

RHODES UNIVERSITY

USE OF MOTOR TRANSPORT

CONSOLIDATED REGULATIONS - 2004

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USE OF MOTOR TRANSPORT
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A INTRODUCTION

1. These regulations shall be known as "The Rhodes University Consolidated Motor Transport Regulations, 2004" and shall come into force on the day of issue and shall remain in force until amended by authority of the Director.
2. These regulations expand on and replace the University Motor Transport Regulations which were issued in 1995 and which are now superseded by this document.
3. These regulations apply to the use of transport owned or operated by the University and, mutatis mutandis, to users who hire and use commercially-owned vehicles which have been hired for a journey.

B DEFINITIONS

In these regulations, unless the text indicates otherwise, the following definitions shall apply:-

- ☐ "approved driver" means a student or a staff member who has been authorised to drive a University vehicle in terms of Section I on behalf of University Departments, Institutes, Sports Clubs or Student Societies including the SRC and the Rag Committee;
- ☐ "approved list" means a list of persons who have been approved to drive University vehicles or who have been nominated by the Head of Department and accepted by the Transport Office as Supervisor;
- ☐ "contravention" shall be an action or omission in which a regulation has not been observed or carried out, and may result in action being taken against the user and/or driver. This may involve suspension, or further disciplinary action;
- ☐ "Director" means the Director of Estates Division or any other officer of the University to whom the Director has delegated in writing his authority;
- ☐ "Head of Department" for the purpose of these regulations shall include:-
 - (a) The Vice-Chancellor;
 - (b) The Vice-Principal;
 - (c) The Head of an Academic Department;
 - (d) The Director of an Institute;
 - (e) A Registrar or a Director of a Division;
 - (f) The President of the Students' Representative Council;
 - (g) The Chairman of the Sports Council;/ Head of Sports Administration
 - (h) Such other persons as the Vice-Chancellor may nominate.

- "Journey" means a journey undertaken in the course of normal University activities, eg, Departmental Excursions, journeys by clubs recognised by the Students' Representative Council, and excursions by University Sports Teams and shall include any use of a vehicle which may be made available by firms or organisations to assist students in carrying out functions such as Rag, Intervarsity, etc;
- "Principal Driver" means the person whose name appears first in the transport requisition as being the approved driver to whom the vehicle will be issued and who will be responsible for the vehicle throughout the journey;
- "relief driver" means the driver or drivers whose names appear as such on the transport requisition after the name of the Principal Driver;
- "requisitionist" means any user who has duly completed a transport requisition form;
- "supervisor" means a staff member or a student nominated by the Head of Department to be in charge of a party making a journey;
- "take over check examination" means an examination of the vehicle conducted jointly by the Principal Driver and the Transport Pool officials at the Transport Office before any vehicle is handed over to a user and recorded on the Form which is Appendix C to these regulations;
- "Transport Office" means the administrative unit of the University to which the Director has allocated the responsibility of administering the transport pool;
- "transport pool" or "pool" means the fleet of passenger vehicles owned by Rhodes University and controlled and maintained by the Estates Division and which are not allocated to individual Departments or Divisions or Institutes and which are available for hire by users;
- "transport requisition" means the form requisitioning the use of a Rhodes vehicle;
- "University driver's licence" means an authority to drive a pool vehicle and issued in terms of Clause 1.2.h.;
- "User" means any:-
 - (a) Academic Department of the University;
 - (b) Administrative Division of the University;
 - (c) Research Institute forming part of the University and funded in the main by the University;
 - (d) Sports Club or other University sporting association which is a constituent member of and/or is administered by or through the Sports Council and/or its permanent officials;
 - (e) Staff member whose name appears in the official list published by the Personnel Division but excludes Graduate Assistant, Bursars, students giving periodic lectures or tutoring, part time teaching assistants, research assistants and any other person who is patently not a member of staff;

- (f) Student Society whose constitution has been approved by the Registrar and which consists of registered students and which is administered by the SRC's permanent officials;
 - (g) Such other persons or organisations as the Director may in individual cases approve;
- ☐ "vehicle check list" means the list showing the condition and state of the vehicle and its equipment as is set out in Appendix C.

C HIRE OF POOL VEHICLES

1. Prospective users should apply to the Transport Office for the hire of a pool vehicle. Requisitions from:-
 - (a) A staff member shall be endorsed by the Head of his Department, Institute or Division;
 - (b) A Sports Club or other sporting Association shall be endorsed by a permanent official of the Sports Council; and
 - (c) A Student Society including the SRC and the Rag Committee shall be endorsed by the President of or a permanent official of the SRC.
2. Application for the use of a pool vehicle for a journey shall be submitted to the Transport Office on the form attached hereto as Appendix A.
3. Passenger cars forming part of the pool shall be available only to full-time staff members.
4. Vehicles are made available from the Transport Pool for bona-fide University purposes only. They may not be used for private or non-University purposes, or for conveyance of passengers or goods other than those directly concerned with the journey as stated in the transport requisition, nor may they be used for purposes which in the opinion of the Director serve no legitimate University interest.

D TRANSPORT REQUISITION

1. All requisitions shall be in writing and no verbal transactions for the issue of a vehicle shall be binding on the Transport Office.
2. Pool vehicles will be released only against a properly completed transport requisition form. Forms which are not properly and fully completed will be returned by the Transport Office to the originator.
3. A booking for a pool vehicle will only be considered as substantive when the transport requisition, properly completed and supported by any other necessary documentation, has been lodged with the Transport Office at least 24 hours before the required time of collection.
4. Whenever a pool vehicle is used for a journey and no member of staff is in charge of the party, the Head of Department shall, if more than four persons including the driver(s) are to be carried, appoint a Supervisor for that journey.
5. Whenever a Head of Department wishes not to employ a University staff driver he may appoint a student as the driver, but where the journey is likely to involve more than three hours of continuous driving he shall appoint and nominate on the form in Appendix A two drivers for the journey.

6. Only persons with valid current permission to drive a University vehicle shall be listed as a Supervisor or a driver.
7. Subject to the provisions of Clause J.2.i., only the principal and relief driver or drivers named on the transport requisition are permitted to drive any pool vehicle for the journey concerned.

E RESERVATION OF VEHICLES

1. The Director may from time to time reserve particular vehicles for special uses, including the reservation of specific vehicles for particular users or class of users, and will instruct the Transport Office accordingly.

F CONFIRMATION OF BOOKINGS

1. No requisition for the supply of a vehicle shall be binding on the Transport Office until the Transport Office has formally advised the requisitioner that the vehicle will be available. Such advice may constitute either a verbal acceptance at the time of receipt of the requisition, a telephonic advice later, or a written advice.
2. In the event that a dispute arises as to whether the requisition was received by the Transport Office or confirmed, the onus of proof shall rest with the requisitioner.
3. Vehicles will be allocated by the Transport Office in its sole discretion in order of receipt of requisitions and according to the number of passengers to be carried and the purpose for which the vehicle is required.

G SPECIAL PROVISIONS RELATING TO ROUTES, DESTINATIONS AND SECURITY

1. No pool vehicle shall proceed on any route through or to any destination in a country outside the official borders of South Africa, save where it is an essential part of the journey to traverse without unnecessary delay or night stops a route leading through a country outside the borders as defined herein.
2. No pool vehicle shall proceed to any destination inside South Africa outside the Eastern Cape unless:-
 - (a) a prior written application has been made through the Transport Office on the appropriate form in Appendix D to the Vice-Chancellor or his nominee satisfying him:-
 - (i) of the routes selected and the destination;
 - (ii) that the routes selected, including planned stops, will not prejudice the security of the vehicle;
 - (iii) of the manner and place in which the vehicle will be securely locked up, garaged, or otherwise secured;
 - (iv) of the name and position of the official or other person at the destination with whom arrangements have been made for the security of the vehicle; and
 - (b) the prior written approval of the Vice-Chancellor or his nominee has been obtained by the requisitioner and lodged with the Transport Office together with the appropriate transport requisition.

3. No University vehicle shall proceed to any destination inside the Eastern Cape unless application has been made to and authority given by the Director, and the provisions of clause 2 above have been satisfied.
4. The written application made in terms of clause 2(a) above shall include a certificate signed by the nominated driver or drivers in the form contained in Appendix D.
5. Deviation from the specified route shall be a contravention.
6. Any other failure to take the steps to which the driver commits himself on the form in Appendix D shall be a contravention.

H CANCELLATION OF REQUISITIONS

1. Where a transport requisition has been confirmed and the prospective user finds that the vehicle is no longer required, he/she, or the Principal Driver, or one of the relief drivers as listed on the requisition form, must notify the Transport Office immediately. Failure to do so in circumstances when the vehicle could have been re-allocated to meet a request from another user shall be a contravention and will result in action against the prospective user or the driver.
2. Where a vehicle has been properly requisitioned, but is not collected and used by the requisitioner, a charge of up to R100,00 per twenty-four hours or part thereof, reckoned from the time requested for issue, until the time of cancellation, may be ordered to be paid by the requisitioner.

I QUALIFICATIONS OF DRIVERS

1. A Head of Department may recommend to the Director the appointment of a duly qualified student as an approved Student Driver. Such recommendation shall be made on the form attached as Appendix B.
2. A registered student shall be authorised to drive pool vehicles provided the following conditions are satisfied:-
 - (a) The student shall hold a valid licence accepted by South African traffic authorities for the class of vehicle to be driven;
 - (b) The student shall have held such licence for at least two years;
 - (c) Such licence shall carry no endorsements for any traffic offences;
 - (d) The student shall not have been refused any motor vehicle insurance cover or continuance thereof by any insurance company or underwriter;
 - (e) The student shall complete in the presence of a witness the form attached as Appendix B in which he undertakes not to take during a period commencing not less than eight hours before the commencement of the journey any alcoholic drink or substance which may in any degree impair his faculties as a driver and shall further undertake that he shall similarly refrain during the whole of all journeys he may undertake.
 - (f) The student shall undergo a practical test administered by the Transport Office to determine his ability to drive the class of vehicle applied for. In this respect the Transport Office is required to examine specifically the applicant's abilities in regard to the different requirements of two-wheel drive and four-wheel drive vehicles, and of loaded passenger mini-busses and shall

record the result of the test on the form in Appendix B.

- (g) The successful completion of the test and the other formalities noted herein shall entitle the student to be issued a letter of authority permitting him to drive a University vehicle for a period of twelve months, provided that the driver remains a registered student of the University.
- 3. The form in Appendix B, duly completed in all respects, shall be confirmed by the Vice-Chancellor or his nominee and shall thereafter constitute authority for the student to drive pool vehicles.
- 4. The Transport Office shall maintain a record of Student Drivers in which the following information is recorded:-
 - (a) name of student and student number;
 - (b) type of vehicle for which licenced to drive;
 - (c) date of University test re competence as a driver;
 - (d) date of any re-testing;
 - (e) record of any accidents, including:-
 - (i) type of vehicle;
 - (ii) date of accident;
 - (iii) date of suspension and period for which suspended;
 - (iv) date of reinstatement or reinstatement due;
 - (v) remarks; in particular, brief details of reasons for suspension.
 - (f) Details of any contraventions of the Vehicle Regulations and of any offences under the Students' Disciplinary Code.
- 5. Students may be removed from the list of approved Student Drivers in terms of these regulations. The grounds for removal shall be: that the student is proved to have contravened the regulations or; that the student has become, in the opinion of the Director, unfit to drive a pool vehicle;
- 6. Staff members who are classified as "users" shall be entitled to drive University Pool vehicles. The provisions of Clauses I.1 to I.5 above shall apply in the case of staff members.

J DUTIES OF A DRIVER

- 1. The Driver's prime responsibility is for the safety of the vehicle and his passengers and he shall drive the vehicle accordingly.
- 2. An approved Driver having the charge of and use of a pool vehicle shall:-
 - (a) not drive if circumstances are such that he has contravened the undertaking given by him in terms of Clause I.2.f. relating to the consumption of alcohol.

- (b) before starting or resuming a journey, satisfy himself that no more than the authorised number of passengers for that vehicle are being carried. Thereafter his over-riding consideration shall be to drive the vehicle carefully and safely and in accordance with the law, paying particular attention to speed limits imposed by the University for the particular class of vehicle under his control.
- (c) adhere to and faithfully execute to the best of his ability the provisions of the form in Appendix D relating to the security of the vehicle, regardless of whether or not he has personally signed a copy of the form in Appendix D.
- (d) ensure that the vehicle, if not on University campus or in the field, is kept overnight in a locked and secure location. The purpose of this clause is to avoid vehicles being parked unattended in major urban areas or in country towns;
- (e) remove ignition keys to ensure that the vehicle is safe and lock all doors including the boot when the vehicle is not in use;
- (f) switch on the alarm system where fitted and when the vehicle is left unattended;
- (g) take all practical precautions in regard to University property and personal effects so that the vehicle does not become a target for thieves. If the vehicle is not in the field or being prepared for field trips, or in transit thereto, articles should either be removed from the vehicle or placed in a locked compartment out of sight and covered up;
- (h) be responsible for ensuring that the vehicle is returned in a clean condition at the end of a journey, reasonable road dust and mud excepted;
- (i) ensure that no person other than the principal or relief drivers nominated on the transport requisition drives or otherwise takes charge of the vehicle. Where unforeseen circumstances intervene and it becomes necessary to contravene this rule the Principal Driver or, if he is incapacitated, the Supervisor shall, as soon as reasonably possible, inform the Transport Office that he is assuming or has assumed control of the vehicle and shall notify the Office of the names of the replacements;
- (j) refuse to carry in the vehicle any person who is not a member of the party authorised to use the vehicle and, in particular, not offer lifts to hitch-hikers, victims of breakdowns or other similar persons found on the journey;
- (k) if a Student Driver, inform the Supervisor of a group when the passengers under the latter's control are acting in a manner such as to prejudice the safety of the vehicle, or of other road users, or the safety or comfort of other passengers, or otherwise are attempting to make or are making it difficult or impossible for the Driver to carry out his duties;
- (l) stop the vehicle and refuse to proceed with a journey should any alcoholic drink be introduced into the vehicle;
- (m) stop the vehicle and refuse to proceed other than in accordance with these rules should any passenger in the vehicle make or attempt to make it difficult or impossible for him to carry out his duties or behave persistently in a manner that will in the Drivers or Supervisors opinion prejudice the safety of the vehicle or other road users or the safety or comfort of the passengers;

- (n) stop the vehicle and refuse to resume the journey whenever the mechanical condition of the vehicle renders safe driving difficult or impossible, or the mechanical condition of the vehicle is such that further damage may result if the journey is continued.
- (o) if a Student Driver, report to the Head of Department, the SRC permanent secretary, or the Sports Union permanent officials as the case may be, and to the Transport Office, both as soon as possible after return to Grahamstown, on any actions in terms of sub paras (I), (j), (l), (m), and (n) above;
- (p) report every accident of whatever nature immediately in terms of these regulations.

3. The Principal Driver shall be held responsible for the safety of the vehicle throughout the journey.
4. A relief driver shall be held responsible for the safekeeping of the vehicle while it is in his care.
5. It is a contravention for a Driver to carry more than four persons, including the Driver or Drivers without there being either a staff member or appointed student Supervisor in charge of the party.
6. Where two Drivers are appointed for a journey, the Drivers shall drive alternately and for periods of not more than two hours each.
7. A Driver shall give his full co-operation in any investigation into any incident or contravention of these regulations.
8. The Principal Driver shall as soon as possible report to the Transport Office any damage sustained by the vehicle or any mechanical fault which became apparent during a journey. (See Clause 0.2).
9. Failure to observe any of the terms of Clauses J1 to J8 shall be a contravention.

K APPOINTMENT OF SUPERVISORS

1. Subject to the following Clauses, a Supervisor on a journey may be either a student or a member of the University staff.
2. The Supervisor shall be nominated on the transport requisition and shall sign that requisition in the appropriate place acknowledging that he accepts responsibility for the control of the group making the journey and that he is aware of the responsibility laid on him by the Head of his Department, the University generally and these regulations in particular.
3. One Supervisor shall be appointed for each vehicle if a journey or expedition involves more than one vehicle at a time.
4. The approved Driver(s) for a journey may also be appointed Supervisor.
5. The Supervisor may also be nominated as the Principal Driver or as a relief driver.
6. The Head of Department requisitioning a vehicle shall, save as in para 7, below, nominate a member of his staff as Supervisor in each vehicle involved in a journey.
7. Whenever a journey is to be undertaken involving students and where no staff member is accompanying the passengers in a particular vehicle the Head of Department shall appoint for each vehicle in which there is no staff member a student who shall be designated as the Supervisor.

8. The Head of Department shall appoint only students who are in the opinion of the Head of Department capable of discharging the duties of a Supervisor.
9. The Director shall have the right to reject any nomination of a Supervisor.

L DUTIES OF A SUPERVISOR

1. A Supervisor shall:-

- (a) compile a list of all passengers and shall supply the name(s) of any passenger(s) to an Officer of the University when requested to do so;
- (b) be responsible for the orderly conduct of passengers throughout the journey;
- (c) whenever it is necessary for the vehicle to be left unattended, be responsible for safeguarding the vehicle and its contents by ensuring that all items of luggage are as far as possible stored out of sight;
- (d) take all reasonable steps to ensure that passengers do not cause any damage to the vehicle or carry out any acts which could lead to the vehicle being damaged in any way, whether by writing slogans or affixing stickers, logos or signs on the body work, or otherwise;
- (e) be responsible for ensuring that the vehicle is returned in a clean condition at the end of a journey, reasonable road dust and mud accepted;
- (f) as soon as possible on return from a journey notify the Transport Office of any damage caused to the vehicle;
- (g) give his full co-operation in any investigation into any incident or contravention;
- (h) not use or permit any vehicle to be used whilst the Driver is under the influence of intoxicating liquors or drugs;
- (i) himself refrain from consumption of alcohol, drugs or other substances before or during the journey to the extent that such will impair his judgement, and refrain from the consumption of such whilst a passenger in the vehicle.

2. Failure to observe any of the terms of Clause L1 shall be a contravention.

M COLLECTION OF VEHICLE

1. Vehicles are available for collection by requisitionists from the Transport Office during normal working hours. Failure to collect a vehicle shall be the same as a failure to cancel the requisition and shall be a contravention.
2. The vehicle shall be collected by and will be delivered only to the Principal Driver nominated on the transport requisition.
3. No vehicle or vehicle keys will be released unless the user or the Principal Driver reports personally to the Transport Office during normal working hours in order to subject the vehicle to the take-over check examination. On requisition from a Head of Department, the Director may vary this requirement in specific cases.

4. Where a Head of Department deems it desirable that a person other than the Principal Driver shall collect the vehicle, prior arrangements must be agreed with the Transport Office.
5. The Principal Driver nominated on the requisition form shall, whether s/he personally collects the vehicle or not, be deemed to have collected it and shall be responsible for all matters relating too the vehicle and the journey under these rules.
6. Before taking delivery of the vehicle the person taking delivery shall, in the presence of a member of the Transport Office, examine the vehicle check list which forms Appendix C to these regulations and which covers the condition of the vehicle and any ancillary equipment issued with the vehicle and shall agree with that official the condition of the vehicle and the existence of the ancillary equipment, and shall sign the vehicle check list.
7. The completed vehicle check list will be regarded as proof of the presence or absence of any particular item of equipment or of the condition of the vehicle at the time of its issue.
8. Where the person due to take delivery of a vehicle fails to present himself in terms of Clause M.6, the signature of the member of the Transport Office who checked the vehicle shall be deemed to be proof of the condition of the vehicle and its equipment.

N SPEEDING AND MISUSE OF VEHICLE

1. No person in control of a pool vehicle shall drive that vehicle at speeds in excess of the legal speed limit, or the speed limit imposed by the University and displayed by notice in the vehicle, whichever is the lower. (See also J.2.b).
2. No passenger in the vehicle shall attempt in any way to influence the Driver to exceed the speed limit specified in Clause (1) above.
3. The speed in terms of Clause (1) shall be the speed indicated by the tachograph recorder dial installed in the vehicle and visible to the Driver. Where the tachograph recorder dial is installed out of sight of the Driver, the speed shall be as indicated on the standard speedometer fitted to the vehicle.
4. The speed at which the vehicle was driven shall be deemed to be the speed recorded on the tachograph card and the recorded traces thereof shall be deemed to be sufficient proof in any investigation into the use of the vehicle and the speed at which it was driven.
5. (a) Interference of any nature with the tachograph or with any alarm device or with any speed warning buzzer; or
 - (b) Exceeding speed limits as laid down by the University; or
 - (c) Any misuse of a pool vehicle causing damage, no matter how minor; or
 - (d) Instances of poor driving, including excessive speed for the circumstance, in journeys on and around the University Campus,

shall be a contravention and will be deemed until proved otherwise to have been caused by the Principal Driver and shall render that Driver or any proven offenders liable to the penalties set out in these regulations.

6. The Driver shall not allow the attachment to the vehicle of any equipment with which it is not issued.

In particular, the installation of private roof racks, or the attachment of trailers other than those issued with the vehicle on the appropriate requisition, is prohibited. Contravention of this prohibition will be deemed to be a contravention committed by the Principal Driver until established otherwise and shall render that Driver or any proven offenders liable to the penalties listed in these regulations.

O ACTION FOLLOWING AN ACCIDENT OR DAMAGE TO THE VEHICLE

1. In the event of an accident involving injury to persons or damage to a Pool vehicle, neither the Driver, a Supervisor, any individual student, or any staff member in the pool vehicle involved in the accident shall admit in any way whatsoever to any person who is not a University official any liability in the involvement in a collision, or in any other accident.
2. Any Driver involved in an accident, or damage to a vehicle, of whatever nature, shall report immediately to the Transport Office (telephone 046-6038234) and his Department Head. No repairs may be carried out without the approval of the Transport Office, unless the accident took place during a weekend and the expenditure is of a very minor nature in order to make the vehicle roadworthy (e.g. repair tail light). In this regard the limit of expenditure which may be incurred is R500,00.
3. As soon as possible after returning to Grahamstown the Principal Driver shall lodge with the Transport Office a report, in the form set out in Appendix E or in a similar manner, setting out the circumstances and the nature of the accident, in sufficient detail for the University to consider the extent to which it needs to pursue the matter further, and, in particular, through an insurance claim or other legal action, against the parties involved.
4. Where it is not possible for a Driver to comply with the requirements of Clauses (1), (2) and (3) above, the Supervisor, or any other student or any staff member involved in the journey shall assume these obligations.
5. Any Driver involved in an accident while driving a University or hired vehicle will, on return to Grahamstown, be suspended and shall not be permitted or authorised to drive any university or hired vehicle until:-
 - (a) for pool vehicles, the Transport Office is satisfied that the accident or damage was not caused by any act of commission or omission on the part of the Driver; or
 - (b) for Departmental vehicles, the Head of Department concerned is so satisfied or, if a Head of Department was driving at the time, if the Vice-Principal gives his authority; or
 - (c) for hired cars, where the Registrar (Finance) is so satisfied; or
 - (d) the Vice-Principal has issued such authority.
6. The Director shall institute an enquiry into the circumstances of every accident and shall take action appropriate to the findings thereof.

P RETURNING OF VEHICLES AFTER JOURNEYS

1. At the completion of the journey the Principal Driver shall complete all entries in the log book provided with the vehicle.
2. The Principal Driver shall sign the log book.

3. As soon as possible after returning to Grahamstown, the Principal Driver shall return the vehicle to the Transport Office within a period deemed reasonable by the Transport Office.
4. If the Transport Office is open when the vehicle is returned, the Principal Driver shall deliver the vehicle and keys to the clerk-in-charge of the Transport Office.
5. Should the Transport Office be closed, the Principal Driver shall proceed to the Campus Protection Office. CPU Staff will unlock the vehicle car park at the Engineering Workshop thus allowing the vehicle to be parked safely. The vehicle alarm must be activated.
6. If the Transport Office is closed when the vehicle is returned, the Principal Driver shall deposit the vehicle keys at the Transport Pool Office in the receptacle provided after complying with the provisions of Clause 5 above.
7. The Principal Driver, or, if a University Driver was engaged for the journey, the Supervisor, is responsible to remove from the interior of the vehicle all litter, cigarette stubs, cigarette ash, matches, papers, bottle tops, bottles, tins, vomit and other sign of untidiness and shall sweep the vehicle to a reasonably clean condition. Where the Transport Office is of the opinion that this requirement has not been carried out it may levy a charge of not more than R15,00 against the Principal Driver or the Supervisor, as may seem appropriate to the Transport Office.
8. Failure to comply with the provisions of Clauses 1-7 above will be a contravention and shall render the offender liable to the penalties set out in these regulations.
9. The Transport Office, on the return of the vehicle, will examine it in relation to the vehicle check list which was signed by the Driver on issue of the vehicle to him. For their own protection Drivers and users are advised to attend at the time that the vehicle is so checked.
10. The completed vehicle check list will be regarded as proof of the presence or absence of any particular item of equipment or of the condition of the vehicle at the time of its issue and return.
11. Where the condition of a vehicle is such that the Transport Office is of the opinion that extra costs will be incurred in cleaning the interior or the exterior of the vehicle, those extra costs, over and above any levied under Clause P.7, shall form a debit against the user for that journey.
12. The user who requisitioned the vehicle shall be deemed to have been responsible at the time of any accident or damage or other loss and may be debited as part of the charge-out for the use of the vehicle with the costs of repairing such damage or making good such other loss, save that any recoveries from an insurance claim will be credited to the said user.

Q FAILURE TO RETURN VEHICLE ON TIME

1. Delaying the return of a Pool vehicle to the Transport Office for any reason not acceptable to the Transport Office is a contravention.
2. Failure to return the keys of the vehicle, or any deficiency in the keys returned, shall be deemed to constitute failure to return the vehicle on time.

R PAYMENT FOR THE USE OF POOL TRANSPORT

1. The rates of charge for the use of vehicles hired from the Transport Pool shall be determined from time to time by the Director and published in an appropriate manner.
2. At the completion of each journey the Transport Office shall, using the published rates and the records available from the vehicle's speedometer and/or tachometer or in any other appropriate manner, calculate the amount due and issue a debit note to the Finance Division for recovery of the costs, including Driver time and Driver subsistence if applicable.
3. The debit note shall include, where appropriate, charges for shortages of ancillary equipment, and for cleaning, and shall also carry credits, if applicable, for any outside purchases such as maintenance, petrol, oil or repairs necessarily incurred by the user whilst on the journey, and may include debits for damage or repairs, and for any recoveries in terms of Clause P.12.

S DIRECTOR'S AUTHORITY

Where the Director is satisfied that there has been a contravention of these rules, he shall take action as follows:-

1. In all cases where a student is allegedly involved in the commission of a transgression, he shall have the right to elect having the case investigated and accepting the sanction imposed by the Director or having the case referred to the Proctors. Where the Director is of the view that the case is too complicated or of too serious a nature such as contravention of the undertaking outlined in Clause I.2.f., he shall not offer the student such an election and shall refer the case to the Proctors.
2. In all cases where a staff member is allegedly involved in the commission of a transgression, he shall have the right to elect having the case investigated and accepting the sanction imposed by the Director or having the case referred to the Vice-Principal. Where the Director is of the view that the case is too complicated or of too serious a nature such as contravention of the undertaking outlined in Clause I.2.f., he shall not offer the staff member such an election and shall refer the case to the Vice-Principal.
3. Copies of any written warnings or records of other penalties imposed under these regulations shall be sent to the appropriate Head of Department.
4. The Director may impose sanctions as follow:-

Clause

- H.1 For failure to cancel timeously a reservation for a vehicle where the vehicle could have been allocated to another user;
- M.1 For failure to collect a vehicle;
- N.5.d For instances of poor driving in an around the University Campus:-
 - (a) if the nominated Driver is a student, a warning letter or suspension of that student as an approved Driver for a period not exceeding three months;
 - (b) if the nominated Driver is a staff member of the University, a warning letter or suspension of that member as an approved Driver for a period not exceeding six weeks;
 - (c) if action cannot be taken against the student or staff member, the club, society or department

may be required to pay a cancellation fee of

- (i) up to R100,00 for a first transgression; and
- (ii) R200,00 for a second transgression within a twelve-month period.

H.2 Failure to collect a vehicle: a charge as set out in Clause H.2.

J.2.p. For failure to report an accident in terms of these regulations.

O.2 Where it is not possible to establish that the accident or damage was not caused by any act of commission or omission on the part of the Driver, the Driver may be given a written warning as follows:-

- (a) if the guilty Driver is a student, a warning letter or suspension of that student as an approved Driver for a period not exceeding three months;
- (b) if the guilty Driver is a staff member of the University, a warning letter or suspension of that member as an approved Driver for a period not exceeding six weeks;

Clause

O.6 For a proven first accident, depending on the severity, immediate suspension as an approved Driver and following an enquiry by the Director or his nominee, a penalty as follows:

- (a) The Driver may be immediately suspended and, following an enquiry by the Director or his nominee, may not be permitted or authorised to drive University or hired vehicles for periods as follows:-

- (i) students, for a period not exceeding twelve months;
- (ii) members of staff, for a period not exceeding six months;
- (iii) departments, clubs and societies, denial of the right to use Pool vehicles for a period of up to six months;

G.2.a.iv Failure to provide the name of the person in regard to vehicle security at destination;

G.7 Failure to safeguard the vehicle in terms of the undertaking in Appendix D;

N.5.c Failure to take all reasonable steps to prevent damage to the vehicle;

J.2.h Failure to clean the vehicle;

J.5 Carrying more than four persons without a Supervisor present in the vehicle:-

- (a) There may be an immediate suspension of the Driver as an approved Driver, the Supervisor as Supervisor and the user group as users pending the outcome of an enquiry;

- (b) depending on the outcome of the enquiry:-

- (i) for a first transgression:-

if the Head of Department is the Driver, a written warning issued by the Vice-Principal;
and

- (ii) for any other Driver, a written warning issued by the Director.

- (iii) for a subsequent transgression within a period of a year from the date of the first transgression:-

Clause

the Driver may be denied authority to drive University vehicles for periods as follows:-

members of staff, for a period of up to three months;

all other Drivers, for a period of up to six months;

clubs and societies may be denied the right to use Transport Pool vehicles for a period of up to six months;

- N.5.a For interfering with any alarm device, speed warning, buzzer or tachograph:
 N.5.b For exceeding speed limits, including those laid down by the University:
 N.6 For misuse of vehicles including the attachment of unauthorised roof racks, trailers or similar items:-
- (a) There may be an immediate suspension of the Driver as an approved Driver, the Supervisor as Supervisor and the user group as users pending the outcome of an enquiry, and
- (b) depending on the outcome of the enquiry:-
- (i) for students, action under the student disciplinary code; and
- (ii) for all other University Drivers, a period of prohibition on driving a Pool vehicle for a period of up to six months.
- J.2.I For driving of vehicles by persons not authorised thereto;
 J.2.I Failure by the Driver or Supervisor to prevent unauthorised persons driving a pool vehicle;
 J.2.j For carrying passengers not authorised to be in the party; for giving lifts to hitchhikers and others;
 L.2 Failure to enforce the provision of Clause L.1:-
 The Director shall initiate action under the student disciplinary code of the transgressor is a student; and shall refer the matter to the Vice-Principal for administrative disciplinary action in the case of all other Drivers.
- D.3 Failure to lodge a properly completed form, duly supported by any other necessary documentation as set out in these regulations:
- Transgressions of this nature may render the requisitioner liable to a refusal of the request, or the non-supply of a vehicle without recourse to higher authority.
- P.8 Failure to meet any of the requirements of Clauses P.1-7;
 Q.1 Failure to return a Pool vehicle for reasons not acceptable to the Transport Office;
 Q.2 Failure to return all or any of the keys for the vehicle:-

a sanction may be imposed as follows:-

- (a) for the first failure, a debit of not more than R100,00 for each period of 24 hours or part thereof by which the return is delayed;
 - (b) for a second such failure, within a period of a year from the first failure, suspension as an Approved Driver and/or withdrawal from the appropriate user of the privilege to use the vehicle Pool.
 - (c) for a third such failure within a period of a year from the first failure, the Director shall initiate action under the student disciplinary code if the transgressor is a student; and shall refer the matter to the Vice-Principal for administrative disciplinary action in the case of all other Drivers.
- G.6 Deviation from approved route;
- J.2.a Breach of undertaking given in Clause I.2.f;
Consumption of alcohol, drugs, or other harmful substances whilst on the vehicle and holding the appointment of a Driver or Supervisor;
- J.1 to J.9 Failure of Drivers to carry out any duty other than those for which a specific penalty is laid down elsewhere in these regulations;
- L.2 Failure of Supervisors to carry out their duties other than those for which a specific penalty is laid down elsewhere in these regulations:-
Students will be referred to the Investigating Officer under the Student Disciplinary Code. Staff members involved will be referred direct to the Vice-Principal.

T APPEALS

1. An appeal against any prohibition or other sanction imposed by the Director in terms of these regulations will be heard by the Vice-Principal, whose decision shall be final.

U ADMINISTRATION OF THESE REGULATIONS

The Director is responsible to the Vice-Principal to administer and enforce these regulations and, except where otherwise stated, shall issue the warnings or notices of suspension and shall decide whether the Investigating Officer or other University disciplinary authority shall be brought into each case where the regulations appear to have been transgressed.

RHODES UNIVERSITY CONSOLIDATED MOTOR TRANSPORT REGULATIONS

APPLICATION FOR AUTHORITY TO DRIVE

1. I wish to apply for authority permitting me to drive a University vehicle for a period of twelve months from date of granting such authority, provided that I remain a registered student of the University for the entire period.

2. I am aware that the conditions under which I may be authorised to drive a University vehicle are set out in Section I "Qualifications of Drivers" of the Rhodes University Consolidated Motor Transport Regulations 2004 and include the following requirements:-
 - (a) The student shall hold a valid licence accepted by South African traffic authorities for the class of vehicle to be driven;
 - (b) The student shall have held such a licence for at least two (2) years;
 - (c) Such licence shall carry no endorsements for any traffic offences.
 - (d) The student shall not have been refused any motor vehicle insurance cover or continuance thereof by any insurance company or underwriter;
 - (e) The student shall complete in the presence of a witness the form attached as Appendix B in which he undertakes not to take during a period commencing not less than eight hours before the commencement of the journey any alcohol drink or substance which may in any degree impair his faculties as a driver and shall further undertake that he shall similarly refrain during the whole of all journeys he may undertake.
 - (f) The student shall undergo a practical test administered by the Transport Office to determine his ability to drive the class of vehicle applied for. In this respect the Transport Office is required to examine specifically the applicant's abilities in regard to the different requirements of two-wheel drive and four-wheel drive vehicles, and of loaded passenger mini-buses and shall record the result of the test on the form in Appendix A.
 - (g) The successful completion of the test and the other formalities noted herein shall entitle the student to be issued a letter of authority permitting him to drive a University vehicle for a period of twelve months, provided that the driver remains a registered student of the University.

3. I certify that I have been given a chance to read the Rhodes University Consolidated Motor Transport Regulations, 1995 and that, in particular, I have familiarised myself with Section J "Duties of a Driver; I undertake that, if I am authorised to drive University vehicle, I shall adhere faithfully to the provisions of the Regulations and, in particular, to the conditions relating to the duties of a Driver.

4. I hereby undertake that, should I be granted authority to drive University vehicles, I shall not take during a period commencing not less than eight hours before the commencement of the journey any alcoholic drink or substance which may in any degree impair my faculties as a driver and I further undertake that I shall similarly refrain during the whole of the journeys I may undertake whilst driving or otherwise in charge of a University vehicle.

NAME: STUDENT NUMBER:

ADDRESS IN GRAHAMSTOWN:

SIGNATURE: WITNESS:

RECOMMENDATION BY HEAD OF DEPARTMENT

I,, Head of Department of,
hereby recommend that the person who has signed the form in the space preceding this recommendation
should be considered for appointment as an approved Driver of University vehicles.

SIGNATURE: DATE:

DESIGNATION/STATUS:

CLASS OF VEHICLE APPLIED FOR

I certify that I have examined specifically the applicants abilities in regard to the different requirements
of two-wheel drive and four-wheel drive vehicles and of loaded passenger minibuses and I certify that
the student is competent and should be granted authority to drive University vehicles for a period of
twelve months from the date of this certificate, provided that the driver remains a registered student of
the University.

NAME: DATE:

SIGNATURE:

CONFIRMATION BY UNIVERSITY AUTHORITY

The above application is confirmed and the applicant is now appointed as an approved driver on the list
of approved drivers.

SIGNATURE: DATE:

DESIGNATION/STATUS:

APPENDIX C

RHODES UNIVERSITY CONSOLIDATED MOTOR TRANSPORT REGULATIONS

VEHICLE CHECK LIST

I certify that I have checked the vehicle, and its equipment and, except for those deficiencies recorded herein, accept that they are in good order and condition. I know the Rhodes University Consolidated Motor Transport Regulations 1995, I agree to abide by them, especially the clauses regarding security, speeding, interfering with the tachometer and buzzer, and the discipline of the passengers in the vehicle. I acknowledge that I am responsible for the safety and care of the vehicle and its passengers and undertake that I will take all reasonable steps to ensure the safety of my passengers and of the vehicle and its ancillary equipment.

I notice the following deficiencies of equipment:--

1.
2.
3.
4.
5.
6.

I record below or by indicating against the illustrations on the reverse of this form any other deficiencies in the vehicle:-

1.
2.
3.
4.
5.
6.

Subject to the above and the remarks on the reverse hereof, I accept the vehicle and its equipment as handed over to me.

NAME: STUDENT NUMBER:

DATE:

—

**CERTIFICATE BY OFFICIAL OF TRANSPORT POOL
HANDING OVER THE VEHICLE**

I certify that the above statements are correct.

NAME: DESIGNATION:

DATE:

APPENDIX D

RHODES UNIVERSITY CONSOLIDATED MOTOR TRANSPORT REGULATIONS

UNDERTAKING IN REGARD TO SECURITY OF POOL VEHICLE ISSUED

I, (person in charge/student supervisor/approved student driver), state that I shall be a passenger on both the forward and return journeys in Vehicle No. issued to from (date) to (date) for the purpose of

I undertake that I shall personally ensure that all precautions are observed in regard to the security of the vehicle whenever the vehicle is left unattended, day or night, to wit:-

1. I shall ensure that the rotor arm is removed from the distributor, except where parked for less than 1 hour during daylight hours.

* (This requirement may be waived by the Authority of the Transport Official appended below).

2. I shall ensure that the wheel clamp is applied to one of the road wheels of the vehicle and that the padlock is applied securely to the wheel clamp in order to immobilise the vehicle (except where parked for less than 1 hour during daylight hours).

3. I shall ensure that the "crook lock" is properly installed between the steering wheel and the clutch pedal.

4. I shall ensure that the vehicle is placed in secure overnight parking as detailed below as to the manner and location of such overnight parking:-

(a) arrangements have been made with Mr....., whose position is at (telephone number) (name of destination)

- (b) The manner in which the vehicle will be safeguarded, in addition to the undertakings in para's 1, 2 and 3 above, are:-

- (i)
- (ii)
- (iii)
- (iv)
- (v).....

5. I shall ensure that no interference whatsoever takes place, nor shall I tolerate any attempts at interference with, the warning buzzer device, which is fitted in order to alert the driver to the possibility that the University's stated maximum speed for the vehicle is being exceeded.

6. I accept that if it is proved that I have failed to carry out any of the above undertakings, notwithstanding any other sanction which may be applied to me in terms of the Rhodes University Motor Transport Regulations, I am automatically excluded from having a University vehicle released to me and where applicable, from the position of student supervisor and/or student driver of a University pool vehicle for a period of 1 year from the date of issue of the above vehicle.

SIGNED: PRINT NAME:

DATE: WITNESS:

STUDENT NO:

—

* It is necessary/not necessary for the rotor arm to be removed from the distributor.

TRANSPORT OFFICIAL

SIGNATURE:..... DESIGNATION :

APPENDIX E

RHODES UNIVERSITY

APPLICATION FOR APPROVAL AS A REGISTERED STUDENT DRIVER

1. NAME (IN BLOCK LETTERS) :

DEPARTMENT : _____ STUDENT NO :

DATE OF BIRTH :

2. DRIVER'S LICENCE(S) NO :

CLASS : Light/Medium/Heavy/4WD :

DATE(S) OF ISSUE :

SEEN : _____ DATE:

for : DIRECTOR: ESTATES DIVISION

3. DECLARATION BY STUDENT

I have read and I understand the regulations setting out the duties of a Student Driver and of a Supervisor and undertake to carry out the duties of a Student Driver and not to take any alcohol drink or substance which might impair my faculties as a driver, for a period commencing not less than 8 hours before and during the whole of any journey.

DATE : _____ SIGNED :

4. I recommend that _____ be permitted to drive the following types of vehicles in the course of recognised University activities: 4 WHEEL DRIVE/LIGHT BUS/MEDIUM BUS - (delete inapplicable).

I certify that he/she satisfies all the requirements for a Student Driver as contained in the University Motor Transport Regulations.

DEPARTMENT : _____ SIGNED :
(HEAD OF DEPARTMENT)

DATE : _____ Please print name:

5. I have satisfied myself that _____ is capable of driving the above vehicle(s).

DATE : _____ SIGNED:
(for: TRANSPORT OFFICE)

6. Approval is granted for the above-mentioned to drive the following University vehicle(s).

4 WHEEL DRIVE/LIGHT BUS/MEDIUM BUS - (delete inapplicable).

DATE : _____ SIGNED:
for: VICE-CHANCELLOR