

Ocean Sciences Campus

Faculty of Health Sciences
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**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 while having the privilege to make use of the Health Sciences Faculty (FHS) branded Vehicles in presenting its image as well as the University’s image in my best interest as the designated driver:

1. Carry my driving licence with me at all times while making use of FHS vehicle(s) is 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/mean 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. I must have no 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 not for any private use regardless the nature.
6. Only university employees/students on official business- and work-related passengers may be transported as passengers in FHS vehicles (adhere strictly to the seating capacity designed for each vehicle).
7. 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.
8. I shall at all times obey the Rules of the Road contained in the NRTA and its regulations when making use of FHS Fleet.
9. 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.
10. No intoxicating liquor or substance may be consumed by me while in charge of a FHS vehicle, or being a passenger.
11. I will strictly complete the Vehicle Checklist and Daily Trip Log Sheet of a FHS vehicle that was booked for my task.
12. To keep the FHS vehicle logbook(s) updated, neat and return the book at the original state as it was handed out to me.
13. I shall be responsible for the cleanliness and tidiness of the FHS vehicle(s) under my control/booking.
14. No FHS vehicles may be taken home but be returned to its designated parking at the end of the day unless authorised.
15. I will adhere to legislated speed limits on public roads. If I commit traffic violations, I will be personally responsible for Traffic fine(s) except if violations was for responding to emergency calls duty as part of practical training/activity.
16. I will be personally responsible for any penalties for infringements when FHS vehicle(s) is under my control.
17. I will strictly follow the usage of FHS vehicle (s) under lockdown guideline for transportation and as per the lockdown level.
18. Its my full responsibility to alert and report to the Fleet Co-ordinator of any damage/incident/accident related to the FHS vehicle that was/is under my care before I check in the Vehicle or after I check in the vehicle within 24 hours.
19. If I break any of the above-mentioned rule/agreement, I shall receive the written warning(s) from the Fleet Office. After 3 warnings, I will accept the consequence of possible ban from using the FHS Fleet for 6 months.
20. 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 and Fleet management purposes.

**Signature:** **Place** : **Date** :