



DREAM

HOTELS & RESORTS

GROUP POLICY FOR: Dream Hotels and Resorts

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TITLE
DHR Vehicle Management and Use Policy

PURPOSE
To provide for the Terms and Conditions of usage of company vehicle

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1. PURPOSE

- To provide for the Terms and Conditions of usage of company vehicle

2. SCOPE OF PLAN

This document is generally applicable to all operations of the Company, but in no way shall it limit the rights of the Company to take different or additional steps or actions, provided such steps or actions do not violate applicable legislation.

In addition to the stated provisions of this document, the Company will take all appropriate actions to comply with the applicable legislation. In the event of a conflict between any provision of this document and applicable legislation, the applicable legislation shall apply.

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The document may be amended or modified by the Company at any time.

3. CONTENT

3.1. Terms and Conditions of usage of company vehicle

- 3.1.1. Only authorised employees are allowed to operate the company vehicle.
- 3.1.2. Only authorised employees are allowed to be transported in the company vehicle.
- 3.1.3. Only employees with valid endorsed driver's licence are allowed to operate the company vehicle, and failure to disclose an unendorsed driver license is a transgression of this policy and the code of conduct of the employer.
- 3.1.4. Only authorised items are to be transported and only authorised work is to be conducted with the company vehicle.
- 3.1.5. The vehicle is not allowed to leave the South African Border without the express permission of the employer and with relevant insurance cover.
- 3.1.6. Vehicles are to be signed out by the relevant accountable person.
- 3.1.7. Each trip will be logged, in the logbook, with open and closing KM.
- 3.1.8. All incidents should be reported when handing the vehicle back.
- 3.1.9. The vehicle will be handed back with a full tank after every trip. Tanked to be filled with **50PPM diesel ONLY**.
- 3.1.10. The vehicle is to remain reasonably clean and stain-free for the duration of use, subject to expected reasonable wear & tear
- 3.1.11. The vehicle will be cleaned once a week at the cost of the company (where possible) to ensure the vehicle is available for use in a decent state.
- 3.1.12. Pre and Post inspection of the vehicle is required, and any damage not reported before the trip will be deemed as occurring on the trip it was reported on.
- 3.1.13. A Fleet card will be assigned to the vehicle and signed out with the vehicle keys.
- 3.1.14. All purchases on the fleet card needs to be accompanied by a receipt and returned with the keys along with the trip information.
 - All Fuel purchases need to be done with a designated fuel reward partner
 - Currently FNB EBucks – Engen (where possible)

3.2. Incidents and accidents

3.2.1. Negligent accidents and incidents

- *If the employee driving was negligent in their action and was deemed to be the cause of the incident or accident, they will be liable for the lesser of the full (100%) cost of the repair and/or insurance co-payment (excess due & payable)*
- *The claim may be based on the claim value decided not necessarily the property insurance claim and the employee in this case will be liable for the repair cost as obtained by the employer from 2 independent authorised repairers.*
- *Co-payment to the employer's insurance is set as a % of the repair cost and based on the policy and has a minimum co-payment amount payable.*

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- *The employee agrees to the full deduction of all costs and fees from the employee salary in regard to incidents and accidents costs.*

3.2.2. Non- Negligent accidents and incidents

3.2.2.1. If the employee driving was **NOT** negligent in their action and was **NOT** deemed to be the cause of the incident or accident, they will.

3.2.2.2. On incident one have no liability (on a 24-month rolling period)

3.2.2.3. On indecent two (in 24-month rolling period) be liable for 50% of the above described cost under 3.2.1.

3.2.2.4. On indecent three (in 24-month rolling period) be liable for 100% of the above described cost under 3.2.1

If negligence is in dispute this will be referred to employer people division for mediation and arbitration and reviewed independently to determine Negligent or not

Any future appeal procedures will be governed by the employer's consequence management (People relation / Industrial relation Policy)

3.3. Parking and speeding fines

All parking and speeding fines will be deemed as negligence on the part of the employee driving and will be for the full cost of the employee.

The employee agrees to full deduction of all costs and fees to be deducted from the employee salary in regard to Parking and speeding fines

The employer can bear no responsibility for the employee missing out on a discount on timely payment and the employer will forward all fines as soon as they are received

The designated driver as per the book out schedule will be deemed as the liable party

Only fines incurred based on the status or roadworthiness of the vehicle will be exempted and for the cost of the employer

3.4. Parking, Tollgate and incidental costs

Parking, tollgate and incidental travel costs are reimbursable to the employee upon the supply of a detailed reconciliation and tax invoices as per the travel claim requisition form to account for all expenditures being claimed.

Advance requests can be done to finance for payment to the employees personal account through a travel advance requisition.

In the case of an advance, a detailed reconciliation and the tax invoices are required as per the travel claim requisition form that will account for all expenditures being claimed.

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3.5. Cost Optimisation

- 3.5.1. A number of employees who attend the same function shall at all times attempt to reduce the cost to company by using *one vehicle (travelling in company)* where circumstances permit.
- 3.5.2. In a situation where *company / rental vehicle* is used, no claim shall be paid, except for unforeseen circumstances, such as breakdowns, re-fuelling. No traffic offence ticket would be paid for by the company unless it can be proven that there is no negligence on the part of the driver.
- 3.5.3. Every attempt shall be made to reduce travel costs by comparing the cost advantage of using alternative transport modes including air travel

I, _____ hereby confirm that I have read
aforementioned. I undertake to familiarise myself with the Policy and its procedures and rules.

_____ Date: _____
Employee Signature:

_____ Date: _____
Witness signature:

Witness Full name and Surname

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