



## VEHICLE POLICY AND AGREEMENT

### Introduction

The purpose of this Policy is to:

1. Ensure the safety of those individuals who drive MANEPO vehicles. Vehicle accidents are costly to the organization, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. MANEPO expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.
2. Clarify the administrative requirements of operating the vehicle and identify those costs that MANEPO will bear and those costs that are to be borne by the driver.

### Operational Requirements

- Drive the vehicle with due regard for all traffic regulations, your own safety and the safety of pedestrians and other road users.
- Drivers are under instructions not drive beyond 80 KPH
- Drivers must record start mileage before starting the engine and also record mileage at the end of the assignment
- All MANEPO vehicles MUST be parked by 6 pm, unless permission/authorization is taken in advance, stating reasons for keeping the vehicle on the road after 6 pm.
- Do not drive the vehicle whilst under the influence of alcohol or drugs.
- If you take medication that is likely to affect your ability to drive safely, you must advise your line manager accordingly.
- You must produce Driver's Licence for sighting when requested. You shall immediately notify your line manager if your driver's Licence is revoked or suspended. Failure to do so may result in disciplinary action, including dismissal.
- Do not use a mobile phone in the vehicle whilst driving unless it is being used on hands-free operations.
- Do not try to perform other tasks which may impede your ability to focus on safely operating the vehicle while it is in motion.
- Ensure that all occupants, including you wear safety belts when the vehicle is in operation.
- Ensure that the vehicle is not driven by an unlicensed driver

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- Do not use the vehicle for hire or reward.

## **Vehicle Care, Security and Administration**

- Ensure that there is no smoking in the vehicle.
- Ensure the vehicle is kept clean, is roadworthy at all times and is maintained in good condition subject to wear and tear and has a current registration sticker affixed.
- Ensure that all maintenance and services scheduled by the manufacturer are carried out in accordance with their recommended time/mileage guidelines.
- Keep the vehicle locked at all times when not in use. When “garaged” at your residence, the vehicle should be maintained in a secure location, preferably “off street” and under cover.
- Never leave keys in unattended vehicle.
- Do not ignore vehicle warning lights/sounds systems (such as oil/engine management etc) and have vehicle checked as soon as possible after such warnings commence.
- Make the vehicle and its service records available to your line manager on request for the purpose of an inspection to determine that the vehicle performance and appearance comply with this policy.

## **What To Do In Case of An Accident**

All accidents, regardless of severity, must be reported to the police. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, including dismissal. Record names and addresses of driver, witnesses, and occupants of the other vehicles

In the case of an accident, avoid any acceptance of liability and report full details to your line manager immediately. A claim form will usually be required to be completed, which your line manager will provide where required.

## **Vehicle Related Costs That You Must Pay For**

You are responsible for the payment of parking and traffic violations. MANEPO accepts no responsibility for fines.

MANEPOP Motor Vehicle Insurance policy contains an excess. This means that we are responsible for the first part of any claim. In the following circumstances and at MANEPO’s ultimate discretion MANEPO may require you to pay all or part of the excess relating to any insurance claim.

- Driving While Under the Influence of Drugs
- Driving While Intoxicated
- Operating During a period of Suspension or Revocation
- Permitting an Unlicensed Person to Drive
- Reckless Driving
- Speed Contest (racing)
- At fault accidents
- Private use driving

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## Safe Driving Rules

Driving long distances requires planning and appropriate rest breaks. Before starting out on a long trip you should:

- Ensure you have enough sleep before your trip.
- Avoid consumption of alcohol prior to and during driving
- Stop if you feel drowsy – take a short break (15-20 minutes)

## Fatigue Signs

- Constant yawning
- Blurred vision
- Slowed reactions
- Poor concentration
- Heavy or sore eyes
- Impatience
- Driving at different speeds
- Not remembering the last few kilometers of your trip.
- Letting your vehicle wander across the road
- Poor gear control or use of controls

## Driving Tips

- Drivers are required to maintain a safe following distance at all times.
- Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four-seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Avoid driving in other driver's blind spots; attempt to maintain eye contact with the other driver, either directly or through mirrors.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road. Tyres can hydroplane on wet roadways at speeds as low as 60 KPH.
- Turn signals must be used to show where you are heading; while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. Approach a green light with your foot poised over the brake to reduce your reaction time should it be necessary to stop. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make right turns, keep your wheels facing straight ahead. If rear-ended, you will not be pushed into the lane of oncoming traffic.

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- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary, and may prevent you from being pushed into the car in front of you if you are rear-ended.
  - Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful. Back to the driver's side. Do not back around a corner or into an area of no visibility.

### **Driver Acknowledgment**

I acknowledge that the information contained in this Policy has been reviewed with me. As a driver for MANEPO, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage and that I may incur or be held responsible for the insurance excess in the event of an accident as well as other operating costs.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Drivers Licence No. \_\_\_\_\_

Licence Expiry Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Date of Declaration \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(Please attach copy of Drivers Licence to this form)