



the dr&pw

Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL POLICY ON TRANSPORT

Version 6
FEBRUARY 2019

TABLE OF CONTENTS

Contents	Page
1. DEFINITIONS	2
2. INTRODUCTION.....	5
3. REGULATORY FRAMEWORK.....	5
4. OBJECTIVE AND SCOPE	6
5. PRINCIPLES, VALUES AND PHILOSOPHY	7
6. DOCUMENTS	8
7. PROCEDURES: RESPONSIBILITY AND AUTHORITY	8
8. MISUSE AND ABUSE OF VEHICLES	19
9. HIRED VEHICLES	22
10. TOLLGATE FEES	22
11. MONITORING AND EVALUATION	24
12. POLICY REVIEW	24
13. APPROVAL	24
ANNEXURE A: REQUIRED FORMS AND DOCUMENTATION	24

1. DEFINITIONS

Unless otherwise indicated, the following terms shall be defined as follows:

"Abuse:	Means any act or omission by any official of the Department of Roads and Public Works which causes physical damage to a vehicle and which arises out of willful or negligent misconduct.
"Accounting Officer"	A person in terms of section 36 of the PFMA.
"Approved service provides"	Means an entity that leases vehicles to the Provincial User Departments for their exclusive use under a full maintenance lease agreement.
"Benchmark Categories"	The set engine capacity per category of vehicle for allocation purposes as amended by the Northern Cape Department of Transport annually.
"Benchmark Categories"	The set engine capacity per category of vehicle for allocation purposes as amended by the Northern Cape Department of Transport annually.
"Capital Remuneration or Benchmark Price"	The state's contribution to the capital cost based on the purchase price minus the estimated resale value of a subsidized vehicle, payable in equal monthly installments for the duration of the economic use of the vehicle for official purposes.
"Department"	Department of Roads and Public Works, Northern Cape Province
"Departmental Transport Committee"	Will include the Departmental Transport management, District Transport Management and District Transport Officer.
"District Transport Manager"	The office situated in the District Office under whom fleet management resolves.

"Driver"	An official of the department who is in possession of a valid unendorsed driver's license.
"Employee / Official"	(a) any person that has been appointed permanently, notwithstanding that such appointment may be on probation, to a post contemplated in section 8 (1) (a) of the Public Service Act, and includes a person contemplated in section 8 (1) (b) or 8 (3) (c) of that Act; or (b) any person that has been appointed on contract in terms of section 8 (1) (c) (ii) of the Public Service Act
"Family"	The employee spouse, life partner, biological parents, adoptive parents, grandparents, biological children, adopted children, grand children or siblings.
"Government Vehicle"	(i) Vehicles purchased, maintained and operated by the department (government owned vehicle). (ii) Vehicle permanently allocated to the department for its exclusive use under a full maintenance lease (FML) from the appointed service provider. (iii) Vehicle rented on a short term basis from an approved service provider for the use by the department.
"Headquarters"	City, town or site where the main functions of the Department and official are situated.
"Local / Departmental Transport Officer"	An official in the transport section who is responsible for the administration of the Department's subsidised and government vehicles
"PFMA"	Public Finance Management Act, Act 1 of 1999
"Programme Manager"	The Senior Management Service (SMS) Member who are responsible for managing a certain Departmental Programme / Directorate.
"Responsibility Manager"	The Senior Management Service (SMS) or Middle

	Management Service (MMS) Member who is responsible for the management and budget of a certain programme or sub-programme.
"SAPS"	South African Police Service.
"Transport Officer"	An official in the transport Department who is responsible for the administration of the government owned (GG) transport and subsidized vehicles.

2. INTRODUCTION

The Department of Roads and Public Works acknowledges the seriousness of the availability of major vehicles and the impact this resource has on service delivery, hence the formulation of this policy.

The development of a Transport Policy will enable the Department to realise some of its responsibilities; i.e. service delivery imperatives; economic and efficient usage of resources; etc.

This document has been compiled to inform management and staff of the Department of Roads and Public Works regarding policies and procedures related to the use of government vehicles, departmental owned vehicles and hired vehicles. This document outlines the procedures to be followed and the activities to the use of these vehicles. Deviations from these procedures need to be approved by the Head of Department.

This document also deals exclusively with the usage to government owned vehicles and those which are hired from a rental company, exclusively for government purposes.

It is therefore the responsibility of the Department to ensure that all of its officials are provided with necessary tools to perform their duties in relation to the fulfillment of their contractual obligations with the Department.

This policy revokes all other departmental policies or drafts.

3. REGULATORY FRAMEWORK

- 3.1. The Constitution of the Republic of South Africa (Act No. 108 of 1996), section 215 and 217,
 - 3.2. The Public Finance Management Act no.1 of 1999 (as amended by Act no 29 of 1999):
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- Section 38 dealing with general responsibilities of accounting officers and specifically subsection 38 (1)(a)(i), 38(1)(b),38(1)(d),38(1)(h) and
 - Section 45 dealing with the responsibilities of other officials.
- 3.3. Transport Handbook on Tariffs for the use of Motor Transport; as amended: Amendment No. 1 of 2011 of the Annexure to Transport Circular No.1 of 1977.
- 3.4. Transport Handbook: Circular No.4 of 2000, Utilization of Government Owned Fleet.
- 3.5. Service Level Agreement between the Northern Cape Provincial Government and the approved service providers.
- 3.6. Public Service Regulations, 2001.

4. OBJECTIVE AND SCOPE

- 4.1. To ensure the following:
- The validity of the use of vehicles owned by the Department, and vehicles hired by the Department of Roads and Public Works.
 - The accuracy and completeness of the recording of all transactions / activities related to the use of the abovementioned vehicles.
 - The proper maintenance and safeguarding of government owned vehicles.
- 4.2. The policy also prescribes the procedure to be followed when requesting for the government owned vehicle from the pool.
- 4.3. The policy seeks to minimize the misuse and or unauthorized use of government owned vehicles.
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- 4.4. Furthermore the policy is intended to clarify the position regarding transport as stated in the Public Service Regulations.

5. PRINCIPLES, VALUES AND PHILOSOPHY

All officials must ensure the efficient, effective and economic use of government vehicles and the proper accountability thereof. All officials must adhere to the following policies:

- 5.1. Vehicles may only be used for activities which are in line with the objectives of the Department of Roads and Public Works.
- 5.2. Vehicles may not be used for political purposes or to take part in industrial / union activities.
- 5.3. Only government employees may be authorised as a driver.
- 5.4. An official at assistant director level or above (who is senior to the person travelling and is in their line) Department must authorise all trip authorisations.
- 5.5. Vehicle keys must be kept safely secured in the transport office if not in use and duplicate keys must be stored in a secure place.
- 5.6. If the vehicle is used by a non-state employee (in exceptional circumstances where special permission has been obtained), an indemnity form is to be completed by the non-state employee.
- 5.7. Drivers are held responsible for all transactions effected while the petrol card is in the driver's possession. This card is to be used exclusively for purchases of petrol and toll fees.
- 5.8. If a government vehicle is used for official purposes, the cost of the use of this vehicle is to be borne by the Directorate from whom the request had originated.
- 5.9. Government owned vehicles are not to be used as a means of transport between work and home for departmental employees.
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- 5.10. A checklist is to be completed and signed off by the driver returning the vehicle, as well as the driver who is to use the vehicle. This checklist is to serve as confirmation that the vehicle has been returned in a clean and roadworthy condition and it is removed from the premises of the Department in the same condition.
- 5.11. It is the duty of the official to complete and sign off the checklist upon departure and return of the vehicle to the premises.

6. DOCUMENTS

The following documentation pertains to the use of government owned vehicles:

- Petrol Card (i.e. parking & fuel);
- Trip Authority;
- Vehicle log book;
- Z181 - accident report form.

7. PROCEDURES: RESPONSIBILITY AND AUTHORITY

The following officials are responsible for the various activities within the Department of Roads and Public Works relating to the use of government owned vehicles and government-hired vehicles.

7.1 The Head of Department is responsible for:

- The appointment of the Departmental Transport (Advisory) Committee / Collision Management Unit.
- Approval of the application for subsidized transport scheme.
- Approval of the policy.

7.2 Responsibilities of other officials and units:

- Programme managers are responsible for the implementation of the policy.
- The Directorate Policy and Planning will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.
- Supply Chain Management is responsible for the commitment of the transport management service.
- Management Accounting – Division Budget and Expenditure Control, is responsible for the monitoring of the expenditure and budget.
- The Financial Inspectorate will perform investigations with regard to compliance, regulations, policies and procedures.

7.3 The Service Provider is responsible for the following:

- Receive and application form, thereafter submit quotation to the applicant.
 - Perform credit rating of the applicant.
 - Request a deposit, if necessary.
 - Order the vehicle.
-

7.4 The Departmental Transport Committee is responsible for the following functions:

- To evaluate all applications for subsidized vehicles based on the transport policy, the circular issued from time to time by the Department of Transport, and this policy and advise and make recommendations to the HOD.
- To verify applications in terms of job description and this policy.
- To verify the validity of an officer's driver's license.
- To vet application, utilization period and kilometers.
- To review all applications in the context of the previous kilometers travelled and available exception reports from the service provider on utilization of a previous vehicle.
- To submit a monthly reports assessing compliance with this policy.
- To perform any other function consistent with this policy as may be conferred by the Accounting Officer.

7.5 Responsibilities of the Transport Control Officer and Local Transport Officer:

- Co-ordinate motor transport to ensure optimal utilization of vehicles at all times.
 - Exercise control over the maintenance of, and expenditure involved in the use of motor and other transport.
-

- Ensure proper completion and regular scrutiny of all records and returns concerning transport, especially the vehicle asset register of all vehicles under his/her control.
- Ensure the roadworthiness of all vehicles and regular servicing of all vehicles.
- Ensure that once a vehicle has completed its journey it is returned to the designated parking area, in a clean condition and in good working order.
- Ensure compliance with all instructions relevant to the use, operation and maintenance of vehicles.
- Maintain a link with their office and department, Government Motor Transport (GMT) and commercial garages.
- Shall be responsible for the Contract Management and act as proxy on behalf of Department in the management of the National Motor Transport Scheme - Transport Circular No. 5 of 2003.
- In any abuse and misuse of Government vehicles Local Transport Officer should assist Transport Control Officer to take steps against the official.

7.6 Responsibilities of the Driver:

- Safe and legal operation of the vehicle.
 - Report any mechanically related problems associated with the vehicle.
 - Performance of vehicle checks (i.e. oil and water levels, tire pressure, working condition of lights, etc.) when the vehicle is in her/his possession.
 - Performing the instructions as set out in this policy applicable to drivers.
 - Performing the instructions of the Transport Officer regarding transport related matter.
-

- Reporting of accidents, damages and other losses.
- Check the condition of the vehicle, including the expiry period on the licence of the vehicle;
- Ensuring the cleanliness of the vehicle.
- Reporting any damage to the vehicle, that has resulted from prior trips.

7.7 Allocation of Vehicles:

- All vehicles are pooled at Head Office or District Offices and allocated from there by the Transport Officer.
 - Vehicles allocation to users (drivers) is subjected to a pre-approved monthly plan and original authorized trip authority.
 - Allocation of vehicles can also be done on submission of an approved weekly plan.
 - No allocation shall be done outside of the approved monthly or weekly plan.
 - Approved monthly plans and trip authorization to be submitted on or before the third Friday of each month, prior to the month the vehicle authorization is required.
 - Approved weekly plans and trip authorization to be submitted every Thursday of each week prior to the week the allocation is required in respect of emergencies that were not planned for on the monthly plan.
 - However, trip authorization should not run for longer than one week (4x4's excluded) in order to assist the Transport to rotate the vehicle to remain within the allocated kilometers as prescribed by the service provider.
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7.8 Authorisation of Use:

- The driver requiring the use of a government vehicle must complete a trip authorization form and forward it to his/her "Supervisor" (an official of assistant director level or above, who is senior to the requestor and in his/her direct management line) for authorization.
- The "Supervisor" forwards the trip authorization form to the Head of the relevant office for final authorization.
- The authorization party should assess the intended purpose for use of the vehicle to ensure that it will be used for activities which are in line with the objectives of the Department.
- If the driver intends to park the vehicle at his/her private residence, an application for this purpose must be completed and forwarded to the relevant Head of Department for authorization. The authorization thereof is subject to the following criteria:
 - There is a garage or lockable gates and;
 - The individual will be leaving early morning or will be returning late at night; or
 - It is not pragmatic to firstly report to the office (due to the destination to be travelled), or;
 - The individual works from his/her private residence; or
 - If the vehicle is to be stored overnight at the premises of the driver, a memorandum supporting this fact is to be submitted by the relevant Manager to the Head of Department.

7.9 Issuing of Vehicles:

- In extreme urgent cases and emergencies, vehicles may be utilised by a verbal trip authority from a Director (or otherwise delegated in the line function, to the Transport Officer and a signed trip authority obtained within 24 hours of the trip.
 - Official transport will not be provided for officials working overtime unless proof can be given that no public transport is available at the said times and at least a Director has approved that request in advance with all the proper documentation.
 - Vehicles may only be issued on the day of travel, unless prior approval was obtained the application to park the vehicle at the driver's private residence.
 - A duly completed trip authorization form is required before any vehicle may be issued including daily messenger trips.
 - The Transport Officer completes the vehicle issue form and records the following:
 - Condition of the vehicle;
 - Odometer reading;
 - Quantity of fuel in the tank;
 - Log book and petrol card number.
 - The driver signs the vehicle issue form and accepts responsibility for the vehicle.
 - The signed trip authority document must be carried in the vehicle.
 - A copy of the signed trip authority must be filled by the Transport Officer.
 - The driver must have his/her license available upon request by the Transport Officer.
-

- Continued late return of vehicles may result in refusal to issue a vehicle in future.
- If the return is late or over a weekend the books, keys and checklist must be handed in at security.

7.10 Use of Vehicles:

- The driver accepts full responsibility for the vehicle, log book, keys and petrol card upon signing the vehicle issue form until returning it to the Transport Officer.
 - The driver must adhere to all traffic regulations at all times. Penalties imposed due to the non-adherence to traffic regulations will not be settled by the Department.
 - The driver is not allowed to pick up any casual passengers.
 - Immediate family members may only be conveyed within the vehicle if prior authorization was obtained. An indemnity form is to be completed for those passengers.
 - The vehicle may only be used for official purposes, and may not be used for private purposes.
 - Private property conveyed in the vehicle may not be of such a nature that could possibly cause any damage to the vehicle.
 - Loose vehicle equipment like spare wheel, toolkit, jack etc. will be checked in the pre and post trip inspection and will be the responsibility of the driver until the vehicle is checked in.
-

7.11 Parking of vehicles:

- All necessary precautionary measures must be taken to safeguard the vehicle against damage, theft or irregular use.
- The driver should ensure the safe parking of the vehicle. Parking charges incurred for the government vehicle will be refunded (legitimate receipts to be submitted).
- If no secure facilities are available, the driver can park the car at the nearest official property for example at a Police Station.
- Vehicles must be parked at official locations in the approved parking allocations as allocated by the Transport Officer at night.
- Vehicles may only be parked at the driver's private residence if authorization has been obtained from the Head of the Department.
- The vehicle is to be parked in a garage or an area with lockable gates.
- The vehicle may not be used for any private purpose while kept at the residence of the official.

7.12 Rental Vehicles via Car Rental Companies:

- Such bookings are made by filling out a short term requisition form. All applicable procedures, guidelines and policies do apply.

NO SHOW

No show by departmental officials or appointees not showing up for booked pick up must be reported within 24 hours to the car rental company and his/her line manager to facilitate the immediate addressing of the problem. If it is not reported it will be regarded as an admission of guilt. No shows from bookings made, must be reported to the car rental companies emergency number immediately to facilitate.

7.13 Accidents:

- In the case of a government vehicle being involved in an accident, it must be reported irrespective of the nature / seriousness of the incident.
- The incident must be reported to the police within 24 hours thereof.
- The government vehicle driver's details must be supplied upon request if reasonable grounds are present to supply the details.
- All the information (i.e. vehicle registration number, name, ID number, insurance broker, etc.) of the other driver must be obtained.
- The driver must provide an endorsement in the vehicle log book, and complete necessary parts of the Z181 - accident report form.
- The Z181 - accident report form, should include witness statements and other relevant supporting documentation, which must be submitted to the local Transport Officer.

7.13.1 Accidents Involving Rental Vehicles:

- All accidents and losses must be reported to SAPS within 24 hours.
 - The Car Rental company must be informed within 24 hours.
 - The Z181 must be filled out and sent to the Transport Officer.
 - Transport Committee to facilitate tabling at the Loss and Disposal Committee meeting for a decision.
 - Policies and prescripts of the Car Rental agency also apply.
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7.14 Damages and Other Losses:

- The driver of the vehicle must report the incident to his/her Transport Officer without delay.
- The Transport Officer must notify the police within 24 hours and his/her head office and the entity.
- The Transport Officer must ensure that all the relevant details are obtained for the investigation to be carried out.
- Adherence to DRPW's approved Loss and Disposal Policy to apply in all cases.

7.15 Maintenance of Vehicles:

- The driver should ensure that the vehicle is in a roadworthy condition.
 - The air pressure of the tyres must be verified once a week to ensure the adequacy thereof.
 - Fuel and oil as prescribed by the manufacturer must be used.
 - The fuel consumption of vehicles must be monitored.
 - The following indicators must be maintained for each vehicle:
 - Actual kilometers travelled;
 - Fuel utilization;
 - Total maintenance cost;
 - Running cost per kilometer;
 - Availability;
-

- Utilisation; and
- Vehicle performance compared to similar fleet vehicles.
- Battery replacement - the replaced battery must be handed to the supplier as part payment for the new battery and an invoice must be supplied. Batteries still under guarantee must be returned to the supplier.
- Any vehicle must be serviced and/or repaired by the local agent of the manufacturer.
- All vehicles must be serviced within the intervals as indicated in the servicing coupon booklets.
- The Transport Officer is responsible for timeous performance of all repairs and replacement of spare parts.

8. MISUSE AND ABUSE OF VEHICLES

8.1 Abuse / Misuse and Unauthorized Use of Government Vehicles:

- The driver or an employee who, without authority, irregularly, recklessly, negligent used a vehicle or misused it may be subjected to disciplinary action, apart from any other relief available to the Department.
 - The driver or the officials who has been found to have abused / misuse the government vehicle; after thorough investigation has been conducted may be suspended from using government vehicle in future.
 - All costs (i.e. damage to property; fines for impounded vehicles; third party claim in case of accidents; tariff charged by; the service provider in case of a rented car; levy on distance covered; etc) associated with abuse / misuse and unauthorized utilization of government vehicle will be borne by the driver.
 - All abuse of state vehicles must be investigated by the Transport Officer within 2 working days from the date of the alleged incident.
-

- Misuse of a vehicle will result in disciplinary action being taken against officials in terms of the Public Service Co-ordinating Bargaining Council Resolution no. 2 of 1999, as amended by the Public Service Co-ordinating Bargaining Council Resolution No. 1 of 2003.

8.2 Smoking:

- No smoking is allowed in any government vehicles.
- Violation of this policy will lead to a refusal to allocate vehicles to an individual in the future. This will be dealt with in terms of the Public Service Regulations.

8.3 Suspension of Officials from Driving Government Vehicles:

- The Transport Committee may suspend an officer from driving a government vehicle where:
 - I. the official has subjected a government vehicle to misuse or irregular use;
 - II. proof exist that the official has driven a vehicle to misuse or irregular use;
 - III. the official was found guilty to have driven the vehicle whilst under the influence of liquor or narcotic drugs.

8.4 Drunken Driving:

- Drunken driving is a criminal offence; will not be tolerated within the Department. In the event of an accident whilst under the influence of liquor, may lead to the following:
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- Report to the SAPS; a case of malicious damage to government property opened.
- Disciplinary action on misconduct instituted against the official.
- Damages suffered recovered from the official.

8.5 Suspension of Officials from driving Government-Owned Vehicles:

- If damage is caused to one of the Department's owned vehicles and it is evident that the official:
 - Used the vehicle with authorization for official purposes.
 - Possesses a valid driver's license or other appropriate license.
 - Used the vehicle in the interest of the Department.
 - Did not allow unauthorized persons to handle the vehicle.
 - Did not deviate from the official journey or route without prior authorization.
 - Did not, without prior consultation with the State Attorney, make an admission that was detrimental to the State.
 - Was not involved with the use of alcohol or drugs.
 - The Department will in those cases, accept liability for any loss or damage suffered by another person.
 - A disciplinary enquiry will be instituted should an employee deviate from any of these provisions. If the outcome of such a disciplinary process provides evidence of negligence, the employee will be liable to pay for the costs and losses incurred.
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- If the employee is held liable, the accounting officer must determine the amount of the damage and in writing request the official to pay the amount within 30 days or in reasonable installments, depending on the amount.
- It should be noted that after any deductions, an employee must have sufficient money left to maintain himself / herself and any dependants. Discretionary deductions should not exceed 40% of the employee's basic salary.

8.6 Tracking System:

- All vehicles must be fitted with a tracking system.
- This system will assist the transport unit to assess driver behavior.
- This system information shall be used in any abuse as misuse cases of vehicles.
- Transport officers shall use the information to warn drivers of their driving behavior.

9. HIRED VEHICLES

- Vehicles which are hired from commercial rental establishments, are to be used exclusively for government purposes.
- When the vehicle is no longer in use, it must be returned immediately to prevent unnecessary charges. The cost for use of the vehicle is to be settled by the Department.
- The same procedures apply to hired vehicles as to Government owned vehicles with regard to transporting passengers, issue of usage, parking etc.

10. TOLLGATE FEES

- If toll fees are incurred on authorized trips, the cost thereof is to be settled by the Department.
- The driver of an authorized vehicle must use the card to pay for the tollgate fees. Otherwise he must pay the amount from his pocket and later claim the exact amount. In that case the legitimate receipt must be submitted with the claim.
- Proof of the amount paid is to be kept by the driver and is to be produced once the vehicle is returned to the Department.

11. MONITORING AND EVALUATION

- 11.1 The Directorate Strategic Planning Management will monitor and evaluate compliance and impact of these guidelines by all programs and sub-programs in the Department.
- 11.2 The Financial Inspectorate will perform investigations with regard to compliance, regulations, policies and procedures.
- 11.3 The departmental Transport (Advisory) Committee shall convene meetings on a monthly basis in order to assess the performance of the Department with regards to this policy.

12. POLICY REVIEW

- 12.1 This policy shall be assessed every five [5] years from its effective date to determine its effectiveness and appropriateness. This policy may be assessed that time as necessary to reflect substantial organisational etc. changes at the Department or any change required by law.
- 12.3 Deviations from this policy must be approved by the Accounting Officer.
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13. APPROVAL


This policy is approved / not approved

Comments:

.....
.....
.....
.....



ACCOUNTING OFFICER

05.03.19

DATE

ANNEXURE A: REQUIRED FORMS AND DOCUMENTATION



the dr&pw
 Department:
 Roads and Public Works
 NORTHERN CAPE PROVINCE
 REPUBLIC OF SOUTH AFRICA

TRIP AUTHORISATION FORM

NAME:				
RANK:				
DIRECTORATE:				
DETAILS OF TRIP				
DEPARTURE DATE	RETURN DATE	NO. OF DAYS	DESTINATION	REASON
.... / / 20.... / / 20....			
.... / / 20.... / / 20....			
.... / / 20.... / / 20....			
.... / / 20.... / / 20....			
.... / / 20.... / / 20....			
.... / / 20.... / / 20....			
TRAVEL BY	CAR	PLANE	<i>Please give motivation below if travelling by plane.</i>	
COST CENTRE		BUDGET AVAILABLE	YES	NO
DATE / / 20.....	APPROVED/NOT APPROVED			
.....			
APPLICANT'S SIGNATURE	DIRECTOR			
HOD's signature required for flights and Sen. Managers.				
RECOMMENDED / NOT RECOMMENDED	APPROVED/NOT APPROVED			
.....			
HEAD OF UNIT/SECTION	HEAD OF DEPARTMENT (HOD)			

81/147909 (Z606)

**TRIP AUTHORISATION FORM FOR THE USE OF GOVERNMENT OWNED AND
 SUBSIDISED VEHICLES**

IMPORTANT NOTICE: THIS TRIP AUTHORITY IS SUBJECT TO THE CONDITIONS AS STIPULATED OVERLEAF

NB: This form has to be completed in full and in duplicate prior to departure, copy to be attached to official Transport Request form in respect of general hire vehicle

(TO BE COMPLETED BY THE PERSON REQUESTING TRANSPORT)

Name of main driver:	Driver's ID Number:	Licence No:	Code:
Department:	Section:	Telephone No:	
Name of co-driver:	Co-driver's ID No:	Licence No:	Code:
Vehicle Registration No:	Vehicle Station:	Make/Model:	

PART 1: TO BE COMPLETED BEFORE JOURNEY

Date	Starting point	Odometer reading	End point	Odometer reading	Reason for trip

Validity Period: Date From To: Time Period: From To:

Passengers: Enter names and ID No's of authorised passengers below. An ID **MUST BE** carried while travelling in a Government Vehicle.
 Note: Hospital patients are exempted from carrying ID, but names must be listed below.

Names	ID No	Reasons	Name	ID No	Reasons

Goods/Equipment	Quantity	Reason

** If this is a permanent allocation of the vehicle, then provide a brief explanation of the intended use:*

From: To:

ABOVE TRIP/S AUTHORISED BY:
 I hereby certify that the journeys are official and that funds are available to cover the expenditure.

Supervisor's Name: Signature: Tel. No.: Date:

Responsibility Manager: Signature: Tel. No.: Date:

RESP. CODE

 OBJECTIVE CODE

Transport Officer's Name: Signature: Tel. No.: Date:

PETROL CARD NO.: (TO BE COMPLETED BY TRANSPORT OFFICER)

--	--	--	--	--	--	--	--	--	--	--	--

Issued by: Rank:

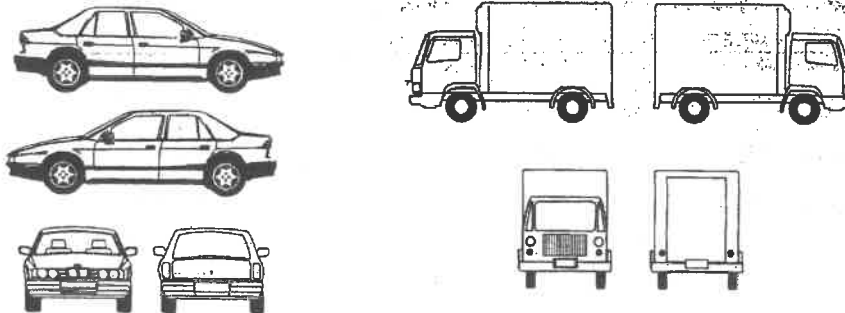
Received by: Signature:

B1/147909 (Z606) cont.

VEHICLE INSPECTION AND ISSUE: Is the vehicle roadworthy?

YES NO

Indicate defects on vehicle prior to departure with



I hereby confirm that I hold a valid driver's licence and acknowledge that I have read and understood my responsibilities as the driver of this official vehicle set out in the Handbook for Drivers of Official Vehicles.

Driver's signature: Date:

PART 2: TO BE COMPLETED AFTER THE JOURNEY

Number of fuel vouchers issued to the driver before the trip () and the number of used vouchers returned after the completion of the trip ().

Indicate defects identified on vehicle on completion of trip

Refuelling particulars (Slips to be attached).

DATE	KM/ READING	NAME OF SERVICE STATION	TOWN	LITRES REPLENISHED		VALUE		QUANTITY OF FUEL (Subsequent to journey) (Tick relevant column)						
				Fuel	Oil	R	c	F	3/4	1/2	E			

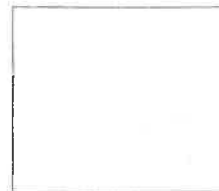
Vehicle & Petrol card returned by:

Driver's Signature: _____ Driver's Name: _____ Date: _____

Transport Officer's Signature: _____ Transport Officer's Name: _____ Date: _____

The trip authority will be subject to the following conditions:

- * The contents of the Transport and the Driver's of Official Vehicles Handbooks are understood and adhered to at all times.
- * That the vehicle may not be re-fuelled unnecessarily.
- * The authority is obtained to keep the vehicle overnight.
- * That the Transport Section be advised as soon as possible of trip cancellation.
- * Vehicle keys are only issued to authorised licenced driver.
- * That the Fleet Management Service Provider card and keys are handed back to the Transport Officer as soon as possible after the journey.
- * Vehicle is issued with the following tools/accessories: triangle(s), jack, wheel spanner, spare wheel(s), petrol cap, petrol card no.



G.P.-5. 81/181177

81/151177
(Z 181)

**VERSLAG OOR 'N ONGELUK
 REPORT ON AN ACCIDENT**

Notes/Notes:

- (i) Verwys na bestaande voorskrifte voordat hierdie vorm in tweevoud of in drievoud, na gelang van omstandighede, voltooi word.
 Refer to existing instructions before completing this form in duplicate or triplicate, as circumstances may require.
- (ii) Verstrek alle toepaslike/bekombare inligting.
 Furnish all applicable/available information.
- (iii) Stuur ten opsigte van 'n GG-voertuig twee afskrifte aan die Staatsgarage en die ander aan u eie departement.
 In respect of a GG vehicle two copies must be made available to the Government Garage and the other to your own department.

DEEL I/PART I

(Besonderhede verstrek te word deur drywer van staatsvoertuig)
 (Particulars to be furnished by the driver of the government vehicle)

- A.
1. Staatsvoertuig No. / Government vehicle No. Fabrikaat / Make Prov./ragnr. / Prov. reg. No.
 2. Naam van drywer / Name of driver Rang / Rank
 3. Datum van ongeluk / Date of accident Tyd / Timeh
 4. Plek waar ongeluk plaasgevind het / Place where accident occurred
- (noem naam van die straat/pad en naam van en geskatte afstand na die naaste dorp)
 (indicate name of street/road and name of and estimated distance to the nearest town)
5. Geskatte spoed van staatsvoertuig onmiddellik voor die ongeluk / Estimated speed of government vehicle immediately before accident occurred
 6. Hoe was die sigbaarheid? / Nature of visibility? Indien swak, wat was die rede? / If poor, state reason
 7. Watter soort pad was dit op die plek van die ongeluk? Teer/grond/beton.* (* Haal deur wat nie van toepassing is nie.) / Type of road at spot of accident. Macadamised/gravel/concrete.* (* Delete whichever is not applicable.)
 8. Wat was die toestand van die blad op die plek van die ongeluk? Sinkplaat/slaggate/os/stowwrig/hat/gyerig/erg gerond/weinig gerond.* (* Haal deur wat nie van toepassing is nie.) / State condition of road surface at spot of accident. Corrugated/potholed/loose/crusty/wet/slippery/severely cambered/slightly cambered.* (* Delete whichever is not applicable.)
 9. Was die pad toegekamp? / Was the road fenced in? Indien wel, aan beide kante of slegs een kant? / If so, on both sides or on one side only?

Waar diere by die ongeluk betrokke was, meld of 'n veewagter die diere opgepas of aangeja het en verstrek sy naam en geskatte ouderdom / Where animals were involved, indicate whether they were tended to or driven by a herdsman and give his name and estimated age

 10. Watter tekens, hoor- of sigbaar, het u gegee? / What signs, audible or visible, did you give?
 11. Watter tekens, hoor- of sigbaar, het die ander party gegee? / What signs, audible or visible, did the other party give?
 12. Het u binne 3 uur voor die ongeluk plaasgevind het enige alkoholiese drank of verdowingsmiddels gebruik? / Did you take any alcoholic liquor or narcotic drugs within 3 hours before the occurrence of the accident?
 13. Was die bestuurder van die ander voertuig volgens u mening nugter of onder die invloed van sterk of bedwelmende drank? / Was the driver of the other vehicle in your opinion sober or under the influence of liquor?

Verstrak redes ten opsigte van laasgenoemde / Give reasons if the latter applies

 14. Het u aan 'n derde party skuld erken? / Did you admit liability to a third party? Indien wel, aan wie en presies wat het u gesê? / If so, to whom and state precisely what you said

DEPARTMENT OF ROADS AND PUBLIC WORKS | 34
GOVERNMENT TRANSPORT & SUBSIDISED VEHICLE POLICY

81/151177 (Z 1B1)

DEEL III/PART III

(Verklaring van plaaslike senior verteenwoordiger van die betrokke departement)
 (Statement by local senior representative of the department concerned)

EK, met rang van
 (naam in blokletters) with rank of
 (name in capital letters)

In diens by bevestig hierby dat:
 employed by hereby confirm that:

1. Identiteit No. die gemaagtigde drywer van
 Identity No. was the authorised driver of
 staatsvoertuig No. was an dat hy in besit is van die volgende geldige bestuurderslisensie wat
 government vehicle No. and that he is in possession of the undermentioned valid driver's license
 by sy identiteitsdokument ingelyf is:
 incorporated in his identity document:

Lisensie No. Datum van uitreiking
 License No. Date of issue
 Land van uitreiking Kode
 Country of issue Code

2. Telefoonnommer en adres van departement
 Telephone number and address of the department

3. Die voertuig ten tye van die ongeluk op amptelike diens gebruik was; en
 The vehicle was used on official business at the time of the accident; and

4. Die volgende gemaagtigde passasiers in of op die staatsvoertuig was:
 The following authorised passengers were in or on the government vehicle:

(i)
 (ii)
 (iii)

Datum/Date
Handtekening van senior verteenwoordiger
 Signature of senior representative

DEEL IV/PART IV

(Besonderhede verskrek te word deur Staatsgarage/departementele werkswinkel/handelsgarage)
 (Particulars to be furnished by Government Garage/departmental workshop/commercial garage)

1. Staatsvoertuig No. Fabrikaat en jaarmodel Type
 Government vehicle No. Make and year of manufacture

Tara Bruto voertuigmassa (slegs vir busse en goedere voer-
 tare—soos op voertuig geskilder.) Gross vehicle mass (buses and goods vehicles only—
 as stencilled on vehicle)

2. Aard van skade aan staatsvoertuig
 Nature of damage to government vehicle

3. Beraemde herstelkoste
 Estimated cost of repairs

Toestand van:
 Condition of:

(i) Loopvlak van buitebande
 Tread of tyres

(ii) Voetrem
 Foot brake

(iii) Handrem
 Hand brake

(iv) Stuurmeganisme
 Steering mechanism

(v) Ligte
 Lights

5. Is die ongeluk toe te skryf aan 'n meganiese defek? Indien wel, wat was die defek?
 Is the accident attributed to a mechanical defect? If so, what was the defect?

6. Watter gedeelte van die staatsvoertuig het, volgens u mening, met die ander voertuig/voorwerp in botsing gekom? (Verduidelik)
 Which part of the government vehicle, in your opinion, came into collision with the other vehicle or object? (Explain)

7. Naam van Staatsgarage/departementele werkswinkel/handelsgarage* wat bestaande besonderhede verskrek asook kwitansie
 en/of bewys van herstelwerk aan die voertuig. (* Haal deur wat nie van toepassing is nie)
 Name of Government Garage/departmental workshop/commercial garage* which furnished the above particulars and the rele-
 vant receipt and/or proof of the repairs done to the vehicle. (* Delete whichever is not applicable).

Datum Plek
 Date Place
Handtekening/Signature

**DEPARTMENT ROADS AND PUBLIC WORKS
 FLEET MANAGEMENT**

INCIDENT REPORT

DATE OF INCIDENT	
TIME OF INCIDENT	
PLACE OF INCIDENT	
VEHICLE MAKE	
VEHICLE REGISTRATION	
DRIVER'S NAME	
DEPARTMENT/REGION	
THIRD PARTY DETAILS	
DESCRIPTION OF INCIDENT	
INCIDENT SKETCH	
TRIP AUTHORISATION NUMBER	
CASE NUMBER	
INJURIES/FATALITIES	
WITNESSES	
DRIVERS SIGNATURE	
DATE	

PLEASE ATTACH A DETAILED INCIDENT REPORT

PLEASE ATTACH A COPY OF THE TRIP AUTHORISATION AND DRIVER'S LICENSE

RT 58/2006CV

Subsidised Vehicle Policy

Annexure C
ANNEXURE "A" 81/149966 (Z81)

APPLICATION FOR THE PROVISION OF SUBSIDISED TRANSPORT

File/Application No.: _____

BRANCH/DIVISION/DIRECTORATE: _____

NB: THIS APPLICATION MUST BE PROPERLY COMPLETED BEFORE A REQUEST FOR SUBSIDISED TRANSPORT WILL BE CONSIDERED

- Part A To be completed by the official who requires the vehicle.
- Part B To be completed by the Head of the Division/Directorate in which the applicant is employed.
- Part C To be completed by the Departmental Advisory Committee and the Head of Department in terms of General Department of Transport Delegation.

PART A

1.) PARTICULARS OF APPLICANT

I, _____
(FULL NAMES AND SURNAME)
serving as an official within the Department of _____ and
having the rank of, apply to be allocated a Subsidised Motor Vehicle for the execution of my duties.
The following further particulars in connection with my application are submitted:

- 1.1) I D No. (Book of Life): _____
- 1.2) Driver's License No: _____
- 1.3) PERSAL/PERSOL No: _____
- 1.4) My period of continuous service in the Department/Administration dates from _____
to the present time. The date of appointment to my present post is _____
- 1.5) My headquarters are at _____
- 1.6) My postal address is _____

RT 58/2006CV

Subsidised Vehicle Policy

Annexure C
ANNEXURE "A" 81/149966 (Z81)

2.) DUTIES OF APPLICANT, WHICH REQUIRE THE USE OF A VEHICLE

- 2.1) My duties are briefly as follows: _____

- 2.2) Nature of the service for which a Subsidised Motor Vehicle is required: _____

- 2.3) The types of roads and the general state thereof to be traversed are as follows: _____

- 2.4) Nature and mass of equipment and/or baggage to be conveyed: _____

- 2.5) Number of official passengers who will normally have to be conveyed: _____
- 2.6) The average monthly official distance to be traveled is estimated at _____ km's.
- 2.7) The average number of days per month on which the vehicle will be used for official business is, _____
- 2.8) I am unable to make use of local, official or public transport for the above-mentioned trips for the following reasons: _____

- 2.9) The vehicle is necessary to provide an existing/new/additional service. (*Delete words not applicable*).

3.) VEHICLE CURRENTLY IN USE

- 3.1) The following are particulars of the vehicle (if any) which is now being used for the service:
- a) Make: _____ b) Model: _____
c) Type: _____ d) Year of manufacture: _____
e) Engine swept volume _____ cm³ f) Odometer reading _____ km's
g) Ownership of vehicle: Subsidised/Private/Official "Pool"/Official assigned to _____
_____ * (*Delete words not applicable*).
- h) Official distance traveled (if Subsidised Vehicle) _____ km.
- i) Registration number of vehicle _____

RT 58/2006CV

Subsidised Vehicle Policy

Annexure C

ANNEXURE "A" 81/149966 (Z81)

4.) VEHICLE REQUIRED

4.1) Particulars of the vehicle required:

a) Make: _____	b) Model: _____
c) Type: _____	d) Engine swept volume _____ cm ³
e) Choice of colour 1.) _____	2.) _____
3.) _____	4.) _____
f) Extras: <u>Gear-Lock and Sealing of Odometer</u>	

g) Is a deposit going to be paid on delivery? _____ Amount: _____	
h) Dealership to which vehicle is to be delivered: _____	

ANNEXURE "A" 81/149966 (Z81)

5.) DECLARATION BY APPLICANT

I accept that should a new vehicle have to be purchased for me, the Department/Administration and not I will negotiate the purchase with the supplier. I declare that the information furnished in this application is correct and true. I declare that I am conversant with and fully understand the requirements and conditions of the Department/Administration's Subsidised Vehicle Scheme and that I accept them. I also accept that these requirements and conditions may be changed by the National/Provincial Department of Transport, representing the State, from time to time without prior reference to myself.

I declare that the Subsidised Vehicle will be used to carry out my normal duties, which may necessitate the carrying of personnel, equipment, tools, etc. The vehicle will also be used on all types of roads, both blacktop and gravel.

In addition I declare that I am in a position to carry out my financial obligations under the scheme.

I accept that ownership of the Subsidised Vehicle remains with the State's appointed service provider(s), and ownership of the vehicle shall transfer to me subject to the conditions as set out in the Subsidised Policy document paragraphs 12 and 17.

I accept that should I leave the service of the State whilst there is still a debt outstanding on my Subsidised Vehicle or should my vehicle be prematurely withdrawn from official service, I shall be liable for the settlement of the full balance of the debt, as determined by the service provider(s), and no allowances will be paid to me.

Should I elect a bigger and/or more expensive vehicle than that which is regarded as the smallest functional vehicle for the service, and provided that it is available on National Contract RT77, I will pay the difference between the purchase price plus VAT on the more expensive vehicle and the purchase price plus VAT on the smallest functional vehicle. I will also be responsible for the monthly payment of the difference in the maintenance and capital allowance between the smallest functional vehicle and the more expensive vehicle. The service provider(s), may, at its discretion, request a deposit for the difference between the purchase price of the elected vehicle and the purchase price of the more expensive vehicle for which I functionally qualify for.

According to my Department/Administration's policy, I qualify for a vehicle with an engine capacity of _____ cm³.

I am aware that I will be paid the rates applicable to the class (cc) of vehicle for which I functionally qualify, and that I will be required to travel 70% official kilometers of the total kilometers traveled over the contract period.

I elect to operate the vehicle over _____ months.

I elect to operate the vehicle on Scheme "_____".

Certified copies of my ID, driver's license and salary slip are attached.

SIGNATURE OF APPLICANT: _____

DATE: _____ **SIGNED AT:** _____

ANNEXURE "A" 81/149966 (Z81)

PART B

I have scrutinized the properly completed application. To the best of my knowledge the statements and information furnished therein are correct.

The applicant affirms that he/she is conversant with and fully understands the State's Subsidised Vehicle Scheme.

After careful investigation and consideration, I am satisfied that approval of the application will be more advantageous to the State than the use of Government-owned transport.

I have no reason to believe that the applicant will leave the Government Service within the next 32 months or that he/she will in the near future be transferred to a post, which do not necessitate the permanent use of a Subsidise Motor Vehicle. I further undertake to inform the Departmental Transport Officer when the applicant leaves the employment of the State before the completion of the contractual period.

The vehicle, which is being applied for, is the smallest functional vehicle for the service and complies with the policy of this Department/Administration. (*Delete if not applicable*).

The official distance considered necessary for the applicant to perform his/her duties effectively is _____ Km's per annum.

The official qualifies for a vehicle of type, _____ with an engine capacity of _____ cm³.

I confirm that funds are/will be available for the payment of the allowances.

SIGNATURE OF HEAD OF DIRECTORATE

RANK/POSITION

DATE

SIGNED AT

ANNEXURE "A" 81/149966 (Z81)

PART C

CERTIFICATE BY DEPARTMENTAL ADVISORY COMMITTEE

1. The committee met on _____/_____/20_____ and considered the foregoing File/Application no, _____ submitted by, _____ for the allocation of a Subsidised Motor Vehicle, and had the following comments to make:

- i) Revert application to Directorate Head for:
a) Completion and recommendation of Part B
b) Clarification of the following aspects:

- ii) Recommended subject to the following:

- a) Qualifies up to _____ cm³, with a maximum benchmark price of (category) (cc), _____

OR

- iii) Not recommended due to: _____

SIGNATURE OF CHAIRPERSON

DATE

APPROVAL BY HEAD OF DEPARTMENT

In terms of General Delegation of Authority this application is approved, with the following conditions:

1. Utilization period of _____ months.
2. Assigned fuel and maintenance allowances for a vehicle with an engine capacity of, _____ (cc), and vehicle benchmark of _____ will apply.
3. Scheme "_____" is to apply.

HEAD OF DEPARTMENT

DATE



SHORT TERM REQUISITION FORM

All fields marked with a * are compulsory. Once completed - please fax to 086 529 8819 or E-mail to ncp@avis.co.za

Toll Free : 0800 205 111

<p>Self Drive</p> <p>Request Date _____</p> <p>NUD _____</p> <p>Account ID _____</p> <p>* Responsibility Code _____</p> <p>* Objective Code _____</p> <p>* Service Line Code _____</p> <p>* Purpose of Journey _____</p> <p>* Pick up Date _____ * Time _____</p> <p>* Pick up Location (refer to branch network) _____</p> <p>* Return Date _____ * Time _____</p> <p>* Return Location _____</p> <p>Delivery Required <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Delivery Address _____</p>	<p>Collection Required <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Collection Address _____</p> <p>Fuel Card</p> <p>Do you require a Fuel Card YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Date Required from _____ To _____</p> <p>Credit Available after activation (Select only one option)</p> <p><input type="checkbox"/> R1 000 <input type="checkbox"/> R1 500 <input type="checkbox"/> R2 000 <input type="checkbox"/> R2 500 <input type="checkbox"/> R5 000</p> <p><input type="checkbox"/> Specified amount: _____</p> <p>Please Note: - Fuel cards may only be ordered with self-drive vehicles. - Fuel cards will be valid for duration of self-drive vehicle rental - For top-ups and extensions - please complete extension form</p> <p>STICKER</p> <p>GPS Required YES <input type="checkbox"/> NO <input type="checkbox"/></p>	<p>Point to Point Transfer Chauffeur Drive Disposal</p> <p>* Request Date _____</p> <p>NUD _____</p> <p>Account ID _____</p> <p>* Responsibility Code _____</p> <p>* Objective Code _____</p> <p>* Service Line Code _____</p> <p>* Pick up Date _____ * Time _____</p> <p>Pick up Address _____</p> <p>Flight Details (if Applicable)</p> <p>Airline _____ Flight No. _____</p> <p>Arrival Time _____ * Time _____</p> <p>* Drop off Date _____</p> <p>Drop off address (Domestic/International) _____</p>	<p>Details of Person Requesting Ad-Hoc Rental / Authorizing Agent</p> <p>Driver Notification <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/></p> <p>* Surname: _____</p> <p>* First Name: _____</p> <p>* Designation: _____</p> <p>* ID: _____</p> <p>* Tel: _____</p> <p>* Cell: _____</p> <p>* Fax: _____</p> <p>* E-mail address: _____</p> <p>Personal Number & Signature _____</p>
<p>Authorising Person / Head of Dept</p> <p>* Surname: _____</p> <p>* Designation: _____</p> <p>* ID: _____</p> <p>* Tel: _____</p> <p>* Cell: _____</p> <p>* Fax: _____</p> <p>* E-mail address: _____</p> <p>Personal Number & Signature _____</p>	<p>Transport Official Notification Fax <input type="checkbox"/> Email <input type="checkbox"/> SMS <input type="checkbox"/></p> <p>* Surname: _____</p> <p>* First Name: _____</p> <p>* Designation: _____</p> <p>* ID: _____</p> <p>* Tel: _____</p> <p>* Cell: _____</p> <p>* Fax: _____</p> <p>* E-mail address: _____</p> <p>Personal Number & Signature _____</p>		

01-07-'13 16:27 FROM-MMELA EXAMPLE 0114030616 T-769 P0002/0003 F-888

MOTOR VEHICLE CLAIM FORM

POLICY NUMBER SAGOVINE/SAGMT/31684 CLAIM NUMBER 384426

1. THE INSURED

Surname: PULLEN Initials: A.A. ID No.: 631175135081
 Address (D): 16 RAMATSHELA EXT. IPOENG Address (R): DEPT ROADS + PUBLIC WORKS
KIMBERLEY TENNIS DUBS BUILDING
CORNER MAIN STATION STREET
DE WIT Postcode: 7000
 Tel no.: 053-6311357 Cell no.: 0716860005

2. THE DRIVER AT THE TIME OF THE ACCIDENT

Surname: PULLEN Initials: A.A. ID No.: 631175135081
 Address (D): 16 RAMATSHELA EXT. IPOENG
KIMBERLEY Postcode: 8345
 Tel no.: (H) 053-6311357 (M) NONE Cell no.: 0716860005
 Driver's License Code: EB Date issued: 28.03.2011 Licence type: 1 Full License?
 Was the driver sober? YES NO Was a blood sample taken after the accident? YES NO
 IF YES, what were the results? NOT APPLICABLE

3. THE VEHICLE

Make: TOYOTA COROLLA Year of manufacture: 2009 Registration number: BZD 321 NC
 Colour: SILVER GREY Is the vehicle insured under any other policy? YES NO
 Name and address of title holder (if the vehicle is the subject of a hire purchase agreement or similar agreement): WEST BANK
 Name and address of registered owner: _____
 Did the cost of repairs exceed R _____ Have instructions for repair been given? YES NO
 IF YES, by whom? _____

4. THE ACCIDENT

Date: 13/12/2012 Place: PETRUSVILLE Time: 23:30
 If the accident occurred outside the borders of the Republic of South Africa, please mention in which country: N/A
 Police Division/Traffic Department where accident was reported: PETRUSVILLE POLICE STATION
 Police/Traffic Department reference number: AR02/12/2012
 For what purpose was the vehicle being used at the time of the accident? OFFICIAL

5. WITNESSES

Name, Address and Telephone Number: NONE
 Name, Address and Telephone Number: _____

PASSENGERS in insured vehicle	Name & Address of Owner and Driver	Details of injuries
<u>NONE</u>	<u>A. A. PULLEN</u> <u>16 RAMATSHELA EXT. IPOENG</u> <u>KIMBERLEY 8345</u>	<u>MINOR CHEST AND HEAD INJURIES.</u>

01-07-'13 16:28 FROM-MMELA

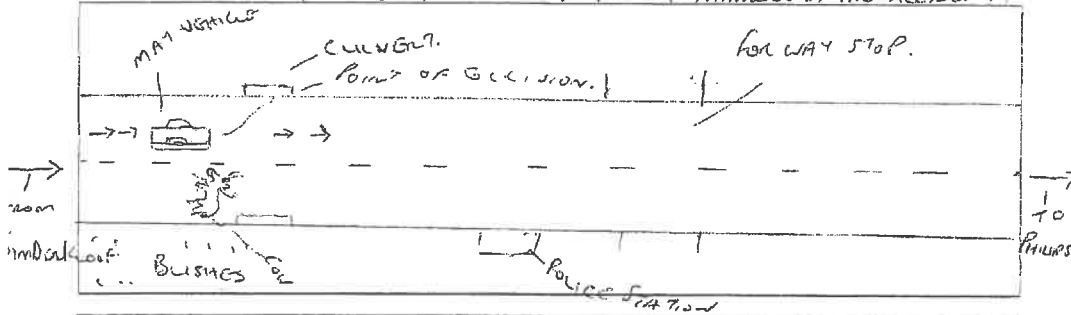
0114030616

T-769 P0003/0003 F-888

6. DESCRIPTION OF ACCIDENT
 (explain what happened)

I WAS DRIVING FROM VAN DER KLOOF TOWARDS
 PETRUSVILLE ON MY WAY TO DE BAR. ON ENTERING
 THE TOWN OF PERUSVILLE A COW SUDDENLY EMERGED
 FROM THE BUSHES ON THE RIGHT SIDE OF THE ROAD.
 I SWERVED TOWARDS THE LEFT, TRYING TO AVOID HITTING
 THE COW, BUT I COLLIDED INTO A CULVERT ON THE LEFT SIDE
 OF THE ROAD. THE POLICE CAME TO THE SCENE WITHIN A FEW
 MINUTES OF THE ACCIDENT.

7. SKETCH OF ACCIDENT (On the diagram, please indicate clearly the point of impact) MINUTES OF THE ACCIDENT.



7. Are there other parties who can claim damages arising from the accident from you or from whom you can claim damages? YES NO X

Third Party Vehicle	Registration No	Make & Model	Name & Address of Owner and Driver
	N/A		

PROPERTY OTHER THAN VEHICLES	Name & Address of Owner and Driver	Details of damage
		N/A

PERSONAL INJURIES (Other than in insured vehicle)	Name & Address of Owner and Driver	Details of injuries
		N/A

I declare that to the best of my knowledge and belief that the foregoing is a true, correct and complete disclosure of the facts and circumstances relating to the accident, and I undertake to render to the company any assistance in my power in dealing with the matter.

DATE 14/01/2013 SIGNATURE OF INSURED [Signature]
 DATE 14-01-2013 SIGNATURE OF DTC [Signature]

N.B IT IS IMPORTANT THAT YOU NOTIFY THE INSURERS IMMEDIATELY YOU BECOME AWARE OF ANY IMPENDING PROSECUTION, INQUIRY OR DEMAND.