 Eskom	Procedure	
--	------------------	--

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

Document Identifier: **240-62946386**

Alternative Reference **N/a**
Number:

Area of Applicability: **Eskom Holdings SOC Ltd**


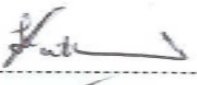

Functional Area: **Sustainability Division**

Revision: **3**

Total Pages: **22**

Next Review Date: **October 2016**

Disclosure **Controlled Disclosure**
Classification:

Compiled by	Functional Responsibility	Authorised by
		
T Mabeleng Senior OHS Advisor Sustainability Systems	K Pather General Manager Sustainability Systems	S Lennon Group Executive Sustainability Division
Date: 18/10/2013	Date: 14/10/2013	Date: 15/10/13

Content

	Page
1. Introduction.....	3
2. Supporting clauses	3
2.1 Scope	3
2.2 Normative/informative references	4
2.3 Definitions	4
2.4 Abbreviations	9
2.5 Roles and responsibilities	10
2.6 Process for monitoring.....	10
2.7 Related/supporting documents	10
3. Requirements and responsibilities	11
3.1 General requirements.....	11
3.2 Employer's responsibilities	11
3.3 Driver evaluation	16
3.4 Driver's responsibility.....	18
3.5 Responsibility of passengers.....	19
3.6 Requirements with regard to unauthorised use of vehicles	19
3.7 Private use of Eskom vehicle.....	20
3.8 Use and operating of construction vehicles	20
4. Acceptance.....	20
5. Revisions	21
6. Development team	22
7. Acknowledgements	22

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

1. Introduction

This procedure emanated from the need created by the frequency of travelling, the long distances and hours travelled by employees as part of Eskom's business, the associated risks emanating from this and, therefore, the need to enhance the general standard of vehicle and driver safety in Eskom and its subsidiaries.

The following aspects are addressed in this procedure:

1. Ensuring that all drivers have access to the vehicle safety standards on which they will be assessed in their respective divisions/OUTs
2. Ensuring conformance to 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 to the requirements by means of compliance audits

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 evaluation across Eskom Holdings SOC Limited, including its subsidiaries. Compliance with this procedure is mandatory in its area of applicability.

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/OUT 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 (subsidised transport, contractors, consultants, and any person insured directly or indirectly by Eskom driving a vehicle outside the borders of South Africa).

Contractors are exempt from the specific requirements related to the issuing of Eskom driver permits.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

2.2 Normative/informative references

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

2.2.1 Normative

- [1] 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)
- [2] Compensation for Occupational Injuries and Diseases Act (Act No. 130 of 1993)
- [3] National Road Transport Act (Act No. 93 of 2008)
- [4] Occupational Health and Safety Act (Act No. 85 of 1993)
- [5] 32-345 Eskom Vehicle Safety Specifications
- [6] 32-477 Safety, Health, and Environmental Training and Development
- [7] 32-727 Safety, Health, Environment, and Quality (SHEQ) Policy
- [8] 32-95 Procedure on SHE Incident Management
- [9] 32-1108 Eskom Car Scheme Procedure
- [10] 32-1297 Fleet Management Policy

2.2.2 Informative

- [1] 240-42363857 Insurance Motor Claims Procedure
- [2] 240-62989893 Driver Vehicle Accident Reporting Form
- [3] 240-62989991 Eskom Vehicle Driver Permit Process
- [4] 240-62990141 Driver Risk Profile Assessment
- [5] 240-62582234 OHS Roles and Responsibilities and Statutory Appointments Document
- [6] 32-129 Managing Eskom's Business Vehicle Scheme
- [7] 32-282 Medical Surveillance Procedure
- [8] 32-1037 Eskom Motor and Mobile Plant Fleet and Contingent Liability Vehicle Claims and Incidents Procedure
- [9] 32-1112 Disciplinary Code
- [10] 32-1113 Disciplinary Procedure
- [11] ISO 9001 Quality Management Systems – Requirements
- [12] SANS 1 0228 The Identification and Classification of Dangerous Goods
- [13] SANS 1 0232-1 Emergency Information System Part 1 – Road Transportation
- [14] SANS 1 0232-3 Emergency Information System Part 3 – Emergency Response Guide
- [15] SANS 1 0231 Operation Requirements for Road Vehicles
- [16] SANS 1 0230 Inspection Requirements for Road Vehicles
- [17] SANS 1 0229 Packaging of Dangerous Goods for Road and Rail Transportation in South Africa

Any other procedure or standard related to vehicle safety must be aligned to this procedure.

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 Limited, Reg. No. 2002/015527/06.

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 or task.
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 erection, maintenance, alteration, renovation, repair, demolition or dismantling of, or addition to, a building or any similar structure; b) the installation, erection, dismantling, or maintenance of a fixed plant where such work includes the risk of a person falling; c) the construction, maintenance, demolition, or dismantling of any bridge, dam, canal, road, railway, runway, sewer, or water reticulation system, or any similar civil engineering structure; or d) the moving of earth, clearing of land, making of an excavation, piling, or any similar type of work.
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 insured by Eskom (directly or indirectly), irrespective of whether the person is employed by Eskom or not. This excludes any other person using a private vehicle or any vehicle the employee uses for Eskom business purposes. "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.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

Definition	Explanation
Driver authorisation 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 Driver Risk Profile Assessment 240-62990141, provided that the driver is certified as medically fit to drive a vehicle; this includes PRDP drivers (see <i>paragraph 3.2.11.b</i>).
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.
Driver training	<p>Training provided by an accredited service provider listed by the Eskom Academy of Learning. It also refers to structured intervention with the aim of changing the behaviour of drivers regarding their skills, experience, qualifications, and attitude; it includes the following:</p> <ul style="list-style-type: none">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), as 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): training to cultivate an attitude and a responsible way of thinking and reacting on the road. It is a frame of mind in which we ensure that we drive with the highest degree of skill, safety, and consideration for other road users. The features that distinguish defensive drivers from others are the ability to maintain required levels of concentration and to anticipate, assess, and respond appropriately to potential hazards continuously over long periods.c) Driver training (specialised): training based on additional principles to improve overall safety and driver skills in handling vehicles or mobile equipment in off-road conditions (driving on gravel roads, declines, inclines, and angles, as well as winching, balancing, and fastening of loads).d) Driver training (advanced): training aimed at collision avoidance and vehicle control in wet conditions. Training is given to handle critical situations through exercises, such as loss and regaining of control, emergency braking, emergency lane changes, the effects of oversteer and understeer situations, and how to recover the vehicle under those circumstances, all on a wet skidpan.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

Definition	Explanation
Employee	<p>Any person who has entered into, or works under, a contract of service, apprenticeship, or learnership 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) Permanent 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) 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• Third-party contractors• A person under a learnership 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>
Employer	<p>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.</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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

Definition	Explanation
Eskom driver permit assessment	A standard driving skills evaluation, 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.
Signalman	A person who historically gave signals using flags and light. In modern times, the role of signalman has evolved, and now electronic communication equipment is usually used. 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.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

Definition	Explanation
Vehicle	Any vehicle propelled by petrol, diesel, or an electric energy source, used to perform work and/or to transport passengers for Eskom's operating units. 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 operating units.
Vehicle monitoring device (VMD)	A device fitted to a vehicle in order to monitor the vehicle's speed, distance travelled, location, 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 Department
COID	Compensation for occupational injuries and diseases
EIMS	Eskom Insurance Management Services
ETDP	Education training development and practices
LDV	Light delivery vehicle
MEC	Member of the Executive Council
ISO	International Organisation for Standardisation
OHP	Occupational health practitioner
OREP	Occupational risk exposure profile
OU	Operating unit
S&RM	Sustainability and Risk Management
SETA	Sector Education and Training Authority
TES	Temporary employment service
TETA	Transport Education and Training Authority
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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

2.5 Roles and responsibilities

The employer shall ensure that the responsibilities stipulated in this procedure are assigned, either in general terms or specifically, to the relevant line management at every division/operating unit/BU. This is necessary to facilitate the success of the integrated approach to driver and vehicle safety.

2.6 Process for monitoring

Compliance with the requirements of this procedure shall be audited by the operating unit 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.

Human Resources (HR) shall report the statistical data on all cases investigated in terms of paragraph 3.6 of this procedure annually.

2.7 Related/supporting documents

- This document supersedes 32-93 Revision 2 Vehicle and Driver Safety Management.
- A related document is 32-345 Eskom Vehicle Safety Specifications.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

3. Requirements and responsibilities

3.1 General requirements

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 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 unit 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 advanced driver training, where applicable.

3.1.2 The requirements in this document relates 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 vehicle. They also apply to drivers of subsidised transport, contractors, and consultants or any vehicle used for 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 OU/BU 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.

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 only.

3.2 Employer's 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. By virtue of his/her delegation of authority, the OU responsible manager or his/her delegates is/are responsible for vehicle safety. The driver of a vehicle is responsible for the safety of the vehicle and every passenger and should be aware of other road users while using the vehicle.

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 Document 240-62582234.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

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 to drive a vehicle. The medical certification shall be done in accordance with Eskom's requirements for all drivers, namely:
- a) annually for all drivers of vehicles with a high-risk rating according to the operating unit risk assessment profile; or
 - b) once every five years for those drivers who are office-bound or with a low-risk 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); and
 - ii) such frequency is specified in the individual's man-job specifications form.
- 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 Eskom Vehicle Driver Permit Process 240-62989991.
- 3.2.5** Where reasonably practicable, provide driver training to an 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 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 signing a vehicle request form, that:
- a) the driver is in possession of a valid Eskom driver permit for the type of vehicle being driven, as stipulated in Eskom Vehicle Driver Permit Process 240-62989991; and
 - 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:

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 Limited, Reg. No. 2002/015527/06.

- i) a Code B driver's license for light vehicles; and
- 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) When a person is required to drive a vehicle that tows any units, for example, trailers, generators, or caravans, for Eskom business, the driver shall have the appropriate driver's licence code.
- c) Where the licence was obtained from other countries, such licence must be converted to a South African licence within the prescribed period. Where the employee from the foreign country holds an international licence, only verification with the appropriate authority is required.
- 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 unit, but not later than 72 hours after identifying the defect.

Depending on the decision of the employer (OU 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.

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 Limited, Reg. No. 2002/015527/06.

- 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 unit, but not later than 24 hours after identifying the defect.
- e) Coaching of the employees should be done as requested by the service provider 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
 - 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.

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.

There will be cases where this may not be reasonable or practicable, namely, where vehicles are used during line inspections at sites or on private roads or similar cases. In these cases, 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 only 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 on the back of such open vehicles;
- d) these measures have been discussed at the relevant statutory Health and Safety Committee meeting and approved by the relevant employer;
- e) these measures have been defined and contained in a formal written safe work procedure, including the appropriate mitigating factors; and
- f) such a safe work procedure has been communicated to all employees and contractors.

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 Limited, Reg. No. 2002/015527/06.

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

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. This excludes motorcycles.

3.2.17 The use of private vehicles for Eskom business is only allowed under exceptional circumstances, for example, if an Eskom-owned vehicle or external rental vehicle is not available and permission has been granted, in writing, by the employer. The employee's driver permit must also 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 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 and feedback provided to the relevant Fleet Shared Services office, as required.

3.2.21 Conduct a risk assessment as per Driver Risk Profile Assessment 240-62990141 for each driver annually or when the job risk profile of the employee changes or when the employee is involved in an incident based on the following criteria and authorised accordingly:

- a) A score below 20 indicates a low-risk driver, classified as a Category A driver, who must be evaluated by an authorised driver K53 instructor as required by the MEC of Transport and authorised by the employer.
- b) A score above 21 indicates a high-risk driver, classified as a Category B driver, who may not be authorised to drive for business purposes. The driver shall undergo at least defensive driver training interventions to address the shortcomings of the risk assessment immediately and any other work-specific specialised driver training. The driver shall only be allowed to drive after successful re-evaluation by an authorised driver K53 instructor as required by the MEC of Transport and authorisation by the employer.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

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

3.2.22 Ensure that all Eskom employees driving on Eskom business are assessed in terms of this document.

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 as per the Basic Conditions of Employment Act (Act 75 of 97) and the Eskom Conditions of Service for Bargaining Unit Employees or Employment Conditions for Managerial Levels and, where applicable, any exemptions, should take a rest at a safe place at least every two hours or alternate, where it is safe, with other authorised drivers or, if that is not possible, sleep over.

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 on the road.

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 evaluation

3.3.1 All driver assessors/instructors used in Eskom must be evaluated every year 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.

- a) Should the driver assessor/instructor be involved in an accident himself/herself, he/she will have to be re-evaluated by an approved authorised driver organisation.
- b) A list of all authorised driver assessors must be kept available and provided by the employer or his/her delegated person to Sustainability Systems by 31 July of each year.

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 Limited, Reg. No. 2002/015527/06.

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

3.3.3 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 re-assessed by an authorised driver assessor every two years.

- a) 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 letter authorising them to use Eskom vehicles in accordance with this procedure for a period of no 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 such prospective driver to drive an Eskom vehicle, unless he/she is found not responsible for that particular accident.

3.3.4 After the initial evaluation and issuing of a permit, all drivers must be re-assessed by an authorised driver assessor every five years. The national driver's licence and the Eskom driver permit shall have the same expiry date.

3.3.5 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 (Driver Risk Profile Assessment 240-62990141).

3.3.6 The driver must be evaluated for all classes of vehicles to be driven for Eskom business purposes. The Eskom driver permit shall clearly state the class of vehicle for which authorisation was granted.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

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 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.
- 3.4.3** The driver must undergo the medical test as determined in Eskom Vehicle Driver Permit Process 240-62989991 (Eskom Vehicle Driver Permit Process) 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, unless it is allowed in terms of a division- or operating unit- (OU) specific policy/safe work procedure, as referred to in paragraph 3.2.13 above. This also applies to contractors and contractor employees when 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 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, where practicable, to the nearest police station, to the supervisor, to the OHS Department, as well as to the applicable Fleet Management office, within the same shift or within a reasonable time. 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.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

3.4.14 In the case of possible exposure to diesel fumes from all diesel-driven machinery, it is required:

- a) that the driver does not park in the close environment of, 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 Risk 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 both his/her national driver's licence and Eskom driver permit are renewed within the specified time.

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.

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).

3.6 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.

3.6.3 No employee or any other person may use an Eskom vehicle without the permission of his/her supervisor.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

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 following requirements are applicable to the use and operation of construction vehicles:

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.

3.8.3 All construction vehicle operators, flagmen, banksmen, signalmen, or pointsmen are to wear LED-illuminated reflector vests at identified high-risk sites and construction projects. All flagmen, banksmen, signalmen, or pointsmen 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 Heavy construction vehicle parking sites, driveways, or any site should be designed in such a way that no reversing is required. Where reversing is unavoidable, it shall only be done with the presence of a flagman or a banksman.

4. Acceptance

This document has been seen and accepted by Exco.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

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.

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013

6. Development team

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

- Elmarie Herbst – Eskom – Shared Services – Fleet Management
- Eric Ndlovu – RT&D Technology
- Dennis Peek – Enterprise Development Group
- Dhaya Moodley – Engineering Technology
- Freddy Matotoka – Transmission Division
- Hugh Koegelenberg – Shared Services Generation Fleet Manager
- Jan Nieman – Vehicle Safety Training
- Mark Ganesan – Telecommunication
- Melissa Bhagwanth – Group Commercial
- Ockert Swanepoel – Sustainability Systems (OHS)
- Pulane Raophala – PED SHEQ
- Richard van Zyl – Group Capital
- Tebogo Mabeleng – Sustainability Systems (OHS)

7. Acknowledgements

- National Vehicle Safety Working Group
- Eskom National Instructor Forum

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 Limited, Reg. No. 2002/015527/06.

Hard copy printed on: 23 October 2013