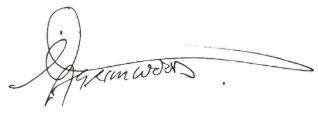




POLICY DOCUMENT

Vehicle & Fleet Management

Exco Review

| | |
|----------------|--|
| Signature Date | 14 September 2025 |
| Name | Ashraf Grimwood |
| Signature |  |

www.khethimpilo.org

hr@khethimpilo.org

+27 21 410 4300



Purpose and Aim

The purpose of this policy is to ensure the safety of employees who drive company vehicles and to provide guidance on the proper use of Kheth'Impilo vehicles.

Acronyms

| | |
|------------|----------------------------------|
| KI | Kheth' Impilo |
| VRF | Vehicle Request Form |
| VIR | Vehicle Inspection Report |

Definitions

Designated Employee – Employees whose jobs have been determined by KhethImpilo that they require the use of a vehicle provided by Kheth 'Impilo to be able to carry out their jobs.

Driver - A person who is a designated employee and possesses an unendorsed drivers' licence for more than 2 years.

Delegated Officer - An employee who has been assigned a particular responsibility regarding application of this policy or part thereof.

This policy applies to:

- All employees using Kheth'Impilo owned or hired vehicles for day to day programme purposes.
- Employees utilising hired vehicles when travelling to a different reason will refer to the travel policy.

Only designated employees who are eligible to drive and are authorised by their Manager/Head will be allowed to use the organisation vehicles.

Kheth'Impilo Undertaking

- To provide staff with safe and reliable transportation in order to execute their activities to achieve KI objectives.
- Encouraging safe and efficient use of vehicles in the workplace.

Use of Vehicle

Employees are required to obtain permission to use the company vehicle to enable them to perform their duties from the District Manager or District Coordinator , by completing a **Vehicle Requisition Form (VRF)**.

Vehicle use is strictly for business purposes and personal use is **restricted**. Employees transporting passengers who are not employees of or engaged in activities for Kheth'Impilo will be in violation of the policy.

Drivers **must not** exceed the number of passengers the vehicle is allowed to carry.

Drivers Responsibilities

All designated employees who are eligible to drive KI Vehicles have the following responsibilities:

1. Possess and maintain a valid driver's licence (a certified copy has to be submitted to the Facilities department at National Office).
2. Maintain an acceptable driving record.
3. Driving the company vehicles in a safe and professional manner.
4. Observe and abide by the country's traffic rules and laws.
5. Immediately notify Human Resources Manager if and when his or her driver's licence is revoked, suspended or restricted. This is mandatory.
 - Failure to do so may render any insurance cover invalid and may cause the driver to be liable in their personal capacities should KI so determine.

6. Complete the Log Sheets provided for every trip and submit the log sheets to the Supervisor for Authorisation. Once authorised, the log sheets together with the Vehicle Inspection Report needs to be submitted to the Facilities Department on a weekly basis
7. All vehicles will be receiving a fuel card. Approval is required before topping up fuel. An email needs to be sent to the Facilities department requesting authorisation.
8. Fuel receipts need to be submitted on a weekly basis with the log sheets and Vehicle Inspection Report.
9. In the case of lost fuel receipts or the driver is unable to provide a copy of the fuel receipt, the amount will be deducted from the employees' salary.
10. Follow the guidelines stated in this policy at all times.

Vehicle Care

- All company-provided vehicles are designated as “**non-smoking**” areas.
- All KI vehicles must be kept clean and tidy (interior and exterior) at all times to maintain the professional image of the driver and the organisation.
- KI will be responsible to pay all reasonable running costs of the vehicle. Running costs will include petrol, lubrication, tyres and car-wash costs.
- All vehicle expenses incurred by the employee when using the vehicle can be claimed using the **Expense Claim Form**. All supporting documents should be attached.
- Vehicle inspections **must** be conducted at least once a week. For district vehicles, The **Driver** will be responsible for conducting the inspections weekly by completing a **Vehicle Inspection Report (VIR)**.
- For head office vehicles the delegated officer will be responsible for conducting the weekly inspections by completing a **Vehicle Inspection Report (VIR)**.
- The VIR forms need to be kept on file and a copy to be sent to the Facilities Department on a weekly basis.

Safety Guidelines

- Drivers and passengers of the company vehicles are required to wear their seat belts at all times without exception when operating the company vehicles.
- Any faulty seat belt should be reported to the District Administrator or delegated officer by the driver for immediate repair.
- Texting while driving is not allowed in company vehicles and hands-free equipment must be used when making or taking calls.
- All vehicles should carry a first aid kit and fire extinguisher. Drivers are to check that both the first aid kit and fire extinguisher are present before leaving the premises.
- KI prohibits employees from driving under the influence of drugs and alcohol, including prescription drugs which may impair their ability to operate the vehicle.
- Employees will be responsible for all fines resulting from driving under the influence of drugs and/or alcohol, including prescription drugs. The employee will be responsible for payment of such resultant fines.
- Employees will be responsible for the payment of any repair costs from accidental damages resulting from driving under the influence of drugs and/or alcohol, including prescription drugs, if the insurance claim for such costs is/are voided by the insurance.
- KI may take necessary disciplinary steps against employees found to be driving under the influence of drugs and/or alcohol, including prescription drugs.
- KI may take necessary disciplinary steps against employees in the case of any accidents.
- Company vehicles should not be used to transport flammable items, firearms or other hazardous materials.

- KI reserves the right to revoke the driving privileges of any driver or employee not complying with this policy.

Infringements

- Parking and other traffic infringements are the responsibility of the driver.
- Should the employee not settle infringements incurred, KI will deduct this from the employee's salary including all admin fees related to the infringement.

Maintenance of Vehicles

- The safe and efficient operation of all KI vehicles is a priority and vehicles will be taken in for periodic maintenance services, arranged by the Facilities Manager.
- Any other unplanned repairs required between scheduled services will also be arranged by the Facilities Manager.
- It is the responsibility of the driver to ensure tyre pressure, oil and water levels are checked prior to the vehicle use.
- Drivers must also keep the windscreen, windows and headlights clean to ensure clear vision.
- Punctured tyres must be immediately replaced or repaired by the driver. Drivers must ensure that vehicles have an inflated spare tyre.
- Any damages or any mechanical issues are to be reported on the **Accident/Incident report form** and a copy to be sent to the Facilities manager when acquired.

Vehicle Licence

- Vehicle licences will be renewed during the month that they are due for renewal and will be couriered to the relevant offices in the last week of the renewal month.
- District Administrators and/or designated officers are required to contact the Facilities Manager should the renewed licence disks not be received timeously.

Insurance Risk

- KI will be responsible for insuring all vehicles. The insurance cover will be updated annually and the cover will include 3rd party, theft and riot i.e. Comprehensive insurance.
- Staff will be held liable for the payment of the excess fee in the event of an accident, unless the staff can prove that they were not negligent.

Tracker

- All vehicles will be fitted with a Tracker Device.
- The device will be used to Track the vehicle at all times and we will monitor the vehicle trips, speed, etc. These reports will also be used as proof in the event of disciplinary procedures.
- No vehicles will be allowed to leave the district where vehicle has been assigned to. KI may take necessary disciplinary steps against employees for failing to do so.

Safe Keeping of Vehicles

- The employee is responsible for ensuring all necessary precautions are taken to prevent damage and theft of the company vehicle and/or its contents at all times.
- Employees are required to take these precautions when moving away from the vehicles:
 - Ensure that all windows are closed.
 - Ensure that all doors are locked.
 - Do not leave anything in full view of pedestrians to avoid break-ins.
 - Keep all valuables locked away in the vehicle trunk or cubbyhole.
- Always park the vehicle in a safe and secure place as far as possible.

- All vehicles will be parked in a safe and secure facility either at a KI office or a leased parking garage. In the case of employees travelling for work, the vehicle would need to be parked at a secure facility where the employee is staying.

Accident Management

In the event of an accident, the driver is required to:

- Check if there are any injuries and report these immediately to relevant authorities and assist the injured if possible.
- Ensure medical assistance is sought if required.
- Notify the local police of the accident.
- Obtain the details of the other driver, including name, telephone number and car registration number.
- Obtain name and contact details of any witnesses.
- Write down the time date and location of the accident.
- Not to accept fault or liability, nor sign any statement which may be requested or produced at the scene of the accident.
- If the vehicle is no longer driveable, request instructions from the Facilities Manager by telephone on towing or other removal arrangements. Towing should be to the nearest approved repairer.
- All accidents, no matter how inconsequential, must be reported to the Facilities Manager.
- A KI **accident / incident** reporting form must be completed as comprehensive and as quickly as possible for submission to the Facilities Manager.
- Employee may be contacted by the insurance for a statement.
- If the employee grants permission for an unauthorised person to drive the vehicle, the employee will be considered financially responsible for all damages and vehicle repairs. KI may also take necessary disciplinary steps against the employee., which can lead to a dismissal.

Stolen Vehicle / Theft

If the company vehicle is stolen:

- The employee is required to report the theft immediately to the local police.
- A KI **Accident / Incident** reporting form must be completed as comprehensive and as quickly as possible for submission to the Facilities Manager.
- Employee must obtain a copy of the police report and case number.
- Maintain a copy for your office records and submit another to the Facilities manager with the **Accident / Incident Report** form.
- The District Administrator or assigned officer will be responsible for completing the **Accident / Incident follow up** report form to record the process.

Any attempted break-in or theft of items from the company vehicle must be reported to the local police. KI requires that the following information be provided to the Facilities manager:

- The name and surname, police station and badge number of the officers responding to your call.
- A list by model and serial number of any equipment that was stolen.
- The date and location of where the theft occurred.

Review and Monitoring of the Policy

This policy will be reviewed at least annually or should KI's requirements change drastically to:

1. determine if a policy is still required or if it should be combined with another administrative policy;
2. determine whether the purpose and goal of the policy is still being met;

3. determine if changes are required to improve the effectiveness or clarity of the policy and procedures; and
4. ensure that appropriate education, monitoring and ongoing review of the policy is occurring