

STELLENBOSCH UNIVERSITY
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 Stellenbosch University 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.
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 applies 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.
4. 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.
5. There shall be **no smoking** either in Fleet vehicles or in the Vehicle Park and **no pets** shall be transported in Fleet vehicles.
6. 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.
7. The driver of the vehicle must complete the trip card fully before departure and hand it in at the gate.
8. Before using the Fleet vehicle, the driver shall ensure that the vehicle has a jack, a spanner, a spare wheel, a petrolcard (in the keyholder) and the instruction sheet "Dos and Don'ts in Case of an Accident" (in the cubbyhole).
9. 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.
10. The Fleet vehicle's fuel tank shall be full when the vehicle is returned to the US Vehicle Fleet.
11. The Fleet vehicle's petrol card shall not be offered for payment at a toll gate or a parking area.
12. The Fleet vehicle shall be kept **clean and tidy**.
13. Booked times and dates shall be adhered to strictly and bookings shall be cancelled 24 hours prior to the time booked. Driver shall complete the trip **ticket in full**.
14. Only use G P Towing in the Western Cape – 082 807 0901 or 083 270 4483 – in case of an accident.
15. 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 hours of the incident.
16. **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 R2 500 (damage on body of vehicle) or R750 (windows), being the insurance excess fee, which amount shall be debited from the user's relevant cost centre.**
17. 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.
 - 17.1 The full cost of repairs for damage resulting from any unauthorised, malicious, or wilful act of the driver.
 - 17.2 The full cost of repairs where damage to the Fleet vehicle was not reported to the US Vehicle Fleet within 12 hours of the time of the incident, and where a Fleet vehicle was stolen and the driver had failed to lock the vehicle as stipulated in paragraph 3 and 4 above.
 - 17.3 Booked vehicle is taken without permission 500,00
 - 17.4 Booked vehicle is no longer required, and cancellation didn't take place 24 hours prior to collecting Full day rate
 - 17.5 Booked vehicle is kept overnight or returned late without permission R250,00
 - 17.6 Keys collected after hours R100,00
 - 17.7 Keys returned late R200,00
 - 17.8 Vehicle collected prior to booking R200,00
 - 17.9 Vehicle returned with less than 100% full tank R50,00
 - 17.10 The inside of the vehicle is left untidy and / or dirty when parked R100,00
 - 17.11 Lost identification card or petrol card R100,00
 - 17.12 Lost trip card R50,00
 - 17.13 Lost number plate R100,00
 - 17.14 Lost emergency kit (jack / wheel spanner / spare wheel) Subject to change
 - 17.15 Vehicle's doors and/or gear-lever left unlocked when parked R250,00
 - 17.16 Smoking in vehicle R100,00
 - 17.17 Toll gate Subject to change
 - 17.18 Valet (inside) R350,00
 - 17.19 Valet (inside and outside) R500,00
 - 17.20 Wrongful use of fire extinguisher R200,00

THEFT:

1. **Immediately phone 021 808 4611 (08:00 – 16:30), 021 808 9334 (16:30 – 21:00) or Campus Security 021 808 2333 / 4666 (after hours).**
2. **Then report the incident to the SAPS and get the case number for the insurance. Complete a motor accident claim form at Vehicle Fleet.**