

## **GUIDELINES FOR OBTAINING A DRIVERS LICENCE THROUGH RHODES UNIVERSITY**

The Staff Development Fund also covers the cost of obtaining a learners and driver's licence. However, this is only in circumstances where the employee is required to drive during the course of his/her duties as stated in their job profiles or where the staff member in obtaining a driver's licence would significantly enhance the effectiveness of the section/department due to departmental needs or restructuring. These circumstances are motivated by the relevant Manager. There is an annual call for applications to obtain driver's licences, but due to sometimes changing circumstance, applications are evaluated during the course of the year.

### **Procedures and Conditions of Funding**

1. Funding will only be approved if a Driver's Licence is a job requirement and/or will benefit the department/division due to restructuring or changed needs.
2. Based on the relevant manager's discretion, a member's application will be considered if he/she is earmarked for a role where the applicable licenses is a requirement.
3. All applications will be subject to the available budget.
4. The University will only fund the costs of one test for a Learner's Licence, should the applicant fail the first test, he/she must pay for any further tests.
5. Funds for the Driver's Licence will only be released once the Learner's Licence has been obtained.
6. When applying for release of funding for the Driver's Licence, the applicant must bring the original Learners Licence to the HR Office.
7. Failure to take action for a period of 6 months after the application has been approved will result in withdrawal of the funding.
8. The applicant will be given a time limit of 6 months from the date of passing the Learners Licence or in the event that he/she has a Driver's Licence from date of approval and a maximum of 15 lessons to obtain the Driver's Licence (code 8) and 10 lessons (code 10).

Should the applicant fail to obtain a licence within the stipulated time period, he/she will be required to repay the amount of the funding paid for the Driver's Licence.

### **Available funding**

The following will be funded by Rhodes University:

1. Application fee for a learners licence
2. Learners license
3. Application fee for a driver's license (Code 8, Code 10 and PdP)
4. Drivers lessons applicable to the code
5. Driver's license test
6. ID photos
7. Cost of learners licence book if purchased

## **Process**

1. Approval of the application (see copy of the application form attached)
2. Currently Rhodes is using Mike's Driving School as service provider as they offer both a code 8 and code 10. Once the application is approved, Rhodes University will forward the following detail to the service provider :
  - a. Name, contact details and working address (for pick up and drop off) of staff member undergoing lessons.
  - b. The driving code applicable (code 8 or code 10).
  - c. The required number of lessons (reflects the number of lessons that Rhodes will be liable in terms of payment).
  - d. The preferred hours for lessons (as agreed to by the Staff member and the Line Manager).
3. The service provider will forward a quote of the amount involved (as per requirement)
4. Rhodes will arrange for payment and e-mail payment confirmation to the service provider.
5. The service provider will make contact with the staff member and practices (dates and times) will be arranged between the staff member and the School/Instructor.
6. The service provider will keep record of attendance (as part of their monitoring procedure) and has agreed to inform Rhodes about staff members who do not actively attend lessons.

## **Additional Noting:**

- A 24 hour notice period is required by the service provider by the staff member, should he/she need to rearrange scheduled lessons.
- Rhodes will initially agree to pay for 15 lessons (code 8). Should the service provider feel that the staff member is in need of additional lessons, the service provider will e-mail Rhodes who will consider the possibility of this.
- Rhodes will initially agree to pay for 15 lessons (code 10). Should the service provider feel that the staff member is in need of additional lessons, the service provider will e-mail Rhodes who will consider the possibility of this.

- When a staff member has attended half of their lessons, they are to independently book their test date with the Traffic Department. The staff member is to pay for the booking themselves and provide Rhodes University with the receipt, which will be used to reimburse the staff member for the costs. The staff member is to confirm the date with Rhodes University upon presenting the receipt and is to also communicate the date with the service provider for the purpose of structuring lessons.
- The service provider also offers the service of printing of ID Photo's.
- The service provider also offers the service of guiding staff members in the preparation of their Learner's Test. It must be noted however, that this is not an opportunity for staff members to gain access to the test and make use of this for practice purposes. The service provider just provides a space for learners to sit and do the test as per the K53 Book, and practice questions on a computer provided. This is a free of charge support service. Cost of booklet from Pick n Pay is R49.95.