

Fleet Office

Fleet Office

Faculty of Health Sciences

Ocean Sciences Campus
Tel . +27 (0)41 504 3946

**DRIVER AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, staff/student number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, from the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, contact details, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,resides at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; possess driver licence no \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, code\_\_\_\_\_\_\_\_\_\_\_ expire on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and a PDP expire on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can confirm my full understanding and my agreement to take full responsibility of the conditions stated below. Furthermore, I understand the privilege of being able to make use of the Health Sciences Faculty (FHS) branded Vehicles, whilst presenting its image as well as that of the University’s in its best interest as the designated driver. I hereby agree to:

1. Always carry my driving licence with me while making use of the FHS vehicle(s) under my responsibility.
2. In case my licence is close to/ has expired or no longer under my possession (due to stolen or lost…etc) when booking/using FHS Fleet, I will immediately report to the Fleet Office & make way/means to obtain temporary licence when waiting for the new licence to be issued.
3. Ensure the use of correct licencing for the purpose of my booking of any FHS vehicle(s) as guided by the National Road Traffic Act (NRTA) and its regulations.
4. Under no circumstances may I have any outstanding transport related disciplinary and or criminal action against myself at the time of using FHS vehicle(s).
5. FHS vehicles may only be used for official authorised and essential trips and not for any private use regardless of the nature.
6. Only university employees/students or approved visitors/guests (by the HOD and Fleet Office) on official business- and work-related trips may be transported as passengers in FHS vehicles.
7. I will strictly adhere to the seating capacity designed for each vehicle.
8. I will make sure the load of my trip is properly packed, secured and within limits as guided by the manufacturers of the booked out FHS vehicle(s) and the permissible limit under the NRTA and its regulations.
9. I shall, at all times, obey the Rules of the Road contained in the NRTA and its regulations when making use of FHS Fleet.
10. I shall, at all times, comply with the applicable requirements of the Occupational Heath and Safety Act and its regulations when making use of FHS Fleet.
11. Under no circumstances shall the use of intoxicating liquor or substances be consumed by me while in charge of a FHS vehicle, or as a passenger.
12. I will strictly complete the Vehicle Checklist and Daily Trip Log Sheet of a FHS vehicle that was booked for my task.
13. To keep the FHS vehicle logbook(s) updated, neat and return the book in its the original state as it was handed out to me.
14. I shall be responsible for the cleanliness and tidiness of the FHS vehicle(s) under my control/booking.
15. No FHS vehicles may be taken home and must be returned to its designated parking by the end of the business day unless otherwise authorised.
16. I will adhere to legislated speed limits on public roads. If I commit traffic violations, I will be personally responsible for the Traffic fine(s) except if violations were for responding to emergency calls duty as part of practical training/activity.
17. I will personally be responsible for any penalties for infringements when FHS vehicle(s) is under my control.
18. I will strictly follow the usage of FHS vehicle(s) under lockdown guideline for transportation and as per the lockdown level.
19. Its my full responsibility to alert and report to the Fleet Co-ordinator, within 24 hours, any damage/incident/accident related to the FHS vehicle that was/is under my care before I check in the vehicle or after I have checked in the vehicle.
20. If I break any of the above-mentioned rules/agreements, I shall receive written warning(s) from the Fleet Office. After 3 warnings, I will accept the consequence of a possible ban from using the FHS Fleet for 6 months.
21. All my provided information will be complied with POPI Act of 2013 and I’m giving consent for the use of all provided personal identifiable information to the FHS Fleet Office for admin record keeping and Fleet management purposes.

**Signature:**

**Place** :

**Date** :