



**CAPE WINELANDS DISTRICT**  
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## **OFFICIAL VEHICLES AND FLEET MANAGEMENT POLICY**

**POLICY ADOPTED BY COUNCIL ON 04 DECEMBER 2014  
AT ITEM C.14.6**

## 1. PURPOSE

The purpose of this policy is to:

- 1.1 Regulate, control and monitor the use of official vehicles of the Cape Winelands District Municipality (CWDM).
- 1.2 Ensure that the users of official vehicles comply with a uniform policy and procedure in respect of fleet management.
- 1.3 Ensure that official vehicles are optimally and effectively used for the rendering of municipal services.
- 1.4 Ensure that employees travel together in one official vehicle to events/meetings or any other official activity, as far as is reasonably possible.
- 1.5 Ensure cost effective and efficient usage of available funding in respect of fuel and maintenance.
- 1.6 Prevent possible abuse/misuse of official vehicles.
- 1.7 Enhance safe driving and usage practices in respect of official vehicles.

## 2. SCOPE

This policy applies to all permanent and non-permanent (Interns, Students and Fire Reservists) employees of the Cape Winelands District Municipality (CWDM) and governs the use and maintenance of all the official vehicles of the Cape Winelands District Municipality (CWDM).

## 3. DEFINITIONS

For the purpose of this policy and procedures document the following definitions shall apply:

### 3.1 OFFICIAL VEHICLE

All vehicles –

- (a) Registered in the name of the Cape Winelands District Municipality (CWDM);
- (b) From the Provincial Government of the Western Cape utilised by the Cape Winelands District Municipality (CWDM);

- (c) All official vehicles referred to in paragraphs (a) and (b) above, must be branded with an identifiable official logo, excluded official vehicles utilised by political office bearers.

### **3.2 VEHICLES OF EXTERNAL SERVICE PROVIDERS (RENTAL VEHICLES)**

Where an official of the Cape Winelands District Municipality (CWDM) utilised a vehicle from an external service provider, the policies and conditions of the service provider must be accepted and adhered to by such an official/driver.

### **3.3 AUTHORISED DRIVER**

An authorised driver is an employee of the Cape Winelands District Municipality (CWDM) who holds the prescribed applicable valid driver's licence, and who has been duly authorised to drive an official vehicle by a relevant official who has the authority to grant such approval.

### **3.4 VEHICLE ADMINISTRATOR**

A vehicle administrator is a designated official of the Cape Winelands District Municipality (CWDM) who is responsible for the allocation of official vehicles to authorised drivers.

## **4. RESPONSIBILITY OF AUTHORIZED DRIVERS**

The Cape Winelands District Municipality (CWDM) operates a fleet of official vehicles for usage by employees in the performance of their duties and therefore the full cooperation of all employees concerned is required to ensure that the Cape Winelands District Municipality's (CWDM) fleet management system functions efficiently at all times. All authorised drivers are expected to accept and exercise the responsibilities associated with the operation of vehicles, as prescribed in this policy and procedures document.

### **4.1 AUTHORISED USAGE**

- (a) The vehicles shall only be driven by appropriately licensed and duly authorised employees on official duty who must ensure that their driving licences are valid at all times and are renewed prior to the expiry date.
- (b) The authorised driver must be licensed in terms of the National Road Traffic Act (Act No 93 of 1996) (NRTA) for the particular class of vehicle utilised by him/her.
- (c) By submission of a duly completed pool vehicle requisition form, authorised drivers acknowledge that they will adhere to the Official Vehicles and Fleet Management policy.

- (d) All official vehicles must be issued with a logbook. The authorised driver is responsible to record all his/her trips in the logbook on a daily basis.
- (e) Employees shall use the official vehicles only for authorised purposes in the execution of official duties.
- (f) Only an authorised driver of an official vehicle as specified on the pool vehicle requisition form may drive an official vehicle and under no circumstances whatsoever may any other employee be allowed to drive the vehicle during the authorised journey(s).
- (g) Non-employees are not permitted to drive official vehicles.
- (h) Employees may not tamper with the speedometer in an official vehicle.
- (i) Official vehicles may only be utilised in accordance with the applicable prescribed licence requirements.

#### **4.2 PUBLIC DRIVER'S PERMIT**

- (a) Official drivers who in terms of prescribed legislation must be in possession of Public Drivers Permits (PDP) must ensure that their Public Drivers Permits (PDP) are valid at all times and are renewed prior to the expiry date.
- (b) The Cape Winelands District Municipality (CWDM) will bear the costs of all official drivers who in terms of their job requirements must possess a Public Drivers Permit (PDP).
- (c) Each Department is responsible to ensure that official drivers who, in terms of prescribed legislation, must be in possession of Public Drivers Permits (PDP), do meet this requirement and only drive official vehicles accordingly.

#### **4.3 VALID DRIVER'S LICENCE**

- (a) An employee who is authorised to drive an official vehicle must possess a valid driver's licence in terms of the National Road Traffic Act (Act No 93 of 1996) (NRTA) for the particular class of vehicle utilised by him/her.
- (b) It is the responsibility of the employee to inform his/her supervisor in the event of his/her driver's licence being revoked or suspended.
- (c) Supervisors must ensure that no employee operates an official vehicle without a valid driver's licence.

#### **4.4 PUBLIC IMAGE**

All official vehicles shall be driven in a safe and courteous manner, which will promote the Cape Winelands District Municipality's (CWDM) public image.

#### **4.5 TIDYNESS**

- (a) Official vehicles should at all times be kept in a neat and tidy condition by employees in order to promote a positive corporate image of the Cape Winelands District Municipality (CWDM).
- (b) In particular, no refuse may be left in the official vehicles as such items can roll under the driving mechanisms of vehicles (i.e. brake/clutch/accelerator pedals) and be the cause of serious accidents and injuries.
- (d) Upon returning of each trip, official vehicles must be cleared of all items not belonging in the vehicle (refuse, personal items, etc).
- (e) Supervisors or vehicle administrators shall ensure that all official vehicles are washed and vacuumed whenever they are dirty, or at least once a week.

#### **4.6 CAREFUL HANDLING**

Official vehicles shall at all times be driven and handled with proper care and attention to obtain the best mechanical service and avoid infringements of the law.

#### **4.7 INSPECTIONS OF OFFICIAL VEHICLES**

- (a) Pre- and post inspections of official vehicles are to be carried out by each authorised driver prior to embarking on a trip and after completion of a trip and/or on a daily basis in order to ensure that the vehicle is in a roadworthy, safe working and clean condition, by completing the prescribed pre- and post inspection form attached as Annexure "A" or in respect of emergency services vehicles, the prescribed form as per type of operational vehicle and in respect of vehicles from the Provincial Government of the Western Cape, the form as prescribed by them.
- (b) Pre- and post inspection forms must be completed per official trip, however in respect of permanently allocated official vehicles, it must be completed on a daily basis and must be submitted to the vehicle administrator.
- (c) This inspection must include the checking of the vehicle for any damages/defects to the vehicle both before and after the authorised trip.

- (d) Any damage/defects found by the authorised driver during the course of the inspection must be reported in writing to his/her supervisor or the vehicle administrator who must report it to the Director: Support Services for further action.
- (e) The last authorised driver of an official vehicle will be held responsible for any unreported damage/defects/loss.
- (f) If during an inspection it is found by an authorised driver that a licence disc and/or number plate is lost, destroyed, expired or illegible, it must be reported without delay to his/her supervisor or the vehicle administrator who must report it to the Director: Support Services for further action.
- (g) The official vehicle shall not be used until a valid license is obtained, as failure to display licence discs constitutes an offence in terms of the National Road Traffic Act, 1996 (Act No 93 of 1996) (NRTA).
- (h) All official vehicles registered in the name of the Cape Winelands District Municipality (CWDM) must be available for periodical inspection on instruction of the Director: Support Services.
- (i) Employees may not display and/or affix any private signs, mascots, stickers or advertising material, in an official vehicle.

#### **4.8 SAFETY**

Authorised drivers shall adhere to traffic rules and legislation and ensure that their passengers also adhere to such legislation, including the fastening of seat belts.

### **5. SAFE DRIVING**

#### **5.1 TRAFFIC FINES**

- (a) The Cape Winelands District Municipality (CWDM) will not pay any traffic fines and the authorised driver of the official vehicle as specified on the pool vehicle requisition form will be held liable for all traffic fines issued while the said official vehicle has been entrusted to him/her.
- (b) No employee will receive any financial assistance from the Cape Winelands District Municipality (CWDM) for the payment of any fines and the employee must ensure that the traffic fine(s) is paid on or before the due date as stipulated on the Fine Notice.

## 5.2 SPEED LIMIT

- (a) In terms of section 59(4) of the National Road Traffic Act, 1996 (Act No 93 of 1996) no person shall drive a vehicle on a public road at a speed in excess of the general speed limit which applies in terms of that road, or at a speed in excess of a speed limit indicated by an appropriate road traffic sign or in excess of the speed limit prescribed by the Minister in respect of the class of vehicle concerned.
- (b) Official vehicles must not be driven at a speed limit that may endanger the lives of passengers and/or other road users.
- (c) Speed must be adjusted to suit weather conditions, road conditions and the particular type of vehicle being used.

## 5.3 EMERGENCY VEHICLES

- (a) In terms of section 58 of the National Road Traffic Act, 1996 (Act No 93 of 1996) no person shall, unless otherwise directed by a traffic officer, fail to comply with any direction conveyed by a road traffic sign displayed in the prescribed manner.
- (b) Subsection 58(3) stipulates that the driver of, *inter alia*, a fire-fighting vehicle, a rescue vehicle or any person driving a vehicle while engaged in civil protection may disregard the directions of a road traffic sign which is displayed in the prescribed manner: Provided that -
  - (i) He/she shall drive the vehicle concerned with due regard to the safety of other traffic; and
  - (ii) In the case of any such fire-fighting vehicle, rescue vehicle, ambulance or vehicle driven by a person while he or she is so engaged in civil protection, such vehicle shall be fitted with a device capable of emitting a prescribed sound and with an identification lamp, as prescribed, and such device shall be so sounded and such lamp shall be in operation while the vehicle is driven in disregard of the road traffic sign.
- (c) However, in terms of section 60 of the said Act, certain drivers may exceed the applicable general speed limit, *inter alia*, the driver of a fire-fighting vehicle, a rescue vehicle or any person driving a vehicle while engaged in civil protection: Provided that -
  - (i) He/she shall drive the vehicle concerned with due regard to the safety of other traffic; and

- (ii) In the case of any such fire-fighting vehicle, rescue vehicle or vehicle driven by a person while he or she is so engaged in civil protection, such vehicle shall be fitted with a device capable of emitting a prescribed sound and with an identification lamp, as prescribed, and such device shall be so sounded and such lamp shall be in operation while the vehicle is driven in excess of the applicable general speed limit.

#### **5.4 NIGHT DRIVING: CORRECT USE OF VEHICLE LIGHTS**

All authorised drivers of official vehicles must strictly adhere to Regulation 157 of the National Road Traffic Act, 1996 (Act No 93 of 1996) (NRTA) which requires, *inter alia*, that vehicle lights be operational at any time from sunset to sunrise and “at any other time when, due to insufficient light or unfavourable weather conditions, persons and vehicles upon the public road are not clearly discernible at a distance of 150 metres”.

#### **5.5 UNATTENDED OFFICIAL VEHICLES**

The authorised driver of an official vehicle must turn off the ignition, close all windows and lock the doors and, if applicable, close and lock the boot or canopy windows and doors of the vehicle, whenever the vehicle is left unattended, excluding emergency vehicles when operationally active.

### **6. AUTHORIZATION OF POOL VEHICLE REQUISITION FORMS**

No official vehicle may be issued to any employee without a properly and fully completed pool vehicle requisition form, approved by an authorised official. The said official vehicle requisition form must contain the name of the employee who will drive the vehicle, the purpose and date of the trip, the destination as well as the name and signature of an authorised official who has the authority to approve the use of an official vehicle.

#### **6.1 Routine trips:**

Approval for routine trips may be authorised on a weekly or monthly basis.

#### **6.2 Trade Union activities:**

Approval for the use of official vehicles for trade union activities may only be authorised by a designated official of the Division: Human Resources.

## **7. POOL VEHICLE REQUISITION FORMS REGARDING POOL VEHICLES PERMANENTLY ALLOCATED TO A SPECIFIC DEPARTMENT/DIVISION**

A properly completed monthly pool vehicle requisition form must be attached to the monthly vehicle log sheet with regard to a pool vehicle permanently allocated to a specific Department.

## **8. DUTIES OF SUPERVISORS AND VEHICLE ADMINISTRATORS**

- 8.1 When an official vehicle is issued to an authorised driver, the vehicle keys vehicle log book and, if applicable, fuel order book must be handed over to the driver and care must be exercised that all the issued items are returned to the supervisor or vehicle administrator.
- 8.2 The authorised driver must, at the end of his/her trip, record the details as required in the official vehicle logbook and sign off the log book, before handing the log book back to the supervisor or vehicle administrator.
- (a) On receipt of the vehicle log book the supervisor or vehicle administrator must check that all trips that were undertaken by the authorised driver are recorded on the vehicle log sheet to ensure accuracy and completeness.
  - (b) The supervisor and/or vehicle administrator must also compare the information on the vehicle log sheet to the information on the official pool vehicle requisition form received.
  - (c) Copies of the properly completed pool vehicle requisition form(s) must be attached to the monthly vehicle log sheet(s) of each specific official vehicle.
  - (d) If the supervisor and/or vehicle administrator is satisfied that the information on the vehicle log sheet corresponds with the information on the pool vehicle requisition form, he/she must sign off the vehicle log sheet(s) as evidence that the information is correct, where after it must be submitted to the Department: Financial and Strategic Support Services by no later than the 7th working day of each month, except in respect of the Division: Fire Services, who will submit vehicle log sheets on a weekly basis to the Department: Financial and Strategic Support Services.
  - (e) The supervisor and/or vehicle administrator must submit to the Department: Financial and Strategic Support Services, by no later than the 7th working day of each month, fuel slips, attached to the relevant copies of the official order forms for fuel/oil.

## **9. VEHICLE LOG BOOKS**

Each authorised driver shall record in the vehicle log book legibly and accurately details of the trip, as well as the closing kilometre reading of the odometer upon return of the official vehicle in order to establish the distances travelled per journey.

## **10. VEHICLE KEYS**

- 10.1 All official vehicle keys should be safely secured in a lockable storage facility when the vehicle is not in use.
- 10.2 A designated driver to whom an official vehicle is entrusted must personally and at all times ensure that the vehicle keys are in safe custody and that they are not lost or do not fall into the hands of unauthorised persons.
- 10.3 Vehicle keys of official vehicles utilised after hours, must immediately on return, be placed in the after hours safe box in order to safeguard official vehicles.
- 10.4 Should vehicle keys be lost, measures should immediately be taken by the authorised driver to safeguard the vehicle against theft or unauthorised usage and the loss of the keys must be reported to the supervisor or vehicle administrator.

## **11. SAFEGUARDING OF VEHICLES**

- 11.1 The authorised driver of the official vehicle of the Cape Winelands District Municipality (CWDM), must take all reasonable steps to ensure the safeguarding of municipal property in official vehicles (i.e. fuel, accessories and tools) against theft and/or damage, even in instances when the official vehicle is vacated by the authorised driver.
- 11.2 Official vehicles must, where possible, be parked under cover at secure premises owned by the Cape Winelands District Municipality (CWDM) or, with the necessary approval from the delegated official, on designated premises.
- 11.3 If an authorised driver is on a journey with an official vehicle and is away from premises owned by the Cape Winelands District Municipality (CWDM), he/she must ensure that the official vehicle is at all times parked in a secure location.

## **12. FUEL SLIPS AND TOLL GATE DEVICES (OBU)**

- 12.1 The fuel slip, attached to the relevant copy of the official order form for fuel/oil, where applicable, must be handed in by the relevant authorised driver of an official vehicle to the supervisor or vehicle administrator, on immediate return of the official vehicle, for dispatch to the Department: Financial and Strategic Support Services.
- 12.2 Toll gate devices, where applicable, must be handed in by the authorised driver of an official vehicle to the supervisor or vehicle administrator, immediately on return of the official vehicle.

## **13. OVERNIGHT AND/OR WEEKEND USAGE**

- 13.1 Authorised drivers of the Cape Winelands District Municipality (CWDM) may be granted approval to utilise official vehicles after normal working hours or over weekends based on operational requirements.
- 13.2 Where official vehicles have to be utilised after normal working hours the applicable Head of Department must authorise the prescribed official vehicle requisition form for overnight usage.
- 13.3 Where official vehicles have to be utilised over weekends, the applicable Head of Department must personally recommend the utilization on the prescribed official vehicle requisition.
- 13.4 Authorization for the utilization of official vehicles over weekends may only be granted and signed by the Municipal Manager or an official designated by him/her.

## **14. IRREGULAR USE OF POOL VEHICLES**

### **14.1 ALCOHOL/DRUGS/PRESCRIBED MEDICINE/PERSONAL GAIN**

- (a) Employees may not drive an official vehicle when under the influence of alcohol or drugs.
- (b) Employees may not smoke any tobacco products while in an official vehicle.
- (c) Employees may not drink any liquor and/or take any illegal drugs while being in or on an official vehicle.

- (d) Employees who are on any form of prescribed medicine which may affect their driving capabilities, must notify their supervisor accordingly by providing a letter from a registered medical practitioner.
- (e) Employees may not use an official vehicle for personal gain.

## **14.2 PASSENGERS**

- (a) No persons who are not in the employment of the Cape Winelands District Municipality (CWDM) may be transported in an official vehicle.
- (b) Any passenger who is not in the employment of the Cape Winelands District Municipality (CWDM) and who is authorised by an official who has the authority to approve transportation of non-officials in an official vehicle, must sign the prescribed indemnity form prior to embarking on a journey.

## **15. PROHIBITION OF EMPLOYEES FROM DRIVING OFFICIAL VEHICLES**

The Municipal Manager reserves the right to prohibit an employee from driving an official vehicle, either on a temporary or permanent basis, should circumstances deem it necessary.

## **16. LIABILITY FOR LOSS OR DAMAGE**

An employee of the Cape Winelands District Municipality (CWDM) who has been found guilty in terms of the Disciplinary Procedure and Code Collective Agreement for the loss of, or damage to an official vehicle, may be held liable for such loss or damage.

## **17. PUBLIC LIABILITY**

The use of official vehicles may expose an employee to public liability in the event of any accident, if the accident is found to be caused by the driver's negligence.

## **18. MAINTENANCE OF OFFICIAL VEHICLES**

- 18.1 The supervisor or vehicle administrator must keep a record for the servicing of vehicles to ensure that all official vehicles are released for servicing timeously and that the vehicle is delivered to the identified Mechanical Workshop.
- 18.2 Any defects, faults or breakdowns which are experienced en route during official journeys, must be reported by authorised driver to the supervisor or vehicle administrator, who must make the necessary arrangements for repairs to be executed.

## 19. TRACKING DEVICE

All employees should take cognisance of the fact that official vehicles may be equipped with a tracking device.

## 20. MECHANICAL OR OPERATIONAL FAILURE

20.1 When mechanical or operational deficiencies occur while an official vehicle is being used, the employee must immediately contact the relevant supervisor and/or vehicle administrator who must arrange with the identified Mechanical Workshop to attend to the matter.

20.2 Under no circumstances may an employee of the Cape Winelands District Municipality (CWDM) continue to operate an official vehicle if the operation could endanger any person, property or the vehicle itself.

## 21. ACCIDENTS

21.1 It is the responsibility of the authorised driver of an official vehicle to immediately report any accident to the relevant supervisor and/or vehicle administrator and the South African Police Service, subject thereto that if it is not possible to report the accident immediately, it must be reported within 24 hours.

21.2 If involved in any kind of accident the authorised driver shall submit within 24 hours after the accident to his/her immediate supervisor the following documents:

- (a) A written complete accident report;
- (b) Completed written prescribed claim form;
- (c) Originally certified copy of valid driver's licence of authorised driver;
- (d) In the case of a 3<sup>rd</sup> party being involved, the
  - (i) Police case number; and
  - (ii) Full contact details (name, telephone and address) of the 3<sup>rd</sup> party.
- (e) The authorised driver may under no circumstances admit liability, make any unguarded statement to any person or offer any form of payment.

21.3 The immediate supervisor must arrange with the identified Mechanical Workshop to obtain three (3) written price quotations within ten (10) working days of the accident, to be provided to the applicable Head of Department together with the documents as stipulated in paragraph 21.2.

- 21.4 A departmental report signed off by the applicable Head of Department, together with the documents as stipulated in paragraph 21.3 must be provided to the Department: Financial and Strategic Support Services within twenty (20) working days of the accident.

## **22. REPORTING OF GLASS CLAIMS**

- 22.1 It is the responsibility of the authorised driver to immediately report any damage to a window or screen of an official vehicle to the relevant supervisor and/or vehicle administrator, subject thereto that if it is not possible to report the damage immediately, it must be reported within 24 hours.
- 22.2 The authorised driver shall submit within 24 hours after the incident to his/her immediate supervisor the following documents:
- (a) A written complete incident report;
  - (b) Completed written prescribed claim form;
  - (c) Originally certified copy of valid driver's licence of authorised driver;
- 22.3 The immediate supervisor must arrange with the identified Mechanical Workshop to obtain three (3) written price quotations within ten (10) working days of the incident.
- 22.4 The immediate supervisor must provide all the documents referred to in paragraphs 22.2 and 22.3 to the Department: Financial and Strategic Support Services within twenty (20) working days of the incidents.

## **22. DISCIPLINARY ACTION**

An employee who transgresses the prescriptions of this Official Vehicles and Fleet Management Policy will be subject to the Disciplinary Procedure and Code Collective Agreement.

## **23. CRIMINAL PROCEDURES**

The Municipal Manager, a third party or the National Prosecuting Authority of South Africa may institute criminal charges against an employee in a court of law should applicable legislation deemed it necessary.

## **24. AMENDMENTS**

The Council may from time to time amend this policy and introduce any measure(s) to ensure efficient, economic and effective management of Council resources.

## **25. EFFECTIVE DATE**

The Usage of Official Vehicles and Fleet Management Policy will become effective upon approval thereof by the Council of the Cape Winelands District Municipality (CWDM).



# CAPE WINELANDS DISTRICT

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## PRE INSPECTION FORM

PRE INSPECTION FORM			
<b>Registration Number of Official Vehicle</b>			
<b>Date</b>			
INSPECTION LIST			REMARKS (IF "NO")
Cleanliness of body	Yes	No	
Dents on body	Yes	No	
Scratches on body	Yes	No	
Fuel cap closed	Yes	No	
Validity of licence token	Yes	No	
Registration plates clean	Yes	No	
Front registration plate undamaged	Yes	No	
Bonnet secure	Yes	No	
Bumpers secure	Yes	No	
Side mirrors stable and clean	Yes	No	
Four tyres stable	Yes	No	
Front lights not dirty or broken	Yes	No	
Rear lights not dirty or broken	Yes	No	
Cleanliness of interior	Yes	No	
Windscreen not dirty or broken	Yes	No	
Front lights operating	Yes	No	
Rear lights operating	Yes	No	
Stop lights operating	Yes	No	
Indicators operating on both sides	Yes	No	
Indicators operating front and rear	Yes	No	
Windscreen washer & wipers operating	Yes	No	
Hooter operating	Yes	No	
<b>Initials and Surname of Authorized Driver</b>			<b>Signature of Authorized Driver</b>

See reverse side for Post Inspection Form



<b>POST INSPECTION FORM</b>			
<b>Registration Number of Official Vehicle</b>			
<b>Date</b>			
<b>INSPECTION LIST</b>			<b>REMARKS (IF "NO")</b>
Cleanliness of body	Yes	No	
Dents on body	Yes	No	
Scratches on body	Yes	No	
Fuel cap closed	Yes	No	
Validity of licence token	Yes	No	
Registration plates clean	Yes	No	
Front registration plate undamaged	Yes	No	
Bonnet secure	Yes	No	
Bumpers secure	Yes	No	
Side mirrors stable and clean	Yes	No	
Four tyres stable	Yes	No	
Front lights not dirty or broken	Yes	No	
Rear lights not dirty or broken	Yes	No	
Cleanliness of interior	Yes	No	
Windscreen not dirty or broken	Yes	No	
Front lights operating	Yes	No	
Rear lights operating	Yes	No	
Stop lights operating	Yes	No	
Indicators operating on both sides	Yes	No	
Indicators operating front and rear	Yes	No	
Windscreen washer & wipers operating	Yes	No	
Hooter operating	Yes	No	
<b>Initials and Surname of Authorized Driver</b>		<b>Signature of Authorized Driver</b>	
<b>Initials and Surname of Vehicle Administrator</b>		<b>Signature of Vehicle Administrator</b>	

See reverse side for Pre Inspection Form