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1. Introduction

This procedure guides the Eskom business in addressing the risks relating to frequent travelling on Eskom business, especially over long distances, and in enhancing the general standard of driver and vehicle safety, as well as learning from positive practices associated with safe driving.

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 regarding the management of driver and vehicle safety, including mobile equipment safety training and assessment across Eskom Holdings SOC Limited, including its subsidiaries.

2.1.1. Purpose

The purpose of this procedure is to standardise driver and vehicle safety requirements across Eskom and to ensure that effective driver and vehicle safety management programmes are implemented by the divisional/operating unit (OU)/business unit (BU) managers responsible for achieving safe driving practices, thereby preventing vehicle accidents and/or incidents.

2.1.2. Applicability

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

2.1.3. Effective date

This procedure will be effective from the date of authorisation.

2.2 Normative/informative references

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

2.2.1 Normative

- [1] ISO 9001: Quality Management Systems
- [2] K53 Systematic Procedure to Ensure Professionalism in Vehicle Handling and Preventive Maintenance in Terms of the National Road Traffic Act 93 of 1996
- [3] Compensation for Occupational Injuries and Diseases Act 130 of 1993
- [4] National Road Transport Act 93 of 2008
- [5] Occupational Health and Safety Act 85 of 1993
- [6] 32-345: Eskom Vehicle Safety Specifications
- [7] 32-477: Safety, Health, and Environmental Training and Development Procedure
- [8] 32-727: Safety, Health, Environment, and Quality (SHEQ) Policy

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- [9] 32-95: Environmental, Occupational Health, and Safety Incident Management Procedure
- [10] 32-1108: Car Schemes Procedure
- [11] 32-129: Managing Eskom Business Vehicle Scheme
- [12] 240-88365419: Eskom Driver Training Standard
- [13] 240-62582234: Occupational Health and Safety (OHS) Roles and Responsibilities and Statutory Appointments
- [14] 240-62196227: Life-Saving Rules Standard

2.2.2 Informative

- [15] 240-42363857: Insurance Motor Claims Procedure
- [16] 240-62989893: Driver Vehicle Accident Reporting Form
- [17] 240-62989991: Eskom Vehicle Driver Permit Process
- [18] 240-62990141: Driver Risk Profile Assessment
- [19] 240-84271382: Temporary Driver Permit Authorisation Letter
- [20] 240-115053509: Travelling Route Risk Assessment
- [21] 240-115172327: Eskom Driver Permit Template
- [22] 240-125521822: Eskom Pre-towing Inspection Checklist (for LDVs and Sedans)
- [23] 240-125522238: Eskom Pre-towing Risk Assessment
- [24] 240-125522494: Eskom Vehicle Inspection Checklist (Scheme/Private Vehicles Used for Business Trips)
- [25] 240-66796662: Acceptance of Responsibility Driver Pledge
- [26] 32-37: Substance Abuse Procedure
- [27] 32-136: Contractor Health and Safety Requirements
- [28] 240-84733329: Medical Surveillance Procedure
- [29] 32-1112: Disciplinary Code
- [30] 32-1113: Disciplinary Procedure for Bargaining Unit Employees
- [31] 240-HRBE00030T: Disciplinary Procedure for Managerial Employees
- [32] ISO 9001: Quality Management Systems – Requirements
- [33] SANS 1 0228: The Identification and Classification of Dangerous Goods
- [34] SANS 1 0232-1: Emergency Information System Part 1 – Road Transportation
- [35] SANS 1 0232-3: Emergency Information System Part 3 – Emergency Response Guide
- [36] SANS 1 0231: Operation Requirements for Road Vehicles
- [37] SANS 1 0230: Inspection Requirements for Road Vehicles
- [38] SANS 1 0229: Packaging of Dangerous Goods for Road and Rail Transportation in South Africa
- [39] SANS 1398: Road Tank Vehicles for Petroleum-Based Flammable Liquids
- [40] SANS 1518: Transport of Dangerous Goods – Design, Construction, Testing, Approval, and Maintenance of Road Vehicles and Portable Tanks
- [41] 240-84520108: Public Safety Management Standard
- [42] 240-43848327: Right to Refuse Procedure
- [43] Administrative Adjudication of Road Traffic Offences Act 46 of 1998 (AARTO)
- [44] 240-122002206: Directive for the Implementation of the National Treasury Instructions 03 and 04 of 2017/2018 on Cost Containment Measures

2.3 Definitions

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Definition	Explanation
Authorised service provider (driver instructor)	A person who is in possession of a Transport Education Training Authority (TETA) certificate that is registered under the Department of Education, Development, and Training and is issued with an education, training, development, and practices (ETDP) assessor certificate. The instructor must be in possession of a valid Member of the Executive Committee (MEC) of Transport certificate.
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, and qualifications and who is specifically licensed for a particular class of vehicle and/or specialised vehicles/equipment to perform the required work safely.
Construction vehicle	A vehicle used as a means of conveyance for transporting persons or material or both persons and material on and off the construction site for the purposes of performing construction work.
Construction work	Any work in connection with: <ul style="list-style-type: none"> a) the construction, erection, alteration, renovation, repair, demolition, or dismantling of, or addition to, a building or any similar structure; or b) the construction, erection, maintenance, demolition, or dismantling of any bridge, dam, canal, road, railway, runway, sewer, or water reticulation system, or the moving of earth, the clearing of land, or the making of an excavation, piling, or any similar civil engineering structure or type of work.
Contractor	Contractor (also referred to as a mandatory in accordance with section 1 of the OHS Act): for the purpose of this document, any employer formally contracted (directly or indirectly) by Eskom and who performs work and supplies a service, product, equipment, or material for the purposes of advancing Eskom's business or other interests is classified as a contractor. This includes Eskom Board members, personal contractors (in other words, consultants), and third-party contractors (in other words, vendors, suppliers, agents, joint ventures, principal contractors, and subcontractors).
Daytime running lamp	These are lights that are switched on during the daytime to ensure better visibility of vehicles on the road.
Dipped beam	Setting the headlamps of a vehicle 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.
Distracted driving	The act that a driver performs while driving and engaging in other activities that take the driver's attention away from driving and divert his/her attention from the road.

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Definition	Explanation
Driver	Any person driving a vehicle on Eskom business, which vehicle is insured by Eskom or privately, regardless of whether the person is employed by Eskom or not. "Driver" includes drivers of subsidised transport responsible for the transport of Eskom employees, contractors, or consultants, subject to such transport being contractually insured by Eskom in some way or another.
Driver camera	A video event recorder that monitors driving behaviour, captures driving behaviour on a triggered event, and provides real-time driver feedback to management.
Driver training/awareness	<ul style="list-style-type: none">• Training provided by an accredited service provider listed by, and in accordance with, the Eskom Academy of Learning (EAL) processes.• It also refers to internal structured interventions with the aim of positively changing the behaviour and informing Eskom drivers regarding their skills, experience, qualifications, and changes to legislation/policies.

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Definition	Explanation
Employee	<p>A person appointed and remunerated by Eskom who performs duties. 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) A permanent (Eskom) employee, which includes the following:</p> <ul style="list-style-type: none"> • A full-time employee • A part-time employee • A shift worker • A person referred to as a learner (section 18.1) or an apprentice in the Conditions of Service for Bargaining Unit Employees <p>b) A non-permanent employee, which includes the following:</p> <ul style="list-style-type: none"> • A person placed through a temporary employment service (TES) (includes a labour broker/personnel agency) • A temporary employee • A casual employee employed for the purpose of the employer's operating units • An occasional employee • A vacation student • Contractors (third-party contractors/principal consultants, contractors, appointed contractors, fixed-term contractors, service providers, and suppliers) • A person under a 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 66 of 1995 and in terms of the OHS Act.</p>

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Definition	Explanation
Eskom driver permit	A written authorisation issued by the employer/responsible manager to an Eskom driver based on the recommendation of an authorised driver assessor or reissued by the manager/employer in accordance with the Driver Risk Profile Assessment Template (240-62990141), provided that the driver is certified as medically fit to drive a specific class of vehicle.
Eskom driver permit assessment	A standard driving skills assessment, conducted by an authorised driver 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 by Eskom or privately.
Event	Any observable or extraordinary occurrence. An event could be the product of a chain of occurrences.
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 occupational risk exposure profile (OREP) 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.

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Definition	Explanation
Registered driver assessor (national/site driver assessor)	<p>A competent person who is appointed as a driver assessor in Eskom to evaluate drivers and who is in possession of a provincial driver instructor's certificate that was issued by a provincial Member of the Executive Committee (MEC) of Transport.</p> <p>Eskom (EAL) will appoint national driver assessors and site driver assessors.</p> <ul style="list-style-type: none"> • National assessors will attend training and be evaluated annually in line with the MEC process. • Site driver assessors only need to be evaluated once off in terms of the MEC requirements.
Responsible manager	A manager of a department, section, or operating/business unit who has been appointed as part of the Eskom delegation of authority process, with the aim of assisting the applicable 16(2)-assigned person in executing his/her duties in terms of the Occupational Health and Safety Act.
Specialist vehicle/equipment	A term referring to land vehicles that meet certain criteria. They must be intended for use primarily in locations other than the public road, they must be land vehicles, and they must be mostly used on the insured's property.
Signalman	A person who historically gave signals using flags and light. Signalmen usually work in rail transport networks, armed forces, or construction (to direct heavy equipment such as cranes).
Texting while driving	Also called texting and driving, this is the act of composing, sending, or reading text messages and email or making similar use of the Web or social media on a mobile phone while operating a motor vehicle.
Vehicle	<p>Any vehicle propelled by petrol, diesel, or an electric energy source, used to perform work and/or to transport passengers for Eskom business.</p> <p>It includes towing vehicles, trailers, mobile equipment, and any other vehicle/specialised vehicle, whether it is leased, rented, 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 by Eskom or privately. This also includes private and contractor vehicles used for Eskom business.</p>
Vehicle monitoring device (VMD)	A device fitted to a vehicle to monitor the speed, distance travelled, location, and tracking of the vehicle.
Vehicle safety	The study and practice of design, construction, equipment, and regulation to minimise the occurrence and consequences of vehicle accidents.

2.4 Abbreviations

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Abbreviation	Explanation
AARTO	Administrative Adjudication of Road Traffic Offences Act 46 of 1998
ABS	Anti-lock braking system
A&F	Assurance and Forensic
BU	Business unit
EAL	Eskom Academy of Learning
ETDP	Education, training, development, and practices
LED	Light-emitting diode
ISO	International Organization for Standardization
LDV	Light Delivery Vehicle
MEC	Member of the Executive Committee
OHS	Occupational health and safety
OREP	Occupational risk exposure profile
OU	Operating unit
PRDP	Professional driver's permit
SANS	South African National Standards
SETA	Sector Education and Training Authority
SHEQ	Safety, health, environment, and quality
TES	Temporary employment service
TETA	Transport Education Training Authority
VMD	Vehicle monitoring device

2.5 Roles and responsibilities

In terms of section 16(2) of the Occupational Health and Safety (OHS) Act, the delegated employer, together with appointed responsible managers in accordance with the OHS Roles and Responsibilities and Statutory Requirements Standard (240-62582234), is responsible for ensuring compliance with this procedure within his/her designated area of responsibility.

2.6 Process for monitoring

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

The amendments to the revised document must be implemented with immediate effect and may be audited after a period of six months from the date of authorisation in terms of the respective OU/BU/divisional audit schedules.

2.7 Related/supporting documents

This document supersedes Revision 6 of the Vehicle and Driver Safety Management Procedure (240-62946386).

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3. Driver and vehicle safety management procedure

3.1 General requirements

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

- 3.1.1. The employer must ensure that the requirements of this procedure are communicated and implemented with respect to all Eskom employees and any other person authorised to drive a vehicle for Eskom's business purposes. The procedure includes Eskom vehicles, privately owned vehicles used for business purposes or hired vehicles, Eskom scheme vehicles, or any vehicle the employee makes available for business purposes and that is insured directly or indirectly by Eskom. This is necessary to ensure legal compliance, to promote awareness of road safety, and to encourage specialised driver training, where applicable.
- 3.1.2. The requirements in this document relate to roadworthiness, vehicles being fitted with anti-lock brakes (ABS) and dual air bags (excluding specialised vehicles that cannot be fitted with such), the wearing of safety belts, and the prohibition against transporting any person on the back of a vehicle such as an LDV or a truck. They also apply to drivers of subsidised transport, contractors, and consultants executing their contract with Eskom or any vehicle used for Eskom business, including vehicles used for commuting purposes on a contractual basis.
- 3.1.3. Where required, the division may develop its own internal supporting documents to comply with this procedure.
- 3.1.4. The requirements specified in this procedure are mandatory, and if a conflict arises, this procedure takes precedence. All drivers and passengers must obey all vehicle safety requirements in terms of the National Road Traffic Act 93 of 1996, as amended, including other relevant provincial or local requirements.
- 3.1.5. The use of motorcycles for Eskom business is prohibited. In cases where this mode of transport is deemed to be the only option, divisional OHS Departments are to consider relevant risks and implement appropriate control measures.
- 3.1.6. Quad bikes may only be used for work-related duties and are only permitted if the user is declared competent by a pre-approved Eskom driver assessor.
- 3.1.7. Specialised golf carts used for maintenance and transporting employees on Eskom premises are only permitted if the user has a valid Code B driver's licence and is declared competent by the supplier.
- 3.1.8. Single-person upright wheelers are used for patrolling inside the Eskom premises and are only permitted if the user is trained and declared competent by the supplier.
- 3.1.9. Scheme vehicle owners can use pool vehicles (in this case, a 4x4 LDV) to access different construction work areas on site in line with the Eskom Car Scheme Procedure (32-1108)

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or be allowed as passengers in pool vehicles to access different construction work areas on site if their scheme vehicles are not appropriate vehicles for the relevant terrain. Prior written approval from the employee's responsible manager is required.

3.2 Employer's responsibilities

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

To implement and comply with driver and 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 OHS Act 85 of 1993 and in terms of the OHS Roles and Responsibilities and Statutory Appointments Standard (240-62582234).

The employer must do the following:

- 3.2.1. Introduce and maintain driver and vehicle safety awareness programmes in his/her area of responsibility.
- 3.2.2. Ensure that each driver is certified as medically fit.
- 3.2.3. Not permit an employee to drive a vehicle if the employee has been certified medically unfit to do so or if the medical certificate of fitness has expired.
- 3.2.4. Ensure that an employee driving a vehicle is informed to avoid any distractions, for example, using a cell phone, eating and/or drinking, personal grooming, lighting a cigarette or smoking, etc., as these have an impact on a driver's situational awareness while driving. The use of a cell phone hands-free kit or Bluetooth connection is only permissible in the case of (i) receiving a call and continuing with that call in the event that it is an emergency and/or (ii) making a call in the case of an emergency only.
- 3.2.5. Under no circumstances are employees allowed to attend MS Teams meetings, via their laptop or cell phone, while driving.
- 3.2.6. Ensure that every driver, when driving for Eskom's business, is in possession of a valid national driver's licence, as well as an Eskom driver permit, as specified in the Eskom Vehicle Driver Permit Guideline (240-62989991).
- 3.2.7. Where reasonably practicable, provide driver training to an Eskom employee in a vehicle similar to the vehicle used for Eskom business purposes. Work conditions must be taken into account when structuring the training requirements.
- 3.2.8. Based on a risk assessment conducted by the divisions, where a first-aid kit and/or fire extinguisher has been supplied, it is recommended that the appropriate Eskom guidelines be adhered to with respect to their purchase, and Eskom employees are to be provided with the appropriate accredited training.

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- 3.2.9. Ensure that all Eskom-owned vehicles or any other vehicles used for Eskom business are inspected and maintained in a roadworthy condition.
- 3.2.10. Ensure that the contractor, as an employer in his/her own right, makes certain that all vehicles used for Eskom business are inspected and maintained in a roadworthy condition.
- 3.2.11. Where reasonably practicable, monitor compliance with the roadworthiness of contractor vehicles, including vehicles used for commuting purposes on a contractual basis.
- 3.2.12. Ensure that contractor vehicles that have been retrofitted or modified with passenger seats are approved by the licensing authority.
- 3.2.13. Ensure the following before authorising an Eskom pool vehicle request:
- a) The driver is in possession of a valid Eskom driver permit for the type of vehicle being driven, as stipulated in the Eskom Vehicle Driver Permit Guideline (240-62989991).
 - b) The driver is in possession of a valid national driver's licence suitable for the type of vehicle being driven, including consideration of manual versus automatic transmission, which must be at least the following:
 - i) A Code B driver's licence for light vehicles.
 - ii) A professional driver's permit (PRDP):
 - for drivers transporting dangerous goods;
 - for drivers transporting passengers for payment; and
 - for drivers driving a passenger vehicle that seats 12 passengers or more.
 - iii) A Code C1 and Code C licence for a goods vehicle with a gross vehicle mass that exceeds 3 500 kg.
 - iv) Forklifts in the business must be driven by a licensed driver (a minimum of a Code B licence).
 - c) When a person is required to drive a vehicle that tows any unit with a gross vehicle mass above 750 kg, for example, trailers, generators, or caravans, for Eskom business, the driver must have the appropriate driver's licence.
 - d) Where the licence was obtained from other countries, such licence must be converted to a South African licence within five years of accepting permanent residency. Where the employee from the foreign country holds an international licence, only verification with the relevant embassy is required before the driver is allowed to drive on Eskom business.
- 3.2.14. Ensure that all Eskom-owned self-propelled vehicles are fitted with a VMD and that:
- a) the information from the 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;

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- c) the integrity of the VMD information is protected; and
- d) the system is connected and maintained in good working order at all times. If defective, the device must be repaired as soon as is reasonably practicable by the operating/business unit/site, but not later than 72 hours after the defect has been identified.

Depending on the decision of the employer (OU/BU responsible manager), any vehicle not used on public or national roads (such as forklifts or yellow plant) need not be fitted with a VMD. The employer must ensure that such a vehicle, which must 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.

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

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

3.2.16. Ensure that all drivers and passengers wear safety belts while travelling in a vehicle. Vehicles not fitted with safety belts must be retrofitted according to the vehicle manufacturer and SANS specifications.

3.2.17. 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 a year to ensure that each vehicle remains in a safe condition.

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- c) That, in the case of vehicles that are used for Eskom business, the responsible manager ensures that annual vehicle inspections are conducted to ensure compliance with the Eskom Vehicle Safety Specification (32-345).
- 3.2.18. Ensure that no employee, including a contractor employee or any other person, when on an Eskom site and/or performing work for Eskom, is allowed to be transported on the back of vehicles such as LDVs and trucks. All retrofitted vehicles must have a letter of approval, available on site, from the licensing authority.
- 3.2.19. 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), provided that such vehicles are available from the manufacturer and supplier for a specific category of vehicles.
- 3.2.20. Where an Eskom-owned vehicle or external rental vehicle is not available, the use of private vehicles for Eskom business is only allowed if permission has been granted, in writing, by the employer. The employee's Eskom driver permit must still be valid.
- 3.2.21. Where an alternative vehicle is used instead of a scheme vehicle, in other words, a private vehicle or any vehicle the employee makes available for Eskom business purposes and that is insured by Eskom or privately, it is required that:
- a) such usage should be with the knowledge and written consent of the supervisor; and
 - b) such alternative vehicle must comply with the Eskom Vehicle Safety Specifications (32-345).
- 3.2.22. Investigate all work-related vehicle incidents, and take action as required in terms of the Eskom Procedure for Incident Management (32-95), as revised. Depending on the circumstances of the incident, this may involve preventing an employee from driving on Eskom business until the formal investigation has been concluded, root causes have been identified, and appropriate control measures have been implemented.
- 3.2.23. Ensure that all violations/infringements that occur while using an Eskom-owned or rental vehicle are investigated and necessary action from the recommendations is taken by the relevant line manager. Please ensure that feedback is provided to the relevant divisional fleet office, as required.
- 3.2.24. Conduct a driver risk assessment in accordance with the Driver Risk Profile Assessment (240-62990141) for every new Eskom employee within the first three months of his/her employment if he/she needs to drive a vehicle on Eskom business.
- 3.2.25. Conduct a driver risk assessment in accordance with the Driver Risk Profile Assessment (240-62990141) for existing drivers in the business every two years, or when the job/driver risk profile of the Eskom employee changes, or when the Eskom employee is involved in an incident due to negligence.
- 3.2.26. Ensure that any individual with a learner's licence is not permitted to operate an Eskom-owned or -insured vehicle for Eskom business purposes.

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- 3.2.27. 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.
- 3.2.28. Ensure that drivers who drive long distances on the same working day and within the applicable defined working hours, where applicable, take a rest at a safe place at least every two hours or, alternatively, where it is safe, with other authorised drivers, or if that is not possible, it is recommended that the driver sleep overnight in accordance with the Directive for the Implementation of the National Treasury Instructions 03 and 04 of 2017/2018 on Cost Containment Measures (240-122002206).
- 3.2.29. Ensure that all drivers who drive in conditions of poor visibility during the day drive with their driving lights switched on in the dipped-beam (low-beam) position. This is to enhance visibility to other road users. Where Eskom-owned vehicles are fitted with daytime running lamps, it must be ensured that they are in good working order.
- 3.2.30. 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).
- 3.2.31. Ensure that proper route risk assessments are conducted for each area of their responsibility (making use of the registered Travelling Route Risk Assessment Template (240-115053509)) and kept at a place to be used for planning purposes by everyone using these routes. It is recommended that the route risk assessments be discussed during monthly section safety meetings to determine whether the risks have changed in order to update the assessment. This will support journey planning and provide information to visitors visiting the area.

3.3 Driver assessment process

- 3.3.1 All driver assessors/instructors used in Eskom must be evaluated as required by the provincial MEC of Transport and must be in possession of a valid/current provincial instructor's certificate for the class of vehicles they are authorised to assess.
- 3.3.2 Eskom (EAL) will appoint national driver assessors/instructors and site driver assessors.
- 3.3.3 The Eskom national driver assessors and/or instructors are responsible for managing the training and assessment process of the site driver assessors/instructors in accordance with the driver standard and EAL processes.
- 3.3.4 The Eskom national driver assessors/instructors are required to be evaluated on a yearly basis in terms of the requirements as set out by the provincial MEC for Transport.
- 3.3.5 Site driver assessors are only required to be evaluated once off in terms of the requirements of the provincial MEC for Transport.

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- 3.3.6 Subsequent to the once-off evaluation in terms of the requirements as laid down by the provincial MEC for Transport, site driver assessors must undergo biannual internal assessments conducted by the Eskom national driver assessors/instructors and must be issued with an internal Eskom appointment letter to conduct internal assessments to ensure that they apply the correct and current methods during the driver competency assessments and that they are kept abreast of new developments regarding the assessment process.
- 3.3.7 The Eskom national driver assessors/instructors must utilise the Eskom Driver Training Standard (240-88365419) to determine the standard of assessment that needs to be conducted. Emphasis has to be placed on defensive driving techniques and K53 principles.
- 3.3.8 To ensure that the site driver assessor applies that on which he/she was trained, he/she must conduct at least five driver assessments per month, and such assessments must be documented in a logbook, which must be made available to the Eskom national driver assessors/instructors on request.
- 3.3.9 The national assessor has the right to reduce the number of assessments per month as dictated by the need of the area.
- 3.3.10 In the event that any driver assessor/instructor (national/site) is involved in a vehicle accident where he/she is the driver of the vehicle involved, he/she is required to undergo re-evaluation by an approved external driver assessor/organisation.
- 3.3.11 The Eskom Academy of Learning must keep an updated register of all national and site driver assessors/instructors, which must be made available on request. Such register must be updated annually.

3.4 Driver permit process

- 3.4.1 In addition to having the appropriate national driver's licence for the type of vehicle being used for Eskom business, Eskom also requires all those driving on Eskom business to be issued with, and in possession of, an Eskom driver permit specifically detailing which vehicles they have been authorised to use while driving on Eskom business.
- 3.4.2 The Eskom Vehicle Driver Permit Guideline (240-62989991) addresses the driver permit process, the driver risk profile assessment, the driver permit template, and the temporary driver permit template.
- 3.4.3 Before any driver competency assessment, a driver risk profile assessment must be conducted in accordance with the Driver Risk Profile Assessment (240-62990141). All new Eskom employees who drive on Eskom business must undergo the Eskom driver permit process prior to driving on Eskom business. Existing/New drivers must undergo a driver risk profile assessment every two years.
- 3.4.4 As an interim measure prior to obtaining a permit, the responsible manager may issue a Temporary Driver Permit Authorisation Letter (240-84271382) in accordance with this procedure for a period of no longer than three months to all drivers who have just obtained

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their driver's licences from the relevant traffic authority and who need to use a vehicle insured by Eskom or privately or a rented vehicle in the scope of their employment in order to authorise them to use an Eskom vehicle.

- a) Prior to issuing such a letter, the responsible manager must ensure that such a driver has a valid national driver's licence reflecting the code for the vehicle to be used for Eskom business and will be able to drive such a vehicle by conducting a job observation while driving in accordance with his/her national driver's licence. If the responsible manager does not have the appropriate licence code, he/she can make use of a driver with at least the same licence code to perform the observation.
- b) During this period, the prospective driver must acquire the necessary skills to conform to the Eskom driving permit requirements.
- c) If the prospective driver is involved in an accident during the three-month period, the driver permit must be revoked immediately (unless the driver is found not to have been responsible for that particular accident). No further driving may be allowed under the temporary permit.
- d) The current risk profile process should be used to determine the driver risk category, which then determines the type of assessment the driver needs to undergo.

3.4.5 A vehicle similar to that used by a driver to perform his/her duties must be made available to the driver assessor/instructor by the operating/business unit when driver assessment is conducted (including consideration with respect to vehicles with manual versus automatic transmission). The driver must be assessed under the same conditions as those under which driving normally takes place.

3.4.6 In the case of a lost permit, it is the responsibility of the driver to provide all necessary supporting documentation for the reinstatement of the permit and to ensure that the correct documents are made available. Unavailability of the necessary documentation will require the process having to be restarted from scratch.

3.4.7 After the initial training, assessment, and issuing of a driver permit, the permit will remain valid for the duration of the driver's employment period with Eskom and while driving the same category of vehicle. Where the responsible manager identifies a risk, he/she can request additional training/assessment.

3.4.8 If any existing driver is involved in a vehicle accident due to driver negligence or is indicated to be a high-risk driver, his/her current permit must be revoked. Where the driver was not at fault, the responsible manager must evaluate the severity of the accident or the condition of the driver to determine whether he/she can proceed with driving for business. Such a driver must be re-evaluated by an internal or external authorised driver assessor. Only after the necessary mitigating steps have been taken may the responsible manager re-authorise the driver according to the Driver Risk Profile Assessment (240-62990141).

3.4.9 A driver must be evaluated for the different categories of vehicles expected to be driven for Eskom business purposes. The Eskom driver permit must clearly state the different categories for which authorisation has been granted.

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- 3.4.10 Employees whose designation is that of a chauffeur or professional driver, as defined in the National Road Transport Act, or who transport people or dangerous goods must be assessed or reassessed by an authorised driver assessor as required by the Act.

3.5 Driver's responsibility

- 3.5.1 Every driver must exercise due care and diligence by assessing and avoiding risks when driving.
- 3.5.2 As soon as any unsafe condition or deterioration in his/her medical condition comes to any driver's attention, it must be reported to his/her manager/employer or health and safety representative as soon as possible.
- 3.5.3 The driver must undergo the medical test as determined in the Eskom Vehicle Driver Permit Guideline (240-62989991) referred to in this procedure.
- 3.5.4 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.
- 3.5.5 The driver must ensure that no employees are transported on the back of vehicles such as LDVs and trucks. This also applies to contractors and contractor employees while performing work for Eskom. All retrofitted vehicles must have a letter of approval, available on site, from the licensing authority.
- 3.5.6 The driver must ensure that all canopies are properly fitted and secured and that all loose tools and objects in vehicles are properly secured.
- 3.5.7 When driving any vehicle, on Eskom business, that is insured by Eskom or privately or is either rented or leased by Eskom, drivers must carry their Eskom driver permit in addition to their national driver's licence at all times.
- 3.5.8 The driver will only be permitted to drive the class of vehicle (including special limitations) specified on the Eskom driver permit.
- 3.5.9 The driver must keep the manager/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.
- 3.5.10 All vehicle accidents must be reported within 24 hours to the police station and reported within the same shift or within a reasonable time after the incident to the supervisor, to the Safety Department within the respective operating/business unit, as well as to the applicable Fleet Management office. See the Driver's Vehicle Accident Reporting Form (240-62989893) for important information to be recorded at the time of an accident.
- 3.5.11 For the sake of personal safety, drivers are discouraged from stopping unnecessarily in high-risk areas and from driving in the yellow line.
- 3.5.12 A defective VMD must be reported to the supervisor/responsible manager immediately.
- 3.5.13 A defect on any vehicle must be reported to the supervisor/responsible manager immediately.

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- 3.5.14 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 an environment close to, or in close proximity to, the air intake of the building air conditioner; and
 - b) in a case where the vehicle is being serviced in a closed environment, that local extraction pipes are used to take the fumes away from employees.
- 3.5.15 Drivers need to conduct proper route risk assessments to ensure that the safest route is taken. They need to report unsafe routes to their Safety Department.
- 3.5.16 Drivers must comply with Eskom's Life-Saving Rules relating to "Buckle up" and "Be sober".
- 3.5.17 The onus is on the driver of the vehicle to ensure that his/her national driver's licence is renewed within the specified time.
- 3.5.18 The driver of a vehicle is responsible for the safety of the vehicle and every passenger, and he/she should be aware of other road users while using the vehicle.
- 3.5.19 The driver must adhere to the National Road Traffic Act while on Eskom business by complying with all road signs, driving responsibly, and adhering to the speed limit.
- 3.5.20 The use of a cellular phone (receiving and making calls or for texting in any form) is prohibited in accordance with South African legislation.
- 3.5.21 Drivers must avoid any distractions, for example, using a cell phone, eating and/or drinking, personal grooming, lighting a cigarette or smoking, etc., as these have an impact on a driver's situational awareness while driving. The use of a cell phone hands-free kit or Bluetooth connection is only permissible in the case of (i) receiving a call and continuing with that call in the event that it is an emergency and/or (ii) making a call in the case of an emergency only. This excludes the handsets of radios that are permanently installed in a vehicle, broadcasting in the frequency range of 2 MHz to 500 MHz, which may be hand-held for communication pertaining to network management and network purposes while driving.
- 3.5.22 Under no circumstances are employees allowed to attend MS Teams meetings, via their laptop or cell phone, while driving.
- 3.5.23 All drivers, including contractors and contractor employees, when performing work for Eskom, must ensure that they and their passengers are seated and wear safety belts at all times.
- 3.5.24 Drivers must ensure that any vehicle is parked in such a way that it is not a hazard to other road users.
- 3.5.25 All drivers must adapt their driving to the driving conditions prevailing at the time of the journey.
- 3.5.26 If any driver does not adhere to the rules for the identified risk areas/at-risk behaviour, this will result in a disciplinary process, and if it is found that a breach of the rules occurred, it could result in a severe penalty (including, but not limited to, dismissal).

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3.5.27 All drivers must avoid being drawn into, or getting involved in, road rage incidents.

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

3.5.29 No Eskom-owned or Eskom-rented vehicle may be used without prior authorisation in writing by the responsible manager.

3.6 Responsibility of passengers

3.6.1 Passengers must not use alcohol and/or illegal substances when travelling in a vehicle made available for Eskom business.

3.6.2 Passengers must wear safety belts at all times while the vehicle is in motion.

3.6.3 Passengers shall not interfere with the duties of the driver and tamper with the controls of the vehicle or endanger other passengers' safety in the vehicle.

3.6.4 Passengers must refuse to be transported in any manner contrary to the provisions of this procedure and the related Fleet Management specification documents as listed under "Normative".

3.6.5 Passengers shall not smoke in a vehicle made available for Eskom business purposes (including rented vehicles and buses).

3.6.6 Passengers must avoid being drawn into, or getting involved in, road rage incidents.

3.7 Requirements with regard to unauthorised use of vehicles

3.7.1 No employee driving an Eskom-owned (or Eskom-rented) vehicle may give any other employee or person (including his/her family members or a hitchhiker) 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 by Eskom or privately.

3.7.2 No unauthorised person may be allowed to drive an Eskom-owned (or -rented) vehicle.

3.8 Private use of Eskom vehicle

3.8.1 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.

3.8.2 In extreme cases of medical emergencies, Eskom-owned or Eskom-rented vehicles may be used without permission. The relevant supervisor must be notified of this and must acknowledge such usage as soon as is reasonably practicable. The oral approval must be followed by written approval from the relevant supervisor. This does not apply to scheme vehicles, hired vehicles, or any vehicle the employee makes available for business purposes and that is insured by Eskom or privately.

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3.9 Use and operation of construction vehicles and use of pool vehicles on construction sites

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

- 3.9.1 Ensure that competency training certificates for the specific vehicles are available for audit purposes.
- 3.9.2 Ensure that the training requirements are addressed in accordance with the Safety, Health, and Environmental Training and Development Procedure (32-477).
- 3.9.3 All construction vehicle operators, flagmen, banksmen, signalmen, or pointsmen must 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 must be positioned with warning flashing lights and warning signs in such a way that they are visible to the operators at all times.
- 3.9.4 Drivers or operators and construction vehicles at identified high-risk sites and construction projects must have a permit system for operating in that particular area.
- 3.9.5 No vehicle will be allowed on a construction site if the vehicle is not declared to be a construction vehicle and fitted with all the necessary construction-related devices such as an amber light, a reverse hooter, etc. in accordance with the Construction Regulations. If vehicles are not correctly equipped for the construction site, parking outside the construction area must be provided. This will prevent vehicles that are not declared to be construction vehicles from entering the construction area/site.
- 3.9.6 All employee and contractor construction vehicles or mobile plant travelling, working, or operating on public roads must comply with the requirements of the National Road Traffic Act.
- 3.9.7 Scheme vehicle owners can use pool vehicles (in this case a 4x4 LDV) to access different construction work areas on site in line with the Eskom Car Scheme Procedure (32-1108) or be allowed as passengers in pool vehicles to access different construction work areas on site if their scheme vehicles are not appropriate vehicles for the relevant terrain. Prior written approval from the employee's line manager is required.

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4. Revisions

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

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Date	Rev.	Compiler	Remarks
February 2017	5	OC Swanepoel	Add the use of a pool vehicle by scheme vehicle owners on construction sites to sections 3.2 and 3.8. Make minor changes to adhere to legislation and risk assessment on cell phone usage.
January 2018	6	OC Swanepoel	Add definition of driver distraction and text. Add more detail to 3.2.4, 3.2.20, and 3.2.21 on driver distraction.
September 2023	7	Mike Townsend	In line with document review date.

5. Development team

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

- National Driver and Vehicle Safety Workgroup
- Ockert Swanepoel – OHS, Sustainability Systems
- Mary Tshabalala – Shared Services (Fleet)
- Freddy Matotoka – Transmission Division
- Richard van Zyl – Group Capital

6. Acknowledgements

The contributions to this document by the following people are much appreciated:

- Sivendri Govender – Middle Manager OHS, Risk and Sustainability
- Peter Smith – Senior Advisor OHS, Risk and Sustainability
- Hannes Botha – Middle Manager, Occupational Hygiene, Risk and Sustainability
- Jayson Naicker – Middle Manager, TSG, Risk and Sustainability
- Amy Seherie – Senior Advisor OHS, Risk and Sustainability

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