that the Fleet vehicle and keys are returned at the appointed time for the next client's use.
- 8.2 Park the Fleet Vehicle in the Vehicle Park, Banghoek Road.
- 8.3 Lock the Fleet Vehicle and make sure that all lights are switched off.
- 8.4 Return the keys to the US Vehicle Fleet directly after use.