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

INTERNAL MEMO

DATE:	28 OCTOBER 2013	REF. NO.	
TO:	THE HEAD OF DEPARTMENT		
FROM:	THE DEPUTY DIRECTOR: POLICY AND RESEARCH MANAGEMENT SERVICES		
COPY:	THE CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES		
SUBJECT:	SUBMISSION OF POLICY PROPOSALS ON TRANSPORT		

Purpose

1. The purpose of this submission is to obtain approval from the Head of Department (HOD) for the operationalization within the Department of the objectives of the Departmental Policy on Transport, hereinafter referred to as the Policy on Transport.

Consultation process

2. The Policy and Research Management Unit of the Department has consulted the staff members of the Department (managers, officials and labour organisations) concerning this policy (see circulation e-mails by the Communication Unit as evidence).
3. Employees of the Department have also been afforded an opportunity to comment on the draft policy through individual submissions.

Recommendations

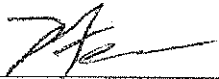
4. It is therefore recommended that the HOD approve this policy as Departmental policy.

Implications of approval of this policy

7. Budget shall be made available within the 2013/14 appropriated funding for the following cost items:

a) NO BUDGETARY IMPLICATIONS

8. There are no human resource implications regarding the management of this policy.



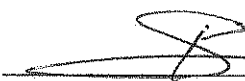
MR T. FERREIRA
DEPUTY DIRECTOR: POLICY AND RESEARCH MANAGEMENT SERVICES

28/10/2013
DATE



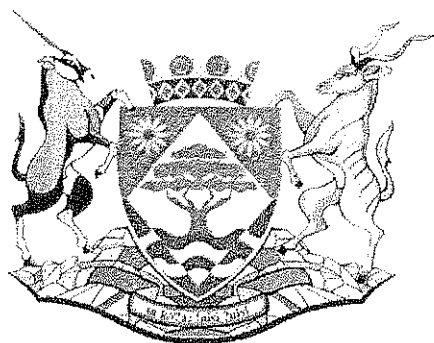
MR B. SLINGERS
CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES

14/02/10
DATE



MR K. NOGWILI
HEAD OF DEPARTMENT

17.02.14
DATE




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

**DEPARTMENTAL POLICY ON
TRANSPORT: SUBMISSION FOR
APPROVAL**

28 OCTOBER 2013

**EVIDENCE OF CONSULTATION WITH
DEPARTMENTAL STAKEHOLDERS**



From: DRPW-Info
To: A Kula; A Mokwadi; AColeman; AFanie; AFembbers; AKula; ALesotho; A...
Date: 2013/04/22 09:12 AM
Attachments: SCM Updated Code of Conduct April 2013.rtf; DRPW TRANSPORT Policy Draft April 2013.pdf; DRPW-Info.vcf

Dear Colleagues

Please find attached the updated Code of Conduct for SCM and the finalised Transport Policy with forms attached.

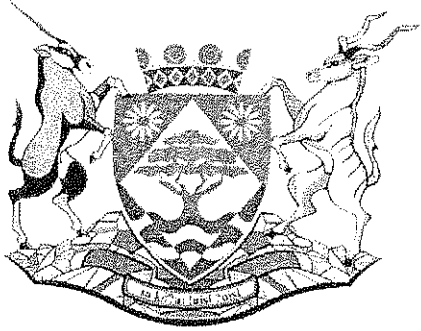
Regards

T. Ferreira

Manager: Policy and Research Management Services

I.P.N Khoza
Department of Roads
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Department:
Roads and Public Works
NORTHERN CAPE PROVINCE
REPUBLIC OF SOUTH AFRICA

DEPARTMENTAL POLICY ON TRANSPORT

Version 5

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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):
 - o 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.
 - 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.
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- 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.
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- 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.
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- 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.

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
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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).
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- 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.
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- 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.

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.
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- 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:
 - 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.
 - 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.
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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 Policy and Planning 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 in one year 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:

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.....
.....



HEAD OF DEPARTMENT

17.02.2014

DATE

ANNEXURE A: REQUIRED FORMS AND DOCUMENTATION

[8/19/2008] PjvRensburg - Trip authorisation.doc

Page 1 of 2



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....			
TRAVEL BY	CAR	PLANE	Please give motivation below if travelling by plane.	
COST CENTRE			BUDGET AVAILABLE	YES NO
DATE / / 20.....		APPROVED/NOT APPROVED		
APPLICANT'S SIGNATURE		DIRECTOR		
RECOMMENDED / NOT RECOMMENDED		HOD's signature required for flights and Sen. Managers.		
HEAD OF UNIT/SECTION		APPROVED/NOT APPROVED		
		HEAD OF DEPARTMENT (HOD)		

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

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

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:	

[illegible][illegible]

Goods/Equipment	Quantity	Reason

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

From: John.Donnelly@usdoj.gov To: John.Donnelly@usdoj.gov

ABOVE TRIP/S AUTHORIZED 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 OFFICERS)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466
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Issued by: _____ Rank: _____

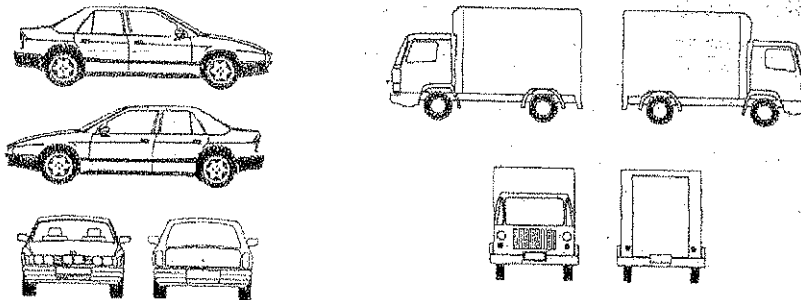
Received by: _____ Signature: _____

81/147909 (Z608) 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	1/4	1/2	E

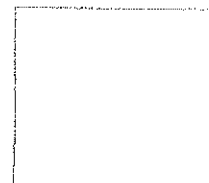
Vehicle & Petrol card returned by:

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.O. 2/16/177

21/10/177
(2/181)

VERSLAG OOR 'N ONGELUK
REPORT ON AN ACCIDENT

Notes/Notes:

- (i) Verwys na bestaende 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./regnr.
Prov. reg. No.
2. Naam van drywer
Name of dr. or Rang
Rank
3. Datum van ongeluk
Date of accident Tye
Time h
4. Plek waar ongeluk plaasgevind het
Place where accident occurred
(noem naam van die straat/pad en naam van en geskette afstand na die naaste dorp)
(indicate name of street/road and name of and estimated distance to the nearest town)
5. Geskette 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/slaggaas/los/stowwerig/nat/glyerig/erg gerond/wring
State condition of road surface at spot of accident. Corrugated/potholed/loose/clumpy/wet/slippery/severely cambered/slightly cambered. (* Delete whichever is not applicable.)
9. Was die pad fencekamp?
Was the road fenced in? Indien wel, aan beide kante of slegs aan kant?
If so, on both sides or on one side only?
10. Watter diere by die ongeluk betrokke was, meld of n veewagter die diere opeengas of aangeja het en verstrek sy naam en
Where animals were involved, indicate whether they were tended to or driven by a herdsman and give his name and estimated
geskette eiddomsde.
600
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 verdovingsmiddels 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 ruigter 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?
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

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13. Het iemand anders skuld erken? indien wel, gee volledige besonderede met vermelding van naam
Did anyone else admit liability? If so, full particulars as well as the name of person must be furnished
14. Verstrek besonderede van die sigbare skade aan—
Give particulars of visible damage to—
- (i) staatsvoertuig
government vehicle
 - (ii) ander voertuie
other vehicles
 - (iii) ander voorwerpe
other objects
17. Naam en adres van elke passasier in of op die staatsvoertuig (mek rang en departement. Kry verklaarings van hulle en heg hieraan)
Name and address of each passenger in or on the government vehicle (give rank and department. Obtain statements from them and attach).
- (i)
 - (ii)
 - (iii)
18. Naam, adres en telefoonnommer van elke getuie (meld geslag en geskatte ouderdom):
Name, address and telephone number of each witness (state sex and estimated age):
- (i) Passasier(s) in ander voertuig—
Passenger(s) in other vehicle—
 - (a)
 - (b)
 - (ii) Ander getuie(s)—
Other witness(es)—
 - (a)
 - (b)
- B. 1. Registrasienommer van ander voertuig
Registration number of other vehicle
2. (a) Naam en adres van drywer
Name and address of driver
- (b) Telefoonnommer en ID No. van drywer
Telephone number and ID No. of driver
3. (a) Naam en adres van eienaar
Name and address of owner
- (b) Telefoonnommer en ID No. van eienaar
Telephone number and ID No. of owner
4. Indien die drywer en die eienaar verskillende persone is, het die drywer die ander voertuig in belange van die eienaar of vir sy eie doeleindes bestuur?
If the driver and the owner are different persons, did the driver drive the other vehicle in the interests of the owner or for his own purposes?
5. (i) Naam van versekeringsmaatskappy van ander voertuig
Name of insurance company of other vehicle
- (ii) Versekeringspolisnommer
Insurance policy number
6. Naam, adres en geskatte ouderdom van voetgangers wat by die ongeluk betrokke was:
Name, address and estimated age of pedestrians involved in the accident:
- (i)
 - (ii)
- C. 1. Oorskrif van diere (verstrek diënkenningsmerke) en vaste voorwerpe wat by die ongeluk betrokke was
Description of animals (attach identification marks) and fixed objects involved in the accident
2. (a) Naam en adres van eienaar
Name and address of owner
- (b) Kode asook telefoonnommer van eienaar
Code and telephone number of owner

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- D. 1. Is u bewus van iemand wat gedood is? Indien wel, wie?
Are you aware of anyone killed? If so, who?
2. Is u bewus van iemand wat beseer is? Indien wel, wie?
Are you aware of anyone injured? If so, who?
- (i)
- (ii)
- (iii)
- E. 1. Datum en plek van aanmelding van die ongeluk by die polisie/verkeerspolisie
Date and place where accident was reported to the police/traffic police
2. Naam van polisiebeampte of polisiekantoor waar aangemeld
Name of police officer or police station reported to
(indien of dit polisie/verkeerspolisie was)
(state whether police/traffic police)
3. Saaknommer
Case number
4. Het die polisie/verkeerspolisie die ongeluksteneel besoek? Indien wel, voor of na die verwydering van die
Did the police/traffic police visit the scene of the accident? If so, before or after the removal of the
voertuig?
vehicle?
5. As die ongeluk plaas nie of nie so gou moontlik aangemeld is nie, verstrekk redes
If the accident was not reported or not reported at the earliest available opportunity, state reasons
- F. Ek verskaf die volgende volledige beskrywing van hoe die ongeluk plaasgevind het, waar is:
(Indien Hande numme onvolvoende s. gebruik 'n aparte vel papier en onderteken dit ook. Skryf duidelik en in die amptelike taal wat u
die beste verstaan.)
(I declare the following full description of how the accident occurred to be true:
(If this space is inadequate, use a separate sheet and sign it as well. Write legibly and in the official language most familiar to you.)

Plaas/Place Datum/Date
Handtekening van stuurder/Signature of driver

DEEL II/PART II

Voorskryf die tekening van 'n sketsplan van die toneel van die ongeluk en onmiddellike omgewing op 'n aparte vel papier, wat terug aangety moet word:
Directions for the drawing of a draft plan of the scene of accident and immediate vicinity on a separate sheet, which must be attached hereto:

- Verstrekk name van strate, paaie en wydtes daarvan, asook wydtes van enige grondkoevers.
Furnish names of streets, roads and widths thereof as well as widths of any road shoulders.
- Geef die posisie aan van die betrokke voertuie, persone, diere en ander voorwerpe voor en na die ongeluk. Dui aan in watter rigting die bewegende elemente beweeg het. Verstrekk kompasrigtings.
(Give the position before and after the accident of vehicles, persons, animals and other objects concerned. Indicate the direction of the moving objects. Furnish compass directions.
- Dui plek aan waar botsing plaasgevind het. Dui aan hoe ver van kant van pad, kruisstraat of randsteen botsing plaasgevind het en in watter rigting op of naby kruising, dui duidelik aan.
(Indicate place where accident occurred, indicate distance from side of road, tarmac road or curb where accident occurred and if in or near a crossing. Indicate clearly—
(i) hoe ver punt van botsing was van die denkbeeldige middelpunt van die kruising; en
the distance of the point of impact from the imaginary centre of the crossing; and
(ii) hoe ver punt van botsing was van vaste- of gebroke middellyn of stoplyne (indien enige) op pad/straat.
the distance of the point of impact from the fixed or broken centre line or stop line (if any) on the road/street.
- Toon gly-, rem- en sleepmerke aan op dieselfde wyse as in paragraaf 3 hierbo.
Indicate skid, brake and drag marks in the same manner as in paragraph 3 above.

DEPARTMENT OF ROADS AND PUBLIC WORKS 31
DEPARTMENTAL POLICY ON TRANSPORT

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DEEL II/PART III

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

EK, met rang van
(naam in blokkletters) (name in capital letters) With rank of

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

1. Identiteit No. die gemagtigde drywer van
Identity No. was die outoorsaak 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. Telefoonnummer 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 gemagtigde 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

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

1. Staatsvoertuig No. Fabrikant en jaarmodel Tipe
Government vehicle No. Make and year of manufacture Type
Tara Bruto voertuigmasse (slegs vir busse en goeder voer-
Tare Gross vehicle mass (buses and goods vehicles only)
luse—slegs op voertuig geskied.)
as stencilled on vehicle.

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

3. Geskatte 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. Welke 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 toestande besonderse verslagboek wysantrek
naam bewys van herstelwerk aan die voertuig. (* Heel deur wat nie van toepassing is nie)
Name of Government Garage/departmental workshop/commercial garage which furnished the above particulars and the re-
sults of 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

AVIS

SHORT TERM REQUISITION FORM

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

Toll Free : 0800 205 111

Self Drive		Point to Point Transfer Châuffeur Drive Disposal	
Request Date: _____ Account ID: _____ * Responsibility Code: _____ * Objective Code: _____ * Service Line Code: _____ * Purpose of Hire: _____ * Pick up Date: _____ * Time: _____ * Pick up Location (order to branch network): _____ * Return Date: _____ * Time: _____ * Return Location: _____ Delivery Address: _____		* Request Date: _____ NUD: _____ Account ID: _____ * Responsibility Code: _____ * Objective Code: _____ * Service Line Code: _____ * Pick up Date: _____ * Time: _____ Pick up Address: _____ Night Details (if Applicable): _____ Flight No: _____ Airline: _____ Drop off Date: _____ * Time: _____ Drop off Address: _____ (Domestic, international)	
Fuel Card Do you require a Fuel Card? YES <input type="checkbox"/> NO <input type="checkbox"/> Date Required from: _____ To: _____ Credit Available after activation (subject only to company): <input type="checkbox"/> R1000 <input type="checkbox"/> R1500 <input type="checkbox"/> R2000 <input type="checkbox"/> R2500 <input type="checkbox"/> R3000 * Specified amount: _____ 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 out-of-network - please complete and return form.		STICKER GPS Required: YES <input type="checkbox"/> NO <input type="checkbox"/>	
Details of Person Requesting Avis-Hot Rental / Authorizations			
Driver * Surname: _____ * First Name: _____ * Designation: _____ * ID: _____ * Tel: _____ * Cell: _____ * Fax: _____ * E-mail address: _____ Personal Number & Signature: _____		Thief/Post Office / Notification * Surname: _____ * First Name: _____ * Designation: _____ * ID: _____ * Tel: _____ * Cell: _____ * Fax: _____ * E-mail address: _____ Personal Number & Signature: _____	

01-07-'13 16:27 FROM MMELA EXAMPLE 0114838615
MOTOR VEHICLE CLAIM FORM

T-769 P0002/2003 F-888

POLICY NUMBER SAGOVHNE/SAGMT/31684 CLAIM NUMBER 384426

1. THE INSURED

Surname PULEN Initial A.A. ID No. 631175135081
Address (R) 16 RAMATSELA EXT. Address (D) Dept. Roads, 1 RUMBA WINDMILL
IMPOENG Kimberley Long Drive Bulwer's
Corner Main & Station Street
051412 Postcode 7000
Tel No. 053-6311357 Cell No. 071 686 0005

2. THE DRIVER AT THE TIME OF THE ACCIDENT

Surname PULEN Initial A.A. ID No. 631175135081
Address (R) 16 RAMATSELA EXT. Address (D) Dept. Roads, 1 RUMBA WINDMILL
IMPOENG Kimberley Long Drive Bulwer's
Corner Main & Station Street
051412 Postcode 7000
Tel No. 053-6311357 Cell No. 071 686 0005
Driver's License Code EB Own vehicle 25-03-21 Licence holder 1 Full name
Was it done (2007) YES X NO Was a blood sample taken (2007) YES NO X
If Yes, what was the result? NOT APPLICABLE

3. THE VEHICLE

Make TOYOTA COROLLA Year of manufacture 2007 Registration number B2D 331 NC
Colour SILVER GREY Is the vehicle insured under any other policy YES NO X
Name and address of the holder of the vehicle (if not owner of a
The vehicle is insured under any other policy WEST BANK
Name and address of registered owner

Does your car have a report? YES NO Have you ever had a report for your car? YES NO

If Yes, by whom?

Address where the vehicle may be repaired

4. THE ACCIDENT

Date 13/12/2012 Time PETROVILIE Time 23:13
If the accident occurred outside the territory of the Republic of South Africa, please mention in which country N/A
Police District/Police Department where accident was reported PETROVILIE POLICE STATION
Police District/Police Department where report was made ARC02/2/2012
For what purpose was the vehicle being used at the time of the accident? OFFICIAL

5. WITNESSES

Name, Address and Telephone Number YONGE
Name, Address and Telephone Number

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

01-07-'12 16:28 FROM-MELA

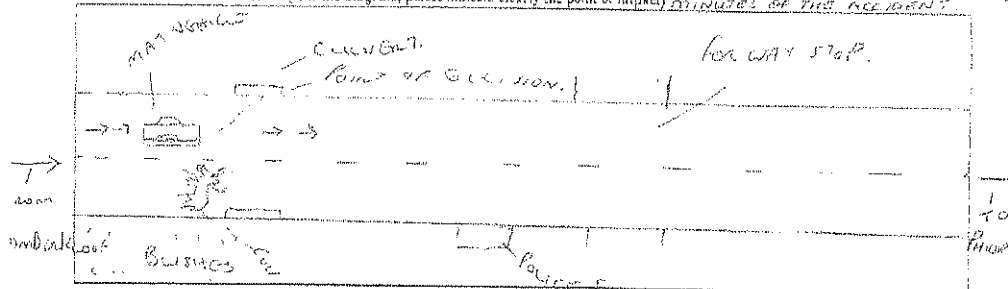
0114030616

T-769 P0003/0003 F-860

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 PETRUSVILLE 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 CURB 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? YES ☐ NO ☒

Third Party Vehicles	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 information is true, correct and complete to the best of my knowledge and belief. I understand that if I provide false information, I may be liable for fraud.

DATE	14/01/2013	SIGNATURE OF INSURED	<i>[Signature]</i>
DATE	14-01-2013	SIGNATURE OF QIC	<i>[Signature]</i>

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