	Procedure	
---	------------------	--

Title: **Vehicle and Driver Safety Management Procedure**

Document Identifier: **240-62946386**

Alternative Reference Number: **N/A**

Area of Applicability: **Eskom Holdings**



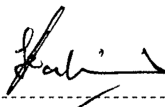

Functional Area: **Sustainability Division**

Revision: **4**

Total Pages: **23**

Next Review Date: **May 2020**

Disclosure Classification: **Controlled Disclosure**

Compiled by	Supported by	Functional Responsibility	Authorized by
			
O. Swanepoel Senior OHS Advisor	J. Naidoo Senior Manager, OHS	K. Pather General Manager	T. Govender Group Executive Transmission and Sustainability Systems
Sustainability Systems	Sustainability Systems	Sustainability Systems	
Date: 29/11/2015	Date: 26/11/2015	Date: 30/11/2015	Date: 30/11/15

Content

	Page
1. Introduction.....	3
2. Supporting clauses	3
2.1 Scope.....	3
2.1.1 Purpose.....	3
2.1.2 Applicability	3
2.1.3 Effective date.....	3
2.2 Normative/informative references	4
Normative	4
Informative	4
2.3 Definitions	5
2.4 Abbreviations	8
2.5 Roles and responsibilities.....	9
2.6 Process for monitoring.....	9
2.7 Related/supporting documents	9
3. Vehicle and Driver Safety Management Procedure	9
3.1 General requirements.....	9
3.2 Employer's responsibilities	10
3.3 Driver assessment process	14
3.4 Driver's responsibility.....	17
3.5 Responsibility of passengers.....	18
3.6 Requirements with regard to unauthorised use of vehicles.....	19
3.7 Private use of Eskom vehicle.....	19
3.8 Use and operating of construction vehicles	19
3.9 Misconduct	20
4. Acceptance.....	21
5. Revisions.....	22
6. Development team	23
7. Acknowledgements	23

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

1. Introduction

This procedure emanated as a result of the frequency of travelling, the long distances and hours travelled by employees as part of Eskom Holdings SOC Ltd (Eskom) business, the associated risks arising from such travel, and the need to enhance the general standard of vehicle and driver safety in Eskom Holdings.

The following matters are addressed in this procedure:

1. Ensuring that all drivers have access to the vehicle safety standards on which they will be assessed within their respective divisions/OU/BU's
2. Ensuring conformance with all the relevant statutory and Eskom requirements
3. Setting the requirements/standards for managing all the risks associated with vehicle safety, including the training of drivers, the assessment of drivers, the protection of employees traveling as passengers, the management of the organisation's liability, and the protection of the image of Eskom and its subsidiaries
4. Managing vehicle safety based on the principle of what is reasonably practicable
5. Evaluating conformance to the requirements through compliance audits and reviews

2. Supporting clauses

2.1 Scope

This procedure describes the purpose, scope, sequence of activities, control points, and responsibilities required to perform a high-level managerial, administrative, and technical function with regard to the management of vehicle and driver safety, including mobile equipment safety training and assessment across Eskom Holdings SOC Limited, including its subsidiaries.

2.1.1. Purpose

The purpose of this procedure is to standardise vehicle and driver safety requirements across Eskom and to ensure that effective vehicle and driver safety management programmes are implemented by the divisional/OU/BU responsible managers to achieve safe driving practices, thereby preventing vehicle incidents.

2.1.2. Applicability

This procedure applies to all drivers and vehicles used when performing work for Eskom Holdings SOC Limited and its subsidiaries, including contractors and consultants (who are using Eskom-subsidised transport and any person insured directly or indirectly by Eskom driving a vehicle outside the borders of South Africa).

2.1.3. Effective date

This procedure will be effective from date of authorisation.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

2.2 Normative/informative references

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

Normative

- [1] ISO 9001 Quality Management Systems
- [2] K53 Systematic Procedure to Ensure Professionalism in Vehicle Handling and Preventive Maintenance in Terms of the National Road Traffic Act, 1996 (Act No. 93 of 1996)
- [3] Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993)
- [4] National Road Transport Act (Act No. 93 of 2008)
- [5] Occupational Health and Safety Act (Act No. 85 of 1993)
- [6] 32-345 Eskom Vehicle Safety Specifications
- [7] 32-477 Safety, Health, and Environmental Training and Development Procedure
- [8] 32-727 Safety, Health, Environment, and Quality (SHEQ) Policy
- [9] 32-95 Environmental, Occupational Health, and Safety Incident Management Procedure
- [10] 32-1108 Car Schemes Procedure
- [11] 32-129 Managing Eskom Business Vehicle Scheme

Informative

- [12] 240-42363857 Insurance Motor Claims Procedure
- [13] 240-62989893 Driver Vehicle Accident Reporting Form
- [14] 240-62989991 Eskom Vehicle Driver Permit Process
- [15] 240-62990141 Driver Risk Profile Assessment
- [16] 240-84271382 Temporary Driver Permit Authorisation Letter
- [17] 240-62582234 OHS Roles and Responsibilities and Statutory Appointments
- [18] 240-62196227 Life-saving Rules Standard
- [19] 240-88365419 Eskom Driver Training Standard
- [20] 32-37 Substance Abuse Procedure
- [21] 32-136 Contractor Health and Safety Requirements
- [22] 240-84733329: Medical Surveillance Procedure
- [23] 240-42363857 Insurance Motor Claims Procedure
- [24] 32-1112 Disciplinary Code
- [25] 32-1113 Disciplinary Procedure
- [26] ISO 9001 Quality Management Systems – Requirements
- [27] SANS 1 0228 The Identification and Classification of Dangerous Goods
- [28] SANS 1 0232-1 Emergency Information System Part 1 – Road Transportation
- [29] SANS 1 0232-3 Emergency Information System Part 3 – Emergency Response Guide
- [30] SANS 1 0231 Operation Requirements for Road Vehicles
- [31] SANS 1 0230 Inspection Requirements for Road Vehicles
- [32] SANS 1 0229 Packaging of Dangerous Goods for Road and Rail Transportation in South Africa

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

2.3 Definitions

Definition	Explanation
Authorised driver assessor	A person who is assessed annually by the SETA under the Department of Education, Development, and Training and is issued with an ETDP assessor certificate. The assessor has to be an instructor first. "Registered driver assessor" has a similar meaning.
Banksman (reversing assistant)	The skilled person who directs the operation of a crane or larger vehicle from the point near where loads are attached and detached.
Competent driver	Any driver who has the necessary knowledge, skills, training, experience, qualifications, and attitude and who is specifically licensed for a particular class of vehicle in order to perform the required work.
Construction vehicle	A vehicle used as a means of conveyance for transporting persons or material or both persons and material, as the case may be, both on and off the construction site for the purposes of performing construction work.
Construction work	Any work in connection with: <ul style="list-style-type: none"> a) the construction, erection, alteration, renovation, repair, demolition or dismantling of, or addition to, a building or any similar structure; or b) the construction, erection, maintenance, demolition, or dismantling of any bridge, dam, canal, road, railway, runway, sewer, or water reticulation system or the moving of earth, the clearing of land, or the making of an excavation, piling, or any similar civil engineering structure or type of work.
Contractor	In relation to this document, where the word "contractor" is used, it will mean all or some of the following: principal contractors, appointed contractors, third-party contractors, fixed-term contractors, suppliers, vendors, service providers, and consultants.
Daytime running lamp	These are lights that are switched on during the daytime to ensure better visibility of vehicles on the road.
Dipped beam	Setting a vehicle's headlamps to provide adequate forward and lateral illumination, with limits on light directed towards the eyes of other road users. "Low beam", "passing beam", or "meeting beam" has a similar meaning.
Driver	Any person driving a vehicle on Eskom business and which vehicle is insured by Eskom (directly or indirectly), irrespective of whether the person is employed by Eskom or not. "Driver" includes drivers of subsidised transport responsible for the transport of Eskom employees, contractors, or consultants, subject to such transport being contractually insured by Eskom in some way or another. Non-Eskom-related activities are excluded.
Driver camera	A video event recorder that continuously monitors driving behaviour and captures driving behaviour on a triggered event and provides real-time driver feedback.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

Definition	Explanation
Driver training	Training provided by an accredited service provider listed by the Eskom Academy of Learning. It also refers to structured interventions with the aim of changing the behaviour of Eskom drivers regarding their skills, experience, qualifications, and/or attitude.
Employee	<p>Means a person appointed by, and remunerated by, Eskom and who performs duties. Any person who has entered into, or works under, a contract of service, apprenticeship, or learner ship with an employer, whether the contract is explicit or implicit, oral or in writing, whether the remuneration is calculated by time or work done and is paid for in cash or in kind or tacitly (by tacit agreement), and includes a case where such a person is under the control, instruction, and supervision of his/her employer, namely, the following:</p> <p>a) A permanent (Eskom) employee, which includes the following:</p> <ul style="list-style-type: none"> • A full-time employee • A part-time employee • A shift worker • A person referred to as a learner (section 18.1) or an apprentice in the Conditions of Service for Bargaining Unit Employees <p>b) A non-permanent employee, which includes the following:</p> <ul style="list-style-type: none"> • A person placed through a TES (includes a labour broker/personnel agency) • A temporary employee • A casual employee employed for the purpose of the employer's operating units • An occasional employee • A vacation student • Contractors (third-party contractors/principal consultants, contractors, appointed contractors, fixed-term contractors, service providers, and suppliers) • A person under a learner ship contract (section 18.2) <p>c) A bursary holder while under the supervision and/or direction of an employer</p> <p>Note 1: an employee only has one employer at any time. The employer is the person with whom he/she is in a contractual relationship of employment, even when he/she performs his/her contractual obligations for another person.</p> <p>Note 2: a pensioner is excluded because he/she is not regarded as an employee, as the employee-employer relationship no longer exists.</p>

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

Definition	Explanation
Employer	1.1.1.1.1 Any person who employs or provides work to a person and remunerates that person or who expressly or tacitly undertakes to remunerate him/her, excluding labour brokers (temporary employment service agents) as defined in the Labour Relations Act (Act No. 66 of 1995) and in terms of the OHS Act.
Eskom driver permit	A written authorisation issued by the employer/responsible manager to an Eskom driver based on the recommendation of an authorised driver assessor or reissued by the employer as per the Driver Risk Profile Assessment Template 240-62990141, provided that the driver is certified as medically fit to drive a vehicle; this includes PRDP drivers (see <i>paragraph 3.2.10.b.ii</i>).
Eskom driver permit assessment	A standard driving skills assessment, conducted by an authorised driver instructor/assessor, to determine the competency level of a driver/operator by means of a practical test based on the K53 standard, supported by a copy of a medical fitness certificate.
Eskom-owned vehicles	Any vehicle purchased by Eskom Holdings SOC Limited or its subsidiaries, excluding any other vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom.
Flagman	A person who directs traffic through a construction site or other temporary traffic control zone past an area using signs or flags. The flagman is responsible for maintaining the safety and efficiency of traffic, as well as the safety of road workers, while allowing construction, accident recovery, or other tasks to proceed.
K53	Systematic procedure to ensure professionalism in vehicle handling and preventive maintenance.
Medical fitness certificate	A certificate issued in terms of medical surveillance and used for the control of Eskom employees, using the OREP (occupational risk exposure profile) form.
Reasonably practicable	Practicable in the context of this document, having regard to the: <ul style="list-style-type: none"> a) severity and scope of the hazard or risk to vehicle safety; b) state of knowledge reasonably available concerning the hazard or risk; c) state of knowledge reasonably available concerning any means of removing or mitigating that hazard or risk; d) availability and suitability of means to remove or mitigate that hazard or risk; and e) cost of removing or mitigating that hazard or risk in relation to the benefits derived from it.
Registered driver instructor	A person who is authorised annually by the Member of the Executive Committee (MEC) of Transport as a vehicle driver trainer and, on being found competent, is issued with an instructor's certificate.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

Definition	Explanation
Responsible manager	A manager of a department, section, or operating/business unit who has been appointed as part of the Eskom delegation of authority process, with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act.
Signalman	A person who historically gave signals using flags and light. Signalmen usually work in rail transport networks, armed forces, or construction (to direct heavy equipment such as cranes).
Self-propelled vehicle	Any vehicle propelled by means of energy sources (petrol, diesel, or electrical) or, for the purpose of this document, used for performing work.
Vehicle	Any vehicle propelled by petrol, diesel, or an electric energy source, used to perform work and/or to transport passengers for Eskom's OUs/BUs/sites. It includes towing vehicles, trailers, mobile equipment, and any other vehicle, whether it is leased, hired, or a car-scheme vehicle (refer to the Eskom Car Scheme Procedure 32-1108), or any vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom. This also includes private and contractor vehicles used for Eskom business.
Vehicle monitoring device (VMD)	A device fitted to a vehicle in order to monitor the vehicle's speed, distance travelled, location, driver behaviour, etc.
Vehicle safety	The study and practice of design, construction, equipment, and regulation to minimise the occurrence and consequences of vehicle accidents.
Verification	Confirmation by an authorised assessor that an existing driver's licence or Eskom driver permit is valid.

2.4 Abbreviations

Abbreviation	Explanation
ABS	Anti-lock braking system
A&F	Assurance and Forensic
BU	Business unit
ETDP	Education, training, development, and practices
LED	Light-emitting diode
LDV	Light delivery vehicle
MEC	Member of the Executive Council
ISO	International Organisation for Standardisation
OHS	Occupational health and safety
OREP	Occupational risk exposure profile
OU	Operating unit
SETA	Sector Education and Training Authority
TES	Temporary employment service
VMD	Vehicle monitoring device

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

2.5 Roles and responsibilities

The delegated employer, in terms of section 16(2) of the OHS Act, together with appointed responsible managers as per the OHS Roles and Responsibilities and Statutory Requirements Standard (240-62582234), shall be responsible for ensuring compliance with this procedure within his/her designated area of responsibility.

2.6 Process for monitoring

Compliance with the requirements of this procedure shall be audited by the divisions/operating units/business units at least annually as part of an internal review process.

All records in terms of paragraph 3 shall be audited by Assurance and Forensic Department (A&F) or any person delegated by A&F to carry out the audit and at a frequency determined by A&F.

2.7 Related/supporting documents

- This document supersedes 240-62946386 Revision 3 Vehicle and Driver Safety Management.
- Related documents are 32-345 Eskom Vehicle Safety Specifications, 240-88365419 Eskom Driver Training Standard, 240-62989893 Driver Vehicle Accident Reporting Form, 240-62989991 Eskom Vehicle Driver Permit Process, 240-62990141 Driver Risk Profile Assessment, and 240-84271382 Temporary Driver Permit Authorisation Letter.

3. Vehicle and Driver Safety Management Procedure

3.1 General requirements

Eskom takes a ZERO TOLERANCE stance on at-risk behaviour related to health and safety. Eskom will, therefore, view any lack of adherence to the following regarding, but not limited to, at-risk behaviour in a very serious light.

- 3.1.1. The employer shall ensure that the requirements of this procedure are communicated to all Eskom employees and any other person authorised to drive a vehicle for Eskom's business purposes. The procedure includes Eskom vehicles, privately owned vehicles used for business purposes or hired vehicles, Eskom scheme vehicles, or any vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom. This is necessary to ensure legal compliance, to promote awareness of road safety, and to encourage specialised driver training, where applicable.
- 3.1.2. The requirements in this document relate to roadworthiness, vehicles being fitted with ABS and dual air bags, the wearing of seat belts, and the prohibition against transporting any person on the back of an LDV. They also apply to drivers of subsidised transport, contractors, and consultants executing their contract with Eskom or any vehicle used for

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

Eskom business, including vehicles used for commuting purposes on a contractual basis.

- 3.1.3. The employer shall be responsible for the implementation of this procedure.
- 3.1.4. Where required, each responsible manager is responsible for the development of his/her own supporting documents in order to comply with this procedure. The requirements specified in this procedure are mandatory, and in the event that a conflict arises, this procedure takes precedence. All drivers, passengers, and pedestrians shall obey all vehicle safety requirements in terms of the National Road Traffic Act, Act No. 93 of 1996, as amended, including other relevant provincial or local requirements.
- 3.1.5. The use of motorcycles for Eskom business is prohibited unless the work site is not accessible with a vehicle.
- 3.1.6. In the case of quad bikes, they should only be used for fence/line inspection both inside and outside the Eskom premises.
- 3.1.7. Golf carts and single-person upright wheelers are to be used for patrolling inside the Eskom premises and are only permitted if the user is competent.
- 3.1.8. No Eskom-owned or Eskom-rented vehicle shall be used without prior authorisation in writing by the employer.

3.2 Employer's responsibilities

Eskom Holdings shall take all reasonably practicable steps to prevent vehicle accidents and harm to any person, including members of the public, and damage to property. By virtue of his/her delegation of authority, the responsible manager or his/her delegates is/are responsible for vehicle safety.

In order to implement and comply with vehicle safety and by virtue of delegation of authority, the employer may assign specific or general duties to any person under his/her control in terms of the Occupational Health and Safety Act (Act 85 of 1993) and in terms of the OHS Roles and Responsibilities and Statutory Appointments Standard 240-62582234.

The employer shall do the following:

- 3.2.1. Introduce and maintain driver awareness programmes in his/her area of responsibility.
- 3.2.2. Ensure that each driver is certified as medically fit.
- 3.2.3. Not permit an employee to drive a vehicle if the employee has been certified medically unfit to do so or if the medical certificate of fitness has expired.
- 3.2.4. Ensure that each driver, when driving for Eskom's business, is in possession of a valid national driver's licence, as well as an Eskom driver permit, as specified in the Eskom Vehicle Driver Permit Process 240-62989991.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- 3.2.5. Where reasonably practicable, provide driver training to an Eskom employee in a vehicle similar to the vehicle used for Eskom business purposes. Work conditions shall be taken into account when structuring the training requirements.
- 3.2.6. Provide appropriate accredited training for Eskom employee(s) as determined by the HR Policy in terms of the following:
- a) Where a first-aid kit or/and fire extinguishers has/have been supplied, it is recommended that the Eskom guidelines be adhered to.
- 3.2.7. Ensure that all Eskom-owned vehicles or any other vehicles used for Eskom business are maintained in a roadworthy condition.
- 3.2.8. Ensure that the contractor, as an employer in its own right, shall ensure that all vehicles used for Eskom business are maintained in a roadworthy condition.
- 3.2.9. Where reasonably practicable, monitor compliance with the roadworthiness of contractor vehicles, including vehicles used for commuting purposes on a contractual basis.
- 3.2.10. Ensure, before authorising an Eskom pool vehicle request, the following:
- a) The driver is in possession of a valid Eskom driver permit for the type of vehicle being driven, as stipulated in the Eskom Vehicle Driver Permit Process 240-62989991.
 - b) The driver is in possession of a valid national driver's licence suitable for the type of vehicle being driven, which, in the case of the following, must be at least the following:
 - i) A Code B driver's licence for light vehicles
 - ii) A professional driver's permit (PRDP):
 - for drivers transporting dangerous goods;
 - for drivers transporting passengers for payment; and
 - for drivers driving a passenger vehicle that seats 12 passengers or more
 - iii) A Code C1 and Code C for a goods vehicle with a gross vehicle mass that exceeds 3 500 kg
 - iv) When a person is required to drive a vehicle that tows any unit with a gross vehicle mass above 750 kg, for example, trailers, generators, or caravans, for Eskom business, the driver shall have the appropriate driver's licence, including a Code E licence.
 - c) Where the licence was obtained from other countries, such licence must be converted to a South African licence within five years of accepting permanent residency. Where the employee from the foreign country holds an international licence, only verification with the relevant embassy is required before the driver is allowed to drive on Eskom business.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- d) When travelling to another country, the driver must make sure that he/she complies with the national driving laws of that particular country.

3.2.11. Ensure that all Eskom-owned self-propelled vehicles are fitted with a vehicle monitoring device (VMD) and that:

- a) the information from the vehicle monitoring device (VMD) is monitored at least once per month and interpreted for management purposes;
- b) the device is able to identify the driver for the trip;
- c) the integrity of the vehicle monitoring device (VMD) information is protected; and
- d) the system is connected and maintained in good working order at all times. If defective, the device must be repaired as soon as is reasonably practicable by the operating/business unit/site, but not later than 72 hours after identifying the defect.

Depending on the decision of the employer (OU/BU responsible manager), any vehicle not used on public or national roads need not be fitted with a vehicle monitoring device. The employer shall ensure that such a vehicle, which shall be in a roadworthy condition in relation to its application, is not used on public or national roads at any time and/or that the vehicle will not be driven at a speed exceeding 30 km per hour.

3.2.12. Ensure that all Eskom-owned self-propelled vehicles are fitted with a driver camera and that:

- a) the information is monitored at least once a week from the driver camera website and interpreted for management purposes;
- b) the device is able to identify the driver for the trip;
- c) the integrity of the driver camera information is protected;
- d) the system is connected and maintained in good working order at all times. If defective, the device must be repaired as soon as is reasonably practicable by the operating/business unit, but not later than 24 hours after identifying the defect; and
- e) coaching of Eskom employees is done and managed by the responsible manager/supervisor.

3.2.13. Ensure that all drivers and passengers wear seat belts while travelling in a vehicle. Vehicles not fitted with seat belts must be retrofitted according to the vehicle manufacturers and SANS specifications. This requirement shall be monitored in terms of Eskom's Life-saving Rules.

3.2.14. Ensure that all vehicles remain in a safe condition by checking the following:

- a) That each driver, prior to every trip, performs:
 - i) in the case of Eskom-owned vehicles, the prescribed pre-trip inspection and provides evidence of it by signing the pre-trip inspection sheet; and

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- ii) in the case of any other vehicle used for Eskom business purposes, a visual inspection of the validity of the vehicle licence, the condition of all tyres, indicators, lights, oil, and water, or any aspect in relation to the roadworthiness of the particular vehicle.
 - b) That, in the case of Eskom-owned vehicles, the fleet manager conducts a full vehicle inspection at least once per annum to ensure that each vehicle remains in a safe condition.
 - c) That, in the case of vehicles that are used for Eskom business, the responsible manager shall ensure that annual vehicle inspections are conducted to ensure compliance with the Eskom Vehicle Safety Specification 32-345.
- 3.2.15. Ensure that no employee, including contractor employees or any other person, when on an Eskom site and/or performing work for Eskom, will be allowed to be transported on the back of open vehicles.
- 3.2.16. When purchasing an Eskom vehicle or renting a vehicle for Eskom business purposes, the vehicle must comply with the Eskom Vehicle Safety Specifications (32-345), which require at least air bags for the driver and front passenger and anti-lock brakes (ABS), provided that such vehicles are available from the manufacturer and supplier for a specific category of vehicles.
- 3.2.17. Where an Eskom-owned vehicle or external rental vehicle is not available, the use of private vehicles for Eskom business is only allowed, if permission has been granted, in writing, by the employer. The employee's Eskom driver permit must still be valid.
- 3.2.18. Where an alternative vehicle, that is, a private vehicle, is used instead of a scheme vehicle or any vehicle the employee makes available for Eskom business purposes and is insured directly or indirectly by Eskom, it is required that:
- a) such usage should be with the knowledge and written consent of the supervisor; and
 - b) such alternative vehicle shall comply with the Eskom Vehicle Safety Specifications (32-345), where applicable, which entail at least air bags for the driver and front passenger, as well as anti-lock brakes (ABS).
- 3.2.19. Investigate all work-related vehicle incidents, and take appropriate action as required in terms of the Eskom Procedure for Incident Management (32-95, as revised).
- 3.2.20. Ensure that all violations/infringements incurred while using an Eskom-owned or rental vehicle are investigated and necessary action from the recommendations is taken by the relevant line manager. Please ensure that feedback is provided to the relevant Fleet Shared Services office, as required.
- 3.2.21. Conduct a driver risk assessment as per the Driver Risk Profile Assessment 240-62990141 for each new Eskom employee within the first three months of his/her employment if he/she needs to drive a vehicle on Eskom business.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- 3.2.22. Conduct a driver risk assessment as per the Driver Risk Profile Assessment 240-62990141 for existing drivers in the business every two years, or when the job/driver risk profile of the Eskom employee changes, or when the Eskom employee is involved in an incident due to negligence.
- 3.2.23. Ensure that any individual with a learner's licence is not permitted to operate an Eskom-owned or -insured vehicle for Eskom business purposes.
- 3.2.24. Ensure that, in the case of possible exposure to diesel fumes from all diesel-driven machinery:
 - a) a risk assessment is conducted; and
 - b) exposure to diesel fumes is controlled.
- 3.2.25. Ensure that drivers who drive long distances on the same working day and within the applicable defined working hours, where applicable, should take a rest at a safe place at least every two hours or, alternatively, where it is safe, with other authorised drivers or, if that is not possible, it is recommended that the driver sleep overnight as per the HR SSU guideline.
- 3.2.26. Ensure that all drivers who drive in conditions of poor visibility during the day must drive with their driving lights switched on in the dipped-beam (low-beam) position. This is to enhance visibility to other road users. Where Eskom-owned vehicles are fitted with daytime running lamps, it must be ensured that they are in good working order.
- 3.2.27. Ensure that no authorised driver may transport dangerous goods in a vehicle on a public road, unless such dangerous goods are transported and labelled in accordance with the National Road Traffic Act and the relevant SANS requirements 10228 and 10229.

3.3 Driver assessment process

- 3.3.1 All driver assessors/instructors used in Eskom must be evaluated as required by the provincial Member of the Executive Committee (MEC) of Transport and must be in possession of a valid provincial instructor's certificate. Eskom will appoint national driver assessors/instructors and site driver assessors/instructors.
- 3.3.2 The Eskom national driver assessors/instructors shall be responsible for managing the training and assessment process of the site driver assessors/instructors.
- 3.3.3 The Eskom national driver assessors/instructors are required to be evaluated on a yearly basis in terms of the requirements as set out by the provincial Member of the Executive Committee (MEC) of Transport, whereas site driver assessors are required to be evaluated once off in terms of those requirements.
- 3.3.4 Subsequent to the once-off evaluation in terms of the requirements as laid down by the provincial Member of the Executive Committee (MEC) of Transport, site driver assessors/instructors shall undergo biannual internal assessments conducted by the Eskom national driver assessors/instructors and shall be issued with an internal Eskom driver competency permit to conduct assessments.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- 3.3.5 Biannual assessments shall be conducted on the site driver assessors/instructors to ensure that they apply the correct and current methods during the driver competency assessments and that they are kept abreast of new developments regarding the assessment process.
- 3.3.6 The Eskom national driver assessors/instructors shall utilise the Eskom Driver Training Standard (240-88365419) to determine the standard of assessment that needs to be conducted. Emphasis needs to be placed on defensive driving techniques and K53 principles.
- 3.3.7 To ensure that the site driver assessor/instructor applies what he/she was trained on, he/she shall conduct at least five driver assessments per month, and such assessments shall be documented in a logbook, which shall be made available to the Eskom national driver assessors/instructors, on request.
- 3.3.8 In the event that any driver assessor/instructor (national/site) is involved in a vehicle accident where he/she is the driver of the vehicle involved, he/she is required to undergo re-evaluation by an approved external driver assessor/organisation.
- 3.3.9 The Eskom Academy of Learning Operational Service (Centre of Excellence) shall keep an updated list of all national and site driver assessors/instructors, which shall be made available on request. Such list shall be updated by 31 July of each year.
- 3.3.10 The Eskom Academy of Learning is currently responsible for the issuing of internal site assessor/instructor permits.
- 3.3.11 Before any driver competency assessment, a driver risk profile assessment must be conducted as per the Driver Risk Profile Assessment document (240-62990141). (Existing drivers must undergo a driver risk profile every two years.) This will be based on the following criteria and authorised accordingly:
- a) All new Eskom employees who drive on Eskom business shall undergo the Eskom driver permit process.
 - b) When the vehicle category changes and the driver is required to use another vehicle in a different vehicle category for Eskom business purposes
 - c) When the Eskom employee is involved in a vehicle incident/accident due to his/her lack of driving skill/competency after steps have been taken to correct the behaviour (training or coaching)
 - d) If the job profile changes because the Eskom employee's working environment requires different travel arrangements
 - e) When the driver's risk profile changes from a low-risk to a high-risk driver, and training needs are identified
 - f) Where the manager/supervisor becomes aware of bad driving behaviour and a bad attitude, for example, information indicated by the vehicle monitoring systems

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- g) When the driver risk profile of the Eskom employee changes, for example, 4x4 driving
- 3.3.12 As an interim measure prior to obtaining a permit, all drivers who have just obtained their driver's licences from the relevant traffic authority and who need to use a vehicle insured (directly or indirectly) by Eskom or a rented vehicle in the scope of their employment must be issued with a Temporary Driver Permit Authorisation Letter (240-84271382) authorising them to use an Eskom vehicle in accordance with this procedure for a period of no longer than three months.
- a) Prior to issuing such a letter, the responsible manager must ensure that such a driver has a valid national driver's licence and will be able to drive such a vehicle by conducting a job observation while driving.
- b) During this period, the prospective driver has to acquire the necessary skills to conform to the Eskom driving permit standards.
- c) If the prospective driver is involved in an accident during the three-month period, a qualified instructor/assessor must assess him/her before allowing such prospective driver to be allowed to drive an Eskom vehicle, unless he/she is found not responsible for that particular accident.
- d) The current risk profile process should be used to determine the driver risk category, which then determines the type of assessment the driver needs to undergo.
- 3.3.13 A vehicle similar to that used by a driver to perform his/her duties must be made available to the driver assessor/instructor by the operating/business unit when conducting driver assessment. The driver must be assessed under the same conditions as those under which driving normally take place.
- 3.3.14 After the initial training, assessment, and issuing of a driver permit, the permit will remain valid for the duration of the driver's employment period with Eskom and while driving the same category vehicle.
- 3.3.15 If any existing driver is involved in a vehicle accident due to driver negligence or is indicated to be a high-risk driver, such a driver shall be re-evaluated by an internal or external authorised driver assessor. Only after the necessary mitigating steps have been taken can the employer re-authorise the driver according to the driver risk profile assessment (Driver Risk Profile Assessment 240-62990141). Such a driver shall not be allowed to transport any other person or goods until he/she has been re-evaluated.
- 3.3.16 A driver must be evaluated for the different categories of vehicles expected to be driven for Eskom business purposes. The Eskom driver permit shall clearly state the different categories for which authorisation has been granted.
- 3.3.17 Employees whose designation is that of a chauffeur or professional driver, as defined in the National Road Transport Act, or who transport people or dangerous goods must be assessed or re-assessed by an authorised driver assessor as required by the Act.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

3.4 Driver's responsibility

- 3.4.1. Every driver must exercise due care and diligence by assessing and avoiding risks when driving.
- 3.4.2. As soon as any unsafe condition or deterioration in his/her medical condition comes to any driver's attention, it must be reported to his/her employer or health and safety representative as soon as possible.
- 3.4.3. The driver must undergo the medical test as determined in the Eskom Vehicle Driver Permit Process 240-62989991 referred to in this procedure.
- 3.4.4. The onus is on the driver to disclose to the employer/supervisor the use of any medication or other substance, or any medical condition due to illness (temporary or permanent), or any situation of emotional stress that could negatively affect his/her driving ability.
- 3.4.5. The driver must ensure that no employees are transported on the back of open vehicles. This also applies to contractors and contractor employees while performing work for Eskom.
- 3.4.6. The driver must ensure that all canopies are properly fitted and secured and that all loose tools and objects in vehicles are properly secured.
- 3.4.7. When driving any vehicle that is insured by Eskom (directly or indirectly) or is either hired or leased by Eskom, such drivers shall carry their national driver's licence and, in the case of driving on Eskom business, must carry their Eskom driver permit in addition to the national driver's licence at all times.
- 3.4.8. The driver will only be permitted to drive the class of vehicle (including special limitations) specified on the Eskom driver permit.
- 3.4.9. The driver shall keep the employer informed of any changes to, or endorsements on, his/her national driver's licence. The driver must be evaluated for all classes of vehicle that he/she will drive.
- 3.4.10. All vehicle accidents must be reported within 24 hours to the police station and reported within the same shift or within a reasonable time after the incident to the supervisor, to the Safety Department within the respective operating/business unit, as well as to the applicable Fleet Management office. See Driver's Vehicle Accident Reporting Form 240-62989893 for important information to be recorded at the time of an accident.
- 3.4.11. For the sake of personal safety, drivers are discouraged from stopping unnecessarily in high-risk areas.
- 3.4.12. A defective vehicle monitoring device (VMD) must be reported to the supervisor immediately.
- 3.4.13. A defect on any vehicle must be reported to the supervisor immediately.
- 3.4.14. In the case of possible exposure to diesel fumes from all diesel-driven machinery, it is required:

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- a) that the driver does not park in an environment close to, or in close proximity to, the air intake of the building air conditioner; and
 - b) in a case where the vehicle is being serviced in a closed environment, local extraction pipes need to be used in order to take the fumes away from employees.
- 3.4.15. Drivers need to conduct proper route journey risk assessments to ensure that the safest route is taken. They need to report unsafe routes to their Safety Department.
- 3.4.16. Drivers shall comply with Eskom's Life-saving Rules relating to "Buckle up" and "Be sober".
- 3.4.17. The onus is on the driver of the vehicle to ensure that his/her national driver's licence is renewed within the specified time.
- 3.4.18. The driver of a vehicle is responsible for the safety of the vehicle and every passenger, and he/she should be aware of other road users while using the vehicle.
- 3.4.19. No Eskom driver shall disregard road signs, drive recklessly, exceed the speed limit, or do anything contrary to the National Road Traffic Act while on Eskom business.
- 3.4.20. No driver may drive a vehicle while holding a cellular or mobile telephone in one or both hands or with any other part of the body. A cellular or mobile telephone device may only be used while driving if such a telephone is fitted with a hands-free device; otherwise, it must be switched off. This excludes the handsets of radios that are permanently installed in a vehicle, broadcasting in the frequency range 2 to 500 MHz, which may be hand-held for communication pertaining to network management and network purposes while driving.
- 3.4.21. All drivers, including contractors and contractor employees, when performing work for Eskom, must ensure that they and their passengers are seated and wear seatbelts at all times.
- 3.4.22. No driver shall park a vehicle in such a way that it may be a hazard to other road users.
- 3.4.23. All drivers shall adapt their driving to the driving conditions prevalent at the time of the journey.
- 3.4.24. If any driver does not adhere to the rules for the identified risk areas/at-risk behaviour, this will result in a disciplinary process, and if it is found that a breach of the rules occurred, it could result in a severe penalty (including, but not limited to, dismissal).
- 3.4.25. All drivers shall avoid being drawn into, or getting involved in, road rage.

3.5 Responsibility of passengers

- 3.5.1. Abstain from the use of alcohol and/or illegal substances when travelling in a vehicle made available for Eskom business.
- 3.5.2. Wear seat belts at all times while the vehicle is in motion.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- 3.5.3. Abstain from interfering with the duties of the driver and tampering with the controls of the vehicle or endangering other passengers' safety in the vehicle.
- 3.5.4. Refuse to be transported in any manner contrary to the provisions of this procedure and the related Fleet Management Specification documents.
- 3.5.5. Abstain from smoking in a vehicle made available for Eskom business purposes (including rented vehicles and buses).
- 3.5.6. Passengers shall avoid being drawn into, or getting involved in, road rage.

3.6 Requirements with regard to unauthorised use of vehicles

- 3.6.1. No employee driving an Eskom-owned (or Eskom-rented) vehicle may give any other employee or person (including a hitch-hiker) a lift, except in the case of employees who are passengers travelling in connection with their work. For the purposes of the stated benefits, this includes persons who drive scheme vehicles on business trips or any vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom.
- 3.6.2. No unauthorised person may be allowed to drive an Eskom-owned (or -rented) vehicle.

3.7 Private use of Eskom vehicle

- 3.7.1. The use of Eskom vehicles is not permitted, unless approval for private use is granted, in writing, by the employer, for example, in the event that the employee's scheme vehicle or any vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom is being repaired or serviced in terms of Eskom's policies.
- 3.7.2. In extreme cases of medical emergencies, Eskom-owned or Eskom-hired vehicles may be used without permission. The relevant supervisor must be notified of this and acknowledge such usage as soon as reasonably practicable. The oral approval must be followed by written approval from the relevant supervisor. This does not apply to scheme vehicles or any vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom.

3.8 Use and operating of construction vehicles

The use and operation of any construction vehicle shall meet the following requirements:

- 3.8.1. Ensure that competency training certificates for the specific vehicles are available for audit purposes.
- 3.8.2. Ensure that the training requirements are addressed in accordance with 32-477 Safety, Health, and Environmental Development.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

- 3.8.3. All construction vehicle operators, flagmen, banksmen, signalmen, or points men are to wear LED-illuminated reflector vests at identified high-risk sites and construction projects. All flagmen, banksmen, signalmen, or points men at identified high-risk sites and construction projects are to be positioned with warning flashing lights and warning signs in such a way that they are visible to the operators at all times.
- 3.8.4. Drivers or operators and construction vehicles at identified high-risk sites and construction projects should have a permit system for operating in that particular area.
- 3.8.5. No vehicle will be allowed on a construction site if the vehicle is not declared as a construction vehicle and fitted with all the necessary construction-related devices such as an amber light, a reverse hooter, etc. as per the Construction Regulations. If vehicles are not correctly equipped for the construction site, parking outside the construction area must be provided. This will prevent vehicles that are not declared as construction vehicles from entering the construction area/site.
- 3.8.6. All construction vehicles or mobile plant travelling, working, or operating on public roads must comply with the requirements of the National Road Traffic Act, 1996.

3.9 Misconduct

Eskom takes a ZERO TOLERANCE stance on at-risk behaviour related to health and safety. Eskom will, therefore, view any lack of adherence to the above requirements regarding, but not limited to, management of vehicle safety at-risk behaviour in a very serious light. Non-adherence to this procedure could result in a disciplinary process, and if it is found that a breach of the procedure occurred, it could result in a severe penalty (including, but not limited to, dismissal).

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

4. Acceptance

This document has been seen and accepted by:

Name	Designation
National Vehicle Safety Workgroup	
OHS Steering Committee	
Thulani Ngwenya	Middle Manager, Operational and Process Safety, Sustainability Systems, OHS
Robin Pillay	Manager, Construction OHS Management
Alex Stramrood	Senior Manager, Safety Risk Management, Sustainability Systems, OHS
Winile Madonsela	Chief Advisor, Legal
Grietjie Doubell	Senior Consultant, Commercial
Wilma Jankowitz	Senior Consultant, Remuneration, Human Resources
Bertus van Jaarsveld	Middle Manager, Human Resources

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

5. Revisions

Date	Rev.	Compiler	Remarks
September 1998	0	-	A new standard with reference number ESKASAAW4 was developed and published.
October 2000	0	-	The contents of ESKASAAW4 and ESKADABI6 were incorporated, in alignment with the new Eskom document criteria, with the following changes: the document was redefined as a procedure; a new reference number, 32-93, was allocated; and 32-93 was formatted accordingly.
November 2005	0	-	The contents of ESKASAAW4 and ESKADABI6 were incorporated, in alignment with the new Eskom document criteria, with the following changes: the document was redefined as a procedure; and 32-93 was formatted accordingly.
August 2007	1	SN Middel	Review due to other requirements.
May 2009	2	SN Middel	Review due to alignment with other policies, giving clarity on safety features on all vehicles and enhancing driver awareness.
October 2013	3	TJ Mabeleng	Revise titles, and align with governance structures.
May 2015	4	OC Swanepoel	Review due to alignment with driver training process of BPP, clarification of driver responsibility, and adding misconduct process.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.

6. Development team

The following people were involved in the development of this document:

- Ockert Swanepoel – Sustainability Systems (Operational and Process Safety)
- Christo Krafft – Shared Services
- Mary Tshabalala – Shared Services
- Lazarus Muthimba – Disability Forum
- Devilliers Rolihlahla – Disability Forum
- Diff de Villiers – Asset Technology
- Amanda Qithi – Group Customer Services
- Pumeza Mabunda – Group Information Technology
- Eric Ndlovu – RT&D Technology
- Freddy Matotoka – Transmission Division
- Jan Nieman – Vehicle Safety Training
- Mark Ganesan – Telecommunication

7. Acknowledgements

The contributions to this document by a number people are much appreciated.

CONTROLLED DISCLOSURE

When downloaded from the document management system, this document is uncontrolled, and the responsibility rests with the user to ensure that it is in line with the authorised version on the system.

No part of this document may be reproduced without the express consent of the copyright holder, Eskom Holdings SOC Ltd, Reg. No. 2002/015527/30.