

 Eskom	<b>Procedure</b>	
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COMPILED BY	FUNCTIONAL RESP.	FUNCTIONAL RESP.	AUTHORISED BY
			
SN Middel VSLC	K. Pather Corporate OHS Manager	Dr SJ Lennon Managing Director (Corporate Services Division)	PJ Maroga Chief Executive Eskom Holdings Limited
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## **1 Introduction**

This procedure emanated from a need created by the long distances and hours travelled by employees, taking into account distance travel as part of Eskom's business, the associated risks emanating from it and therefore the need to enhance the general standard of vehicle and driver safety in Eskom and its subsidiaries through awareness, driver training and assessments in respect of the related policies, directives, standards and procedures.

All drivers, passengers and pedestrians must 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.

## **2 Requirements and responsibilities**

### **2.1 General requirements**

- 2.1.1 The employer shall ensure that the responsibilities stipulated in this procedure are assigned either in general terms or specifically, by the employer, to the relevant line management at every division/BU. This is necessary to facilitate the success of the integrated approach to vehicle safety.
- 2.1.2 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 purposes. The procedure includes Eskom vehicles, scheme vehicles, privately owned vehicles used for business purposes or hired vehicles. This is necessary to ensure legal compliance, to promote awareness of road safety and to encourage specialised advanced driver training where applicable.
- 2.1.3 The employer shall be responsible for the implementation of this procedure.
- 2.1.4 Where required, each division will be responsible for the development of its own supporting documents and standards in order to comply with this procedure. The requirements stipulated in this procedure take precedence over any other requirement, where there is a conflict.

### **2.2 Employer's responsibilities**

The employer may assign specific or general duties in order to implement and comply with vehicle safety, to any person under his /her control in terms of Section 16 of the Occupational Health and Safety Act (Act 85 of 1993).

The employer shall:

- 2.2.1 introduce and maintain driver awareness programmes in his/her area of responsibility;
- 2.2.2 ensure that each driver is certified as medically fit to drive a vehicle. The medical certification shall be done according to Eskom's and legal requirements for all drivers, namely:
  - a) annually for all drivers of vehicles with a medium to high risk rating on Eskom business, or
  - b) once every three years for those drivers who are office-bound or with a low assessment rating, provided that:
    - (i) the relevant employer after consultation with medical services agrees to such a frequency. (Examples include cases involving persons suffering from diabetes, hypertension or a similar condition), as per OREP requirements;
    - (ii) such frequency is specified in the individual's man job specifications.

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- 2.2.3 not permit an employee to drive a vehicle if the employee has been certified medically unfit to do so or if the medical certificate has expired;
- 2.2.4 ensure that each driver is in possession of a valid national driver's licence as well as an Eskom driver permit as specified in Annexure B;
- 2.2.5 where reasonably practicable, provide driver training to an employee, in a vehicle similar to the vehicle used for business purposes. Work conditions shall be taken into account when structuring the training.
- 2.2.6 The employer shall provide appropriate accredited training for drivers or at least any other person(s) as determined by the HR Policy in terms of :
- a) the use of the contents of first aid kits;
  - b) the Cardiopulmonary Resuscitation Procedure (CPR); and
  - c) the use of fire extinguishers where provided;
- 2.2.7 ensure that all vehicles are maintained in a roadworthy condition;
- 2.2.8 ensure, before signing a vehicle request form, that:
- a) the driver is in possession of a valid Eskom driver's permit, see Annexure B;
  - b) the driver is in possession of a valid national driver's licence suitable for the type of vehicle being driven, which must be at least in the case of the following:
    - i) Light vehicles – code B
    - ii) Where applicable, a professional driver's permit (PRDP), for example:
      - For drivers transporting dangerous goods, a professional driver's permit (PRDP).
      - For drivers transporting passengers for payment; a professional driver's permit (PRDP).
      - For drivers driving a passenger vehicle which seats 12 passengers, a professional driver's permit (PRDP).
    - iii) In the case of persons required to tow units, e.g. trailers, generators or caravans on business, this person shall have the required drivers' licence.
  - c) Where the licence was obtained from other countries, such licence must be converted to a South African licence. Where the employee from the foreign country holds an international licence, only verification with the Automobile Association is required;
- 2.2.9 ensure that all Eskom-owned self-propelled vehicles, excluding company cars, are fitted with a Vehicle Monitoring Device (VMD) and that:
- i) the information is downloaded at least once per month from the Vehicle Monitoring Device (VMD) and interpreted for management purposes;
  - ii) the device is able to identify the driver for the trip;
  - iii) the integrity of the Vehicle Monitoring Device (VMD) information is protected;
  - iv) 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, but not later than 72 hrs after identifying the defect.

Depending on the decision of the Employer (in terms of section 16.2 appointed person), 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 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 an hour;

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2.2.10 ensure that all drivers and passengers wear seatbelts where fitted while travelling in a motor vehicle. Vehicles not fitted with seatbelts must be retro-fitted according to the vehicle manufacturer's specifications; this will be monitored as described in the policies dealing with Eskom's Cardinal Rules)

2.2.11 ensures that roadworthiness of vehicles is checked by:-

a) each driver prior to every trip by performing

(i) in the case of Eskom owned vehicles, the prescribed pre-trip inspection signing the pre-trip inspections sheet.

(ii) in the case of any other vehicle use for business purposes to conduct a visual inspection on the validity of vehicle licence, the condition of all tyres, indicators, lights, oils and water or any aspect in relation to the road worthiness of the particular vehicle.

b) in the case of Eskom owned vehicles by the Fleet Manager once per annum and

2.2.12 ensure that no employee, including contractor employees or any other person, when performing work for Eskom will be allowed to be transported in the back of open vehicles.

There will be cases where this is not reasonable or practicable, namely where vehicles are used during line inspections on sites or private roads, or similar cases, when such vehicles must be driven at less than 30 km per hour or at a speed suitable to the prevalent conditions. In such cases the carrying of passengers in the back of such open vehicles could be explicitly allowed, after:

- a) a risk assessment has been carried out indicating a very low risk;
- b) mitigating factors have been identified to control any risk identified;
- c) proper seating and handrails have been provided;
- d) these measures have been discussed at the relevant Health and Safety committee meeting and approved by the relevant Employer (OHS Act section 16.2).
- e) is defined and contained in a formal written division's or BU's policy, including the appropriate mitigating factors;
- f) such a policy has been communicated to all employees and contractors.

Such risk assessment findings/outcomes must be available at all times for audit purposes.

No person may be transported in the back of vehicles closed by means of canopies, unless provided with proper seating and safety belts.

2.2.12 When purchasing a vehicle, the Employer shall ensure that the vehicle complies with the Eskom Vehicle Safety Specifications (32-345) as well as divisional vehicle specifications (level 2), which require at least airbags for the driver and front passenger, and antilock brakes (ABS), provided that such vehicles are available from the manufacturer and supplier for a specific category of vehicles. This excludes motorcycles.

This requirement has to be phased in within a time frame as agreed with the Occupational Health and Safety Liaison Committee (OHSLC), provided that the time frame is not longer than five years.

2.2.13 All scheme vehicles purchased as from 1 June 2008 must be fitted with the minimum Eskom safety specification, which require at least air-bags for both driver and front passenger as well as antilock brakes (ABS).

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This excludes motorcycles.

2.2.14 Where an alternative vehicle, i.e. a private vehicle, is used instead of a scheme vehicle for business purposes, it is recommended that such usage:

a) should be with the knowledge and consent of the supervisor, and

b) that such alternative vehicle should comply with the Eskom Vehicle Safety Specifications (32-345), where applicable, which entail at least airbags for the driver and front passenger, as well as antilock brakes (ABS).

2.2.15 The employer shall investigate all work-related incidents and take appropriate action as required in terms of the Eskom standards and Procedure for Incident Management (32-95, as revised).

2.2.16 Prior to expiry of the Eskom driver permit, the employer shall conduct a risk assessment as per Annexure A for each driver, based on the following criteria and authorise accordingly:

A score below 20 indicates a low-risk driver classified as a Category A driver, who may be re-authorised to drive without any further training or evaluation for a further period of three years if the risk profile has not deteriorated and a valid medical certificate is produced. This authorisation may not be extended any further.

A score between 20 and 39 indicates a medium-risk driver classified as a Category B driver, who may need some training and re-evaluation before authorisation. This person has to be re-evaluated every two years.

A score above 39 indicates a high-risk driver classified as a Category C driver and may not be authorised to drive for business purposes. The driver shall undergo at least defensive driver training immediately and any other work-specific specialised driver training. The driver shall only be allowed to drive after successful re-evaluation and authorisation by an authorised Driver Assessor or by a SETA- or TETA-accredited Driver Instructor.

Drivers may elect to go for a driver evaluation even though the risk assessment does not require it.

It is required that the applicable supervisor introduce an Eskom driver permit monitoring system with the aim of ensuring that the drivers permit of all staff under his /her control are effectively renewed and managed.

2.2.17 The employer shall ensure that all persons driving Eskom-insured vehicles are evaluated in terms of this document.

## **2.3 Driver evaluation**

2.3.1 All driver assessors/instructors used in Eskom must be evaluated every three years as required by the Provincial Member of Executive Committee (MEC) of Transport and must be in possession of a valid Provincial Instructor's Certificate which must be renewed annually or as required by the applicable Provincial Authorities.

Should the driver assessor/instructor be involved in an accident him/herself, he/she will have to be re-evaluated by an approved authorised driver organisation.

A list of all authorised driver assessors must be kept available and provided by the employer or his/her delegated person to Corporate Sustainability by 31 July of each year.

2.3.2 A vehicle similar to that which a driver uses to perform his/her duties must be made available to the driver assessor by the BU when conducting driver evaluations. The driver must be assessed under the same conditions as those in which driving normally take place.

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- 2.3.3 Employees whose designation is that of driver, chauffeur or professional driver as defined in the National Road Transport Act, or who transport people or dangerous goods, must be assessed or reassessed by an authorised driver assessor every two years.
- 2.3.4 (a) As an interim measure prior to obtaining a permit, all drivers who have just obtained their drivers' licences from the relevant traffic authority and who need to use an Eskom-insured or rented vehicle in the scope of their employment, must be issued with a letter authorising them to use Eskom vehicles in accordance with the relevant policy, for a period of not longer than three (3) months
- (b) Prior to issuing such a letter, the supervisor must ensure that such a driver has a valid national driver's licence and will be able to drive such a vehicle. During this period, the prospective driver has to acquire the necessary skills to conform to the Eskom driving standards. If the prospective driver is involved in an accident during the three-month period, a qualified instructor/assessor must assess him/her before allowing the employee to drive an Eskom vehicle, unless he/she is found to be not responsible for that particular accident.
- 2.3.5 After the initial evaluation and issuing of a permit, all drivers must be re-evaluated by an authorised driver assessor **every three years**. However, if the risk assessment conducted by the supervisor (see the attached Annexure A) indicates a score below 20 and there are no additional risk factors and after a successful medical examination, the employer may extend the driver's authorisation for a further three years, provided that the risk profile does not change. The employer must sign the permit and indicate the wording "extended" in the place where the assessor has to sign.
- 2.3.6 If any driver is involved in a road accident due to driver negligence, such a driver shall be re-evaluated by an Internal or External authorised driver assessor and authorised by the employer according to the Driver Risk Profile Assessment (Annexure A).
- 2.3.7 Any restrictions in terms of the Eskom Driver Permit must be noted on the Eskom Driver Permit.
- 2.3.8 The driver must be evaluated on all classes of vehicles to be driven for Eskom's purposes. The Eskom Driver Permit shall clearly state the class of vehicles for which authorisation was granted.

## **2.4 Driver's responsibility**

- 2.4.1 Every driver must exercise due care and diligence by assessing and avoiding risks when driving.
- 2.4.2 As soon as any unsafe or unhealthy situation comes to any employee's attention, it must be reported as soon as possible to his/her employer or health and safety representative.
- 2.4.3 The driver must undergo medical examinations as determined in section 2.2.2, as referred to in this procedure.
- 2.4.4 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.
- 2.4.5 The driver must ensure that no employees are transported in the back of open vehicles unless it is allowed in terms of a divisional or BU-specific policy as referred to in paragraph 2.2.11 of this procedure. This also applies to contractor and contractor employees when performing work for Eskom.
- 2.4.6 The driver must ensure that all loose tools and objects in vehicles are properly secured.
- 2.4.7 When driving any vehicle that is insured, hired or leased by Eskom, drivers must carry their national driver's licence and their Eskom driver's authorisation permit with them at all times.

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- 2.4.8 The driver will only be permitted to drive the class of vehicle (including special limitations) specified by the Eskom Driver Permit.
- 2.4.9 The driver shall keep the employer informed of any changes or endorsements on his/her national driver's licence. The driver must be evaluated on all classes of vehicles to be driven.
- 2.4.10 All vehicle accidents must be reported within 24 hours, where practicable, to the nearest police station, to the employee's supervisor as well as to the applicable Fleet Management office, within the same shift or within a reasonable time. See Annexure C for important information to be recorded at the time of an accident.
- 2.4.11 For the sake of personal safety, drivers are discouraged from stopping unnecessarily in high-risk areas.
- 2.4.12 A defective Vehicle Monitoring Device (VMD) must be reported to the supervisor immediately.

## **2.5 Requirements with regard to unauthorised use of vehicles**

- 2.5.1 No employee driving an Eskom-owned (or Eskom-rented) vehicle may give any other employee or person (including a hitchhiker) a lift, unless this has been authorised by the driver's supervisor, 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.
- 2.5.2 No unauthorised person may be allowed to drive an Eskom owned (or rented) vehicle.
- 2.5.3 No employee or any other person may use an Eskom vehicle without the permission of his/her supervisor.
- 2.5.4 If and when a situation arises where a third party is required to assist the Eskom employee and travels in the Eskom or scheme vehicle, i.e. when a farmer needs to indicate to the Eskom employee a point where a line is faulty, such third party will not be covered in terms of the COID Act or Eskom Insurance and the third party must be informed accordingly. This applies even if the supervisor gives permission for such a third party to board an Eskom vehicle. This must be communicated to the third party in a reasonable manner.

## **2.6 Private use of Eskom vehicles**

- 2.6.1 The use of Eskom vehicles is not permitted unless approval for private use is granted in writing by the Employer, e.g. in the event that the employee's scheme vehicle is being repaired or serviced in terms of Eskom's policies.
- 2.6.2 The use of private vehicles for Eskom business is not permitted unless approval is granted in writing by the Employer, e.g. in the event that the employee's scheme vehicle is being repaired or serviced in terms of Eskom's policies. The employee's Driver Permit must also still be valid.
- 2.6.3 In extreme cases of medical emergencies, Eskom-owned or Eskom-hired vehicles may be used without permission. The relevant supervisor must be notified thereof and acknowledge such usage as soon as it is reasonably practicable. The oral approval must be followed by written approval from the relevant supervisor. This does not apply to scheme vehicles.
- 2.6.4 Eskom employees travelling as passengers where the driver is a non-Eskom employee (i.e. a contractor or member of public) are not covered in terms of the COID Act, and this has to be taken into account when accepting a work-related lift. This also applies to cases where a non-Eskom employee is in control of an Eskom-owned vehicle, for example an employee provided by a labour broker.

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## **2.7 Disciplinary process**

### **2.7.1 Misconduct**

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

- a) No Eskom driver shall disregard road signs, drive recklessly, exceed the speed limit, exceed the alcohol limit, or do anything contrary to the National Road Traffic Act while on Eskom business.
- b) 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 2-500MHZ, which may be hand-held for communication pertaining to network management and network purposes while driving.
- c) All drivers, including contractors and contractor employees, when performing work for Eskom, must ensure that they and their passengers are seated and wearing seatbelts at all times.
- d) No employee may be transported in the back of any open vehicle, where this is not allowed.
- e) No driver shall park a vehicle in such a way that it may be a hazard to other road users.
- f) No Eskom-owned or Eskom-rented vehicle shall be used without prior authorisation in writing by the employer.
- g) No employee may drive any vehicle on Eskom business without a valid national driver's licence and a valid Eskom Driver Permit.
- h) All drivers shall adapt their driving to the driving conditions prevalent at the time of the journey.

2.7.2 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 rules did occur, it could result in a severe penalty (including but not limited to dismissal).

## **2.8 General requirements**

The employer shall ensure the following:

- 2.8.1 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;
- 2.8.2 Drivers who drive long distances in the same working day and within the applicable defined working hours, should take a rest at least every 2 hours alternate with other authorised drivers, or if that is not possible, to sleep over;
- 2.8.3 All drivers who drive during poor visibility conditions during the day must drive with their vehicle lights switched on in the dipped-beam position (low-beam). This is to enhance visibility to other road users on the road.

## **3 Supporting clauses**

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

### **3.1 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 evaluation within Eskom, its divisions and owned subsidiaries. Compliance with this procedure is mandatory in its area of applicability.

#### **3.1.1 Purpose**

The purpose of this procedure is to enable every division to develop its own vehicle and driver safety management programme, with line management being responsible for vehicle safety. This approach should result in the promotion of safe driving practices, thereby preventing vehicle incidents/accidents.

The following aspects are addressed in this procedure:

1. Ensuring that all drivers have access to the driving standards on which they will be assessed in their respective divisions.
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 evaluation of drivers, the protection of all employees, 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 with requirements by means of compliance audits.
6. Taking disciplinary action in terms of Eskom's Disciplinary Code in case of failure to comply with this procedure.

#### **3.1.2 Applicability**

This procedure applies to vehicles and drivers in all Eskom divisions and subsidiaries, whether or not they are employed by Eskom (e.g. casual workers), including vehicles, hired or leased cars, scheme cars, contractor (when performing work for Eskom) or private vehicles, insured by either the Eskom Insurance Management Services (EIMS), or a division's or business unit's self-insurance fund. These requirements also apply to the drivers of subsidised transport, contractors and consultants, and any person driving a vehicle insured by Eskom in any way (including driving outside the borders of South Africa). The training requirements and Eskom permit requirements stated in this procedure exclude the spouses or direct family members of employees who have scheme vehicles as part of their package, unless they are employed directly or indirectly by Eskom.

### **3.2 Normative / Informative references**

Parties using this document must apply the most recent edition of the documents listed below:

- 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)
- Compensation for Occupational Injuries and Diseases Act, No. 130 of 1993
- Occupational Health and Safety Act (Act 85 of 1993)
- National Road Transport Act, No. 93 of 1996
- ESKDVAAA0: Eskom Conditions of Service
- ESKPBAAD6: Environmental Management Policy – Under review (reallocated a new Unique Identifier No. 32-94)

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- ESKADAAF2: Disciplinary Code (formerly known as ESKPVAAB7)
- ESKPVABN9: Reporting, recording and investigation of incidents – Under review (reallocated a new Unique Identifier No. 32-95)
- ESKPVABE4: Recording and measuring work injury experience – Under review (formerly ESKASAAU6 and incorporated into document with Unique Identifier No. 32-95)
- ESKADAAB1: Management of transport – Extended revision date
- ESKADAAL5: Managing Eskom's business vehicle scheme – Under review (reallocated a new Unique Identifier No. 32-129)
- ESKADABP4: Eskom Car Allowance Scheme (M/P/S Levels) – Under review (reallocated a new Unique Identifier No. 32-49)
- ESKPVAAJ1: Utilisation, administration and control of vehicles and mobile equipment – Extended revision date
- ESKADABG4: Medical surveillance procedure – Under review
- ESKADA AH3: Lifting machines operators' standard – Draft
- ESKADAAU3: The use of Eskom-owned company cars – Extended revision date
- ESKPBAAQ3 , Rev 1, Corporate Identity Brand Architecture
- SANS 1 0228: The identification and classification of dangerous goods
- SANS 1 0232-3: Emergency information system Part 3 – Emergency response guide
- SANS 1 0232-1: Emergency information system Part 1 – Road transportation
- SANS 1 0231: Operation requirements for road vehicles
- SANS 1 0230: Inspection requirements for road vehicles
- SANS 1 0229: Packaging of dangerous goods for road and rail transportation in South Africa
- ISO 9001:2000 Quality Management Systems
- 32-345; October 2007 Specifications Eskom Vehicle Safety

**Note: Any other policy, procedure or standard related to Vehicle Safety must be aligned with this procedure.**

### **3.3 Definitions**

**3.3.1 Assessment:** a standard driving skills assessment, conducted by an authorised driver assessor, a practical test based on the K53 standard, a copy of a medical fitness certificate.

**3.3.2 Authorised driver instructor:** a person, who is annually assessed by the MEC of Transport as a vehicle driver trainer and, on being found competent, is issued with an instructor's certificate. Registered driver instructor has a similar meaning.

**3.3.3 Authorised driver assessor:** a person who is annually assessed 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.

**3.3.4 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 or task.

**3.3.5 Dipped-beam:** Setting of vehicle headlamps to provide a distribution of light designed to provide adequate forward and lateral illumination with limits on light directed towards the eyes of other road users, to control glare. Low-beam, passing-beam or meeting-beam has a similar meaning.

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**3.3.6 Driver authorisation permit:** a written authorisation issued by the employer to an Eskom driver based on the recommendation of an authorised driver assessor or extended by the employer as per Annexure A, provided that the driver is certified as medically fit to drive a vehicle; and includes PRDP drivers – (see paragraph 2.2.2).

**3.3.7 Driver:** any person driving a vehicle insured by the Eskom Insurance Management Services (EIMS), a division's or BU's self-insurance fund, irrespective of whether the person is employed by Eskom or not. This excludes spouses or direct family members of employees or any other person using the scheme vehicle that forms part of employee benefits. 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 other. Non-Eskom business-related activities are excluded. It should be noted that a distinction is made between professional drivers, e.g. chauffeurs, and the drivers of Eskom scheme cars, an Eskom-owned vehicle or a hired vehicle.

**3.3.8 Driver training: training provided by a accredited service provider listed by Corporate Sustainability and refers to** structured intervention with the aim of changing the behaviour of drivers regarding their skills, experience, qualifications and attitude and includes:

**a) Driver training (Basic):** training based on the national K53 practical driving method and principles as prescribed by the South African Road Traffic Act, (Act 29. of 1989 as amended) used by the licensing authorities to assess/test all South African drivers prior to the issuing of a valid national driver's licence.

**b) Driver training (Defensive):** the Defensive Driver Training Programme is based on the practical application of vehicle control in the correct sequence, responding to the different road conditions competently, controlling vehicles during skidding and dealing with hijacking situations.

**c) Driver training (Specialised):** training based on additional principles to improve overall safety and driver skills in handling vehicles or mobile equipment on off-road conditions (driving on gravel roads, declines, inclines, angles, winching and balancing and fastening of loads).

**3.3.9 Employee:** Any person who has entered into or works under a contract of service, apprenticeship or learnership with an employer, whether the contract is express or implied, oral or in writing, whether the remuneration is calculated by time or work done and 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:

- a. Permanent employee, which includes the following:
  - A.1. A full time employee
  - A.2. A part-time employee
  - A.3. A shift worker
  - A.4. A person referred to as a learner (18.1) or an apprentice in the Conditions of Service for Bargaining Unit employees
- b. Non-permanent employee, which includes the following:
  - B.1. A person placed through a TES (Includes a labour broker/personnel agency)
  - B.2. A temporary employee
  - B.3. A casual employee employed for the purpose of the employer's business
  - B.4. An occasional employee
  - B.5. A vacation student

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B.6. Third Party Contractors

B.7. A person under Learnership Contract 18.2

c. A bursary holder while under the supervision and/or direction of an employer

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.

Note 2: A pensioner is excluded/not regarded as an employee as the employee-employer relationship no longer exists.

**3.3.10 Employer:** any person who employs or provides work to a person and remunerates that person, or expressly or tacitly undertakes to remunerate him/her, excluding labour brokers (Temporary Employment Service Agents) as defined in the Labour Relations Act (Act No. 28 of 1956) and in terms of section 16.2 of the OHS Act.

**3.3.11 Eskom-owned vehicles:** any vehicle purchased by Eskom Holdings excluding scheme vehicles.

**3.3.12 K53:** systematic procedure to ensure professionalism in vehicle handling and preventive maintenance.

**3.3.13 Medical fitness certificate:** a certificate issued in terms of medical surveillance and the Control of Eskom Employees, using the OREP (Occupational Risk Exposure Profile) form.

**3.3.14 Reassessment:** a driving test assessed by the assessor when an employee's permit has expired after three years. It includes submitting a letter of approval from the employee's manager as well as an incident history from the employee's manager and the insurer for the past three years, a valid medical certificate and proof of a valid driver's licence.

**3.3.15 Reasonably practicable:** practicable in the context of this document, having regard to the –

- a) severity and scope of the hazard or risk for vehicle safety;
- b) state of knowledge reasonably available concerning the hazards or risks;
- 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.

**3.3.16 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.

**3.3.17 Vehicle:** any vehicle propelled by petrol, diesel or an electric energy source, used to perform work and/or to transport passengers for Eskom's business. It includes towing vehicles, trailers and mobile equipment and any other vehicle, whether it is leased, hired or a car scheme vehicle. This also includes private and contractor vehicles used for Eskom business while being insured by Eskom.

**3.3.18 Vehicle Monitoring Device (VMD):** a device fitted on a vehicle in order to monitor the vehicle's speed, distance, location, etc.

**3.3.19 Vehicle safety:** the use of a vehicle controlled by a driver with the necessary competence and authority in such a manner that the vehicle poses no hazards.

**3.3.20 Verification:** confirmation by an authorised assessor that an existing driver's licence or Eskom Driver Permit is valid.

**CONTROLLED DISCLOSURE**

### **3.4 Abbreviations**

- 3.4.1 BU:** Business Unit
- 3.4.2 COID:** Compensation for Occupational Injuries and Diseases
- 3.4.3 Cx:** Corporate Services Division
- 3.4.4 CS:** Corporate Sustainability (Safety, Health and Environment)
- 3.4.5 CTAD:** Corporate Technical Audit Department
- 3.4.6 EIMS:** Eskom Insurance Management Services
- 3.4.7 ISO:** International Organisation for Standardisation
- 3.4.8 OHP:** Occupational Health Practitioner
- 3.4.9 OHSLC:** Occupational Health and Safety Liaison Committee
- 3.4.10 OREP:** Occupational Risk Exposure Profile
- 3.4.11 VMD:** Vehicle Monitoring Device

### **3.5 Roles and responsibilities**

Eskom and its subsidiaries shall take all reasonably practicable steps to prevent vehicle accidents and harm to any person, including members of the public, and damage to property. The line manager is responsible for vehicle safety. The driver of a vehicle is responsible for the safety of the vehicle, every passenger and other road users while using the vehicle.

### **3.6 Process for monitoring**

Compliance with the requirements of this procedure has to be audited by the BU at least **annually** as part of an internal review process.

All records in terms of paragraphs 2.1.1, 2.2.1, 2.2.2, 2.2.4, 2.2.5, 2.2.6, 2.2.7, 2.2.9, 2.2.10, 2.2.11, 2.2.15, 2.2.16 and inspection reports have to be audited by CTAD or any person appointed by it to do so on its behalf, at the discretion of CTAD and at a frequency determined by CTAD.

Human Resources (HR) must report the statistical data on all cases investigated in terms of paragraphs 2.7.1 and 2.7.2 of this procedure annually.

### **3.7 Related documents**

This procedure supersedes the following documents:

- ESKADABI6, *The use of cellular or mobile telephones whilst driving*
- ESKASAAW4, *Vehicle driver and mobile equipment operator evaluation, training and authorisation within Eskom.*

**CONTROLLED DISCLOSURE**

## **4 Authorisation**

This procedure has been seen and accepted by:

<b>Name</b>	<b>Designation</b>
PJ Maroga	Chief Executive
B Nqwababa	Finance Director
MM Ntsokolo	Managing Director (Transmission Division)
E. Johnson	Chief Officer (Network & Customer Service)
A. Noah	Managing Director (Distribution Division)
BA Dames	Chief Officer (Generation)
Dr SJ Lennon	Managing Director (Corporate Services Division)
ME Letlape	Managing Director (Human Resources Division)
JA Dladla	Managing Director (Special Project 2010)
Dr B Mothebedi	Acting managing Director (Enterprises Division)

## **5 Revisions**

<b>Date</b>	<b>Rev</b>	<b>Remarks</b>
September 1998	0	A new standard with reference number ESKASAAW4 was developed and published.
October 2000	0	A directive with reference number ESKADABI6 was developed and published.
November 2005	0	Contents of ESKASAAW4 and ESKADABI6 were incorporated, in align with the new Eskom document criteria, with the following changes: <ul style="list-style-type: none"><li>• The document was redefined as a procedure;</li><li>• a new reference number, 32-93, was allocated; and</li><li>• 32-93 was formatted accordingly.</li></ul>
August 2007	1	Review due to other requirements

## **6 Development team**

This procedure was developed with input from the following Vehicle Safety Task Team members:

**Mark Ganesan – Enterprises Division**

**Myer Wolson – Generation Division**

**Rich Hauptfleisch – Transmission Division**

**Eddie Ndou – Corporate Sustainability (SHE)**

**Roley McIntyre – Distribution Division**

**Philip Bezuidenhout – Distribution Division**

**Freddy Matotoka – Transmission Division**

**CONTROLLED DISCLOSURE**

**Annexure A**  
(normative)

**Driver Risk Profile Assessment**

(Refer to section 2.2.13 – applicable only when the Eskom Driver Permit is due for renewal)  
Upon expiry of the Eskom Driver Permit, use Annexure A to conduct risk assessment to determine action required.

DEPARTMENT :  
AREA : SECTION :  
NAME : UNIQUE No.:  
ID NO. :

**Driver's Licence Information**

Driver's licence number	Code	Date issued	Expiry date	Restrictions/endorsements

**Eskom Driver Permit Information**

Authorised by	Evaluated by	Code	Date issued	Expiry Date

**Driver Risk Profile**

	Risk Level	Risk Value	Points	Actual Points
Period with a valid driver's licence in years	High	<5 years	10	
	Medium	Between 5 to 12 years	5	
	Low	> 12 years	0	
Business km (Note: Therefore driven based on experience, not exposure)	High	<50 000 km	10	
	Medium	50 000 to 100 000 km	5	
	Low	>100 000 km	0	
No. of business accidents (if found negligent)*	High	>1	20	
	Medium	1	10	
	Low	0	0	
Number of Driver Training Interventions attended* (2.2.5)	High	0	20	
	Medium	1	10	
	Low	>1	0	
Total				

\* For the period of the valid Eskom Driver Permit (3 years)

**CONTROLLED DISCLOSURE**

**Annexure A (cont.)  
(normative)**

**Driver Risk Profile Assessment**

**Total score:**

A score below 20 indicates a **low-risk driver** classified as a **Category A** driver, who may be re-authorized to drive without any further training or evaluation for a further period of three years if the risk profile has not deteriorated and a medical certificate is produced. This authorisation may not be extended any further.

A score between 20 and 39 indicates a **medium-risk driver** classified as a **Category B** driver, who may need some training and re-evaluation before authorisation. This person has to be re-evaluated every two years.

A score above 39 indicates a **high-risk driver** classified as a **Category C** driver and may not be authorised to drive for business purposes. The driver shall undergo at least defensive driver training immediately and any other work-specific specialised driver training. The driver shall only be allowed to drive after successful re-evaluation and authorisation.

Driver Category: (tick applicable category)

<b>Category A</b>
<b>Category B</b>
<b>Category C</b>

Action required: (tick applicable actions)

Training	<input type="checkbox"/>	Extension of Authorisation	<input type="checkbox"/>
Specialised Training	<input type="checkbox"/>	Authorisation	<input type="checkbox"/>
Re-evaluation	<input type="checkbox"/>		<input type="checkbox"/>

Authorisation approved/ not approved: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
Signature of Employer (in terms of section 16.2 of the OHS Act).

**CONTROLLED DISCLOSURE**

**Annexure B**

**Eskom Vehicle Driver Permit Process**

Persons who require an Eskom Driver permit shall

1. undergo a Medical Test;
2. undergo an evaluation – results to be provided to candidate;
3. have the Permit signed by
  - a. Evaluator – either internal or external, and
  - b. Line manager.

Upon expiry of Eskom Driver Permit, use Annexure A to conduct a risk assessment to determine the action required.

 <b>DRIVER PERMIT</b>		<b>B. Driver Evaluation</b>	
This permit has been Issued In terms of the requirements of the Eskom Vehicle and Driver Safety Management Procedure (32-93)		<b>CODE EB</b>	Signature : Driver Evaluator
Driver's Name		Specific Equipment	
Unique No.		Name of Driver Evaluator	
ID No.		Date of Driver Evaluation	
A. Authorisation by the Employer		Re-evaluate after 3 years or if applicable extend as per document 32-93	
			C: Permit Extension Expiry Date
Expiry date on National Driver's License		Employer's Signature	
Employer's Signature		Permit is valid if the expiry dates in A & B or C are valid	

**CONTROLLED DISCLOSURE**

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

**Annexure C**

**Driver's Vehicle Accident Reporting Form**

(TO BE COMPLETED AT THE SCENE OF THE ACCIDENT)

**ACTION IN THE EVENT OF AN ACCIDENT  
DO NOT ADMIT LIABILITY**

1. Stop immediately - switch off the engine. Switch hazard indicator lights on.
2. Render assistance to the injured.
3. Call for Police and Ambulance in case of death or injury.
4. Do not move vehicle unless it is in an unsafe position and no one is injured.  
Mark position before moving and agree with witness if possible.
5. Place warning signs.
6. Ascertain nature and extent of any vehicular or property damage.
7. Report accident and produce driver's licence to Police on demand.
8. Complete this accident report form and hand it to your supervisor.
9. Do not admit liability or agree to pay for injuries to persons or damage to property.
10. Do not discuss the accident or argue about the facts with other persons involved.
11. Do not make a written statement except to the Police or Eskom.
12. Do not take any alcohol or drugs.
13. Prepare an avail yourself for the accident investigation.

**ACCIDENT REPORT**

**1. PARTICULARS OF ACCIDENT**

DATE: ..... TIME: .....  
PLACE: .....  
SEAT BELT WORN: YES/NO ..... VEHICLE LIGHTS ON: YES/NO .....  
WEATHER CONDITIONS: ..... VISIBILITY: .....  
SPEED BEFORE IMPACT: ..... ON IMPACT: .....  
ROAD SURFACE: TAR/GRAVEL/OTHER ..... WET/DRY: .....  
STATE OF ROAD: ..... WIDTH OF ROAD: .....  
STREET LIGHTS ON: YES/NO .....  
WAS CELLPHONE IN USE WHEN ACCIDENT OCCURRED: YES/NO .....

**2. DETAILS OF INSURED VEHICLE**

DRIVER: ..... BUSINESS UNIT: .....  
DEPARTMENT: ..... TEL NO: .....  
MAKE OF VEHICLE: ..... REG. NO: .....  
DAMAGE: .....  
PASSENGER DETAILS: .....

**3. DETAILS OF OTHER VEHICLE/PROPERTY**

TRUCK/BUS/VAN/CAR/MINIBUS/MOTORCYCLE/SCOOTER/BICYCLE/PEDESTRIAN/  
OTHER: .....  
REGISTRATION NUMBER: ..... MAKE: .....  
LICENCE DISC NUMBER: ..... DATE: .....  
NAME OF DRIVER: .....  
IDENTITY NUMBER: .....  
ADDRESS OF DRIVER: .....  
TELEPHONE NUMBER OF DRIVER: .....  
NAME OF OWNER(IF NOT DRIVER): .....  
ADDRESS OF OWNER: .....  
TELEPHONE NUMBER OF OWNER: .....

DETAILS OF PASSENGERS: .....  
INJURIES: .....  
DAMAGE TO VEHICLE/PROPERTY: .....  
ASSESSED SPEED BEFORE IMPACT: ..... ON IMPACT: .....  
INSURANCE DETAILS: .....

**4. INDEPENDENT WITNESS**

(NOT PASSENGERS IN VEHICLES INVOLVED IN ACCIDENT)

NAME: .....  
ADDRESS: .....  
TELEPHONE NUMBER: .....  
POSITION AT TIME OF ACCIDENT: .....  
NAME: .....  
ADDRESS: .....  
TELEPHONE NUMBER: .....  
POSITION AT TIME OF ACCIDENT: .....

**CONTROLLED DISCLOSURE**

**5. ACCIDENT REPORT**

POLICE STATION/TRAFFIC DEPARTMENT AT:

NAME AND NUMBER OF OFFICER TAKING REPORT OR IN ATTENDANCE:

CASE NUMBER:

REPORT TO DEPARTMENT:

**6. SKETCH AT SCENE OF ACCIDENT:**

**7. BRIEF DETAILS OF ACCIDENT:**

**DRIVER'S SIGNATURE**

Attach a copy of the completed vehicle pre-trip inspection checklist, log book, official Eskom driver authorisation certificate and trip authorisation records, where applicable.

**CONTROLLED DISCLOSURE**

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