

UNIVERSITY STELLENBOSCH

RULES FOR THE USE OF FLEET VEHICLES

Office hours: Monday – Friday (08:00-16:30)

1. Fleet vehicles shall be used only for approved official trips by staff members and students of the University of Stellenbosch and by authorised, official visitors to the University. No person shall use any such vehicle in his/her private capacity.
2. Fleet vehicles shall be driven and used carefully and responsibly in accordance with the rules and norms laid down by law. Drivers contravening any laws shall be held personally responsible for any fines imposed. You as driver are personally liable for traffic violations and hereby agree to the authorized use of your personal information for redirecting traffic fines.
3. Drivers of vehicles shall see to it that Fleet vehicles are parked in the University Vehicle Park at 48 Banghoek road after use. Same rule apply to vehicles returned after hours. Only in exceptional cases may a vehicle be parked outside the Vehicle Park for the night, provided that permission to that effect is obtained from Campus Security, should the Vehicle Park officials no longer be available to grant such permission themselves. Such permission shall be granted on the distinct condition that the Fleet vehicle shall be locked up in a garage or other safe and secure area for the night. In some cases it is compulsory to lock both the Fleet vehicle and the safety lock on the gear lever before leaving the Fleet vehicle unattended. In certain instances the additional use of a steering lock shall be compulsory.
4. There shall be *no smoking* either in Fleet vehicles or in the Vehicle Park and *no pets* shall be transported in Fleet vehicles unless it is a guide dog.
5. The driver of the Fleet vehicle shall hold a driver's license which has been valid for not less than one year and shall, on demand, be able to produce such valid driver's license.
6. The driver of the vehicle must fill in the trip card in full before departure and hand in at gate after return.
7. Before using the Fleet vehicle, the driver shall ensure that the vehicle has a jack, a spanner, a spare wheel, a petrol card (in the key-holder) and the instruction sheet "Dos and Don'ts in Case of an Accident" (in the cubby-hole).
8. The driver shall see to it that the Fleet vehicle has enough fuel for the trip. When taking additional fuel, the driver shall see to it that the tank is filled with 95/97 or diesel to capacity ("filled up") and shall pay for the fuel by using the Fleet vehicle's own petrol card. The payment slip shall be returned together with the key and the trip ticket. User shall be liable for toll gate.
9. The Fleet vehicle's fuel tank shall be full when the vehicle is returned to the US Vehicle Fleet.
10. The Fleet vehicle's petrol card shall not be offered for payment at a toll gate or a parking area.
11. The Fleet vehicle shall be kept *clean and tidy*. Cost shall apply in cases where condition of vehicle justify an inside- or full valet.
12. Booked times and dates shall be adhered to strictly and bookings shall be cancelled 24 hours prior to the time booked.
13. In case of an accident only use G P Towing in the Western Cape – 082 807 0901 or 083 270 4483 OR MOSES & SON Towing of Stellenbosch, tel. 083 956 3380.
14. Any damage to the body of the vehicle shall be reported before departure. Any damage sustained during the period of use shall be reported to the US Vehicle Fleet within 12 (twelve) hours of the incident.
The Fleet vehicle user / his/her Division / Department / Society / Club / House Committee shall be liable for any damage to the vehicle sustained during the period of use to a maximum amount of R3000(damage on body of vehicle) or R750 (windows), being the insurance excess fee, as well as the cost to replace which amount shall be debited from the user's relevant cost centre. You hereby consent to the authorised use of your personal information for purposes of traffic fine redirections. In cases where driver is hired from Vehicle Pool the same rule applies.
15. In the event of any failure to comply with the rules stated above, the following additional fine(s) shall be imposed on the Fleet vehicle user / his/her Division / Department / Society / Club / House Committee. In accepting the key to the Fleet vehicle, the Fleet vehicle user in so doing explicitly gives permission for the relevant fine(s) to be recovered on demand from his/her salary, student account or cost centre, as the case may be.

16.1	The full cost of repairs for damage resulting from any unauthorised, malicious, or willful act of the driver.	
16.2	A booked vehicle is taken earlier without permission.....	Min. half day rate
16.3	A booked vehicle not cancelled 24 hours prior to collecting.....	Full day rate
16.4	A booked vehicle taken without permission the day before or kept over night and returned late.....	R1 000.00
16.5	Keys collected after hours or returned late.....	R250.00
16.6	Vehicle returned with less than 100% full tank.....	R100.00
16.7	The inside of the vehicle is left untidy and / or dirty when parked.....	R300.00
16.8	Lost identification-, petrol- or trip card.....	R200.00
16.9	Lost number plate.....	R 200.00
16.10	Vehicle's doors and/or gear-lever left unlocked when parked.....	R300.00
16.11	Smoke in vehicle.....	R300.00
16.12	Wrongful use of fire extinguisher.....	R300.00

THEFT:

Immediately phone 021-808 4611 (08:00 – 16:30), 021-8089334 (16:30 – 21:00) or Campus Security 021-808 4891 / 2333 (after hours). 2. Report incident then at S.A.P.S and get the case number for the insurance. Fill in a motor accident claim form at Vehicle Fleet.