



University of Fort Hare
Together in Excellence

CAR HIRE POLICY

1. Intent and purpose

This policy seeks to afford all qualifying employees an opportunity to benefit from the institution's discounted rates in respect of vehicle rentals.

2. Objective

The main objective of this policy is to provide employees an opportunity to have access to transport when they require it for emergency purposes or personal use.

3. Qualifying Employees

- 3.1. All employees with contracts for period longer than 3 year and in possession of a valid driver's licences will qualify in terms of this policy.
- 3.2. Employees who are paid by means of claims for tasks performed do not qualify in terms of this scheme.
- 3.3. Management reserves the right to approve or disapprove all applications.

4. Car Hire

4.1. Service provider

The University management will decide from time to time, through its procurement processes, which service provider to use. In arriving at such decision, consideration will be given to the benefits resulting from this policy so as not to disadvantage employees.

4.2. Vehicle Hire Groups

Employees making use of this scheme will only be permitted to hire vehicles in the following Groups:

1. Group "A"
2. Group "B"

In instances where an employee requires a 10 or 15 seater, the employee will qualify for the following groups:

1. Group "Z" (for a 10 seater), and
2. Group (for a 15 seater).

4.3. Drivers

Only employees qualifying for this benefit are permitted to drive the hired vehicle.

4.5. Insurance

Employees using this benefit will be required to take out the Super Waiver Insurance policy offered by the service provider.

5. Abuse of this benefit

The benefits of this policy should be deemed as a privilege and not a right and hence any abuse thereof will be deemed to be an act of misconduct and it will be dealt with in accordance of University disciplinary procedures and could lead to dismissal.

5.1. Misconduct

In terms of this policy misconduct includes the following:

- a. Exceeding the time frame as stipulated in the procedure;**
- b. Failure to report damage to the vehicle;**
- c. Drunken driving;**
- d. Designated driver not driving;**
- e. Failure to take up the Super Waiver Insurance Cover**

6. Hiring Procedure

Prior to the beneficiary collecting the vehicle from the service provider, he/ she will have to adhere to the following:

- (a) The number of days for hiring shall not exceed 5 days;
- (b) The repayment of the hiring costs will not exceed 25% of the applicant's net salary;
- (c) The application and the acknowledge of debt (which will not exceed three months repayments) forms are correctly filled and submitted to the Transport department (Transport Administrator);
- (d) The voucher is collected from the Transport department.

7. Payment method

All payments will be deducted from payroll. In terms of this policy there will be no more than one (1) deductions permitted at any given time. The period for deductions shall not exceed three months.

8. Grievance

Should a beneficiary be aggrieved, the University grievance procedure should be followed.

9. Review of the policy

This policy will be reviewed annually.