



## ACKNOWLEDGMENT RECEIPT OF TENDER AND QUOTATION

- 1. **Q 2021/027:** K53 DRIVERS LICENSE TRAINING INTERVENTION FOR THE PERIOD ENDING 30 JUNE 2022
- 2. **Q 2021/030:** SUPPLY AND DELIVERY OF CHAIRS AND FURNITURE
- 3. **Q 2021/052:** RENEWAL OF AUTOCAD MAP 3D COMMERCIAL ANNUAL SUBSCRIPTION FOR 12 MONTHS
- 4. **Q 2021/060:** PROVISION OF CASEWARE
- 5. **Q 2021/063:** PROVISION OF GENERAL WORKERS TO ASSIST WITH THE REGULAR CLEANING OF FACILITIES OF THE CAPE WINELANDS DISTRICT MUNICIPALITY TO ENSURE COVID-19 COMPLIANCE
- 6. **Q 2021/074:** PROVISION OF FURNITURE TRANSPORTATION SERVICES FROM KATHU, NORTHERN CAPE TO BELLVILLE, CAPE TOWN, WESTERN CAPE

I Lorna van Niekerk hereby acknowledge receipt of the following original tender and quotation documents:

Received by [Signature] Date 04/11/2021



**CAPE WINELANDS DISTRICT**  
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

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**Q 2021/027**

**K53 DRIVERS LICENSE TRAINING INTERVENTION FOR THE  
PERIOD ENDING 30 JUNE 2022**

COMPANY NAME: HE AND SHE DRIVER TRAINING CENTRE.....  
POSTAL ADDRESS: 1 DUNCAN STEET, PAROW VALLEY, 7500.....  
.....  
.....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Financial and Strategic Support Services  
Supply Chain Management  
Tel: 086 126 5263  
Fax: 086 688 4173

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## **A. QUOTATION NOTICE**

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Formal Written Price Quotations are hereby invited from suitably qualified service providers for a K53 drivers licence training intervention.

Technical enquiries regarding this bid can be directed to Goodman Xawuka at telephone no. 0861 265 263.

Documents are obtainable from the Supply Chain Management Unit of the Cape Winelands District Municipality at 29 Du Toit Street, Stellenbosch - Tel no 0861 265 263. Alternatively documents may be downloaded from the website: [www.capewinelands.gov.za](http://www.capewinelands.gov.za). → Supply Chain → View quotations and quotes → Quotations open.

All prospective bidders must ensure that they are registered and accredited on the CWDM's Supplier Database and the Central Supplier Database, prior to the closing date of the quotation.

Duly completed quotations must be enclosed in a (separate) sealed envelope and endorsed with the relevant quotation number and description on the envelope/s. The sealed quotations must be placed in the official quotations box of the District Municipality's offices at 29 Du Toit Street, Stellenbosch, before **11h00 on Friday, 13 August 2021.**

**HF PRINS**  
**MUNICIPAL MANAGER**

## **B. GENERAL CONDITIONS AND INFORMATION**

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Inviting of quotations by the Cape Winelands District Municipality (CWDM), all relevant bid documentation, submitting of quotations by prospective bidders, evaluation / awarding of quotations and all subsequent contractual responsibilities regarding supply and delivery of goods and/or services, will be managed in terms of and MUST comply with:-

- Chapter 11 of the Municipal Finance Management Act, 2003 (Act no.56 of 2003);
- Municipal Supply Chain Management Policy of the CWDM;
- Supply Chain Management: A guide for Accounting Officers of Municipalities (Guide for AO's);
- Any relevant Regulations / Circulars issued by the National Treasury, from time to time, and
- Any Special Conditions detailed in this Contract (SCC) – *referring to, but not limited to: paragraphs B.1. - 17. and C to P.*

Where the GCC and SCC are in conflict with one another, the stipulations of the SCC will prevail (chapter 4.5.2.9 – Guide for AO's)

### **1. Acceptance or Rejection of a Quotations**

The Municipality reserves the right to withdraw any invitation to quotations and/or to re-advertise or to reject any quotations or to accept any quotations in whole or part.

The Municipality does not bind itself to accepting the lowest quotations or the quotations scoring the highest points.

The Municipality reserves the right to accept more than one quotations (in the event of a number of items being offered).

### **2. Validity Period**

The fact and action of handing in a quotation to the Municipality is accepted as a contract between the Municipality and the bidder whereby such a quotation remains valid and available for a period of ninety (90) days, calculated from the closing date as advertised for the quotations, for acceptance, or non-acceptance by the Municipality. The bidder undertakes not to withdraw, or alter, the quotations during this period.

### **3. Registration on Accredited Supplier Database**

It is expected of all prospective service providers who are not yet registered on the Municipality's Accredited Supplier Database to register without delay on the prescribed form.

The Municipality reserves the right not to award quotations to prospective suppliers who are not registered on the Database.

### **4. Completion of Quotations Documents**

The official quotations form must be completed in BLACK ink and any corrections to the official quotations form must also be made in BLACK ink and signed by the bidder.

Any quotations documents received with correction fluid (Tippex) corrections shall be disqualified.

The complete original quotations document must be returned. Missing pages will result in the disqualification of the quotations.

Any ambiguity has to be cleared with contact person for the quotations before the quotations closure.

#### **5. Authorised Signatory**

A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.

A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

If such a copy of the Resolution does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such document after the closing date to verify that the signatory is in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

#### **6. Site / Information Meetings**

Site or information meetings, if specified, are compulsory. Bids will not be accepted from bidders who have not attended compulsory site or information meetings. Bidders that arrive 15 minutes or more after the advertised time the meeting starts will not be allowed to attend the meeting or to sign the attendance register. If a bidder is delayed, he must inform the contact person before the meeting commence and will only be allowed to attend the meeting if the chairperson of the meeting as well as all the other bidders attending the meeting, give permission to do so.

All partners or the leading partner of a Joint Venture must attend the compulsory site or information meeting.

#### **7. Quantities of Specific Items**

If quotations are called for a specific number of items, the Municipality reserves the right to change the number of such items to be higher or lower. The successful bidder will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful bidder does not accept the new scenario, it will be offered to the second-placed bidder.

#### **8. Expenses Incurred in Preparation of Quotations**

The Municipality shall not be liable for any expenses incurred in the preparation and submission of the quotations.

#### **9. Contact with Municipality after Quotations Closure Date**

Bidders shall not contact the Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded. If a bidder wishes to bring additional information to the notice of the Municipality, it should do so in writing to the Municipality. Any effort by the firm to influence the Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

#### **10. Opening, Recording and Publications of Quotations Received**

Quotations will be opened on the closing date immediately after the closing time specified in the quotations documents. The names of the bidders, and if practical, the total amount of each bid and of any alternative bids will be read out aloud.

Telexed, faxed or e-mailed quotations will not be accepted.

The quotations forms should be carefully completed and no errors will be condoned after quotations have been opened.

The Bidder will be liable to take out **forward cover** to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotation, from a country dealing in currency other than that of South Africa.

#### **11. Evaluation of Quotations**

Quotations will be evaluated in terms of their responsiveness to the quotations specifications and requirements as well as such additional criteria as set out in this set of quotations documents.

#### **12. Subcontracting**

The Contractor shall not subcontract the whole of the contract.

Except where otherwise provided by the Contract, the Contractor shall not subcontract any part of the Contract without the prior written consent of the Municipality, which consent shall not be unreasonably withheld.

Any consent granted or appointment of a subcontractor shall not imply a contract between the Municipality and the subcontractor, or a responsibility or liability on the part of the Municipality to the subcontractor and shall not relieve the Contractor from any liability or obligation under the Contract and he shall be liable for the acts, defaults and neglects of any subcontractor, his agents or employees as fully as if they were the acts, defaults or neglects of the Contractor, his agents or employees.

#### **13. Extension of Contract**

The contract with the successful bidder may be extended should additional funds become available.

#### **14. Past Practices**

The bid of any bidder may be rejected if that bidder or any of its directors have abused the municipality's supply chain management system or committed any improper conduct in relation to such system.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors influenced or tried to influence any official or councillor with this or any past quotations.

The bid of any bidder may be rejected if it is or has been found that that bidder or any of its directors offered, promised or granted any official or any of his/her close family members, partners or associates any reward, gift, favours, hospitality or any other benefit in any improper way, with this or any past quotations.

#### **15. Persons in the service of the state**

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

## 16. Broad-based black economic empowerment (B-BBEE) status level certificates

Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies of the original, not a photo-copy of another certified copy thereof together with their bids, to substantiate their B-BBEE rating claims.

Bidders who do not submit B-BBEE Status Level Verification Certificates or who are non-compliant contributors to B-BBEE do not qualify for preference points for B-BBEE but should not be disqualified from the bidding process. They will score points out of 90 or 80 for price only and zero (0) points out of 10 or 20 for B-BBEE.

A trust, consortium or joint venture must submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.

Public entities and tertiary institutions must also submit B-BBEE Status Level Verification Certificates together with their bids.

If an institution is already in possession of a valid and original or certified copy of a bidder's B-BBEE Status Level Verification Certificate that was obtained for the purpose of establishing the database of possible suppliers for price quotations or that was submitted together with another bid, it is not necessary to obtain a new B-BBEE Status Level Verification Certificate each time a bid is submitted from the specific bidder.

Such a certificate may be used to substantiate B-BBEE rating claims provided that the closing date of the bid falls within the expiry date of the certificate that is in the institution's possession.

Each time this provision is applied, cross-reference must be made to the B-BBEE Status Level Verification Certificate already in possession for audit purposes.

AOs / AAs must ensure that the B-BBEE Status Level Verification Certificates submitted are issued by the following agencies:

Bidders other than EMEs

- Verification agencies accredited by SANAS; or
- Registered auditors approved by IRBA (until the expiration of the period prescribed by the DTI)

Bidders who qualify as EMEs

- Sworn affidavit signed by the EME representative and attested by a Commissioner of oaths.

### VALIDITY OF B-BBEE STATUS LEVEL VERIFICATION CERTIFICATES

Verification agencies accredited by SANAS

These certificates are identifiable by a SANAS logo and a unique BVA number.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing Verification Agency to the list of all SANAS accredited agencies. The list is accessible on [http://www.sanas.co.za/directory/bbee\\_default.php](http://www.sanas.co.za/directory/bbee_default.php).

The relevant BVA may be contacted to confirm whether such a certificate was issued.

As a minimum requirement, all valid B-BBEE Status Level Verification Certificates should have the following information detailed on the face of the certificate:

- The name and physical location of the measured entity;
- The registration number and, where applicable, the VAT number of the measured entity;
- The date of issue and date of expiry;
- The certificate number for identification and reference;
- The scorecard that was used (for example QSE, Specialized or Generic);
- The name and / or logo of the Verification Agency;
- The SANAS logo;
- The certificate must be signed by the authorized person from the Verification Agency; and
- The B-BBEE Status Level of Contribution obtained by the measured entity. □

### **Registered auditors approved by IRBA**

The format and content of B-BBEE Status Level Verification Certificates issued by registered auditors approved by IRBA must -

- Clearly identify the B-BBEE approved registered auditor by the auditor's individual registration number with IRBA and the auditor's logo;
- Clearly record an approved B-BBEE Verification Certificate identification reference in the format required by the SASAE;
- Reflect relevant information regarding the identity and location of the measured entity;
- Identify the Codes of Good Practice or relevant Sector Codes applied in the determination of the scores;
- Record the weighting points (scores) attained by the measured entity for each scorecard element, where applicable, and the measured entity's overall B-BBEE Status Level of Contribution; and
- Reflect that the B-BBEE Verification Certificate and accompanying assurance report issued to the measured entity is valid for 12 months from the date of issuance and reflect both the issuance and expiry date.

Confirmation of the validity of a B-BBEE Status Level Verification Certificate can be done by tracing the name of the issuing B-BBEE approved registered auditor to the list of all approved registered auditors. The list is accessible on <http://www.thedti.gov.za> and / <http://www.irba.co.za>.

The relevant approved registered auditor may be contacted to confirm whether such a certificate was issued.

### **Accounting officers as contemplated in section 60(4) of the CCA;**

These certificates will be issued on the accounting officer's letterhead with the accounting officer's practice number and contact number clearly specified on the face of the certificates.

The content of B-BBEE Status Level Verification Certificates issued by accounting officers as contemplated in the CCA is detailed in paragraph 4.8.5 below.

### **VERIFICATION OF B-BBEE LEVELS IN RESPECT OF EMEs**

In terms of the Generic Codes of Good Practice, an enterprise including a sole propriety with annual total revenue of R10 million or less qualifies as an EME.

In instances where Sector Charters are developed to address the transformation challenges of specific sectors or industries, the threshold for qualification as an EME may be different from the generic threshold of R10 million. The relevant Sector Charter thresholds will therefore be used as a basis for a potential bidder to qualify as an EME.

- For example the approved thresholds for EMEs for the Tourism and Construction Sector Charters are R2.5 million and R1.5 million respectively.
- An EME automatically qualifies as a level 4 contributor with B-BBEE recognition level of 100% in terms of the Codes of Good Practice.
- An EME with at least 51% black ownership qualifies as Level 2 Contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME with 100% black ownership qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as Level 1 contributor with B-BBEE level of 135% in terms of Codes of Good Practice.
- An EME that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- An EME is required to submit a sworn affidavit confirming their annual total revenue of R 10 million or less and level of black ownership to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME that is regarded as a Specialized Enterprise, is required to submit a sworn affidavit confirming their annual turnover/ allocated budget/ gross receipt of R 10 million or less and level of percentage of black beneficiaries to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- An EME may be measured in terms of the QSE scorecard should they wish to maximize their points and move to a higher B-BBEE recognition level. It is in this context that an EME may submit a B-BBEE verification certificate.

#### **ELIGIBILITY AS QUALIFYING SMALL ENTERPRISES (QSE)**

The Codes define a QSE as any enterprise with annual total revenue of between R10 million and R50 million.

- A QSE with at least 51% black ownership qualifies as a Level 2 contributor.
- A QSE with 100% black ownership qualifies as a Level 1 Contributor.
- A QSE that is regarded as a specialized enterprise with at least 75% black beneficiaries qualifies as a Level 1 contributor with B-BBEE level of 135% in terms of the Codes of Good Practice.
- A QSE that is regarded as a specialized enterprise with at least 51% black beneficiaries qualifies as a Level 2 contributor with B-BBEE level of 125% in terms of the Codes of Good Practice.
- A QSE is required to submit a sworn affidavit confirming their annual total revenue of between R10 million and R 50 million and level of black ownership or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017.
- A QSE that is regarded as a specialized enterprise is required to submit a sworn affidavit confirming their annual turnover/ budget/ gross receipt of R 50 million or less and level of percentage of black beneficiaries or a B-BBEE level verification certificate to claim points as prescribed by regulation 6 and 7 of the Preferential Procurement Regulations 2017

**IN ORDER TO BE AWARDED PREFERENCE POINTS, ANNEXURE H. QUESTIONNAIRE AND ANNEXURE K. PREFERENCE POINTS CLAIM FORM (MBD 6.1), MUST BE COMPLETED - FAILURE TO COMPLY WITH THE ABOVEMENTIONED WILL RESULT IN NO PREFERENCE POINTS BEING AWARDED**

## 17. Application

These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

Where applicable, special conditions of contract may be laid down and included to cover specific supplies, services or works.

Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## 18. Standards

The goods supplied or the services rendered shall conform to the standards mentioned in the bidding documents and specifications.

## 19. Information and Inspection

The service provider shall not, without the District Municipality's prior written consent, disclose the agreement, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the District Municipality in connection therewith, to any person other than a person employed by the service provider in the performance of the agreement. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

The service provider shall permit the District Municipality to inspect the supplier's records relating to the performance of the service provider and to have them audited by auditors appointed by the District Municipality, if so required by the District Municipality.

## 20. Governing Language

The governing language shall be English. All correspondence and other documents pertaining to the agreement that is exchanged by the parties shall also be written in English.

## 21. Payments

Payments shall be made by the District Municipality within **thirty (30)** calendar days of receiving the relevant **invoice / statement provided** by the supplier.

Payment will be made in Rand unless otherwise stipulated.

## 22. Prices and Evaluation of bids

Prices charged by the service provider for goods delivered and services performed under the contract shall not vary from the prices quoted by the service provider in this Quotations.

The Bidder will be liable to take out forward cover to barricade him/her against fluctuation of the exchange rate in the event of importing any component, related to the quotations, from a country dealing in currency other than that of South Africa.

THIS BID WILL BE EVALUATED AND ADJUDICATED ACCORDING TO THE FOLLOWING:

- Relevant specifications
- Value for money
- Capability to execute the contract
- PPPFA & associated regulations

## 23. Termination for default

The District Municipality, without prejudice to any other remedy for breach of contract, by written notice of default sent to the service provider, may terminate this agreement in whole or in part:

If the service provider fails to deliver any or all of the goods within the period(s) specified in the agreement;

If the service provider fails to perform any obligation(s) under the contract; or

If the service provider in the judgment of the District Municipality, has engaged in corrupt or fraudulent practices in competing for or in executing the contract

In the event the District Municipality terminates the contract in whole or in part, the District Municipality may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the service provider shall be liable to the District Municipality for any excess costs for such similar goods, works or services. However, the service provider shall continue performance of the contract to the extent not terminated.

Where the District Municipality terminates the contract in whole or in part, the District Municipality may decide to impose a restriction penalty on the service provider by prohibiting such service provider from doing business with the public sector for a period not exceeding 10 years.

If a District Municipality intends imposing a restriction on a service provider or any person associated with the service provider, the service provider will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the service provider fail to respond within the stipulated fourteen (14) days the District Municipality may regard the service provider as having no objection and proceed with the restriction.

Any restriction imposed on any person by the District Municipality will, at the discretion of the District Municipality, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the District Municipality actively associated.

If a restriction is imposed, the District Municipality must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

The name and address of the supplier and / or person restricted by the District Municipality;  
The date of commencement of the restriction;  
The period of restriction; and  
The reasons for the restriction

These details will be loaded in the National Treasury's central database of service provider or persons prohibited from doing business with the public sector.

If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Quotations Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each

case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

#### **24. Termination for Insolvency**

The District Municipality may at any time terminate the contract by giving written notice to the service provider if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the District Municipality.

#### **25. Settlement of Disputes**

If any dispute or difference of any kind whatsoever arises between the District Municipality and the service provider in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the District Municipality or the service provider may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

Notwithstanding any reference to mediation and/or court proceedings herein, the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

The District Municipality shall pay the service provider any monies due for goods delivered and/or services rendered according to the prescripts of the contract.

#### **26. Applicable Law**

The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

#### **27. Notices**

Every written acceptance of a bid and any other notices shall be posted to the service provider concerned by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice;

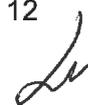
The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

#### **28. Taxes and duties**

A service provider shall be entirely responsible for all taxes, duties, license fees, etc., of the contracted goods to the District Municipality.

No contract shall be concluded with any bidder whose tax matters are not in order.

No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.



## 29. Value-added tax (VAT) on invoices

Tax invoices are to comply with the requirements as contained in the Value Added Tax Act, 1991 (Act No 89 of 1991). The content of the invoice must contain information as prescribed by the Act.

It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice.

The amended Value Added Tax Act, 1991 (Act No 89 of 1991) requires that a Tax Invoice for supplies in excess of R3,000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

The VAT registration number of the District Municipality is 4700193495.

## 30. Tax Clearance Certificate

A copy of a Tax Compliance Status Pin, printed from the South African Revenue Service (SARS) website, must accompany the bid documents. The onus is on the bidder to ensure that their tax matters are in order with SARS.

In the case of a Consortium/Joint Venture every member must submit a separate Tax Compliance Status Pin, printed from the SARS website, with the bid documents.

If a bid is not supported by a Tax Compliance Status Pin as an attachment to the bid documents, the Municipality reserves the right to obtain such documents after the closing date to verify that the bidder's tax matters are in order. If no such document can be obtained within a period as specified by the Municipality, the bid will be disqualified.

The Tax Compliance Status Pin will be verified by the Municipality on the SARS website.

## 31. Municipal Rates, Taxes and Charges

A certified copy of the bidder's and those of its directors municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the quotations closure date must accompany the quotations documents. If such a certified copy does not accompany the bid document of the successful bidder, the Municipality reserves the right to obtain such documents after the closing date to verify that their municipal accounts are in order.

Any bidder which is or whose directors are in arrears with their municipal rates and taxes or municipal charges due to any Municipality or any of its entities for more than three months and have not made an arrangement for settlement of same before the bid closure date will be unsuccessful.

If a bidder rents their premises, proof must be submitted that the rental includes their municipal rates and taxes or municipal charges and that their rent is not in arrears.

## 32. PROTECTION OF PERSONAL INFORMATION

In submitting any information or documentation requested in this quotation document, or any other information that may be requested pursuant to this quotation, you are consenting to the processing by the Cape Winelands District Municipality or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, 2013 (Act No 4 of 2013) and Regulations promulgated thereunder ("POPI Act"). Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify

the Cape Winelands District Municipality against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.

## C. NATIONAL TREASURY - GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

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The purpose of this document is to:

- (a) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (b) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.
- (c) The General Conditions of Contract will form part of all bid documents and may not be amended.
- (d) Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC will prevail

### 1. DEFINITIONS

The following terms shall be interpreted as indicated:

- 1.1 **"Closing time"** means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 **"Contract"** means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **"Contract price"** means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 **"Corrupt practice"** means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **"Countervailing duties"** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **"Country of origin"** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **"Day"** means calendar day.
- 1.8 **"Delivery"** means delivery in compliance of the conditions of the contract or order.
- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignees store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the goods are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.

- 1.12 **"Force majeure"** means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 **"GCC"** means the General Conditions of Contract.
- 1.15 **"Goods"** means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the goods covered by the bid will be manufactured.
- 1.17 **"Local content"** means that portion of the bidding price, which is not included in the imported content provided that local manufacture does take place.
- 1.18 **"Manufacture"** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **"Order"** means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 **"Project site,"** where applicable, means the place indicated in bidding documents.
- 1.21 **"Purchaser"** means the organization purchasing the goods.
- 1.22 **"Republic"** means the Republic of South Africa.
- 1.23 **"SCC"** means the Special Conditions of Contract.
- 1.24 **"Services"** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 **"Supplier"** means the successful bidder who is awarded the contract to maintain and administer the required and specified service(s) to the State.
- 1.26 **"Tort"** means in breach of contract
- 1.27 **"Turnkey"** means a procurement process where one service provider assumes total responsibility for all aspects of the project and delivers the full end product / service required by the contract.
- 1.28 **"Written" or "in writing"** means hand-written in ink or any form of electronic or mechanical writing.

## **2. APPLICATION**

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services (excluding professional services related to the building and construction industry), sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific goods, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. GENERAL**

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 Invitations to bid are usually published in locally distributed news media and on the municipality/municipal entity website.

## **4. STANDARDS**

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. USE OF CONTRACT DOCUMENTS AND INFORMATION INSPECTION**

- 5.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. PATENT RIGHTS**

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.
- 6.2 When a supplier developed documentation / projects for the municipality / municipal entity, the intellectual, copy and patent rights or ownership of such documents or projects will vest in the municipality / municipal entity.

## **7. PERFORMANCE SECURITY**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque.
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified.

## **8. INSPECTIONS, TESTS AND ANALYSES**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that goods to be produced or services to be rendered should at any stage be subject to inspections, tests and analyses, the bidder or contractor's premises shall be open, at all reasonable hours, for inspection by a representative of the purchaser or organization acting on behalf of the purchaser.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the goods to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the goods or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such goods or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Goods and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract goods may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected goods shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with goods, which do comply with the requirements of the contract. Failing such removal the rejected goods shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute goods forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected goods, purchase such goods as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 22 of GCC.

## **9. PACKING**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, and in any subsequent instructions ordered by the purchaser.

## **10. DELIVERY AND DOCUMENTS**

10.1 Delivery of the goods and arrangements for shipping and clearance obligations, shall be made by the supplier in accordance with the terms specified in the contract.

## **11. INSURANCE**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified.

## **12. TRANSPORTATION**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified.

## **13. INCIDENTAL SERVICES**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any:

- (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) Furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) Training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

## **14. SPARE PARTS**

- 14.1 As specified, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and;
  - (b) in the event of termination of production of the spare parts:
    - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
    - (ii) Following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

## **15. WARRANTY**

- 15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

## **16. PAYMENT**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated.

16.5 Where the value of an intended contract will exceed R1 000 000, 00 (R1 million) it is the bidder's responsibility to be registered with the South African Revenue Service (SARS) for VAT purposes in order to be able to issue tax invoices. It is a requirement of this contract that the amount of value-added tax (VAT) must be shown clearly on each invoice. The amended Value-Added Tax Act requires that a Tax Invoice for supplies in excess of R3 000 should, in addition to the other required information, also disclose the VAT registration number of the recipient, with effect from 1 March 2005.

## **17. PRICES**

17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized or in the purchaser's request for bid validity extension, as the case may be.

## **8. VARIATION ORDERS**

18.1 In cases where the estimated value of the envisaged changes in purchase does not vary more than 15% of the total value of the original contract, the contractor may be instructed to deliver the goods or render the services as such. For construction related goods, services and/or infrastructure project, contracts may be expanded or varied by not more than 20%. In cases of measurable quantities, the contractor may be approached to reduce the unit price, and such offers may be accepted provided that there is no escalation in price.

## **19. ASSIGNMENT**

19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

## **20. SUBCONTRACTS**

20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

## **21. DELAYS IN THE SUPPLIER'S PERFORMANCE**

21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.

21.3 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the goods are required, or the supplier's services are not readily available.

21.4 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 22.2 without the application of penalties.

21.5 Upon any delay beyond the delivery period in the case of a goods contract, the purchaser shall, without cancelling the contract, be entitled to purchase goods of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. PENALTIES**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. TERMINATION FOR DEFAULT**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) If the supplier fails to perform any other obligation(s) under the contract; or
- (c) If the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the supplier as having no objection and proceed with the restriction.

23.5 Any restriction imposed on any person by the purchaser will, at the discretion of the purchaser, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the purchaser actively associated.

23.6 a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) The name and address of the supplier and / or person restricted by the purchaser;
- (ii) The date of commencement of the restriction
- (iii) The period of restriction; and
- (iv) The reasons for the restriction

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Quotations Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website

## **24. ANTIDUMPING AND COUNTERVAILING DUTIES AND RIGHTS**

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the supplier to the purchaser or the purchaser may deduct such amounts from moneys (if any) which may otherwise be due to the supplier in regard to goods or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

## **25. FORCE MAJEURE**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

## **26. TERMINATION FOR INSOLVENCY**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the purchaser.

## **27. SETTLEMENT OF DISPUTES**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.

27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.

27.4 Notwithstanding any reference to mediation and/or court proceedings herein,

(a) The parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and

(b) The purchaser shall pay the supplier any monies due the supplier for goods delivered and / or services rendered according to the prescripts of the contract.

## **28. LIMITATION OF LIABILITY**

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

(a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

(b) The aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

## **29. GOVERNING LANGUAGE**

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

## **30. APPLICABLE LAW**

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified.

## **31. NOTICES**

31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.

31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

## **32. TAXES AND DUTIES**

32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.

32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.

32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order.

32.4 No contract shall be concluded with any bidder whose municipal rates and taxes and municipal services charges are in arrears.

**33. TRANSFER OF CONTRACTS**

- 33.1 The contractor shall not abandon, transfer, cede assign or sublet a contract or part thereof without the written permission of the purchaser

**34. AMENDMENT OF CONTRACTS**

- 34.1 No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force unless such agreement to amend or vary is entered into in writing and signed by the contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

**35. PROHIBITION OF RESTRICTIVE PRACTICES**

- 35.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder(s) is / are or a contractor(s) was / were involved in collusive bidding.
- 35.2 If a bidder(s) or contractor(s) based on reasonable grounds or evidence obtained by the purchaser has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in section 59 of the Competition Act No 89 Of 1998.
- 35.3 If a bidder(s) or contractor(s) has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

## D. APPLICATION OF PREFERENCE POINT SYSTEM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

The applicable **80/20** preferential points system as set out in Preferential Procurement Regulations 2017 will be used to evaluate individual quotations

**Regulation R.32 of 20 January 2017 provides for a preference points system**

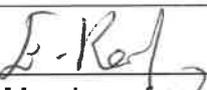
***80/20 Preference point system [(for acquisition of goods or services for a Rand value equal to or above R30 000 and up to R50 million) (all applicable taxes included)]***

The points are awarded as follows:

- 80 points is awarded for the **lowest price** if it complies with the Quotations / Formal Written Price Quotation conditions.
- Additional points are awarded for attaining the **B-BBEE status level** of contributor in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

## E. INVITATION TO BID - MBD1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
Quotation number:	Q 2021/027	Closing date:	13/08/2021	Closing time:	11h00
Description	K53 DRIVERS LICENSE TRAINING INTERVENTION FOR THE PERIOD ENDING 30 JUNE 2022				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT: 29 DU TOIT STREET, STELLENBOSCH</b>					
SUPPLIER INFORMATION					
Name of bidder	HE AND SHE DRIVER TRAINING CENTRE				
Postal address	1 DUNCAN STREET, PAROW VALLEY, 7500				
Street address	1 DUNCAN STREET, PAROW VALLEY, 7500				
Telephone number	Code	021	Number	9318214	
Cell phone number	0837551831				
E-mail address	elize@headshe.co.za				
VAT registration number	4270206719				
Tax compliance status	TCS PIN:	C4622AF1D4	OR	CSD No:	MAAA0172637
B-BBEE status level verification certificate [tick applicable box]	<input type="checkbox"/> yes <input checked="" type="checkbox"/> no		B-BBEE status level sworn affidavit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE / SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
Are you the accredited representative in South Africa for the goods / services / works offered?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No [If yes enclose proof]		Are you a foreign based supplier for the goods / services / works offered?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No [If yes, answer part b:3]	
Total number of items offered	2 Sections		Total bid price	R (As per orders to be received)	
Signature of bidder			Date	11 August 2021	
Capacity under which this bid is signed	Member of co				
TECHNICAL INFORMATION MAY BE DIRECTED TO:					
Contact person	Goodman Xawuka				
Telephone number	021 888 5133				
E-mail address	goodman@capewineland.gov.za				
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED					
Contact person	Elmine Niemand				
Telephone number	021 888 5175				
E-mail address	elmine@capewineland.gov.za				

**TERMS AND CONDITIONS FOR BIDDING – PART B**

**1. BID SUBMISSION:**

- 1.1. Bids must be delivered by the stipulated time to the correct address. Late bids will not be accepted for consideration.
- 1.2. All bids must be submitted on the official forms provided—(not to be re-typed) or online
- 1.3. This bid is subject to the Preferential Procurement Policy Framework Act and the Preferential Procurement Regulations, 2017, the General Conditions of Contract (GCC) and, if applicable, any other special conditions of contract.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 Bidders must ensure compliance with their tax obligations.
- 2.2 Bidders are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 2.3 Application for the tax compliance status (TCS) certificate or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 2.4 Foreign suppliers must complete the pre-award questionnaire in part b:3.
- 2.5 Bidders may also submit a printed TCS certificate together with the bid.
- 2.6 In bids where consortia / joint ventures / sub-contractors are involved, each party must submit a separate TCS certificate / pin / CSD number.
- 2.7 Where no TCS is available but the bidder is registered on the central supplier database (CSD), a CSD number must be provided.

**3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

- 3.1. Is the entity a resident of the republic of South Africa (RSA)?  Yes  No
- 3.2. Does the entity have a branch in the RSA?  Yes  No
- 3.3. Does the entity have a permanent establishment in the RSA?  Yes  No
- 3.4. Does the entity have any source of income in the RSA?  Yes  No
- 3.5. Is the entity liable in the RSA for any form of taxation?  Yes  No

**If the answer is "no" to all of the above, then it is not a requirement to register for a tax compliance status system pin code from the South African Revenue Service (SARS) and if not register as per 2.3 above.**

**NB: failure to provide any of the above particulars may render the bid invalid.  
No bids will be considered from persons in the service of the state.**

Signature(s):

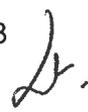


Name(s):

ELIZE KORF

Capacity for the Tenderer: Member of cc

Date: 11 August 2021



## **F. SPECIAL CONDITIONS OF CONTRACT AND TERMS OF REFERENCE**

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### **1. INTRODUCTION AND BACKGROUND**

Formal Written Price Quotations are invited from experienced and qualified Service Providers for the facilitation and delivering of a K 53 practical driver's license training programme for delegates to prepare them for the practical driver license test at the traffic department within the jurisdiction of the Cape Winelands District for a period not exceeding 12 months. The Cape Winelands District covers the geographical areas of Drakenstein, Stellenbosch, Breede Valley, Witzenberg and Langeberg. Breede Valley area

### **2. SCOPE OF WORK**

The training programme is required for the following category of delegates to prepare them for the practical driver license test at the traffic department to improve their driving abilities for the effective execution of their responsibilities.

2 815,00

#### **Assist Delegates within the Community**

Training of **delegates** from Breede Valley Area in Code B & C1 Driver's License. An estimated number of 15 delegates should be trained, this is not a fixed, but will depend on budget availability.

#### **Assist Delegates (employees) of the Cape Winelands District Municipality**

Pre-assessments for new appointments and existing employees to test and determine their driving abilities

Training of **delegates** in Code C, Code C1 and Code EC Driver's License. An estimated number of 20 delegates should be trained, this is not a fixed, but will depend on budget availability.

### **3. TRAINING IMPLEMENTATION LOGISTICS ARRANGEMENTS:**

#### **3.1 ARRANGEMENTS BY THE PROVIDER WITH THE CAPE WINELANDS DISTRICT MUNICIPALITY**

- (i) Dates and venue for lessons
- (ii) Date of appointments at Traffic Department
- (iii) Attendance registers
- (iv) Reports on Learner progress

#### **3.2 TIMEFRAMES**

- (i) The training workshops should commence after an official order has been issued by the Cape Winelands District Municipality or within a period as mutually agreed upon between the successful service provider and the Cape Winelands District Municipality.
- (ii) In addition, the programme must be interactive and practical to equip and empower municipal employees and the community with the attitude and skills to execute their roles and responsibilities in terms of their required job duties.
- (iii) Scheduling for training programme will be done in consultation with the identified

participants and Project Manager of CWDM and conducted during official office hours: 07h30 – 16h30.

- (iv) The training programme must be completed within a period to be agreed upon between the Cape Winelands District Municipality and the successful service provider, but may not exceed a period of 12 months.

#### **4. EVALUATION CRITERIA**

**The preferred Service Provider must provide the following compulsory information/documentation relevant for evaluation purposes)**

- 4.1 Produce a current and relevant K-53 Instructors Certificate – issued by an Authoritative Municipal Traffic Department. **Failure to submit the K53 Instructors certificate with the quotation will lead to disqualification.**
- 4.2 The Cape Winelands District Municipality reserves the right to award part of or all of the training courses, subject to the availability of sufficient funds.
- 4.3 Any or all of the training courses will be awarded to a single service provider.

#### **5. MINIMUM REQUIREMENTS**

- 5.2 Service Provider must ensure that the training programme that is provided must be practical to prepare delegates for the practical driver license test at the traffic department and to assist them to be fit to effectively execute their duties.

#### **6. PRESCRIBED PRICING SCHEDULE**

- 6.1 The prices quoted must include all related costs of presenting the training courses.
- 6.2 Quotation prices quoted must be valid for the duration of the contract.
- 6.3 **For proper evaluation purposes it is obligatory that the prescribed pricing schedule must be completed in full and signed. Alternative and/or incomplete pricing schedules will not be accepted.**

#### **7. REMUNERATION**

- 7.1 No advance payments will be processed.
- 7.2 Payments will be processed only on completion of the whole of the training project.
- 7.3 The price per learner must include all and or any other training related costs per person. (The Municipality has the right to adjust its scope in order to stay within budget perimeters)

#### **8. COVID 19 REQUIREMENTS**

Service Provider must ensure that all Covid19 Protocols are fully observed and adhered to.

## 9. REFERENCES

At least two (2) reference letters from companies where the service providers are/have been rendering services applicable to the deliverables as explained in this quotation must be included in the quotation Document, together with the contact details of the references, alternatively reference letters must be submitted within a timeframe as to be determined by the Cape Winelands District Municipality.

## G. FORM OF OFFER

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### OFFER

The Employer, identified in the acceptance signature block, has solicited offers to enter into a Contract in respect of the following works:

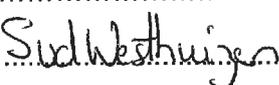
#### **Q 2021/027: K53 DRIVERS LICENSE TRAINING INTERVENTION FOR THE PERIOD ENDING 30 JUNE 2022**

The bidder, identified in the offer signature block, has examined the documents listed in the quotation data and addenda thereto as listed in the quotation schedules, and by submitting this offer has accepted the Conditions of Formal Written Price Quotation.

By the representative of the Formal Written Price Quotation, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Formal Written Price Quotation offers to perform all of the obligations and liabilities of the Service Provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount of be determined in accordance with the conditions of contract identified in the Conditions of Contract.

This offer may be accepted by the Employer by signing the Acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the Conditions of Formal Written Price Quotation, whereupon the bidder becomes the party named as the Service Provider in the Conditions of Contract.

**For proper evaluation purposes it is essential that this specific pricing schedule be completed in full and signed. Alternative pricing schedules will not be accepted**

Signature(s): .....  
Name(s): ELIZE KORF.....  
Capacity for the Bidder: MEMBER OF CC.....  
Name of organization: HE AND SHE DRIVER TRAINING CENTRE.....  
Name and Signature of Witness: ..... ..... 11 August 2021

The quoted prices must be indicated in the pricing schedule below. The award will be on the total price per person.

Training for 15 delegates from Breede Valley area in Code B & C1 Driver's License

CODES B & C1					
For the period ending 30 June 2022	Estimated no. of practical lessons per person	Number of delegates	Code B	Code C1	
Facilitation (Practical Training)	20	Per Person	R 6 700,00	R 6 700,00	
Facilitation of training: Provision of instructor, vehicle and insurance thereof (Provision of vehicle for drivers test)	20	Per Person	R 1 005,00	R 1 005,00	
<b>Licencing &amp; related costs</b>					
Application		Per Person	R 135,00	R 200,00	
Issue of license		Per Person	R 140,00	R 140,00	
Photos		Per Person	R 50,00	R 50,00	
Doctor clearance		Per Person	R 550,00	R 550,00	
Police clearance		Per Person	R 100,00	R 100,00	
Reports and administration		Per Person	R 200,00	R 200,00	
Re-testing (if required) (e.g, hours of driver training + Application + use of vehicle for test.)		Per Person	R 2 815,00	R 2 880,00	
	Cost per person (Excl. Vat)		R 11 695,00	R 11 825,00	
	VAT @ 15 %		R 1 754,25	R 1 773,75	
	<b>Cost per person (Incl. Vat)</b>		<b>R 13 449,25</b>	<b>R 13 598,75</b>	



The quoted prices must be indicated in the pricing schedule below. The award will be on the total price per person.

Training for Delegates (employees) of the Cape Winelands District Municipality

CODES B, C, C1 & EC						
For the period ending 30 June 2022	Estimated no. of practical lessons per person	Number of Delegates	Code B	Code C1	Code C	Code EC
<b>Learners License Application</b>						
Facilitation of Learner License training		Per Person	R 1 200,00	R 1 200,00	R 1 200,00	R 1 200,00
Booking of Learner License appointments for learners		Per Person	R 68,00	R 68,00	R 68,00	R 68,00
Issuing of Learner License for competent learners		Per Person	R 33,00	R 33,00	R 33,00	R 33,00
<b>Driver's License Practical Training</b>						
Pre-Assessment to Test Driving Abilities (New and Existing Employees)	1	Per Person	R 335,00	R 335,00	R 475,00	R 475,00
Facilitation (Practical Training)	15	Per Person	R 5 025,00	R 5 025,00	R 7 125,00	R 7 125,00
Facilitation of training. Provision of instructor, vehicle and insurance thereof (Provision of vehicle for drivers test)	15	Per Person	R 1 005,00	R 1 005,00	R 1 425,00	R 1 425,00
<b>Licencing &amp; related costs</b>						
Application		Per Person	R 135,00	R 200,00	R 200,00	R 200,00
Issue of license		Per Person	R 140,00	R 140,00	R 140,00	R 140,00
Photos		Per Person	R 50,00	R 50,00	R 50,00	R 50,00
Doctor clearance		Per Person	R 550,00	R 550,00	R 550,00	R 550,00
Police clearance		Per Person	R 100,00	R 100,00	R 100,00	R 100,00
Reports and administration		Per Person	R 200,00	R 200,00	R 200,00	R 200,00

Cape Winelands District Municipality  
**QUOTATIONS**  
 Opened at 11h00 on

13 AUG 2021

Witness: .....

Re-testing (if required) (e.g. hours of driver training + Application + use of vehicle for test.)	5	Per Person	R 2 815,00	R 2 880,00	R 4 000,00	R 4 000,00
Cost per person (Excl. Vat)			R 11 656,00	R 11 786,00	R 15 566,00	R 15 566,00
VAT @ 15 %			R 1 748,40	R 1 767,90	R 2 334,90	R 2 334,90
<b>Cost per person (Incl. Vat)</b>			<b>R 13 404,40</b>	<b>R 13 553,90</b>	<b>R 17 900,90</b>	<b>R 17 900,90</b>

Cape Winelands District Municipality  
**QUOTATIONS**  
 Opened at 11h00 on  
 13 AUG 2021  
 Witness: .....

*Handwritten mark*

## H. ACCEPTANCE

By signing this part of this form of offer and acceptance, the Employer identified below accepts the Bidders offer. In consideration thereof, the Employer shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the contract that is the subject of this agreement.

Deviations from and amendments to the documents listed in the Formal Written Price Quotation data and any addenda thereto as listed in the Formal Written Price Quotation schedules as well as any changes to the terms of the offer agreed by the bidder and the Employer during this process of offer and acceptance, are contained in the schedule of deviations attached to, and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule, which must be signed by the authorized representative(s) of both parties.

The bidder shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the Employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the Contract Data at, or just after, the date this agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

2

Notwithstanding anything contained herein, this agreement comes into effect on the date when the bidder receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the bidder (now Service Provider) within five days of the date of such receipt notifies the Employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

<b>ACCEPTANCE (to be completed by the Cape Winelands District Municipality)</b>	
<b>Q 2021/027: K53 DRIVERS LICENSE TRAINING INTERVENTION FOR THE PERIOD ENDING 30 JUNE 2022</b>	
 ..... <del>Ms. F.A. du Raan-Groenewald</del> <i>PA Williams</i> Chief Financial Officer: Financial and Strategic Support Services <i>ED Community of Development</i>	<i>06/10/2021</i> ..... Date
 ..... Me. E Niemand Witness	<i>06/10/2021</i> ..... Date

# I. QUESTIONNAIRE

List all partners / members / directors of this enterprise			
Van / Surname / Ifani	Voornaam / First name / Amagama	ID Nr./No. Inombolo	State Employee Number
KORF	ELIZE	5812120063089	
VAN DER WESTHUIZEN	SANDRA	5508080016089	

## BROAD-BASED BLACK ECONOMIC EMPOWERMENT (Act 53 of 2003)

**LW!** Om Voorkeerpunte te eis moet 'n gesertifiseerde afskrif van u Gebalanseerde Breë Basis Swart Ekonomiese Bemagtigings-telkaart voorgelê word tesame met die **MBD 6.1 Eisvorm** vir punte.

**NB!** To claim Preference points a certified copy of your Balanced Broad-Based Black Economic Empowerment Score Card must be submitted with the **MBD 6.1 Claim Form**.

**QAPHELA!** Ukuba ufuna ukwenza ibango lamanqaku akhethekileyo, kufuneka ukuba isicelo sakho sekopi eqinisekisiweyo ye Balanced Broad-Based Black Economic Empowerment Score Card ihambe kunye nefomu eyi **MBD 6.1 Claim Form**.

Vir meer inligting besoek: / For more information please visit: / Inkcukach ezithe vetshe uzakuzifumana aph:

The Department of Trade and Industry: <http://bee.thedti.gov.za/>  
 South African National Accreditation System: <http://www.sanas.co.za/directory.php>  
 Independent Regulatory Board of Auditors: <http://irba.co.za/index.php>

## HE AND SHE DRIVER TRAINING CENTRE

**Besigheid of persoon se naam:- / Business or person's name:- / Igama leshishini okanye lomntu**

- \*\*1.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **ras**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **race**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobuhlanga**. 0 %
- 2.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **geslag**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **gender**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokwesini**. 100 %
- 3.** Persentasie aandeelhouing van persone (HBI) in die besigheid wat histories benadeel is as gevolg van onregverdige diskriminasie gebaseer op **gestremdheid**.  
 Percentage of shareholding of persons (HDI) in the business historically disadvantaged because of unfair discrimination based on **disability**.  
 Ipersenti yesabelo sabantu kwishishini elalisakuthinteleka ekuxhamleni amalungelo athile ngenxa yobandlululo **ngokobulwelwe**. 0 %
- 4.** Persentasie aandeelhouing van persone geklassifiseer as **jeug**. (18 – 35 Jaar oud).  
 Percentage of shareholding of persons in the business classified as **youth**. (18 – 35 Years old)  
 Ipersenti labantu abanezabelo kwinkonzo zoshishino ababizwa ngokuba **lulutsha** (18 – 35 Yeminyaka) 0 %
- 5.** Is u besigheid geleë binne die jurisdiksie van die Distriksmunisipaliteit ? In / Uit  
 Is your business established within the area of jurisdiction of the District Municipality? In / Out  
 Ingaba ishishini lakho limi kwingingqi elawulwa nguMasipala wesithili? Ngaphakathi / Ngaphandle  
 In/Ngaphakathi  
 Uit/Out/Ngaphandle
- 6.** Maak u gebruik van plaaslike arbeid (werkskepping)? Ja / Nee  
 Do you make use of local labour (job creation)? Yes / No  
 Uyawasebenzisa amathuba avelayo odalo lomsebenzi (ukudala umsebenzi)? Ewe / hayi  
 Ja/Yes/Ewe  
 Nee/No/Hayi

## J. DECLARATION OF INTEREST – MBD 4 B

(On behalf of the company and its directors/ members/ trustee's/ principle shareholders<sup>2</sup>)

1. No bid/database registration will be accepted from persons in the service of the state<sup>1</sup>.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid/database registration. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in the service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid/database registration in respect of owners/shareholders<sup>2</sup> of the company.

3.1	Full Name of bidder or his or her representative	Elize Korf / He and She Driver Training Centre
3.2	Identity Number (person submitting this declaration)	581212063089
3.3	Position occupied in the Company (official/director/trustee/s hareholder <sup>2</sup> ):	MEMBER OF CC
3.4	Company Registration Number	2003/038673/23
3.5	Tax Reference Number	9004009099
3.6	VAT Registration Number	4270206719
3.7	The names of all directors/ members/ trustee's/ principle shareholders, their individual identity numbers, personal tax reference numbers and state employee numbers must be indicated in paragraph 4 below	

3.8	Are you or any director/ member/ trustee/ principle shareholder presently in the service of the state?	Yes	<input checked="" type="checkbox"/>
3.8.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
	SA ID Number:		Relation:
	Surname:		Persal No:
	Full Names:		
	Organ of State:		Position:

3.9	Have you or any director/ member/ trustee/ principle shareholder been in the service of the state for the past twelve months?	Yes	<input checked="" type="checkbox"/>
3.9.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
	SA ID Number:		Relation:
	Surname:		Persal No:
	Full Names:		
	Organ of State:		Position:

3.10	Do you or any director/ member/ trustee/ principle shareholder have any relationship (family, friend, other) with persons in the service of the state and/or who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<input checked="" type="checkbox"/> No
3.10.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.11	Are you aware of any relationship (family, friend, other) between you or any director/ member/ trustee/ principle shareholder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this or any other prospective bid?	Yes	<input checked="" type="checkbox"/> No
3.11.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

3.12	Is any spouse, child or parent of the company's directors/ members/ trustees/ principle shareholders or stakeholders in the service of the state?	Yes	<input checked="" type="checkbox"/> No
3.12.1	If yes, furnish particulars. (Please write in Block Letters. Add separate page if more than one.)		
SA ID Number:		Relation:	
Surname:		Persal No:	
Full Names:			
Organ of State:		Position:	

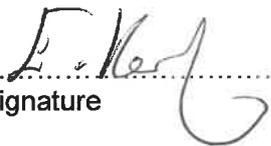
3.13	Do you or any director/ member/ trustee/ principle shareholder/ stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
3.13.1	If yes, furnish particulars. Elize Korf and Sandra v/d Westhuizen : He and She Investments (PTY)Ltd 2003/000450/07, Wheelman SA 1993/027223/23, Hoofstraat 310 Paarl 2000/007602/23, Hy en Sy Bestuurskool SA 2003/031332/23, He and She Driver Training Centre 2003/038673/23, He and She Kempton Driver Training Centre 2008/047333/23, He and She Trucks 2008/047335/23 Only Sandra van Der Westhuizen only: De Hollandsche Molen Share Block .....		

3.14	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the National Treasury's database as a company or person prohibited from doing business with the public sector?	Yes	<input checked="" type="checkbox"/> No
3.14.1	If yes, furnish particulars. ..... .....		

3.15	Is the supplier or any director/ member/ trustee/ principle shareholder listed on the Register for Quotations Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?	Yes	<input checked="" type="checkbox"/> No
3.15.1	If yes, furnish particulars. ..... .....		
3.16	Was the supplier or any director/ member/ trustee/ principle shareholder convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	<input checked="" type="checkbox"/> No
3.16.1	If yes, furnish particulars. ..... .....		
3.17	Does the supplier or any director/ member/ trustee/ principle shareholder owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes	<input checked="" type="checkbox"/> No
3.17.1	If yes, furnish particulars. ..... ..... The municipality may not do business with individuals/businesses, including that of all the owners/partners/members/directors, whose municipal rates and taxes and/or service charges are in arrears for more than three (3) months unless arrangements have been made with the municipality to settle such arrears. Refer to SCM Regulation 38(d). (Certified copies of your <i>most current</i> accounts/statements and/or proof of any arrangement to be submitted <b>every three</b> months – provide individual information in the schedule under par. 4.		
3.18	Was any contract between the supplier and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	<input checked="" type="checkbox"/> No
3.18.1	If yes, furnish particulars. ..... .....		

4	<p><b>MFMA Circular No 62 of July 2013</b> require bidders to submit the names of their directors/ trustees/ shareholders, their individual identity numbers, personal tax reference numbers and employee numbers of those who are in the service of the state as defined in the Municipal Supply Chain Management Regulations as part of their bid submissions. <b>A shareholder is defined as a person who owns shares in the company and is actively involved in the management of the company or business, and exercises control over the company.</b></p>					
	<b>Full name of directors / trustees / shareholders</b>	<b>Identity Number</b>	<b>% Share-holding in company</b>	<b>Personal Tax Reference Number</b>	<b>State Employee Number (Persal)</b>	<b>Municipal rates &amp; services account numbers (3.17.1)</b> <i>Municipal clearance or most recent service account must be attached as evidence</i>
1	Elize Korf	58121200663089	50%	2258/836/03/06	N/A	151083608
2	SANDRA V/D WESTHUIZEN	5508080016089	50%	1217/774/02/03	N/A	214159701
3						
4						
5						
6						
7						
8						
9						
10						

I, the under signed, certify that the information furnished on this declaration form is true and correct. I accept that my/my company's bid/registration may be rejected and in addition to the rejection that action may be taken against me/ my company should this declaration prove to be false.

  
Signature

11 August 2021

Date

MEMBER OF CC

HE AND SHE DRIVER TRAINING CENTRE

Capacity of Signatory

Name of Bidder/Company/CC Name

**MANDATORY SECTION: THIS DECLARATION WILL NOT BE ACCEPTED IF NOT CERTIFIED:**

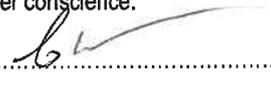
- <sup>1</sup> MSCM Regulations: "in the service of the state" means to be –
- (a) a member of –
    - (i) any municipal council;
    - (ii) any provincial legislature; or
    - (iii) the national Assembly or the national Council of provinces;
  - (b) a member of the board of directors of any municipal entity;
  - (c) an official of any municipality or municipal entity;
  - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
  - (e) a member of the accounting authority of any national or provincial public entity; or
  - (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

**Commissioner of Oaths**

Signed and sworn to before me at PARLOW

on this the 11 day of AUGUST 2021 by the Deponent, who has acknowledged that he/she knows and understands the contents of this Affidavit, it is true and correct to the best of his/her knowledge and that he/she has no objection to taking the prescribed oath, and that the prescribed oath will be binding on his/her conscience.

Commissioner of Oaths 

Position: WAL

Address No 1 DUNCAN STREET  
PARLOW

75.00

Tel: 021 931 8214

**Apply official stamp of authority on this page:**

**WARRANT OFFICERS**  
**CLASS ONE**  
**74271826 B.V.**  
**W O1 C.M. KEMPEN J.C.D.**

This document is compulsory, in terms of Regulation 44 of the Supply Chain Management Regulations, to do business with any municipality – If not endorsed by a Commissioner of Oaths, or failure to submit it, will disqualify your business from the acquisition process. (Must be submitted annually)

**K. CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

**Q2021/027I K53 Drivers license training intervention for the period ending 30 June 2022**

.....  
(Bid Number and Description)

in response to the invitation for the bid made by: CAPE WINELANDS DISTRICT MUNICIPALITY  
do hereby make the following statements that I certify to be true and complete in every respect:

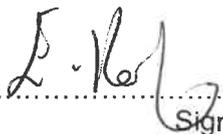
I certify, on behalf of: **HE AND SHE DRIVER TRAINING CENTRE** ..... that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;



5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) Has been requested to submit a bid in response to this bid invitation;
  - (b) Could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) Prices;
  - (b) Geographical area where product or service will be rendered (market allocation)
  - (c) Methods, factors or formulas used to calculate prices;
  - (d) The intention or decision to submit or not to submit, a bid;
  - (e) The submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) Bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

  
 .....  
 Signature

11 August 2021  
 .....  
 Date

MEMBER OF CC  
 .....  
 Position

HE AND SHE DRIVER TRAINING CENTRE  
 .....  
 Name of Bidder

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## L. REFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 (MBD 6.1)

This document serves as a claim form to qualify for preference points in respect of Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution and must accompany an original certified copy of the applicable certificate.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point system is applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included)

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore only the 80/20 preference point system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
Price	80
B-BBEE status level of contributor	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

### 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;

- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

**3. POINTS AWARDED FOR PRICE**

**3.1 THE PREFERENCE POINT SYSTEM**

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P<sub>s</sub> = Points scored for price of bid under consideration
- P<sub>t</sub> = Price of bid under consideration
- P<sub>min</sub> = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor:  $\frac{4}{12}$  = ..... (maximum of 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.)

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	<input checked="" type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted ..... 0 %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE  
(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm: He and She Driver Training Centre

8.2 VAT registration number: 4270206719

8.3 Company registration number: 2003/038673/23

- 8.4 TYPE OF COMPANY/ FIRM
- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Company
  - (Pty) Limited
- [TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

K53 Code 08, 10, 11 and 14 driver training, Learners licence training, First Aid 1,2 and 3 training, Fire fighting Level 1 and 2, Defensive Driving, Anti-hijack Dangerous Goods by Road, Move and Store Dangerous Goods, Handle and store Dangerous Goods

8.6 COMPANY CLASSIFICATION

- Manufacturer
  - Supplier
  - Professional service provider
  - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 MUNICIPAL INFORMATION

Municipality where business is situated: City of Cape Town

Registered Account Number: 202297153

Stand Number: 10019

8.8 Total number of years the company/firm has been in business: 51 Years

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) Forward the matter for criminal prosecution.

Signature of Bidders: 

DATE: 11 August 2021

ADDRESS: 1 Duncan Street, Parow Valley, 7500

WITNESSES:

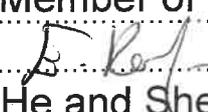
- 1. Sud Westhuizen
- 2. A Lee

**M. CONTRACT FORM RENDERING OF SERVICES (MBD 7.2)**

**THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.**

**PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)**

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution) Cape Winelands Municipality in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number Q2021/027 at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Bidding documents, viz
    - Invitation to bid;
    - Tax clearance certificate;
    - Pricing schedule(s);
    - Filled in task directive/proposal;
    - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

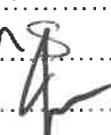
Name Elize Korf  
Capacity Member of cc  
Signature   
Company name He and She Driver Training Centre  
Date 11 August 2021  
Witness 1 ..... Date 11 August 2021  
Witness 2 ..... Date 11 August 2021

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I Gail Gilbert accept your bid under reference number **Q 2021/0257** dated **11/08/2021** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION
Q 2021/027: K53 DRIVERS LICENSE TRAINING INTERVENTION FOR THE PERIOD ENDING 30 JUNE 2022	Per candidate: Code B = R13 404.40 Code C1 = R13 553.90 Code C = R17 900.90 Code EC = R17 900.90	30 June 2021	4

4. I confirm that I am duly authorized to sign this contract.

Signed at Stellenbosch on 06/10/2021  
 Name (Print) PT Williams  
 Signature   
 Witness 1 [Signature] Date 06/10/2021  
 Witness 2 [Signature] Date 06/10/2021

**N. MUNICIPAL RATES AND SERVICES**

**N. MUNICIPAL RATES AND SERVICES**

Names of Directors / Partners	Physical residential address of the Directors / Partners	Municipal Account Number	Name of Municipality
Elize Korf	10 Bellingham Street		City Of Cape Town
	Table View	151083608	
Sandra v/d Westhuizen	8 Jan Cilliers Street, Parow North	132797417	City of Cape Town

**NB: Please attach certified copy/copies of the Municipal Account(s)**

**DECLARATION:**

I, the undersigned (name) Elize Korf  
 Certify that the information furnished above is correct. I accept that the state may act against me should this declaration prove to be false.

  
 Signature

11 August 2021  
 Date

MEMBER OF CC  
 Position

HE AND SHE DRIVER TRAINING CENTRE  
 Name of Bidder

**O. AUTHORITY FOR SIGNATORY**

We, the undersigned, hereby authorize ~~Mr~~/Mrs Elize Korf  
 acting in his/her capacity as Member of CC  
 of the business trading as He and She Driver Training Centre  
 to sign all documentation in connection with Quotation... Q2021/0271 K53 Drivers license training intervention for the period ending 30 June 2022

Name of members / directors	Signature	Date
Elize korf		11 August 2021
SANDRA V/D WESTHUIZEN		11 August 2021

Note: If bidders attached a copy of their Authorized Signatory it is not necessary to complete this form.

**P. DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT (SCM) PRACTICES (MBD 8)**

1. This Municipal Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - Abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - Been convicted of fraud or corruption during the past five years;
  - Willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - Been listed in the Register of Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No12 of 2004)
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied).  The Database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.		X
4.1.1	If so, furnish particulars: ..... .....		
4.2	Is the bidder or any of its directors listed on the Register for Quotation Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  The Register for Quotation Defaulters can be accessed on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) by clicking on its link at the bottom of the home page.		X
4.2.1	If so, furnish particulars: ..... .....		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?		X
4.3.1	If so, furnish particulars: ..... .....		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?		X

4.2.1	If so, furnish particulars: ..... .....
4.3	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract? <input type="checkbox"/> <input checked="" type="checkbox"/>
4.3.1	If so, furnish particulars: ..... .....

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) ELIZE KORF.....CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

  
.....  
Signature

11 August 2021  
.....  
Date

MEMBER OF CC  
.....  
Position

HE AND SHE DRIVER TRAINING CENTRE  
.....  
Name of Bidder

**Q. CREDIT ORDER INSTRUCTION**

It is the policy of the Cape Winelands District Municipality to pay all creditors by means of direct bank transfers. Please complete this information and acquire your banker's confirmation.

DETAILS OF FIRM/INSTITUTION

Name	H E A N D S H E D R I V E R T R A I N I N G C E N T R E

DETAILS OF MY/OUR BANK ACCOUNT ARE AS FOLLOWS:

NAME OF BANK	A B S A
NAME OF BRANCH	E P P I N G
BRANCH CODE	5 6 0 8 1 0
ACCOUNT NUMBER	4 0 5 9 7 6 7 5 6 8
TYPE OF ACCOUNT	1      1 = Cheque 2 = Savings

I/we hereby request and authorise the Cape Winelands district municipality to pay any amounts that may accrue to me/us to the credit of my/our bank account.

I/we understand that a payment advice will be supplied by the Cape Winelands District municipality in the normal way that will indicate the date on which funds will be available in my/our bank account and details of payment.

I/we further undertake to inform the Cape Winelands District municipality in advance of any change in my/our bank details and accept that this authority may only be cancelled by me/us by giving thirty days' notice by prepaid registered post.

Svan der Westhuizen
*SvdWesthuizen*
12/8/2021
021 9318214  
 INITIALS AND SURNAME:      AUTHORISED SIGNATURE:      DATE:      TELEPHONE NUMBER:

**FOR BANK USE ONLY**

I/we hereby certify that the details of our clients bank account as indicated on the credit order instruction is correct:

*Oliver Olivier 2762768*

AUTHORISED SIGNATURE

**Absa Bank Ltd**  
 Johannesburg  
 Cheq Proc Unit

**OFFICIAL DATE**  
 12 AUG 2021

Enquiries 2 8940  
**62 01 01**

**FOR FULL SUPPLIER ACCREDITATION, ALL PARTS MUST BE COMPLETED AND SIGNED:**

## R. COMPULSORY DOCUMENTATION / CHECKLIST

PLEASE ENSURE THAT THE FOLLOWING FORMS HAVE BEEN DULY COMPLETED AND SIGNED AND THAT ALL DOCUMENTS AS REQUESTED, ARE ATTACHED TO THE QUOTATION DOCUMENT:

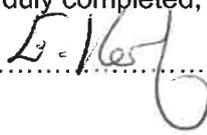
<b>Form G - Form of offer</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form J – Declaration of Interest (MBD4)</b> Is the personal declaration from each and every owner / member / director duly completed, certified and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form K – Certificate of Independent Bid Determination (MBD 9)</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form L – Preference Points Claim – (MBD 6.1)</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form M - Contract Form</b> Is the form duly completed and signed?		<input checked="" type="checkbox"/>		
<b>Form N – Municipal Rates and services</b> Is a certified copy of the <b>bidder's and those of its director's</b> municipal accounts (for the Municipality where the bidder pays his account) for the month preceding the tender closure date attached?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form O– Authority for Signatory</b> Is the form duly completed and is a certified copy of the resolution attached?	Yes	<input checked="" type="checkbox"/>	No	
<b>Form P – Declaration of Past Supply Chain Practices (MBD 8)</b> Is the form duly completed and signed?	Yes	<input checked="" type="checkbox"/>	No	
<b>Tax Compliance Status</b> Is your unique personal identification number (pin) issued by SARS attached?	Yes	<input checked="" type="checkbox"/>	No	

Additional documents applicable to this specific quotation: Failure to submit this documentation shall lead to disqualification)				
<b>K-53 Instructors Certificate</b> Is the certificate attached?	Yes	<input checked="" type="checkbox"/>	No	
<b>Professional Indemnity Insurance Policy</b> Is the proof of insurance attached?	Yes	<input checked="" type="checkbox"/>	No	
<b>Company profile</b> Is a company profile attached?	Yes	<input checked="" type="checkbox"/>	No	

**Failure to submit the following certificate will not lead to disqualification, but the tenderer will score 0 points for B-BBEE during the evaluation of tender offers.**

<b>B-BBEE Certificate</b> Is a certified copy of the B-BBEE or Original certificate attached?	Yes	<input checked="" type="checkbox"/>	No	
--	-----	-------------------------------------	----	--

I, Elize Korf ..... confirm that all compulsory documents for this tender is duly completed, signed and attached to this document.

Signature:  .....

Date: 11 August 2021 .....

## S. REFERENCES

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This schedule is to determine the capability of the bidder to execute the contract.

At least three (3) reference letters from companies with whom the service providers are/have conducted business relating to the terms of reference of this tender must be included in the tender document, together with the contact details of the references, alternatively reference letters must be submitted within a timeframe as to be determined by the Cape Winelands District Municipality.

<b>Company Name</b>	Cape Winelands Municipality
<b>Description of project</b>	Code 08 and 10 Driver Licence training
<b>Contact person name</b>	Myrtle Benjamin
<b>Contact person telephone number</b>	0218703214
<b>Value of project</b>	R123 690,00

<b>Company Name</b>	PINDULO VDM TRANSPORT
<b>Description of project</b>	Code 14 (EC) Learner and Driver Licence Training
<b>Contact person name</b>	John Cockrell
<b>Contact person telephone number</b>	073 513 3770
<b>Value of project</b>	R1 310 000,00 (131 candidates since 2018)

<b>Company Name</b>	West Coast Municipality
<b>Description of project</b>	Code 10 Driver Licence training
<b>Contact person name</b>	Charne Erasmus
<b>Contact person telephone number</b>	022 4338421
<b>Value of project</b>	R146 015,50



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## **General**

### **ORGANISATION DETAIL**

The name of the organisation is **HE AND SHE DRIVER TRAINING CENTRE** and the **registered office** is based at:

**HEAD OFFICE:**  
**1 Duncan Street**  
**Parow Valley**  
**7500**

#### **SETA**

**He and She Driver Training Centre** is accredited by the Transport Education and Training Authority (TETA seta) and received full accreditation during 2004.

The registration number is TETA 04/105, and can be confirmed by at the Transport Education and Training Authority ETQA division on number - 011 781 1280.

#### **DEPARTMENT OF TRANSPORT**

Approved training provider to supply training on Dangerous Goods.

Central supplier database number: MAAA0172637

The company registration number is: **2003/038673/23**

SARS Tax compliance pin: **C4622AF1D4**

The Vat number is: **4270206719**

Telephone number is: **021 931 8214**

E Mail is: **elize@heandshe.co.za**

Web Page: **www.heandshe.co.za**

Number of years in business: **51 years**

Number of training personnel: **48 facilitators / assessors / moderators**

Administrative support: **24 office workers**

**HEAD OFFICE: Cape Town**

**Elize Korf: Marketing Manager**

**021 931 8214 or 083 7551 831.**

**Sandra van der Westhuizen Financial Manager**

**021 931 8214.**

**QUOTATION**

TRAINING INTERVENTION:

**1. TRAINING FOR 15 DELEGATES FROM BREEDE VALLEY AREA IN CODE B & C1 DRIVER'S LICENSE**

CODES B & C1					
For the period ending 30 June 2022	Estimated no. of practical lessons per person	Number of delegates	Code B	Code C1	
Facilitation (Practical Training)	20	Per Person	R 6 700,00	R 6 700,00	
Facilitation of training: Provision of instructor, vehicle and insurance thereof (Provision of vehicle for drivers test)	20	Per Person	R 1 005,00	R 1 005,00	
<b>Licencing &amp; related costs</b>					
Application		Per Person	R 135,00	R 200,00	
Issue of license		Per Person	R 140,00	R 140,00	
Photos		Per Person	R 50,00	R 50,00	
Doctor clearance		Per Person	R 550,00	R 550,00	
Police clearance		Per Person	R 100,00	R 100,00	
Reports and administration		Per Person	R 200,00	R 200,00	
Re-testing (if required) (e.g. hours of driver training + Application + use of vehicle for test.)		Per Person	R 2 815,00	R 2 880,00	
		Cost per person (Excl. Vat)	R 11 695,00	R 11 695,00	
		VAT @ 15 %	R 1 754,25	R 1 773,75	
		<b>Cost per person (Incl. Vat)</b>	<b>R 13 449,25</b>	<b>R 13 598,75</b>	

The quoted prices must be indicated in the pricing schedule below. The award will be on the total price per person.

2. Training for Delegates (employees) of the Cape Winelands District Municipality

CODES B, C, C1 & EC						
For the period ending 30 June 2022	Estimated no. of practical lessons per person	Number of Delegates	Code B	Code C1	Code C	Code EC
<b>Learners License Application</b>						
Facilitation of Learner License training		Per Person	R 1 200,00	R 1 200,00	R 1 200,00	R 1 200,00
Booking of Learner License appointments for learners		Per Person	R 68,00	R 68,00	R 68,00	R 68,00
Issuing of Learner License for competent learners		Per Person	R 33,00	R 33,00	R 33,00	R 33,00
<b>Driver's License Practical Training</b>						
Pre-Assessment to Test Driving Abilities (New and Existing Employees)	1	Per Person	R 335,00	R 335,00	R 475,00	R 475,00
Facilitation (Practical Training)	15	Per Person	R 5 025,00	R 5 025,00	R 7 125,00	R 7 125,00
Facilitation of training. Provision of instructor, vehicle and insurance thereof (Provision of vehicle for drivers test)	15	Per Person	R 1 005,00	R 1 005,00	R 1 425,00	R 1 425,00
<b>Licensing &amp; related costs</b>						
Application		Per Person	R 135,00	R 200,00	R 200,00	R 200,00
Issue of license		Per Person	R 140,00	R 140,00	R 140,00	R 140,00
Photos		Per Person	R 50,00	R 50,00	R 50,00	R 50,00
Doctor clearance		Per Person	R 550,00	R 550,00	R 550,00	R 550,00
Police clearance		Per Person	R 100,00	R 100,00	R 100,00	R 100,00
Reports and administration		Per Person	R 200,00	R 200,00	R 200,00	R 200,00
Re-testing (if required) (e.g. hours of driver training + Application + use of vehicle for test.)	5	Per Person	R 2 815,00	R 2 880,00	R 4 000,00	R 4 000,00
Cost per person (Excl. Vat)			R 11 656,00	R 11 786,00	R 15 566,00	R 15 566,00
VAT @ 15 %			R 1 748,00	R 1 767,90	R 2 334,90	R 2 334,90
Cost per person (Incl.Vat)			R 13 404,40	R 13 553,90	R 17 900,90	R 17 900,90

**LOCATION: CAPE WINELANDS**

1. **Cape Winelands District Municipality's premises**
2. Test appointments will be managed by He and She.
3. 1 Lesson – driver license training is 1 hour.
4. Feedback regarding progress of the learner and non-pitches will be supplied by He and She to responsible person

**SPECIFICATION / DELIVERABLES: QUOTATION INCLUDES:**

**Driver license code B and C1: (LOCATION: Breede Valley )**

- a) 20 hours of K53 driver training
- b) Use of vehicle and instructor for the day of the test
- c) Application for driver license test
- d) Photos
- e) Doctor clearance
- f) Police clearance
- g) 2<sup>nd</sup> attempt (5 hours driver training, use of vehicle for test – 2 hours, Application, Photos)

**Driver license code B, C, C1 and EC: (Employees of Cape Winelands) (LOCATION: Breede Valley )**

- h) Learner License Theory - Minimum 10 learners per class – 4 days, 09h00 – 15h00
- i) Learner License Traffic fees
- j) Driver Pre-Assessment
- k) 15 hours of K53 driver training
- l) Use of vehicle and instructor for the day of the test
- m) Application for driver license test
- n) Photos
- o) Doctor clearance
- p) Police clearance
- q) 2<sup>nd</sup> attempt (5 hours driver training, use of vehicle for test – 2 hours, Application, Photos)

**PROCESS: TRAINING**

1. Should He and She Driver Training Centre be successful in our quotation, an order will be issued by **CAPE WINELANDS DISTRICT MUNICIPALITY**.
2. Contact person at **CAPE WINELANDS DISTRICT MUNICIPALITY** will be contacted to get the list of names and contact details of candidates that must be trained.  
**Breede Valley Candidates: GROUP OF 20 CANDIDATES**
3. He and She Driver Training staff will assist delegates to apply for test dates for driver license tests at traffic department.
4. **K53 driver training**: Lessons will be scheduled according to test dates. We do not wish to train learners without test dates.
5. Training will be scheduled.
6. Learner will attend training as per training schedule.
7. 100% Attendance of practical training as scheduled will be expected from candidates.

8. Feedback will be given to responsible person at **CAPE WINELANDS DISTRICT MUNICIPALITY** regarding attitude, progress and attendance of candidates.
9. Learners will be trained on public roads to prepare for practical driving.

**Day of test at Traffic department:**

10. Learners will use the same truck that he / she trained on, for the test at the traffic department.
11. Facilitator that trained candidate will assist him/her (on the day of the test) to the traffic department.
12. Candidate must report at He and she Driver training Centre at least 1 hour before test time at He and She.
13. A 1 hour lesson will be supplied just before test. (refresh candidate)
14. Provision is made for 20 hours driver training, test and traffic fees.
15. Provision is made for a 2<sup>nd</sup> attempt: 5 hours refresher training and driver licence test at the Traffic department.

**Employees of Cape Winelands Municipality:**

**(MINIMUM 10 LEARNERS for learner license per group and MINIMUM OF 5 CANDIDATES PER GROUP PER SPECIFIC CODE VEHICLE. We can send a specific vehicle for minimum 5 candidates per type of vehicle**

16. He and She Driver Training staff will assist delegates to apply for test dates for learner license tests at traffic department.
17. Learner licence training will be scheduled according to Test dates at the traffic department
18. After passing the learner license test, candidates will book their driver license tests at the traffic department
19. We request Cape Winelands municipality to arrange test dates at the traffic departments.
20. He and She Driver Training staff will assist delegates to book at traffic departments.
21. **K53 driver training:** Lessons will be scheduled according to test dates. We do not wish to train learners without test dates.
22. Training will be scheduled.
23. Learner will attend training as per training schedule.
24. 100% Attendance of practical training as scheduled will be expected from candidates.
25. Feedback will be given to responsible person at **CAPE WINELANDS DISTRICT MUNICIPALITY** regarding attitude, progress and attendance of candidates.
26. Learners will be trained on public roads to prepare for practical driving.

**Day of test at Traffic department:**

27. Learners will use the same truck that he / she trained on, for the test at the traffic department.
28. Facilitator that trained candidate will assist him/her (on the day of the test) to the traffic department.
29. Candidate must report at least 1 hour before test time at He and She.
30. A 1 hour lesson will be supplied just before test. (refresh candidate)
31. Provision is made for 15 hours driver training, test and traffic fees.
32. Provision is made for a 2<sup>nd</sup> attempt: 5 hours refresher training and driver licence test at the Traffic department.

**The specifications / deliverables:**

- Supply theoretical and practical training and tests for Learner license and K53 driver training and driver license test at traffic department on vehicles.

**The deliverables of the provider (He and She Driver Training Centre):**

- Train learners as per programme.
- To monitor the attendance of learners during classes.
- To liaise with all stakeholders on a continuous basis by providing progress reports.

Quotes include cost for:

**Breedee Valley candidates:**

- Photographs
- Training Cost
  - Driver license training (K53) lessons (cost/per hour)
  - Driver license test at traffic department
- Drivers' licence fees
- PrDP fees (doctor and police clearance)
- 2<sup>nd</sup> Attempts for driver license

**Employees of Cape Winelands Municipality:**

- Photographs
- Training Cost
  - Learner license training and tests at the traffic department
  - Driver license training (K53) lessons (cost/per hour)
  - Driver license test at traffic department
- Drivers' licence traffic fees
- PrDP fees (doctor and police clearance)
- 2<sup>nd</sup> Attempts for driver license

The provider will be responsible to arrange:

- Training arrangements

**Control:** He and She Driver Training Centre believes that the most effective manner of controlling a learner is through mutual respect. This can be achieved if all parties agree to stipulate rules, such as the provider's policies and procedures, and class rules as discussed between facilitator and learners. .

**Staff Resource Overview**

He and She Driver Training Centre works on the concept of one facilitator to 1 learner for the practical driver training.

QUOTATION: As per tender document.

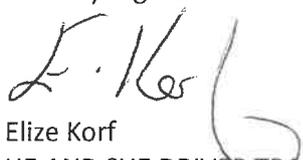
**PLEASE NOTE: All prices for the driver training are calculated as follows:**

**LEARNER LICENSE: MINIMUM 10 LEARNERS for learner license per group**

**K53 driver training: MINIMUM OF 5 CANDIDATES PER GROUP PER SPECIFIC CODE VEHICLE. We can send a specific vehicle for minimum 5 candidates per type of vehicle**

I hope my proposal will be received favourably by **CAPE WINELANDS DISTRICT MUNICIPALITY**. Should you need any more information please do not hesitate to contact me at: 021 931 8214 or 083 7551 831.

Friendly regards



Elize Korf  
HE AND SHE DRIVER TRAINING CENTRE  
021 931 8214



# HE AND SHE DRIVER TRAINING CENTRE<sup>®</sup> cc

## DRIVER TRAINING CONSULTANTS

HEAD OFFICE: 1 Duncan Road, Parow Valley 7500 | TEL: 021 931 8214 | FAX: 086 601 5342  
EMAIL: info@handshe.co.za | Website: www.handshe.co.za | VAT NO: 4270205719 | REG NO: 2003/038673/23

<b>Provider Name</b>	<b>HE AND SHE DRIVER TRAINING CENTRE</b>	<b>Course Name</b>	<b>K53 DRIVER TRAINING</b>
<b>Provider Contact Details</b>	Elize Korf Tel: 021 9318214 Cell: 0837551831	<b>Provider Email Address</b>	elize@handshe.co.za

### COVID 19 HAZARD IDENTIFICATION AND RISK ASSESSMENT

TASK/ACTIVITY	AREA/EQUIPMENT/ LEARNING MATERIALS	HAZARD/RISK	CONTROL MEASURES	PPE REQUIRED
Entering Building premises		<ul style="list-style-type: none"><li>• Entering of premises after coming in contact with covid-19.</li><li>• Coming in close contact with affected person</li></ul>	<ul style="list-style-type: none"><li>• Social Distancing<ul style="list-style-type: none"><li>○ All desks have been spaced 2 m apart, with only one learner per desk</li><li>○ The learner instructor ratio has been reduced to</li></ul></li><li>• Sanitizing</li><li>• Cloth Masks to be worn</li><li>• Main entrance to be sanitized 3 times per day.<ul style="list-style-type: none"><li>- Before students arrive</li><li>- 12h00</li><li>- After students leave</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Thermometer</li><li>• Screening</li><li>• Cloth Mask</li></ul>
Entering classroom	Classroom for theory and practical	<ul style="list-style-type: none"><li>• Coming in close contact with affected person</li><li>• Coming in close contact with contaminated</li></ul>	Sanitize on entering and every time that students re-enters classroom/vehicle	Cloth Mask Sanitizer available Face shield for facilitator

		stationery / training manuals / training equipment.	<ul style="list-style-type: none"> <li>Temperature to be written on attendance register next to student's name.</li> <li>Facilitator to brief students on COVID19 precautions and class rules.</li> <li>Each student receives own stationery – no stationery to be shared (new stationery – never used before)</li> <li>Social Distancing – at least 2 m between students and between students and facilitator</li> <li>The learner instructor ratio – 1 student per facilitator for practical driving</li> <li>Sanitizing</li> <li>Cloth Masks to be worn</li> </ul>	
<b>TASK/ACTIVITY</b>	<b>AREA/EQUIPMENT/ LEARNING MATERIALS</b>	<b>HAZARD/RISK</b>	<b>CONTROL MEASURES</b>	<b>PPE REQUIRED</b>
Course Administration	Attendance registers Invoicing and supporting documents Certificates	<ul style="list-style-type: none"> <li>Coming in contact with contaminated documents</li> </ul>	<ul style="list-style-type: none"> <li>Attendance registers: sanitize hands after signing attendance register.</li> <li>Training material will be printed at least 3 days before course and packed in box with lid.</li> </ul>	none

			Each student receives own stationery – no stationery to be shared (new stationery – never used before)	
Practical Training (K53 driver training)	Vehicles:  Code B, C1, C, EC1, EC	<ul style="list-style-type: none"> <li>Coming in contact with contaminated vehicles/parts of controls of the vehicle</li> </ul>	<p>All vehicles are sanitized by instructor before and after each lesson.</p> <p><u>All controls of the vehicle will be sanitized before and after each new student.</u></p> <ul style="list-style-type: none"> <li>The learner instructor ratio – 1 student per facilitator for practical driving</li> </ul>	<p>Cloth Mask at all times</p> <p>Sanitizer available</p> <p>Cloth mask or Face shield for facilitator during lecture</p>

<b>PROVIDER SIGNATURE</b>		<b>DATE:</b>	5 January 2021
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## PREVIOUS RELEVANT EXPERIENCE OF SUPPLIER

### CODE B (Old code 08 - Learner and driver license)

TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	CLIENT'S DETAILS <i>(Where work was performed, contact name &amp; phone number)</i>	COMPLETION DATE OF CONTRACT	VALUE OF CONTRACT
<b>2021</b>			
K53 Code 08 (B) Driver training	Cape Winelands Municipality Myrtle Benjamin 021 8703214 <a href="mailto:myrtle@capewinelands.gov.za">myrtle@capewinelands.gov.za</a>	February 2021	R30 000,00
Learners and K53 Code 08 (B) Driver training	Master Driver Gino Nourse 074 1409419 <a href="mailto:enourse@masterdrive.co.za">enourse@masterdrive.co.za</a>	February 2021	R25 000,00
Learners and K53 Code 08 (B) Driver training	Omega Centre Amika Fisher 0219452451	October 2020 – current	R70 000,00
Learners and K53 Code 08 (B) Driver training	Hose Manufacturing Morag 0219483971	February 2021 - ongoing	R250 000,00
Learners and K53 Code 08 (B) Driver training	Community Care Itombi Zetu 0734954509	January 2021	R2 000,00
Learners and K53 Code 08 (B) Driver training	City of Cape Town Zanele 0214009491 <a href="mailto:Zanele.Ncethelo@capetown.gov.za">Zanele.Ncethelo@capetown.gov.za</a>	January 2021 – ongoing	R170 000,00
Learners and K53 Code 08 (B) Driver training	City of Cape Town Abigal Eksteen 021 444 0862	December 2019 - current	R185 000,00
<b>2020</b>			
Code B driver license	AECI World Kenneth Fischer 084 767 3519	2020	R36 058,25
Code B driver license	Department of Defence Antoinette Chamberlain (012) 339 5666	2020	R43 845,00
Code B driver license	Reinmetall Denel Lorenzo Pietersen 021 850 2057	2020	R80 052,00
Code B driver license	Omega Centre Non-Profit Annemeka Fisher 021 945 2451	2020	R52 460,00
<b>2019</b>			
Learner license and code B driver license	Afrika Tikkun Lamees Parker 021 276 0424	2019	R844 000,00
Code B driver license	Western Cape Government Nicolette Paulse 021 3774318	2019	R52 500,00
Learner license and code B driver license	Siyanguoba World Wide Express Jean Brittow 021 3869940	2019	R17 500,00
<b>2018</b>			
Code B Learner and Driver license	Cape Winelands Municipality Myrtle Benjamin	2018	R90 000,00

	0218703214		
Code B Learner and Driver license	Stellenbosch Taxi Association Deon van Kerwel 083 232 2311	2018	R160 000,00
Code B Learner and Driver license	Private candidates Member Finances (He and She) Sandra van der Westhuizen, 021 931 8214	2018	R3 400 000,00
Code B Driver licence	Western Cape Government Somerset Hospital R Pamplin 021 4026582	2018	R24 667,50
Code B Driver licence	Western Cape Government Lizahn Claasen 021 4839688	2018	R36 000,00
Driver licence Code B and C1	Cape Winelands (Touwsriver Project) Myrtle Benjamin 0218703214	2018	R68 000,00
<b>2017</b>			
Code B Learner and Driver license	City of Cape Town Mogamat Fuad Nordien 021 4002696	2017 92 candidates	R457 240,00
Code B Learner and Driver license	Stellenbosch Taxi Association Deon van Kerwel 083 232 2311	2016 -2017 40 candidates	R160 000,00
Code B Learner and Driver license	Sport Taxis Malika Armien 021 447 4444	2017 20 candidates	R80 000,00
Code B Learner and Driver license	Stellenbosch Taxi Association Deon van Kerwel 083 232 2311	2017 20 candidates	R80 000,00
Code B Learner and Driver license	Private clients Sandra v/d Westhuizen 021 9318214	2017 111 candidates	R444 000,00
<b>2016</b>			
Code B Learner and Driver license	Stellenbosch Taxi Association Deon van Kerwel 083 232 2311	2016 -2017 40 candidates	R160 000,00
Code B Learner and Driver license	Private clients Sandra v/d Westhuizen 021 9318214	2016 1658 candidates	R3 929 460,00
Code B Learner and Driver license	Sport Taxis Malika Armien 021 447 4444	2016 30 candidates	R90 000,00
<b>2015</b>			
Code B Learner and Driver license	City of Cape Town Mogamat Fuad Nordien 021 4002696	2015 500 candidates	R2 255 000,00
Code B Learner and Driver license	Private clients Sandra v/d Westhuizen 021 9318214	2015 1 320 candidates	R5 340 000,00
Code B Learner and Driver license	City of Cape Town Mogamat Fuad Nordien 021 4002696	2015 500 candidates	R2 255 000,00
Code B Learner and Driver license	Private clients Sandra v/d Westhuizen 021 9318214	2015 1 320 candidates	R5 340 000,00
Code B Learner and Driver license	Women for Peace Brenda 073 831 0796	2015 50 candidates	R200 000,00
Code B Learner and Driver license	Stellenbosch Taxi Association Deon van Kerwel 083 232 2311	2015 50 candidates	R200 000,00

## PREVIOUS RELEVANT EXPERIENCE OF SUPPLIER

TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	CLIENT'S DETAILS <i>(Where work was performed, contact name &amp; phone number)</i>	COMPLETION DATE OF CONTRACT	VALUE OF CONTRACT
<b>CODE 10/C1 Learner license and Driver License</b>			
<b>2021</b>			
Code C1 Learner and Driver License	Cape Winelands District Municipality Myrtle Benjamin, 021 8703214	2021	R123 690,00
Code C1 Learner and Driver License	Privates Sandra van der Westhuizen , 0219318214	2021	R115 000,00
Code C1 Learner and Driver License	West Coast Municipality Charne Erasmus 022 4338421	2021	R146 015,00
<b>2020</b>			
Code EC driver training	Swartland Municipality Gaynor April, 022 487 9400	2020 ongoing 25 candidates	R320,000,00
Code EC driver training	West Coast district Municipality Charney Erasmus, (022) 433-8421	2020 ongoing 23 candidates	R160 000,00
Driver licence Code C1	Cape Winelands District Municipality Myrtle Benjamin, 021 8703214	2020 ongoing 20 candidates	R128 200,00
<b>2019</b>			
Driver licence Code C1	Cape Winelands District Municipality Myrtle Benjamin, 021 8703214	2019 15 candidates	R96 150,00
Learner and Driver licence Code C1	AVERDA Shaheed Davids, 0219089043	December 2019 12 candidates	R102 000,00
Learner and Driver licence Code C1	TETA seta Nelly Zakele 011 577 7088 Cell 078 803 5175  Project manager at He and She: Elize Korf 021 9318214	40 candidates December 2019	R340 000,00
Learner licence and driver licence Code C1	Private clients (public) Financial manager He and She: Sandra van der Westhuizen 0219318214	2019 130 candidates	R650 000,00
<b>2018</b>			
Driver licence Code C1	Cape Winelands District Municipality Myrtle Benjamin, 021 8703214	December 2018 30 candidates - Robertson	R185 000,00
Learner licence and driver licence Code C1	Cape Winelands District Municipality Myrtle Benjamin, 021 8703214	December 2018 30 candidates - Touwsriver	R150 000,00
Learner licence and driver licence Code C1	Private clients (public) Sandra van der Westhuizen 0219318214	2018 160 candidates	R800 000,00
Learner licence and driver licence Code C1	Lausanne Dairies Jeanette Heyns, 557-2688	2018 1 candidate	R5 000,00
Driver licence Code C1	Eskom Shannon Faro, 021 9803804	2018 4 candidates	R20 000,00
<b>2017</b>			
Learner licence and driver licence Code C1	LMC Express Shaun, 0215517668	2017 2 candidates	R8 000,00
Learner licence and driver licence Code C1	City of Cape Town Mogamat Fuad Nordien, 0214002696	2017 125 candidates	R717 500,00
Learner licence and driver licence Code C1	Private clients (public) Sandra van der Westhuizen	2017 100 candidates	R400 000,00

	0219318214		
Learner licence and driver licence Code C1	Sport taxis Malika Armien, 021 447 4444	2017 20 candidates	R100 000,00
Learner licence and driver licence Code C1	Airports Company Reginald Bedford 021 935 4157	2017 5 candidates	R35 000,00
<b>2016</b>			
Learner licence and driver licence Code C1	Sprint Packaging Craig Josias, 0215343281	2016 2 candidates	R8 000,00
Learner licence and driver licence Code C1	SANZAF Insaaf Osman, 0214470297	2016 6 candidates	R36 000,00
Learner licence and driver licence Code C1	City of Cape Town Mogamat Fuad Nordien 021 4002696	2016 300 candidates	R1 722 000,00
Learner licence and driver licence Code C1	CIVILS 2000 Jako Wagenaar, 0217130129	2016 10 candidates	R40 000,00
Learner licence and driver licence Code C1	LMC Express Shaun, 0215517668	2016 3 candidates	R12 000,00
Learner licence and driver licence Code C1	Cargo National Melissa Erasmus, 08611KARGO	2016 4 candidates	R16 000,00
Learner licence and driver licence Code C1	Transnet Ports Brian Layman, 0214495140	2016 5 candidates	R20 000,00
Learner licence and driver licence Code C1	Two oceans marketing 0215933190	2016 4 candidates	R16 000,00
Learner licence and driver licence Code C1	ESKOM Mandla Mapogosha 0215504601	2016 8 candidates	R32 000,00
<b>2015</b>			
Learner licence and driver licence Code C1	City of Cape Town Mogamat Fuad Nordien 021 4002696	2015 330 candidates	R1 701 810,00
Learner licence and driver licence Code C1	Private clients (public) Sandra van der Westhuizen 0219318214	2015 250 candidates	R750 000,00
Learner licence and driver licence Code C1	Etafeni Deborah 0789611280	2015 50 candidates	R237 500,00
Learner licence and driver licence Code C1	Stellenbosch Taxi association Mr Koos Jonkers, 073 580 1118	2015 50 candidates	R237 500,00
Learner licence and driver licence Code C1	CIVILS 2000 Jako Wagenaar, 0217130129	2015 10 candidates	R40 000,00
Learner licence and driver licence Code C1	SANZAF Insaaf Osman, 0214470297	2015 16 candidates	R64 000,00
Learner licence and driver licence Code C1	Transnet Ports Brian Layman, 0214495140	2015 3 candidates	R12 000,00
Learner licence and driver licence Code C1	ESKOM Brackenfell Mandla Mapogosh, 0215504601	2015 9 candidates	R36 000,00

## PREVIOUS RELEVANT EXPERIENCE OF SUPPLIER

### CODE C (Old Code 11) Learner and driver license

TITLE AND BRIEF DESCRIPTION OF PROJECT	VALUE OF CONTRACT	CLIENT (include contact details)	DATE COMPLETED
<b>2021</b>			
Code 11 Drivers Licence	R25 525,00	Drakenstein Municipality Julian Conradie 021 807 7787	2021
Code 11 Drivers Licence	R19 800,00	Private candidates Sandra v/d Westhuizen He and She 0219318214	2021
<b>2020</b>			
Code 11 Drivers Licence	R158 400,00	Private candidates Sandra v/d Westhuizen He and She 0219318214	2020
<b>2019</b>			
Code 11 Learners licence and Drivers Licence	R32 430,00	UCT Shamiel Samuels 0216501712	2019 6 Candidates
Code 11 Learners licence and Drivers Licence	R6 600,00	SANSAF Insaaf Osman 0216385108	2019 1 Candidate
Code 11 Learners licence and Drivers Licence	R5 405,00	Eskom Shannon Faro 0219803804	2019 1 Candidate
Code 11 Learners licence and Drivers Licence	R6 600,00	SA Metal Johan Blackenberg 0215903995	2019 1 Candidate
Code 11 Learners licence and Drivers Licence	R132 000,00	Privates Sandra v/d Westhuizen 0219318214	2019 22 Candidates
<b>2018</b>			
Code 11 Learners licence and Drivers Licence	R175 145,00	City of Cape Town Dumisani Meni 021 4009833	2018 23 Candidates
Code 11 Learners licence and Drivers Licence	R114 000,00	Privates Sandra v/d Westhuizen 0219318214	2018 19 Candidates
<b>2017</b>			
Learner licence and driver licence Code C	R105 000,00	Airports company Thandi Maqanda 021 937 1270	2017 15 candidates
Learner licence and driver licence Code C	R7 000,00	Transnet	2017 1 candidate
Learner licence and driver licence Code C	R105 000,00	Private candidates – 2013 Sandra van Der Westhuizen	2017 15 candidates

		021 931 8214	
2016			
Learner licence and driver licence Code C	R301 000,00	Private candidates – 2013 Sandra van Der Westhuizen 021 931 8214	2016 43 candidates
Learner licence and driver licence Code C	R105 000,00	Airports company Thandi Maqanda 021 937 1270	15 candidates
Learner licence and driver licence Code C	R70 000,00	Bidair Annesia 021 9362191	2016 10 candidates
2015			
Learner licence and driver licence Code C	R126 000,00	Bidair Annesia 021 9362191	2015 18 candidates
Learner licence and driver licence Code C	R70 000,00	Sibanye Lana Brink 021 9464610	10 candidates
Learner licence and driver licence Code C	R385 000,00	Private candidates – 2013 Sandra van Der Westhuizen 021 931 8214	2015 55 candidates
2014			
Learner licence and driver licence Code C	R48 000,00	Sibanye Lana Brink 021 9464610	2014 7 candidates
Learner licence and driver licence Code C	R88 000,00	Bidair Annesia 021 9362191	2014 12 candidates
Learner licence and driver licence Code C	R8 000,00	City of Cape Town Dino Appollis 021 5144227	2014 1 candidate
Learner licence and driver licence Code C	R32 000,00	Stellvalle Crane hire	2014 4 candidates
Learner licence and driver licence Code C	R16 000,00	Eskom Phumi 0832764028	2014 2 candidates
2013			
Learner licence and driver licence Code C	R800 000,00	KIDROGEN DAN KHOMALO 083 2488292 0215564892	2013 114 candidates
Learner licence and driver licence Code C	R7 015,00	CITY OF CAPE TOWN Gabrie Perrang 021 5735901	2013 2 candidates
Learner licence and driver licence Code C	R114 320,00	City of Cape Town Ettienne van Bergen 0215347608	2013 29 candidates
Learner licence and driver licence Code C	R160 000,00	Private candidates – 2013 Sandra van Der Westhuizen 021 931 8214	2013 40 candidates

## PREVIOUS RELEVANT EXPERIENCE OF SUPPLIER

TYPE OF RELEVANT WORK PREVIOUSLY PERFORMED	CLIENT'S DETAILS <i>(Where work was performed, contact name &amp; phone number)</i>	COMPLETION DATE OF CONTRACT	VALUE OF CONTRACT
<b>CODE 14/EC Learner license and Driver License</b>			
<b>2021</b>			
Code EC Learner and Driver License	Pindulo VDM John Cockrell, 0735133770	2021 ongoing	R77 000,00
Code EC Learner and Driver License	Bidair Paula Pirez, 072 2115475	2021	R48 000,00
Code EC driver training	Africa Transport Solutions Ronald Pugan, 0218520433	2021	R26 000,00
<b>2020</b>			
Code EC driver training	Swartland Municipality Gaynor April, 022 487 9400	2020 ongoing	R320,000,00
Code EC driver training	West Coast district Municipality Charney Erasmus, (022) 433-8421	2020 ongoing	R160 000,00
<b>2019</b>			
Code EC driver training	VDM Vervoer Marius Basson, 0829650965	2019	R560 000,00
Code EC driver training	Africa Transport Solutions Ronald Pugan, 0218520433	2019	R26 000,00
Code EC driver training	Moov Fuel Francien Nel, 028 4241810	2019	R16 500,00
Driver licence Code EC	Privates Sandra v/d Westhuizen, 021 9318214	2019	300 000,00
<b>2018</b>			
Learner licence and k53 code 14 driver training	VDM TRANSPORT Marius Basson, 0829650965	2018	R350 000,00
Learner licence and k53 code 14 driver training	Chevron ALETTA Botha, 011 9283000	2018	R40 000,00
Learner licence and k53 code 14 driver training	Van Der Vuyver Transport Ben Bennot, 0846202777	2018	R35 000,00
Learner licence and k53 code 14 driver training	Interwaste Juylyan Schietekat, 0836439977	2018	R70 000,00
<b>2017</b>			
Driver licence Code EC	City of Cape Town Mogamat Fuad Nordien, 021 4002696	2017	R287 000,00
Driver licence Code EC	Privates Sandra v/d Westhuizen, 021 9318214	2017	R345 330,00
Driver licence Code EC	Autopax Mirriam, 0607664254	2017	R84 000,000
Driver licence Code EC	Laser Transport Gretchen Humpfries, 0215059000	2017	R84 000,00
Driver licence Code EC	Stellenbosch municipality Jo-Ann Petersen, 021 8088058.	2017	R21 000,00
Driver licence Code EC	ACCSA Reginald Bedford, 021 935 4157	2017	R105 000,00
Driver licence Code EC	SANZAF Insaaf Osman, 0214470297	2017	R49 000,00
<b>2016</b>			
Driver licence Code EC	Mercedes Benz Commercial Vehicles Abe Dunn, 021 528 0400	2016	R14 000,00
<b>2015</b>			
CODE 14 DRIVER TRAINING	Wastemart Shameema Ebrahim, 0860456786	2014	R64 000,00



Transport Education Training Authority  
Heart of Skills Innovation

344 Pretoria Avenue  
Randburg  
2194

Phone: 011 577 7000  
Fax: 0867650514

Private Bag X 10016  
Randburg  
2125

Coms@teta.org.za  
Fraud-line: 0800221021

30 March 2020

**Mrs Elize Korf**

**HE AND SHE DRIVER TRAINING CENTRE**

1 Duncan Road  
Parow Valley  
Cape Town  
7500

**Accreditation No: TETA04-105**

Dear Elize Korf

**PROVIDER EXTENSION OF ACCREDITATION - HE AND SHE DRIVER TRAINING CENTRE**

This serves as confirmation that TETA has approved your request for Extension of Accreditation of HE AND SHE DRIVER TRAINING CENTRE for the unit standards and/or qualifications as per the attached statement of accreditation. The period of accreditation is valid from 17 February 2020 to 16 February 2025.

TETA will continue to monitor your accreditation based on the initial terms and conditions of your accreditation.

The accreditation extension is subject to the implementation of a TETA ETQA agreed and approved action plan that will address the shortcomings identified in your institution.

**Yours Sincerely**

---

**Ms Sandy Ndlovu**  
**ETQA Manager**



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
117244	Investigate the possibilities of establishing and running a small business enterprise (SMME)	Level 4	3
9012	Investigate life and work related problems using data and probabilities	Level 3	5
243272	Operate a Mobile Elevating Work Platform (MEWP)	Level 2	10
243665	Meet the requirements in order to obtain a provisional licence	Level 2	15
8038	Operating lift trucks	Level 3	6

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
253638	Sling and communicate during crane operations	Level 2	4
252250	Apply fire fighting techniques	Level 1	3
259619	Conduct workplace Occupational Health and Safety (OHS) inspections	Level 2	3
243666	Meet the requirements of being a safe driver to obtain a valid driving licence for a motor vehicle	Level 2	22
120496	Provide risk-based primary emergency care/first aid in the workplace	Level 2	5

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



TAX COMPLIANCE STATUS  
**PIN Issued**

HE AND SHE DRIVER TRAINING CENTRE  
CC  
1120 P O BOX  
CAPE GATE  
7562

Enquiries should be addressed to SARS:

**Contact Detail**

SARS  
Alberton  
1528

Contact Centre Tel: 0800 00 SARS (7277)  
SARS online: [www.sars.gov.za](http://www.sars.gov.za)

**Details**

Taxpayer Reference Number: 9004009099

Always quote this reference number when contacting SARS

Issue Date: 2021/01/27

Dear Taxpayer

**TAX COMPLIANCE STATUS PIN ISSUED**

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	He And She Driver Training Centre Cc
Trading Name	HE AND SHE DRIVER TRAINING CENTRE CC
Tax Reference Number(s)	IT - 9004009099 Vat - 4270206719 PAYE - 7250747690
Purpose of Request	Good Standing
Request Reference Number	0004148743GS2701211255027
PIN	C4622AF1D4
PIN Expiry Date	27/01/2022

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

**ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE**

Republic of South Africa



Republiek van Suid-Afrika

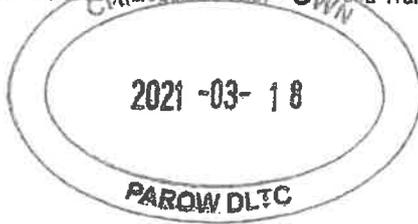
3B

Kaap Provinsie

Cape Province

**INSTRUKTEUR SERTIFIKAAT - INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet 29 van 1989) / Road Traffic Act, 1989 (Act 29 of 1989)



Uitgereik aan

Issued to

**WILLIAMS**

(Familienaam - Surname)

Voorname

Christian Name

**LERENZO**

Identiteitsnommer / Identity Number

**8612015146081**

Permanent residential address

**7 SALDANHA STREET  
RUYTERWACHT  
CAPE TOWN 7460**



Bogenoemde houër van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60550004G494**

(Klasse)

**B**

Word hierby gemagtig om as 'n Instrukteur van leerlingbestuurders van motorvoertuie op te tree ten opsigte van die volgende klas(se) motorvoertuig(uie):

is hereby authorised to act as an Instructor of learner drivers of motor vehicles in respect of the following class(es) of motor vehicle(s):

**B**

**MANUAL & AUTOMATIC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WES - KAAP / WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/03/17**

Handtekening

Signature

(Handtekening van houër / Signature of holder)

(Namens registrasie-owerheid - For registering authority of)



PAROW DLTC - R33 PAID

PAROW DLTC

BR 9231157

2021

Republic of South Africa

Republiek van Suid-Afrika  
IS 3B

Kaaprovinsie

Cape Province



**INSTRUKTEUR SERTIFIKAAT / INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250) Road Traffic Act, 1989 (Act 29 of 1989)



Uitgereik aan

Issued to

**BOWMAN**

(Familienaam • Surname)

Voorname

Christian Name

**SEBASTIAN SHAUN**

Identiteitsnommer / Identity Number

**7202145155086**

Permanent residential address

**217 HEIDEVELD ROAD  
HEIDEVELD  
CAPE TOWN 7764**

Bogenoemde houër van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60560003GY58**

(Klasesse)

**B**

Word hiërby gemagtig om as 'n Instrukteur van leerlingbestuurders van motorvoertuie op te tree ten opsigte van die volgende klasse(s) motorvoertuig(ue):

is hereby authorised to act as an Instructor of learner drivers of motor vehicles in respect of the following class(es) of motor vehicle(s):

**B**

**MANUAL & AUTOMATIC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WES - KAAP**

/

**WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/02/12**

Handtekening

Signature

(Handtekening van houër • Signature of holder)

(Namens registrasie-owerheid • For registering authority of)

PAROW DLTC - R33 PAID



9229823

Republic of South Africa



Republiek van Suid-Afrika  
IS 3B

Kaapprovinsie



**INSTRUKTEURSERTIFIKAAT INSTRUCTOR'S CERTIFICATE**

Padverkeende Wet, 1989 (Act 29 of 1989) (Regulasie 250) Road Traffic Act, 1989 (Act 29 of 1989) (Regulation 250)



Uitgereik aan

Issued to

**DE KOKER**

(Familienaam • Surname)

Voorname

Christian Name

**RENEE**

Identiteitsnommer / Identity Number

**6102100072089**

Permanent residential address **1. UPTON PARK**

**THE LEAGUE MITCHELL'S PLAIN  
CAPE TOWN 7785**

Bogenoemde houër van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60110000ZV9X**  
(klassas)

**EB**

Word hierby gemagtig om as 'n Instrukteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(ue):

is hereby authorised to act as an Instructor of learner  
drivers of motor vehicles in respect of the following  
class(es) of motor vehicle(s):

**B**

**MANUAL & AUTOMATIC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WES - KAAP / WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/01/31**

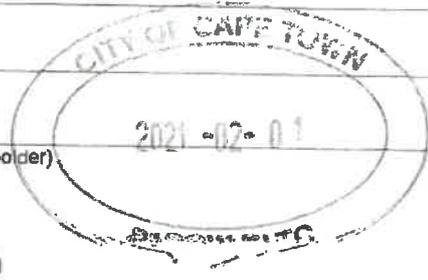
*R. de Koker*

(Handtekening van houër • Signature of holder)

Handtekening

Signature

(Namens registrasie-owerheid • For registering authority of)



**PAROW DLTC - R33 PAID**

**BN 9229277**

Z 579

Republic of South Africa



Republiek van Suid-Afrika

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Cape Province

**INSTRUKTEUR SERTIFIKAAT / INSTRUCTOR'S CERTIFICATE**  
Padverkeerswet, 1989 (Wet 29 van 1989) (Reg. No. 250) Road Traffic Act, 1989 (Act 29 of 1989)



Uitgereik aan

Issued to

**STRYDOM**

(Familienaam • Surname)

Voorname

Christian Name

**IAN**

Identiteitsnommer / Identity Number

**7203075163082**

Permanent residential address

**27B CHERRY HILLS CRESCENT  
SUNNINGDALE  
CAPE TOWN 7441**

Benoemde houër van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60020004CXC**

(klasses)

**EB**

Word hierby gemagtig om as 'n Instrukteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(tuie):

is hereby authorised to act as an instructor of learner  
drivers of motor vehicles in respect of the following  
class(es) of motor vehicle(s):

**B**

**MANUAL & AUTOMATIC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

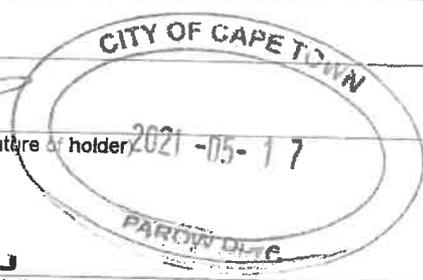
**WES - KAAP**

**WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/05/16**



Handtekening

(Handtekening van houër • Signature of holder)

Signature

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID**

BN 00000000000000000000  
Z 570

ISSUED WITHOUT ANY ALTERATIONS OR ERASURES

UITGEREIK SONDER ENIGE VERANDERINGS OF UITKRAPPING

Republic of South Africa



Republiek van Suid-Afrika  
IS 3B

Kaapprovinsie

Cape Province

**INSTRUKTEURSERTIFIKAAT**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250)

**INSTRUCTOR'S CERTIFICATE**

Road Traffic Act, 1989 (Act 29 of 1989) (Regulation 250)



Uitgereik aan  
Issued to

**BIEGNAAR** (Familienaam • Surname)

Voorname  
Christian names

**JEROME CLIFFORD**

Traffic Register Number

**731226 5065 08 8**

Permanente woonadres  
Permanent residential address

**23 TRUMPET STREET  
STEENBERG**

Bygewoende houër van 'n motorvoertuig seeurslisensie No.  
The above-named holder of a motor vehicle driving licence No.

**60600013ZPYS**

Klas(se)  
Class(es)

**B**

Word hierby gemagtig om as 'n Instrukteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(ue):

is hereby authorised to act as an instructor of learner  
drivers of motor vehicles in respect of the following  
class(es) of motor vehicle(s):

**CODE B**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WESTERN CAPE**



Vervaldatum  
Date of expiry

**09/07/2022**

Handtekening van houër • Signature of holder)

**85071 R165.00**

Handtekening  
Signature

**86434 R33.00**

(Namens registrasie-owerheid • For registering authority of)

**HILLSTAR**

**BM 6684161**

2 579

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UITGEREIK SONDER ENIGE VERANDERING OF UITKRAPPING

Republic of South Africa



Republiek van Suid-Afrika

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Kaap Provinsie

Cape Province

INSTRUKTEUR SERTIFIKAAT / INSTRUCTOR'S CERTIFICATE

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250) Road Traffic Act, 1989 (Act 29 of 1989)



Uitgereik aan

Issued to SAAL (Familienaam - Surname)

Voorname

Christian Name AMANDA RUTH

Identiteitsnommer / Identity Number

6304020205084

Permanent residential address 5 BRANDON CLOSE

LOTUS RIVER

CAPE TOWN 7805

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. 600600003N5N

B

Word hierby gemagtig om as 'n instrukteur van leerling- bestuurders van motorvoertuie op te tree ten opsigte van die volgende klas(se) motorvoertuig(uie)

is hereby authorised to act as an instructor of learner drivers of motor vehicles in respect of the following class(es) of motor vehicle(s):

B

AUTOMATIC

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

WES - KAAP / WESTERN CAPE

Vervaldatum

Date of expiry 2022/05/17

Handtekening

AR Ruth

(Handtekening van houër • Signature of holder)

Signature

[Handwritten signature]

(Namens registrasie-owerheid • For registering authority of)



PAROW DLTC - R33 PAID

BN 592889

Z 579

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UITGEREIK SONDER ENIGE VERANDERING OF UITKRAPPING

Republic of South Africa



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Kaap Provinsie

Cape Province

**INSTRUKTEUR SERTIFIKAAT INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250)

Road Traffic Act, 1989 (Act 29 of 1989) (Regulation 250)



Uitgereik aan

Issued to

**SNYMAN**

(Familienaam • Surname)

Voorname

Christian Name

**RIAN**

Identiteitsnommer / Identity Number

**6401075135081**

Permanent residential address

**1 DUNCAN STREET**

**PAROW**

**CAPE TOWN 7500**

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60550004J29X**

**C1**

**EC1**

**C**

Word hierby gemagtig om as 'n Instrukteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(uie):

is hereby authorised to act as an Instructor of learner  
drivers of motor vehicles in respect of the following  
class(es) of motor vehicle(s):

**EC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WES - KAAP**

/

**WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/06/03**

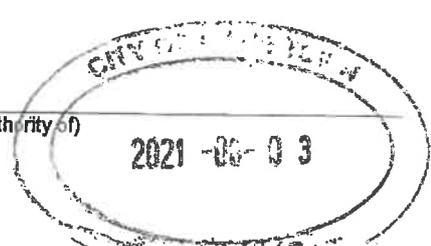
(Handtekening van houer • Signature of holder)

Handtekening

Signature

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID - X 3**



ISN 9233830

2579

ISSUED WITHOUT ANY ALTERATIONS OR ERASURES

UITGEREK SONDER ENIGE VERANDERINGE OF UITKRAPPINGE

Republic of South Africa

Kaap Provinsie



Republiek van Suid-Afrika

Cape Province

INSTRUKTEUR'S SERTIFIKAAT INSTRUCTOR'S CERTIFICATE

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250)

Road Traffic Act, 1989 (Act 29 of 1989)

2021 -02- 25

2021 -02- 25



Uitgereik aan

Issued to

APPELGRYN

(Familienaam • Surname)

Voorname

Christian Name

ANTON

Identiteitsnommer / Identity Number

7111225148087

Permanent residential address

UNIT 1

LANGE BERG RIDGE

KRAAIFONTEIN

CAPE TOWN 7570

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. 60550004HJ7L

(klasses)

EB and C1

Word hierby gemagtig om as 'n Instrukteur van leerling- bestuurders van motorvoertuie op te tree ten opsigte van die volgende klas(se) motorvoertuig(ue):

is hereby authorised to act as an Instructor of learner drivers of motor vehicles in respect of the following class(es) of motor vehicle(s):

C1

MANUAL & AUTOMATIC

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

WES - KAAP

/

WESTERN CAPE

Vervaldatum

Date of expiry

2022/02/24

(Handtekening van houer • Signature of holder)

Handtekening

Signature

(Namens registrasie-owerheid • For registering authority of)

PAROW DLTC - R33 PAID



BN 20210213

Z 579

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UITGEREIK SONDER ENIGE VERANDERINGS OF UITKRAPPINGS

Republic of South Africa



Republiek van Suid-Afrika  
IS

3B

Kaap Provinsie

Cape Province

**INSTRUKTEUR SERTIFIKAAT / INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulation 250) Road Traffic Act, 1989 (Act 29)



Uitgereik aan

Issued to

**RAWLES**

(Familienaam • Surname)

Voorname

Christian Name

**EILEEN**

Identiteitsnommer / Identity Number

**8406260171088**

Permanent residential address **91 TEXEL STREET  
RUYTERWACHT  
CAPE TOWN 7405**

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr

The above-named holder of a motor vehicle driving licence No. **60550004HVTR**

(Klases)

**EC**

Word hierby gemagtig om as 'n Instrukteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(ue):

is hereby authorised to act as an Instructor of learner  
drivers of motor vehicles in respect of the following  
class(es) of motor vehicle(s):

**C1**

**MANUAL & AUTOMATIC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WES - KAAP**

/

**WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/04/18**

Handtekening

(Handtekening van houer • Signature of holder)

Signature

(Namens registrasie-owerheid • For registering authority)

PAROW DLTC - R33 PAID



BN

9232127

Z 579

ISSUED WITHOUT ANY ALTERATIONS OR ERASURES

UITGEREIK SONDER ENIGE VERANDERING OF UITKRIPPINGS

Republic of South Africa



Republiek van Suid-Afrika  
IS 3B

Kaap Provinsie

Cape Province

**INSTRUKTEUR SERTIFIKAAT INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet van 1989) (Regulasie 250)

Road Traffic Act, 1989 (Act 206)



Uitgereik aan

Issued to

**BRUYNS**

(Familienaam • Surname)

Voorname

Christian Name

**JASPER JACOBUS**

Identiteitsnommer / Identity Number

**8108275111089**

Permanent residential address

**107 9<sup>TH</sup> AVENUE**

**ELSIES RIVER**

**CAPE TOWN 7490**

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60550004J3KR**

**EC B**

Word hierby gemagtig om as 'n Instrukteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(tre):

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Binnêre die gebied van die Registrasie Owerheid van

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**WES - KAAP**

**WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/06/23**

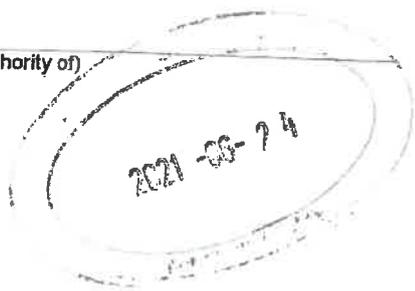
Handtekening

(Handtekening van houer • Signature of holder)

Signature

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID**



**BN 9234488**

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Republic of South Africa

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Cape Province

**INSTRUKTEUR SERTIFIKAAT INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250)

Road Traffic Act, 1989 (Act 29 of 1989)



Uitgereik aan

Issued to

**ISAACS**

(Familienaam • Surname)

Voorname

Christian Name

**FRANCES HERMANUS**

Identiteitsnommer / Identity Number

**5005155100088**

Permanent residential address

**78 HEIDE STREET  
BELHAR  
CAPE TOWN 7493**



Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60550004JBZY**

(klassas)

**EC1**

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bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(ue):

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**MANUAL & AUTOMATIC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

Vervaldatum

Date of expiry

**WESTER KAAP / WESTERN CAPE**  
CITY OF CAPE TOWN

**2022/04/21**

**2021-04-22**

(Handtekening van houer • Signature of holder)

Handtekening

Signature

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID**

BN 9233309

Z 579

ISSUED WITHOUT ANY ALTERATIONS OR ERASURES

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Republic of South Africa



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Kaap Provinsie

Cape Province

**INSTRUKTEUR SERTIFIKAAT INSTRUCTOR'S CERTIFICATE**  
Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250) Road Traffic Act, 1989 (Act 29)



Uitgereik aan  
Issued to **BRUYN**  
Voorname  
Christian Name **JASPER JACOBUS**

(Familienaam • Surname)

Identiteitsnommer / Identity Number  
**8108275111089**

Permanent residential address **107 9<sup>TH</sup> AVENUE  
ELSIES RIVER  
CAPE TOWN 7490**

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.  
The above-named holder of a motor vehicle driving licence No. **60550004J3KR**

**EC B**

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**B & C1**

Binn die gebied van die Registrasie Owerheid van

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**WES - KAAP / WESTERN CAPE**

Vervaldatum  
Date of expiry **2022/06/23**

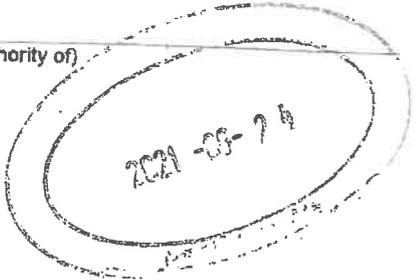
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Handtekening

Signature

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID**



**BN 9234488**

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UITGEGEEN SONDER ENIGE VERANDERING OF UITKRAPPING

Republic of South Africa

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Kaapprovinsie

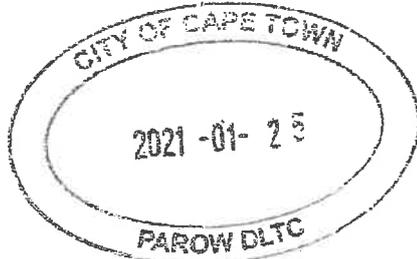
Cape Province

**INSTRUKTEURSERTIFIKAAT**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250)

**INSTRUCTOR'S CERTIFICATE**

Road Traffic Act, 1989 (Act 29 of 1989) (Regulation 250)



Uitgereik aan

Issued to **MOUTON**

(Familienaam • Surname)

Voorname

Christian Name **DENZILL**

Identiteitsnommer

Identity Number

**8304125252088**

Permanent residential address **10 OLIEF STREET  
SOMERSET HEIGHTS  
CAPE TOWN 7100**

Bogenoemde houër van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60540005829K**

Class(klasses)

**EC**

Word hierby gemagtig om as 'n instrukteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(ue):

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**MANUAL & AUTOMATIC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WES - KAAP / WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/01/24**

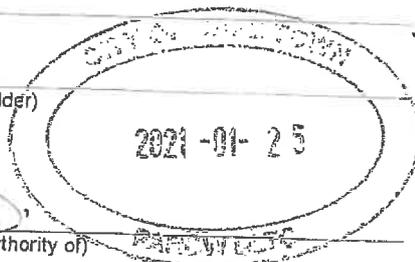
Handtekening

(Handtekening van houër • Signature of holder)

Signature

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID**



301 9229284

Z. 975

Republic of South Africa



Republiek van Suid-Afrika  
IS

3B

Kaap Provinsie

Cape Province

**INSTRUKTEUR SERTIFIKAAT INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250)

Road Traffic Act, 1989 (Act 29 of 1989) (Regulation 250)

Uitgereik aan

Issued to

**SNYMAN**

(Familienaam • Surname)

Voorname

Christian Name

**RIAN**



Identiteitsnommer / Identity Number

**6401075135081**

Permanent residential address **1 DUNCAN STREET  
PAROW  
CAPE TOWN 7500**

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60550004J29X**

**EC**

Word hierby gemagtig om as 'n Instrkteur van leerling-  
bestuurders van motorvoertuie op te tree ten opsigte van die  
volgende klas(se) motorvoertuig(uie):

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**EC**

Binne die gebied van die Registrasie Owerheid van

within the area of the Registering Authority of

**WES - KAAP / WESTERN CAPE**

Vervaldatum

Date of expiry

**2022/06/01**

Handtekening

Signature

(Handtekening van houer • Signature of holder)

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID**



**BN 9233887**

Z 570

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UITGEREIK SONDER ENIGE VERANDERINGS OF UITKRAPPINGS

Republic of South Africa



Republiek van Suid-Afrika

IS 3B

Kaap Provinsie

Cape Province

**INSTRUKTEUR SERTIFIKAAT INSTRUCTOR'S CERTIFICATE**

Padverkeerswet, 1989 (Wet 29 van 1989) (Regulasie 250)

Road Traffic Act, 1989 (Act 29 of 1989) (Regulation 250)



Uitgereik aan

Issued to

**BRUYNS**

(Familienaam • Surname)

Voorname

Christian Name

**JASPER JACOBUS**

Identiteitsnommer / Identity Number

**8108275111089**

Permanent residential address

**107 9<sup>TH</sup> AVENUE**

**ELSIES RIVER**

**CAPE TOWN 7490**

Bogenoemde houer van 'n motorvoertuigbestuurslisensie Nr.

The above-named holder of a motor vehicle driving licence No. **60550004J3KR**

**EC B**

Word hierby gemagtig om as 'n Instrukteur van leerlingbestuurders van motorvoertuie op te tree ten opsigte van die volgende klas(se) motorvoertuig(tuie).

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**WESTERN CAPE**

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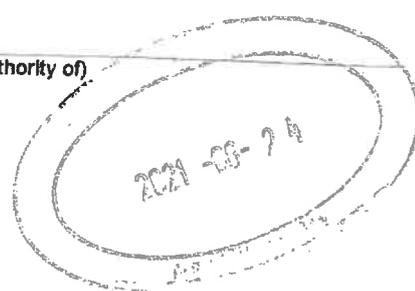
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Handtekening

Signature

(Namens registrasie-owerheid • For registering authority of)

**PAROW DLTC - R33 PAID**



**BW 9234488**

2 879

ISSUED WITHOUT ANY ALTERATIONS OR ERASURES

UITGEEK SONDER ENIGE VERANDERING OF UITKRAPPING



# HE&SHE

DRIVER TRAINING CENTRE

1 Duncan Street Parow  
021 931 8214  
info@heandshe.co.za  
www.heandshedrivingschool.co.za



**49 YEARS EXPERIENCE**  
HE AND SHE DRIVER TRAINING CENTRE IS ACCREDITED WITH  
TETA SETA (TETA 04-105).

He and She is accredited to supply training on Driver Training, Driver Assessments, Advanced Driving, Occupational Health and Safety, First Aid, Firefighting, and all Lifting Equipment such as Forklifts and Cranes.

**Dangerous Goods**



**Occupational Health and Safety**



**Lifting Equipment**



**Combination Vehicles**



**Fire Fighting**



**First Aid**

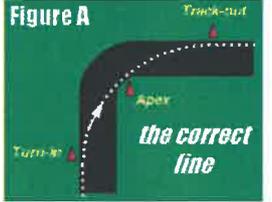


Transport Education Training Authority  
Heart of Skills Development



**COURSES AVAILABLE:**

**DRIVER TRAINING:**

<u>243665</u>	<b>LEARNER LICENSE</b> Meet the requirements in order to obtain a provisional license ( <b>Learner license</b> )	Level 2	15	4 Days	
<u>243666</u>	<b>DRIVER LICENSE</b> Meet the requirements of being a safe driver to obtain a valid driving license for a motor vehicle ( <b>Driver license</b> )	Level 2	22	PER HOUR	
<u>123257</u>	Operate a rigid light vehicle	Level 2	10	5 Days	
<u>123253</u>	Operate a rigid heavy vehicle	Level 4	15	5 Days	
<u>123254</u>	Operate a vehicle combination	Level 4	20	5 Days	
<u>377201</u>	Apply advanced driving skills: defensive driving	Level 5	6	3 Days	
Non-credit bearing	Defensive and Economical Driving (Smith system)	Level 2	-	1 Day + assessment after 4 weeks	
Non-credit bearing	Defensive driving with gravel road	Level 2		1 Day	
<u>254135</u>	Apply the techniques for operating four wheel drive (4WD) vehicles, in on-road and off-road conditions	Level 3	4	3 Days	
<u>254154</u>	Apply advanced techniques for operating four wheel drive (4WD) vehicles in on-road and off-road conditions.	Level 3	8	5 Days	
Non-credit bearing	Operate quad bikes	Level 2		2 Days	
	Driver assessments <ul style="list-style-type: none"> <li>Pre-employment</li> </ul> 			1 Hour	

**TRANSPORT:**

<u>123261</u>	Plan road transport service delivery	Level 3	8	3 Days	
<u>123262</u>	Load general freight	Level 2	6	3 Days	
<u>252261</u>	Prepare freight for transportation	Level 1	4	3 Days	
<u>252249</u>	Explain the role of transport logistics	Level 1	2	2 Days	

**BUS / TAXI OPERATORS:**

<u>123256</u>	Provide commuter services	Level 3	8	4 Days	
<u>123252</u>	Provide long distance coach/bus services	Level 3	10	4 Days	
<u>123255</u>	Provide tour coach services	Level 3	8	4 Days	

**DANGEROUS GOODS TRAINING:**

<u>123259</u>	Convey dangerous goods by road	Level 3	4	2 Days	
<u>260837</u>	Move and store hazardous load	Level 3	8	3 Days	
<u>242996</u>	Handle dangerous goods during warehousing and storing	Level 4	4	3 Days	
<u>115093</u>	Control workplace hazardous substances	Level 3	4	3 Days	

**FIRST AID:**

<u>119567</u>	Perform basic life support and first aid procedures	Level 1	5	2 Days	
<u>116533</u>	Demonstrate basic knowledge and understanding of Emergency preparedness and response	Level 2	2	3 Days	
<u>120496</u>	Provide risk-based primary emergency care/first aid in the workplace	Level 2	5	3 Days	
<u>376480</u>	Provide first aid as an advanced first responder	Level 3	8	5 Days	

**FIRE FIGHTING:**

<u>252250</u>	Apply firefighting techniques	Level 1	3	2 Days	
<u>12484</u>	Perform basic fire fighting	Level 2	4	3 Days	

### CUSTOMER RELATIONS:

<u>123258</u>	Foster and maintain customer relations	Level 3	10	4 Days	
<u>252244</u>	Describe the impact of customer service on a business	Level 1	6	2 days	

### OCCUPATIONAL HEALTH AND SAFETY:

<u>259619</u>	Conduct workplace occupational health and safety (OHS) inspections	Level 2	3	3 Days	
<u>116518</u>	Conduct Safety and Health representation Activities	Level 2	3	3 Days	
<u>259622</u>	Describe the functions of the Workplace Health and Safety Representative	Level 2	3	3 Days	
<u>8016</u>	Maintaining occupational health, safety and general housekeeping	Level 3	8	5 Days	
<u>252279</u>	Explain occupational health and safety within the transport industry	Level 2	6	5 Days	
<u>113852</u>	Apply occupational health, safety and environmental principles	Level 3	10	5 Days	
<u>9964</u>	Apply health and safety in the work area	Level 2	3	2 Days	
<u>116533</u>	Demonstrate basic knowledge and understanding of emergency preparedness and response	Level 2	2	2 Days	
<u>117833</u>	Handle a crime situation	Level 3	6	3 Days	
<u>120335</u>	Conduct an investigation into workplace incidents	Level 3	5	3 Days	

### HIV/AIDS:

<u>14656</u>	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	Level 1	5	5 Days	
<u>8494</u>	Demonstrate an understanding of HIV/AIDS and its implications	Level 2	4	5 Days	
<u>114941/244574</u>	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4	4 Days	
<u>13915</u>	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and specific workplace	Level 3	4	5 Days	
<u>110254</u>	Understand chemical dependency and apply personal health care	Level 1	3	2 Days	

**SELF DEVELOPMENT:**

<u>7997</u>	Managing self-development	Level 4	12	3 Days	
<u>8000</u>	Applying basic business principles	Level 3	9	3 Days	
<u>8420</u>	Operate in a team	Level 2	4	3 Days	
<u>7997</u>	Managing self-development	Level 4	12	5 days	
<u>120308</u>	Apply knowledge of self in order to make a personal decision	Level 2	3	2 days	
<u>117171</u>	Manage time Effectively to enhance productivity and Enable a balanced lifestyle	Level 3	2	2 Days	
<u>243189</u>	Manage personal finances	Level 1	8	4 Days	

**LIFTING EQUIPMENT:**

<u>260777</u>	Operate a container side loader (C56)	Level 3	8	5 days	
<u>123260</u>	Operate tailgates and tail-lifts	Level 3	2	2 days	
<u>260778</u>	Demonstrate knowledge of the regulatory Framework for Lifting machines	Level 3	8	4 Days	
<u>260797</u>	Operate a side loader lift truck (F10)	Level 3	8	5 days	
<u>260779</u>	Describe different categories of lifting machines	Level 3	8	4 Days	
<u>243272</u>	Operate a mobile elevating work Platform (MEWP)	Level 2	10	5 Days	
<u>253638</u>	Sling and communicate during crane operations	Level 2	4	3 days	
<u>242974</u>	Operate a counter balance lift truck (F1, F2, F3)	Level 3	7	5 Days	
<u>242972</u>	Operate advanced define purpose lift truck (F5, F8, F9,F13,F14,F15, F16)	Level 3	7	5 Days	
<u>242981</u>	Operate defined purpose lift truck (F6, F,7, F12)	Level 2	4	5 Days	
<u>260762</u>	Operate rough terrain/earthmoving/agricultural equipment (F11)	Level 3	11	5 Days	
<u>260818</u>	Operate a counter balanced lift truck in excess of 15 tons (F04)	Level 3	9	5 days	
<u>116235</u>	Operate pendant control overhead crane (C30)	Level 2	5	5 Days	
<u>116231</u>	Operate a cab controlled overhead crane (C31)	Level 2	8	5 Days	
<u>242978</u>	Operate a truck mounted crane (C33)	Level 3	8	5 Days	

<u>242978</u>	Operate a truck mounted crane (C32)	Level 3	8	5 Days
<u>116253</u>	Operate a truck mounted loader crane (C32)	Level 3	8	5 Days
<u>242976</u>	Operate overhead/gantry cranes) (C30, C31)	Level 2	8	5 Days
<u>116254</u>	Operate a mobile crane (C33, C34, C37, C38, C43)	Level 2	20	5 Days
<u>116255</u>	Operate a tower crane (C41, C42)	Level 2	20	5 Days
<u>242982</u>	Operate heavy crane (C35, C36, C39, C40)	Level 3	14	5 Days
<u>260781</u>	Operate Operate a telescopic boom Handler(C46)	Level 3	10	5 Days
<u>12481</u>	Sling loads	Level 2	4	3 days
<u>243273</u>	Monitor and control the safety and operation of mobile elevating work platforms	Level 4	8	5 Days
<u>15123</u>	Select and use vehicle lifting equipment	Level 2	3	4 Days
<u>244407</u>	Lift and move a load using mechanical lifting equipment	Level 3	7	5 Days
<u>253582</u>	Lift and move a load using manual lifting equipment and tackle	Level 2	8	5 Days
<u>243272/</u> <u>243276</u>	Operate a Mobile Elevating Work Platform (MEWP) (C53)	Level 2	10	5 Days



#### **SMALL PLANT:**

<u>264182</u>	Operate brushcutters in the horticultural environment	Level 2	4	2 Days
<u>264195</u>	Operate chainsaws for limbing and logging at ground level	Level 2	6	2 Days
<u>14565</u>	Use a concrete dumper to haul and dump material	Level 2	2	2 Days



**CONSTRUCTION PLANT MACHINES:**

<u>262712</u>	Operate a skid steer Loader	Level 2	8	5 Days	  
<u>262727</u>	Operate a Backhoe (digger) Loader	Level 2	15	5 Days	
<u>262729</u>	Operate a Tracked dozer	Level 2	15	5 Days	
<u>262745</u>	Operate a rigid Body Dump Truck	Level 2	10	5 Days	
<u>262744</u>	Operate an excavator	Level 2	15	5 Days	
<u>262745</u>	Operate an Articulated dump truck	Level 2	10	5 Days	
<u>262746</u>	Operate a front end loader	Level 2	12	5 Days	
<u>262805</u>	Operate a Tractor	Level 2	8	3 Days	

**COMMUNICATION, LANGUAGES AND MATHEMATICS:**

<u>119472</u>	Accommodate audience and context needs in oral/signed communication	Level 3	5	3 Days	
<u>9010</u>	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2	3 Days	
<u>9013</u>	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4	3 Days	<p>COMMUNICATION</p>
<u>119457</u>	Interpret and use information from texts	Level 3	5	3 Days	
<u>9012</u>	Investigate life and work related problems using data and probabilities	Level 3	5	3 Days	<p>Mathematics</p>
<u>119467</u>	Use language and communication in occupational learning programmes	Level 3	5	3 Days	
<u>7456</u>	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	5	3 Days	
<u>117171</u>	Manage time effectively to enhance productivity and enable a balanced lifestyle	Level 3	2	1 Day	
<u>119465</u>	Write/present/sign texts for a range of communicative contexts	Level 3	5	3 Days	
<u>7995</u>	Communicating and conducting interpersonal relations in industry	Level 3	10	5 Days	

<u>113909</u>	Coach a team member in order to enhance individual performance in work environment	Level 3	5	3 Days
<u>14353</u>	Conduct basic financial transactions	Level 2	3	2 days
<u>116932</u>	Operate a personal computer system	Level 1	3	
<u>243189</u>	Work with numbers, operations with numbers and relationships between numbers	Level 1	4	2 days
<u>119364</u>	Evaluate and solve data handling and probability problems within give contexts	Level 1	5	2 days
<u>119368</u>	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	Level 1	6	2 days
<u>119373</u>	Describe and represent objects in terms of shape, space and measurement	Level 1	5	2 days
<u>119631</u>	Explore and use a variety of strategies to learn	Level 1	5	2 days
<u>119635</u>	Engage in a range of speaking/singing and listening interactions for a variety of purposes	Level 1	6	2 days
<u>119636</u>	Write/Sign for a variety of different purposes	Level 1	6	2 days
<u>119640</u>	Read/view and respond to a range of text types	Level 1	6	2 days



## HE AND SHE DRIVER TRAINING CENTRE

**Head Office: 1 Duncan Street  
PAROW VALLEY / CAPE TOWN**

**Branch: 18 Catalina Street  
KEMPTON PARK / GAUTENG**

**Tel: 021 931 8214 // 011 394 7388**

**Email: [info@heandshe.co.za](mailto:info@heandshe.co.za)**

**Web: [www.heandshe.co.za](http://www.heandshe.co.za)**



## CSD REGISTRATION SUMMARY REPORT

### SUPPLIER IDENTIFICATION

Supplier number	MAAA0172637	Business status	In Business
Is supplier active?	Yes	Country of origin	South Africa
Supplier type	CIPC Company	South African company/CC registration number	2003/038673/23
Supplier sub-type	Close Corporation	Have Bank Account	Yes
Legal name	HE AND SHE DRIVER TRAINING CENTRE	Registration date	20 May 2003 00:00:00:000
Trading name	He and She Driver Training Centre	Restricted Supplier	No
Identification type	South African Company/Close Corporation Registration Number	Restriction Last Verification Date	21 Jan 2021 16:14:07:857
Government breakdown	Close Corporations (CC)		

### PREFERRED CONTACT

Contact type	Bid Office,Sales	Email address	elize@heandshe.co.za
Name(s)	Elize Korf	Telephone number	0219318214
Identification type	South African Identification Number	Cellphone number	083 755 1831
Prefer communication via email	Yes	Fax number	0219318214

### PREFERRED ADDRESS

Address type	Physical	Municipality	City of Cape Town
Address line 1	1 Duncan Street	City	Parow
Address line 2	Parow Valley	Postal code	7500
Suburb	Parow SP	Ward Number	10
Province	Western Cape	Country	South Africa

### PREFERRED ACCOUNT

Account type	Current Accounts	Account holder	HE AND SHE DRIVER TRAINING CENTRE CC
Bank	ABSA BANK LIMITED	Bank Verification Status	Verification Succeeded
Branch number	632005	Is this a preferred account?	Yes
Branch name	ABSA ELECTRONIC SETTLEMENT CNT	Edit date	17 Oct 2016 16:16:05:750
Account number	4059767568	Is the identifier linked at the bank	Yes

### TAX

Overall Tax Status	Tax Compliant	Is this supplier a VAT vendor?	Yes
Income Tax Status	Compliant tax status Verified	PAYE Status	Compliant tax status Verified
VAT number	4270206719	Last validation date	21 Jan 2021 16:14:00:000



## CSD REGISTRATION SUMMARY REPORT

VAT Status	Compliant tax status Verified		
<b>SUPPLIER DIRECTOR/MEMBERS</b>			
Is there any director whom is restricted?	No	Is there any director who is a government employee?	No
<b>SUPPLIER COMMODITIES</b>			
Commodity family	Alternative educational systems; Material handling machinery and equipment; Vocational training;		
<b>BBBEE INFORMATION</b>			
Certificate Type	Sworn Affidavit	Certificate Issue Date	01 Jun 2020 00:00:00:000
BBBEE Status Level Of Contributor	Level 4 Contributor	Certificate Expiry Date	31 May 2021 00:00:00:000
Status	Active	Verification Status	Manual verification required
<b>DEMOGRAPHIC INFORMATION</b>			
Gender demographics available?	Yes	Youth demographics available?	No
Military veteran demographics available?	No	Disabilities demographics available?	No

*The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.*





## CSD REGISTRATION SUMMARY REPORT

### Tips and Frequently Asked Questions (FAQ)

#### Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

#### Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

#### Tax

##### Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

##### Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

#### CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC. how can I rectify this?](#)

#### State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)





01 March 2021

**TO WHOM IT MAY CONCERN**

Dear Sir

**HE & SHE INVESTMENTS (PTY)LTD, WHEELMAN SA CC AND HE & SHE KEMPTON  
DRIVER TRAINING CENTRE : BRYTE INSURANCE COMPANY : POLICY  
SAGRC4824399/PR0060**

We hereby confirm that the above policy extends to include Public Liability cover  
for:

General & Tenants	R 2 000 000
Extended Liability	Increases the above cover to R20 000 000

The policy period is 1 February 2021 to 31 January 2022 and we confirm premium  
has been paid in full.

Please do not hesitate to contact us should you have any queries.

Yours faithfully



**TRISH O'CONNOR**



*PRIVATE & CONFIDENTIAL*



**HE & SHE INVESTMENTS (PTY) LIMITED  
WHEELMAN SA cc  
HE & SHE KEMPTON DRIVER TRAINING CENTRE  
HE & SHE TRUCKS CC  
HY & SY BESTUURSKOOL CC  
HE & SHE DRIVER TRAINING CENTRE CC  
AND OR DIRECTORS/EMPLOYEES FTRR&I**

**SUMMARY OF INSURANCES**

**FEBRUARY 2021**

***Prepared by:***

Phoenix Risk Solutions (Pty) Limited  
P O Box 31510, Tokai, 7966

Telephone (021) 7027960

Facsimile (021) 7024108

E-mail [peter@phoenixrisk.co.za](mailto:peter@phoenixrisk.co.za)

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GENERAL INFORMATION
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*Insured company* He & She Investments (Pty) Limited, Wheelman SA cc,  
He & She Kempton Driver Training Centre, He & She Trucks cc,  
Hy en Sy Bestuurskool cc and Directors / Employees FTTR&I

*Description of business* Driving school

*Situations* Erf 10019 (1 & 3 Duncan Street) and  
Erf 21845 (2, 4 and 6 Duncan Street) Parow  
Erf 642 Rhodesfield, 18 Catalina Street, Kempton Park

*Renewal date* 1 February

<b>MULTIMARK POLICY</b> <b>BRYTE POLICY NO. SAGRC4824399/PR0060</b>
--

<i>Fire</i>	<p>Stock and contents:</p> <p>Klein Saxenburg, Polkadraai, Kuils River including goods in the open</p> <p>6 Duncan Street, Beaconvale, Parow</p> <p>Timber cabin (<b>NIL EXCESS</b>)</p> <p>Claims preparation costs</p> <p><b>Excesses</b></p> <p>Basic R2 000</p> <p>Power surge due to lightning 10% of claim minimum R1 500</p>	<p>R 200 000</p> <p>R 300 000</p> <p>R 7 000</p> <p>R 10 000</p>
<i>Buildings combined</i>	<p>Erf 10019 (1 &amp; 3 Duncan Street) and Erf 21845 (2, 4 and 6 Duncan Street) Parow</p> <p>Erf 642 Rhodesfield, 18 Catalina Street, Kempton Park</p> <p><b>Extensions</b></p> <p>Geysers</p> <p>Power Surge</p> <p>Theft</p> <p><b>Excesses</b></p> <p>Basic R2 000</p> <p>Geysers R1 500</p> <p>Power Surge due to lightning 10% of claim minimum R1 500</p> <p>Power Surge 10% of claim minimum R1 000</p> <p>Theft 10% of claim minimum R1 000</p>	<p>R 9 921 000</p> <p>R 4 251 850</p> <p>R 10 000</p> <p>R 20 000</p> <p>R 25 000</p>
<i>Office contents</i>	<p>Contents including electronic equipment not otherwise specified</p> <p>Documents</p> <p>Theft limit (subject to forcible and violent entry)</p> <p>Theft limit (full cover)</p> <p>Power Surge</p>	<p>R 585 750</p> <p>R 10 000</p> <p>R 20 000</p> <p>R 15 000</p> <p>R 50 000</p>

MULTIMARK POLICY BRYTE POLICY NO. SAGRC4824399/PR0060
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<i>Office Contents</i> (continued)	<p><i>Situations</i></p> <ul style="list-style-type: none"> <li>* Erf 10019 (1 &amp; 3 Duncan Street) and Erf 21845 (2, 4 and 6 Duncan Street) Parow</li> <li>* Erf 642 Rhodesfield, 18 Catalina Street, Kempton Park</li> </ul> <p><b>Note :</b> Burglar Alarm Warranty applies</p> <p><b>Excesses</b></p> <table style="width: 100%;"> <tr> <td>Basic</td> <td>10% of claim minimum R1 000</td> </tr> <tr> <td>Theft</td> <td>10% of claim minimum R1 500</td> </tr> <tr> <td>Power Surge</td> <td>10% of claim minimum R1 000</td> </tr> </table>	Basic	10% of claim minimum R1 000	Theft	10% of claim minimum R1 500	Power Surge	10% of claim minimum R1 000	
Basic	10% of claim minimum R1 000							
Theft	10% of claim minimum R1 500							
Power Surge	10% of claim minimum R1 000							
<i>Theft</i>	<p>Klein Saxenburg, Polkadraai, Kuils River</p> <p><b>Excess</b> 10% of claim, minimum R1 000</p>	R 20 000						
<i>Money</i>	<p>Limit <i>Situations</i> : As per office contents</p> <p><b>NB: Note safe categorisations (Category 2)</b></p> <p><b>Note</b> Money in custody of driving instructors is limited to R10 000. This does not override any other policy condition.</p> <p><b>Excess</b> 10% of claim, minimum R1 000</p>	R 10 000						
<i>Business all risks</i>	<p>5 x Cabin OHP 16F projectors Miscellaneous tools and equipment (item limit R7500)</p> <p><b>Excess</b> 10% of claim, minimum R750</p> <p><b>Note:</b> Items stolen from an unattended vehicle are subject to an additional R500 excess</p>	<p>R 50 000</p> <p>R 20 000</p>						



<b>MOTOR FLEET POLICY</b> <b>BRYTE POLICY NO. SA COM 4666083</b>
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<i>Motor</i>	18 Private type vehicles (private use) including 1 motorcycle Per vehicle schedule – total value	R1 675 952
	29 Private type vehicles (business use) Per vehicle schedule – total value	R4 054 405
	29 Commercial type vehicles Per vehicle schedule – total value	R2 344 719

**NOTES:**

1. Cover is a comprehensive fleet basis
2. The maximum vehicle value is R590 000
3. Passenger liability is included to a limit of R2 500 000
4. Windscreen cover and loss of keys included
5. **The fleet premium of R501 030 is a 75% deposit only and should claims exceed R350 721 then the next R167 010 of claims are payable by the insured. Should claims then exceed R517 721 the policy will kick in as normal**
6. **The additional standard age and license excesses do not apply.**

**EXCESS STRUCTURE**

	<b>Section A (Private type)</b>		<b>Section B (Commercial type)</b>
	Private use	Business use	
R 0 – R 50 000	5% of claim, min. R1 500	R2 000	R2 000
R 50 001 – R100 000	5% of claim, min. R2 000	R2 500	R2 500
R100 001 – R200 000	5% of claim, min. R2 500	R3 000	R3 000
R200 001 plus	5% of claim, min. R3 000	R4 000	R4 000
Windscreen	20% of claim, min. R500		

<b>SCHEDULE OF VEHICLES</b>
-----------------------------

<b>PRIVATE TYPE VEHICLES (PRIVATE USE)</b>					
Year	Description	Reg. No.		Sum insured	
2014	Hyundai Elantra	CY308348	Bertus	R	69 275.00
2012	Hyundai i30 1.6	CY294055	Lindie	R	91 800.00
2017	Hyundai Grand i10	CY10315	Belinda	R	85 000.00
2007	Daihatsu Terios 4X4 A/T	CY121411	Mr Liversage	R	46 565.00
2015	Nissan Juke	CY255160	Sandra	R	158 654.00
2015	Mahindra Scorpio S/C	CY220436	Johan	R	98 785.00
				<u>R</u>	<u>550 079.00</u>
<b><i>Wheelman</i></b>					
2011	Nissan 1.4 Champ : Derick	CY169005	W05	R	45 234.00
2017	Hyundai i10: Shadrack	CY269106		R	99 365.00
2017	Hyundai i10 Grand Fluid 1.2 Fish	CY13313	W08	R	99 365.00
2017	Hyundai i10 : Byzen	CY100792	W12	R	99 365.00
2016	Hyundai i10 : Frank	CY168173	W13	R	90 765.00
2016	Hyundai i10 : Chris	CY51359	W17	R	90 765.00
				<u>R</u>	<u>524 859.00</u>
<b><i>Transvaal</i></b>					
2013	Hyundai Accent 1.6	HP47NCGP	Ronnie	R	98 600.00
2015	Hyundai i10	CY97504	Martin	R	78 274.00
2016	Hyundai i10	CY307310	Michael	R	90 765.00
2017	Hyundai i10	CY261343	Kantoor	R	99 365.00
2013	Hyundai i10	CY76171	Ronald	R	65 110.00
2020	Hyundai Grand i10 1.0 Motion	CY 105667		R	168 900.00
				<u>R</u>	<u>601 014.00</u>
<b>TOTAL</b>				<b>R</b>	<b>1 675 952.00</b>

<b>SCHEDULE OF VEHICLES</b>
-----------------------------

<b>PRIVATE TYPE VEHICLES (PRIVATE USE) (CONTINUED)</b>						
Year	Description	Reg. No.				Sum insured
<b>PRIVATE TYPE VEHICLES (BUSINESS USE)</b>						
2019	Hyundai Grand i10 1.0 Motion	CY84644	J02	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY271758	J03	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY161560	J04	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY83858	J05	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY108919	J06	R		146 115.00
2020	Hyundai Grand i10 1.0 Motion Cargo	CY322564	J08	R		163 900.00
2019	Hyundai Grand i10 1.0 Motion	CY165890	J09	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY108919	J12	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY 82703	J13	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY230249	J14	R		146 115.00
2020	Hyundai Grand i10 1.0 Motion Cargo	CY 352336	J15	R		163 900.00
2018	Hyundai Grand i10 1.0 Motion	CY56801	J16	R		116 025.00
2020	Hyundai Grand i10 1.0 Motion	CY142067	J17	R		168 900.00
2019	Hyundai Grand i10 1.0 Motion	CY75789	J18	R		146 115.00
2020	Hyundai Grand i10 1.0 Motion	CY 133620	J19	R		168 900.00
2019	Hyundai Grand i10 1.0 Motion	CY349061	J20	R		146 115.00
2020	Hyundai Grand i10 1.0 Motion Cargo	CY 202289	J23	R		163 900.00
2019	Hyundai Grand i10 1.0 Motion	CY 90344	J25	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY80900	J34	R		146 115.00
2016	Hyundai i10 1.0 Motion	CY183562	J36	R		93 585.00
2020	Hyundai Grand i10 1.0 Fluid	CY 352371	J39	R		191 000.00
2019	Hyundai Grand i10 1.0 Motion	CY147744	J51	R		146 115.00
2019	Hyundai Grand i10 1.0 Motion	CY367992	Spare	R		146 115.00
2016	Hyundai Grand i10 1.0 Motion	CY10043	Office	R		93 585.00
2017	Hyundai i10	CY273209	Spare	R		106 250.00
						R 3 621 670.00
<b>Advanced Training</b>						
2015	Hyundai i10 Grand	CY34961	Andries	R		93 500.00
2018	Hyundai Grand i10 1.25 Fluid	CY113665	Abe	R		129 710.00
2015	Hyundai Grand i10 1.25 Fluid	CY81309	Maarten	R		93 500.00
2018	Hyundai Grand i10 1.0	CY328444	Clem	R		116 025.00
						R 432 735.00
<b>TOTAL</b>						<b>R 4 054 405.00</b>

<b>SCHEDULE OF VEHICLES</b>
-----------------------------

<b>COMMERCIAL TYPE VEHICLES</b>					
Year	Description	Reg. No.			Sum insured
1966	Brockhouse trailer	CY321652	14	R	39 580.43
1986	Mitsubishi Canter (Farm) *	CY155499	10	R	8 481.52
1985	Hendred trailer	CY256860		R	5 088.91
2006	Nissan Cabstar UD35 (Spare)	CY285311	J37	R	48 061.96
2006	Nissan Cabstar UD35 (Rita)	CY285840	J04	R	48 061.96
2006	Nissan Cabstar UD35 (Siska)	CY285837	J14	R	48 061.96
2006	Nissan Cabstar UD35	CY285829	J32	R	48 061.96
2006	Nissan Cabstar UD35	CY285317	J07	R	48 061.96
2009	Nissan UD85A (Gerrit)	CY248802	J42	R	118 741.30
2010	Nissan UD85A	CY27879	J25	R	135 704.35
2010	Hendred trailer	CY267557		R	20 355.65
2012	Nissan UD85C (Jacobus)	CY65801	J04	R	203 556.52
2012	Nissan UD85C (Denzil)	CY357396	J18	R	203 556.52
2016	Nissan Cabstar UD (Derek)	CY302566	J26	R	315 207.27
2016	Hyundai HD72 C/C (Retha)	CY317370	J32	R	213 168.91
2009	Warrior 17/210	CY117596	J18	R	96 123.91
2009	Trailer	CY198655		R	33 926.09
2009	Trailer	CY267378		R	18 093.91
2014	Trailer	CY193810		R	12 439.57
2014	Trailer	CY267343		R	12 439.57
					<b>R 1 676 774.23</b>
*	Not used for training purposes				
<b>Wheelman</b>					
2000	Toyota Forklift			R	13 304.35
2000	Toyota Forklift			R	25 278.26
2008	Toyota Forklift			R	73 173.91
2015	Toyota Forklift			R	232 826.09
					<b>R 344 582.61</b>
<b>Transvaal</b>					
2006	Nissan Cabstar UD35	CY178176	10	R	48 628.50
	Forklifter TCM	N/A		R	8 647.83
2008	Toyota Forklift	N/A		R	66 521.00
2005	Toyota Forklift	N/A		R	33 260.50
2010	Nissan UD85 (Abel)	CY225129	14	R	166 304.20
					<b>R 323 362.03</b>
<b>TOTAL</b>					<b>R 2 344 718.87</b>

**CYBER LIABILITY**  
**ITOO POLICY NO. SPL/SLFG/000013740**

<i>Limit</i>	Cyber Liability	R1 000 000
<i>Excess</i>	R15 000 each and every claim  Turnover of R0 to R10 million	

PHISHIELD / FUNDS PROTECT  
BRYTE INSURANCE POLICY NO. PHI510390

<i>Limit</i>	Financial loss due to third party cyber crime	R250 000
<i>Excess</i>	NIL	

**MOTOR POLICY**  
**BRYTE POLICY NO. SAGRC4824399/PR0088**

<b>HE AND SHE - MOTOR POLICY</b>					
Year	Description	Reg. No.		Sum insured	
<b>EXECUTIVE MOTOR VEHICLES (FAMILY)</b>					
2013	Hyundai IX 35	CY20044	Elize	R	167 900.00
2017	Mazda CX-5 2l Auto	CY 147983	Heleen	R	250 100.00
2017	Hyundai Creta 1.6	CY102430	Annemie	R	250 500.00
2015	Mercedez A Class 220 CDI AMG sport	CY174920	Sean	R	292 560.00
<b>NON-FAMILY VEHICLES</b>					
2013	Hyundai i10	CY 126199	Bongani	R	65 110.00
1995	Mazda Rustler 130	CY312294	Office	R	10 800.00
2017	Hyundai i10	CY11100	Hesta	R	99 365.00
2015	Atos 1.1 GLS	CY184320	Zuziwe	R	72 250.00
2019	GWM Steed 5 2.2 MPi Base	CY266787	Riaan	R	136 200.00
2016	Hyundai Grand i10	CY11976	J26	R	93 585.00
2015	Hyundai i10	CY557086	J26	R	88 830.00
2016	Hyundai i10 Grand	CY44694	J18	R	93 585.00
					<u>R 1 620 785.00</u>

**EXCESSES:**

Private Car:	5% of claim minimum R3 000
Commercial Vehicles:	5% of claim minimum R3 500
Motorcycle:	5% of claim minimum R2 500
Caravan/Trailer:	5% of claim minimum R1 000
Windscreen:	20% of claim minimum R500
Locks, Keys and Remotes:	R500

**ADDITIONAL EXCESSES (Cumulative to the above) :**

Theft/Hijacking:	5%
Persons under 25 and over 75 years old:	5% of claim minimum R2 000
License less than 2 years:	5% of claim minimum R2 000
Single Vehicle Accident, no other vehicle involved and between 21:00pm & 05:00am:	R2 000

<b>HOUSEOWNERS POLICY CIB POLICY NO. P420322</b>
--

<i>Houseowners</i>	<ol style="list-style-type: none"> <li>1. Klein Saxonburg, Polkadraai, Kuils River, outside barn and all buildings</li> <li>2. 5 Visagie Street, Parow Valley</li> <li>3. 7 Visagie Street, Parow Valley</li> <li>4. Hollandsche Molen</li> <li>5. 60 Wallace Street, Goodwood</li> </ol> <p>Power surge – 5 premises</p> <p><i>Notes:</i></p> <ul style="list-style-type: none"> <li>● All buildings are of standard construction</li> <li>● The individual interests of Messrs Liversage, Goosen, van der Westhuizen and Korf are specifically noted on the policy</li> <li>● In respect of item 4 the interests of J Goosen, S v.d. Westhuizen, E Korf and ABSA are noted</li> <li>● The interests of He &amp; She Investments (Pty) Limited are noted in respect of 7 Visagie Street</li> </ul> <p><i>Excesses</i> Basic : R1 000 Geysers : Refer policy schedule</p>	<p>R13 620 344</p> <p>R 2 757 081</p> <p>R 2 757 081</p> <p>R 1 060 000</p> <p>R 1 767 359</p> <p>R 20 000</p>
<i>Public liability</i>	Limit	R 3 000 000
<i>PLIP (increased liability)</i>	Limit	R10 000 000
<p><b>EMERGENCY HOME ASSISTANCE TELEPHONE NO. : 0860 104 952</b></p>		

## UNINSURED RISKS

- Business Interruption
- Glass
- Fidelity Guarantee (Staff Theft)
- Directors and Officers Liability
- Group Personal Accident

<b>PREMIUM COMPUTATION</b>
----------------------------

<b>FIRE</b>			
Stock and contents incl. goods in the open			
Klein Saxenburg	R 200 000.00	0.00300	R 599.00
6 Duncan Street, Beaconvale	R 300 000.00	0.00300	R 898.50
Timber cabin	R 7 000.00	0.00788	R 55.13
			R 1 552.63
<b>BUILDINGS COMBINED</b>			
1, 3, 5 and 6 Duncan Street, Parow Valley	R 9 921 000.00	0.00184	R 18 229.84
Erf 642, 18 Catalina Street, Kempton Park	R 4 251 850.00	0.00184	R 7 812.77
Theft of exterior fittings	R 25 000.00		R 2 250.00
			R 28 292.61
<b>OFFICE CONTENTS</b>			
Contents	R 585 750.00	0.00525	R 3 075.19
Documents	R 10 000.00	0.00525	R 52.50
Theft	R 20 000.00	0.04200	R 840.00
Full theft	R 15 000.00	0.06825	R 1 023.75
			R 4 991.44
<b>THEFT</b>			
Limit	R 20 000.00	0.12000	R 2 400.00
<b>MONEY</b>			
Major limit	R 10 000.00	0.07200	R 720.00
<b>BUSINESS ALL RISKS</b>			
5 x Cabin OHP 16F projectors	R 50 000.00	0.06300	R 3 150.00
Miscellaneous tools and equipment	R 20 000.00	0.0420	R 840.00
			R 3 990.00
<b>PUBLIC LIABILITY</b>			
General and tenants	R 2 000 000.00		R 750.00
<b>EMPLOYERS LIABILITY</b>			
Limit	R 2 000 000.00		R 250.00
<b>INCREASED LIABILITY</b>			
Limit	R 20 000 000.00		R 907.89

<b>PREMIUM COMPUTATION</b>
----------------------------

<b>ELECTRONIC EQUIPMENT</b>			
All hardware and software incl. PABX	R 700 000.00	0.03675	R 25 725.00
5 x Laptops at R12 000 each	R 60 000.00	0.08400	R 5 040.00
Increased cost of working	R 50 000.00	0.00788	R 393.75
Reinstatement of data	R 50 000.00	0.00788	R 393.75
			<b>R 31 552.50</b>
<b>SASRIA</b>			
Material damage	R 16 155 600.00	0.000174	R 2 811.07
Money	R 10 000.00		R 50.00
			<b>R 2 861.07</b>
<b>TOTAL MULTIMARK POLICY</b>			<b>R 78 268.14</b>
<b>MOTOR FLEET</b>			
Private (private use)	R 1 675 952.00		
Private (business use)	R 4 054 405.00		
Commercial	R 3 590 245.00		
	<b>R 9 320 602.00</b>		<b>R 501 030.00</b>
<b>SASRIA</b>			
Private : 47 x R20.18			R 948.46
Commercial : 29 x R45.39			R 1 316.31
			<b>R 2 264.77</b>
<b>TOTAL MOTOR FLEET POLICY</b>			<b>R 503 294.77</b>
<b>CYBER LIABILITY</b>			<b>R 7 935.00</b>
<b>FUNDS PROTECT / PHISHIELD</b>			<b>R 3 960.00</b>

<b>PREMIUM COMPUTATION</b>
----------------------------

<b>HE AND SHE MOTOR POLICY</b>			
<b>EXECUTIVE MOTOR VEHICLES</b>			
2013 Hyundai iX 35 CY20044	R 167 900.00	0.03000	R 5 037.00
2017 Mazda CX-5 2l Auto CY147983	R 250 100.00	0.03000	R 7 503.00
2017 Hyundai Creta 1.6 CY102430	R 250 500.00	0.03000	R 7 515.00
2015 Mercedes A Class 220 CDI AMG sport CY174920	R 292 560.00	0.03000	R 8 776.80
2013 Hyundai i10 CY126199	R 65 110.00	0.05000	R 3 255.50
1995 Mazda Rustler 130 CY312294	R 10 800.00	0.05000	R 540.00
2017 Hyundai i10 CY11100	R 99 365.00	0.04000	R 3 974.60
2015 Atos 1.1 GLS CY184320	R 72 250.00	0.05000	R 3 612.50
2019 GWM Steed 5 2.2 Mpi Base	R 136 200.00	0.03500	R 4 767.00
2016 Hyundai Grand i10 CY11976	R 93 585.00	0.04000	R 3 743.40
2015 Hyundai i10 CY557086	R 88 830.00	0.04000	R 3 553.20
2016 Hyundai i10 Grand CY44694	R 93 585.00	0.04000	R 3 743.40
SASRIA (10 x R20.18 + 2 x R45.39)			R 292.58
	<u>R 1 620 785.00</u>		<u>R 56 313.98</u>
<b>HOUSEOWNERS</b>			
Klein Saxenburg	R 13 620 344.00		R 18 164.22
5 Visagie Street	R 2 757 081.00		R 3 623.81
7 Visagie Street	R 2 757 081.00		R 3 623.81
Hollandsche Molen	R 1 060 000.00		R 1 403.42
60 Wallace Street	R 1 767 359.00		R 2 778.98
Power surge (5 premises)	R 20 000.00		R 2 070.85
Public liability	R 3 000 000.00		R 66.58
Increased liability	R 10 000 000.00		R 110.96
Emergency Assist			R 217.89
SASRIA	R 21 961 865.00	0.0000363	R 797.22
			<u>R 32 857.74</u>
<b>TOTAL ALL POLICIES</b>			<u>R 682 629.62</u>

MULTIMARK	Sum insured	Annual premium	Cape Town	Wheelman	Gauteng	He & She Driver Training Centre
Fire	R 507 000.00	R 1 552.63	R 1 552.63	R -	R -	
Buildings combined	R 14 172 850.00	R 28 292.61	R 28 292.61	R -	R -	
Office contents						
* Contents + documents	R 595 750.00	R 3 127.69	R 2 220.66	R 250.22	R 656.81	
* Theft	R 20 000.00	R 840.00	R 596.40	R 67.20	R 176.40	
* Full theft	R 15 000.00	R 1 023.75	R 726.86	R 81.90	R 214.99	
Theft	R 20 000.00	R 2 400.00	R 2 400.00	R -	R -	
Money	R 10 000.00	R 720.00	R 511.20	R 57.60	R 151.20	
Business all risks	R 60 000.00	R 3 990.00	R 2 832.90	R 319.20	R 837.90	
Public liability	R 2 000 000.00	R 750.00	R 532.50	R 60.00	R 157.50	
Employers liability	R 2 000 000.00	R 250.00	R 177.50	R 20.00	R 52.50	
Increased liability	R 20 000 000.00	R 907.89	R 644.60	R 72.63	R 190.66	
Electronic equipment						
Hardware/software	R 700 000.00	R 25 725.00	R 18 264.75	R 2 058.00	R 5 402.25	
Laptops	R 60 000.00	R 5 040.00	R 3 578.40	R 403.20	R 1 058.40	
ICOW	R 50 000.00	R 393.75	R 279.56	R 31.50	R 82.69	
Reinstatement of data	R 50 000.00	R 393.75	R 279.56	R 31.50	R 82.69	
SASRIA						
Material damage	R 16 145 600.00	R 2 811.07	R 1 995.86	R 224.89	R 590.32	
Money	R 10 000.00	R 50.00	R 35.50	R 4.00	R 10.50	
BRYTE		R 78 268.14				
<b>MOTOR FLEET</b>						
Motor premium	R 8 657 397.00	R 501 030.00	R 133 273.98	R 45 693.94	R 52 608.15	R 269 453.93
Motor SASRIA		R 2 264.77	R 452.95	R 452.95	R 452.95	R 905.91
		R 503 294.77				
<b>PRIVATE MOTOR</b>		R 56 313.98	R 56 313.98			
<b>CYBER LIABILITY</b>	R 1 000 000.00	R 7 935.00	R 1 587.00	R 1 587.00	R 1 587.00	R 3 174.00
<b>PHISHIELD</b>	R 250 000.00	R 3 960.00	R 792.00	R 792.00	R 792.00	R 1 584.00
<b>HOUSEOWNERS</b>	R 20 806 853.00	R 32 857.74	R 32 857.74			
<b>TOTAL ALL POLICIES</b>		<b>R 682 629.63</b>	<b>R 290 199.15</b>	<b>R 52 207.72</b>	<b>R 65 104.91</b>	<b>R 275 117.84</b>





# labour

Department:  
Labour  
REPUBLIC OF SOUTH AFRICA



2020080490

CALL CENTER NO: 0860 105 350

REG NO : 990000037383  
FAX NO : 0123456789  
ISSUE DATE : 2021-06-04  
CERTIFICATE NO : 2020080490

HY & SY BESTUURSKOOL SA CC  
PO BOX 1120  
Cape Town

## LETTER OF GOOD STANDING

### COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT 130 of 1993 (AS AMENDED).

With reference to sections 80, 82, 86 and 89 of Compensation for Occupational Injuries and Diseases Act 130 of 1993 (As amended), I hereby certify that:

**HY & SY BESTUURSKOOL SA CC**

has complied with the requirement of the above Act and is at present in good standing with the Compensation Fund.

**Nature of business : DRIVER TRAINING SERV**

**Expiry date : 2022-04-30**

#### IMPORTANT NOTICE:

Any fraudulently obtained Letter of Good Standing shall constitute a criminal offence.

The Compensation Commissioner shall institute criminal proceedings against any perpetrators who unlawfully alter or deface this letter with intend to defraud or misrepresent facts contained therein.

**PLEASE, use the Below link (Website Address) to check if the Letter of Good Standing is valid:**

**<https://cfonline.labour.gov.za/VerifyLOGS>**

Yours faithfully

COMPENSATION COMMISSIONER

W.As. 48

Compensation House, Cnr Hamilton and Soutpansberg Road, PO Box 955, Pretoria, 0001 Fax:(012)357-1817 Website:<http://www.labour.gov.za>







# HE & SHE DRIVER TRAINING CENTRE<sup>®</sup> CC

## DRIVER TRAINING CONSULTANTS

HEAD OFFICE: 1 Duncan Road, Parow Valley 7500 \* Tel/Fax: (021) 931 - 8214

E-mail: [heandshe@heandshe.co.za](mailto:heandshe@heandshe.co.za) [www.heandshe.co.za](http://www.heandshe.co.za) VAT No: 4270206719 Reg No: 2003/038673/23

### COMPANY PROFILE: HE & SHE DRIVER TRAINING CENTRE CC – JANUARY 2021

#### ABOUT

He & She Driver Training Centre is a family owned business, established in 1969 to supply training on skills development. He and She Driver Training Centre is a 100% Woman owned entity with a Broad-Based Economic Empowerment (B-BBEE) rating Level 4 (B-BBEE Exempted Micro Enterprise). The Closed co-operation is owned and managed by 2 sisters, Sandra van der Westhuizen and Elize Korf. Mother and father started the business 51 years ago and carried it over to the 2 daughters who are the members of CC and manage the day to day operations.

#### VISION STATEMENT

Our vision is to become a skills hub, recognised and respected as the first choice supplier of continuous training and development, which will enhance personal productivity, change through growth and marketability, thereby investing in any Company's most valuable asset, their people.

Our relationship with clients, business, associates, employees, communities, and suppliers will be based on the principles of integrity, respect, trust and mutual understanding. This will be our foundation for a successful, growing business partnership.

#### MISSION STATEMENT

We strive to remain competitive and reliable by maintaining high standards and values. Our highest priority is quality in services we provide. We continually strive for excellence and are committed to evidence-based improvements. We ensure that we have the knowledge, skills, and tools to respond to service needs and improve the competency levels of the workforce we train.

Our people are our greatest asset. We are committed to job creation and skills transfer. We employ above average people, expect above average performance, and provide above average rewards. Our stable workforce enjoys a great team spirit.

We will continually develop and apply the skills of our personnel to achieve steady growth.

#### WHO WE ARE

He and She DTC is one of South Africa's leading driver- and occupational health and safety training providers. Our business was established during 1969, 51 years ago. Our head office is in Parow Valley, Cape Town and we have a branch in Rhodesfield, Kempton Park. We supply training throughout South Africa.

We supply training on:

- All vehicle driver related training, from learner license to all light and heavy vehicles, code B, C!, EC1, C and EC license training. 4 x 4 Training and Advanced driver training. (Defensive and Economical driving)
- Lifting equipment training for counterbalanced lift trucks and cranes. **(See accreditation attached)**
- Operators of construction machinery such as Digger loaders and front-end loaders.
- First aid Level 1, 2 and 3 and CPR
- Firefighting Level 1 and 2



- OHS training, Health and Safety Reps and Inspections
- Fundamental training, Communication and Mathematics
- Customer relations
- Learnership: National Certificate Professional Driving, SAQA ID 500285
- Learnership: General Education and Training Certificate: Transport, SAQA ID 59300
- He and She is accredited on 160 unit standards with TETA seta

## **OUR PEOPLE**

Training interventions are supplied by our team of experienced subject matter expert facilitators. Our staff includes:

- 12 Accredited facilitators / assessors on lifting equipment training.
- 33 qualified driver trainers in possession of Instructor certificates,
- 23 Facilitators/Assessors accredited with TETA seta supplying training on accredited unit standards
- 10 registered, accredited internal Moderators.
- 23 Administrative office staff members who ensure Seta accountability regarding certification and record keeping and ETQA responsibilities.

**ACCREDITATION:** He and She DTC is accredited with

- TETA seta, our accreditation number is TETA04-105 and is valid till 16 February 2025.
- Department of Labour to supply training on lifting equipment: Approved lifting machinery operators' training provider, Number 423
- Department of Transport to supply training on US 123259 Convey dangerous goods by road - Number: PrDP(D)2008/13
- Department of Labour to supply training on First aid: Certificate number: CI 291/3/12/1
- Open burning certificate with City of Cape Town, authorisation to conduct open burning for training purposes.

## **PROJECTS**

Projects include unemployed and employed learners on National Certificate Professional Driving since 2004: - 1 482 learners.

Skills programmes for unemployed youth since 2004 – more than 6 000 candidates

## **FACILITIES**

He and She owns our own buildings with ample classrooms, toilet- and parking facilities. 7 Classrooms are equipped with projectors and air conditioners.

## **TRAINING VEHICLES**

We have 25 code B (08) vehicles supplying driver training on a permanent basis

We have 8 code C1 (10) vehicles supplying driver training on a permanent basis

We have 2 code EC1 vehicles supplying driver training on a permanent basis

We have 1 code C (11) vehicles supplying driver training on a permanent basis

We have 6 code EC (14) vehicles supplying driver training on a permanent basis

We have 8 code B (08) vehicles supplying Defensive driver training and Gravel Road driver training on a permanent basis

We have 4 forklifts supplying Lift truck operator training on a permanent basis

We have 6 forklift practise areas (Own yard)

We have a K53 training facility for 16 light motor vehicles and 8 heavy vehicles practising the manoeuvring at a time. (Practise yard).



## **COVID19**

All staff are trained on correct COVID19 protocols. Classrooms and training vehicles are sanitized daily as per government requirements.

## **MEMBERS OF CLOSED CORPORATION**

**MARKETING:** ELIZE KORF  
**FINANCES:** SANDRA VAN DER WESTHUIZEN

## **ACCREDITED UNIT STANDARDS:**

PLEASE SEE TETA seta ACCREDITATION

A handwritten signature in black ink, appearing to read "E. Korf". The signature is written in a cursive style with a large, looping 'K'.





Transport Education Training Authority  
Heart of Skills Innovation

344 Pretoria Avenue  
Randburg  
2194

Phone: 011 577 7000  
Fax: 0867650514

Private Bag X 10016  
Randburg  
2125

Coms@teta.org.za  
Fraud-line: 0800221021

30 March 2020

**Mrs Elize Korf**

**HE AND SHE DRIVER TRAINING CENTRE**

1 Duncan Road  
Parow Valley  
Cape Town  
7500

**Accreditation No: TETA04-105**

Dear Elize Korf

**PROVIDER EXTENSION OF ACCREDITATION - HE AND SHE DRIVER TRAINING CENTRE**

This serves as confirmation that TETA has approved your request for Extension of Accreditation of HE AND SHE DRIVER TRAINING CENTRE for the unit standards and/or qualifications as per the attached statement of accreditation. The period of accreditation is valid from 17 February 2020 to 16 February 2025.

TETA will continue to monitor your accreditation based on the initial terms and conditions of your accreditation.

The accreditation extension is subject to the implementation of a TETA ETQA agreed and approved action plan that will address the shortcomings identified in your institution.

**Yours Sincerely**

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**Ms Sandy Ndlovu**  
ETQA Manager



### PROVIDER STATEMENT OF ACCREDITATION FOR QUALIFICATIONS

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Qualification ID	Qualification Title	NQF Level	Credits
13716	National Certificate: Professional Driving	Level 3	120
50285	National Certificate: Professional Driving	Level 3	122
59300	General Education and Training Certificate: Transport	Level 1	120

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
10977	Convey abnormal freight	Level 3	8
10973	Convey general freight	Level 3	6
10954	Understand the road transport industry in South Africa	Level 3	5
114941	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4
8969	Interpret and use information from texts	Level 3	5

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

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<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
119457	Interpret and use information from texts	Level 3	5
119750	Inspect and lubricate an automotive system	Level 2	8
10974	Operate a vehicle combination, consisting of a drawing vehicle and trailer/s	Level 4	10
10756	Use of a hand machine carbine	Level 4	10
117171	Manage time effectively to enhance productivity and enable a balanced lifestyle	Level 3	2

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



### PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
7995	Communicating and conducting interpersonal relations in industry	Level 3	10
123260	Operate tailgates and tail-lifts	Level 3	2
8418	Do basic research	Level 2	4
9010	Demonstrate an understanding of the use of different number bases and measurement units and an awareness of error in the context of relevant calculations	Level 3	2
123256	Provide commuter services	Level 3	8

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
123262	Load general freight	Level 2	6
123259	Convey dangerous goods by road	Level 3	4
113909	Coach a team member in order to enhance individual performance in work environment	Level 3	5
8494	Demonstrate an understanding of HIV/AIDS and its implications	Level 2	4
8000	Apply basic business principles	Level 3	9

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
119465	Write/present/sign texts for a range of communicative contexts	Level 3	5
114738	Perform financial planning and control functions for a small business	Level 4	6
8043	Applying advanced business principles	Level 4	20
123258	Foster and maintain customer relations	Level 3	10
123255	Provide tour coach services	Level 3	8

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

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Provider accreditation No.
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
116940	Use a Graphical User Interface (GUI)-based spreadsheet application to solve a given problem	Level 3	6
117833	Handle a crime situation	Level 3	6
123254	Operate a vehicle combination	Level 4	20
123257	Operate a rigid light vehicle	Level 2	10
13414	Conduct a financial analysis of a small business	Level 4	10

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
14353	Conduct basic financial transactions	Level 2	3
8039	Operating cranes	Level 3	10
12484	Perform basic fire fighting	Level 2	4
11913	Obtain and communicate transport operational information	Level 3	7
10957	Provide long distance coach/bus services	Level 3	10

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



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TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
8420	Operate in a team	Level 2	4
10956	Provide commuter services	Level 3	8
10748	Use of a handgun	Level 4	10
10955	Foster and maintain customer relations	Level 3	10
117241	Develop a business plan for a small business	Level 4	5

Ms Sandy Ndlovu  
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**Reference:**

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TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
117500	Manage finance in a small business	Level 4	8
8038	Operating lift trucks	Level 3	6
123253	Operate a rigid heavy vehicle	Level 4	15
123252	Provide long distance coach/bus services	Level 3	10
8968	Accommodate audience and context needs in oral communication	Level 3	5

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

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TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
116534	Carry out basic first aid treatment in the workplace	Level 3	2
119467	Use language and communication in occupational learning programmes	Level 3	5
119472	Accommodate audience and context needs in oral/signed communication	Level 3	5
7456	Use mathematics to investigate and monitor the financial aspects of personal, business and national issues	Level 3	5
10754	Use of a shotgun	Level 4	10

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

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**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
9013	Describe, apply, analyse and calculate shape and motion in 2-and 3-dimensional space in different contexts	Level 3	4
8016	Maintaining occupational health, safety and general housekeeping	Level 3	8
7997	Managing self-development	Level 4	12
117705	Demonstrate knowledge of the Firearms Control Act 2000 (Act No 60 of 2000) applicable to possessing a firearm	Level 3	3
10230	Convey dangerous goods by road	Level 4	8

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
114730	Comply with safety requirements in the medical pathology or blood transfusion fields	Level 4	6
113852	Apply occupational health, safety and environmental principles	Level 3	10
123261	Plan road transport service delivery	Level 3	8
13917	Indicate the role of a team leader ensuring that a team meets an organisation`s standards	Level 3	6
10750	Use of a rifle	Level 4	10

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
114215	Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path	Level 4	3
15123	Select and use vehicle lifting equipment	Level 2	3
10953	Operate a rigid vehicle	Level 4	32
10958	Provide tour coach services	Level 3	8
10976	Convey livestock	Level 3	8

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
117244	Investigate the possibilities of establishing and running a small business enterprise (SMME)	Level 4	3
9012	Investigate life and work related problems using data and probabilities	Level 3	5
243272	Operate a Mobile Elevating Work Platform (MEWP)	Level 2	10
243665	Meet the requirements in order to obtain a provisional licence	Level 2	15
8038	Operating lift trucks	Level 3	6

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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### PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS

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**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
243273	Monitor and control the safety and operations of Mobile Elevating Work Platforms	Level 4	8
254154	Apply advanced techniques for operating four wheel drive (4WD) vehicles in on-road and off-road conditions	Level 3	8
260778	Demonstrate knowledge of the regulatory framework for lifting machines	Level 3	8
260779	Describe different categories of lifting machines	Level 3	8
260837	Move and store a hazardous load	Level 3	8

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
242996	Handle dangerous goods during warehousing and storage	Level 4	4
242974	Operate counter-balanced lift truck	Level 3	7
242978	Operate truck-mounted cranes	Level 3	8
242981	Operate defined purpose lift trucks	Level 2	4
260781	Operate a telescopic boom handler	Level 3	10

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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**Reference:**

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TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
244574	Apply knowledge of HIV/AIDS to a specific business sector and a workplace	Level 3	4
119567	Perform basic life support and first aid procedures	Level 1	5
13915	Demonstrate knowledge and understanding of HIV/AIDS in a workplace, and its effects on a business sub-sector, own organisation and a specific workplace	Level 3	4
244407	Lift and move a load using mechanical lifting equipment	Level 3	7
253582	Lift and move a load using manual lifting equipment and tackle	Level 2	8

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

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**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
253638	Sling and communicate during crane operations	Level 2	4
252250	Apply fire fighting techniques	Level 1	3
259619	Conduct workplace Occupational Health and Safety (OHS) inspections	Level 2	3
243666	Meet the requirements of being a safe driver to obtain a valid driving licence for a motor vehicle	Level 2	22
120496	Provide risk-based primary emergency care/first aid in the workplace	Level 2	5

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



Transport Education Training Authority  
Heart of Skills Innovation

344 Pretoria Avenue  
Randburg  
2194

Phone: 011 577 7000  
Fax: 0867650514

Private Bag X 10016  
Randburg  
2125

Coms@teta.org.za  
Fraud-line: 0800221021

### PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
376480	Provide first aid as an advanced first responder	Level 3	8
116253	Operate a truck mounted loader crane	Level 2	20
116231	Operate a cab controlled overhead crane	Level 2	8
116235	Operate a pendant controlled overhead crane	Level 2	5
242972	Operate advanced defined purpose lift trucks	Level 3	7

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
242972	Operate advanced defined purpose lift trucks	Level 3	7
242976	Operate overhead/gantry cranes	Level 2	5
242972	Operate advanced defined purpose lift trucks	Level 3	7
242976	Operate overhead/gantry cranes	Level 2	5
242972	Operate advanced defined purpose lift trucks	Level 3	7

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



### PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
242972	Operate advanced defined purpose lift trucks	Level 3	7
242972	Operate advanced defined purpose lift trucks	Level 3	7
242972	Operate advanced defined purpose lift trucks	Level 3	7
242982	Operate heavy crane	Level 3	14
242982	Operate heavy crane	Level 3	14

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



### PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

Provider accreditation No.
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
242982	Operate heavy crane	Level 3	14
260777	Operate a container side loader	Level 3	8
260797	Operate a sideloader lift truck	Level 3	8
260818	Operate a counter balanced lift truck in excess of 15 tons	Level 3	9
116255	Operate a tower crane	Level 2	20

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
116254	Operate a mobile crane	Level 2	20
116254	Operate a mobile crane	Level 2	20
116254	Operate a mobile crane	Level 2	20
116254	Operate a mobile crane	Level 2	20
116254	Operate a mobile crane	Level 2	20

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
116255	Operate a tower crane	Level 2	20
14656	Demonstrate an understanding of sexuality and sexually transmitted infections including HIV/AIDS	Level 1	5
252244	Describe the impact of customer service on a business	Level 1	6
110254	Understand chemical dependency and apply personal health care	Level 1	3
252255	Utilise layout signs and signal communications in the transport industry	Level 1	4

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
252261	Prepare freight for transportation	Level 1	4
252279	Explain occupational health and safety within the transport industry	Level 2	6
252249	Explain the role of transport logistics	Level 1	2
116932	Operate a personal computer system	Level 1	3
120308	Apply knowledge of self in order to make a personal decision	Level 2	3

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
243189	Manage personal finances	Level 1	8
119362	Work with numbers; operations with numbers and relationships between numbers	Level 1	4
119364	Evaluate and solve data handling and probability problems within given contexts	Level 1	5
119368	Describe, interpret and represent mathematical patterns, functions and algebra in different contexts	Level 1	6
119373	Describe and represent objects in terms of shape, space and measurement	Level 1	5

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



### PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
119631	Explore and use a variety of strategies to learn	Level 1	5
119635	Engage in a range of speaking/signing and listening interactions for a variety of purposes	Level 1	6
119636	Write/Sign for a variety of different purposes	Level 1	6
119640	Read/view and respond to a range of text types	Level 1	6
242974	Operate counter-balanced lift truck	Level 3	7

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
242974	Operate counter-balanced lift truck	Level 3	7
242974	Operate counter-balanced lift truck	Level 3	7
242981	Operate defined purpose lift trucks	Level 2	4
242981	Operate defined purpose lift trucks	Level 2	4
12481	Sling loads	Level 2	4

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
115093	Control workplace hazardous substances	Level 3	4
243276	Manage the transportation of mobile elevated work platforms (MEWP)	Level 4	7
254135	Apply the techniques for operating four wheel drive (4WD) vehicles, in on-road and off-road conditions	Level 3	4
260781	Operate a telescopic boom handler	Level 3	10
260762	Operate rough terrain/earthmoving/agricultural equipment	Level 3	11

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date



**PROVIDER STATEMENT OF ACCREDITATION FOR UNIT STANDARDS**

**Name:** HE AND SHE DRIVER TRAINING CENTRE

**Reference:**

<b>Provider accreditation No.</b>
TETA04-105

Unit Standard ID	Unit Standard Title	NQF Level	Credits
377201	Apply advanced driving skills: defensive driving	Level 5	6
117898	Move, pack and maintain stock in a distribution centre/warehouse	Level 2	12
114891	Count stock for a stock-take	Level 2	5
252264	Prepare freight for storage	Level 1	2
117899	Pick stock in a distribution centre/warehouse	Level 2	12

Ms Sandy Ndlovu  
ETQA Manager

30 March 2020

Date

**CITY OF CAPE TOWN**  
**ISIXEKO SASEKAPA**  
**STAD KAAPSTAD**

Civic Centre  
 12 Hertzog Boulevard 8001  
 PO Box 655 Cape Town 8000  
 VAT registration number  
 4500193497



HE AND SHE INVESTMENTS PROPRIETARY  
 LIMITED  
 CARE OF: STEPHANUS BURGER  
 5 DUNCAN STREET  
 PAROW  
 7500

Tax invoice number	190008106690
Customer VAT registration number	4220166096
Account number	202297153
Distribution code	
Business partner number	1001361724

**Computer generated copy tax invoice**

Tel: 086 010 3089 - Fax: 086 201 1017  
 Tel: International calls +27 21 401 4701  
 E-mail : accounts@capetown.gov.za  
 Correspondence: Director : Revenue, P O Box 655,  
 Cape Town 8000  
 Web address:www.capetown.gov.za

**Account summary as at 18/06/2021**

**At 1 DUNCAN STREET, PAROW VALLEY / Erf 10019**

**Due date 13/07/2021**

Previous account balance		3321.58
Less payments (10/06/2021)	Thank you	3321.50-
<b>Rounded down amount b/f (a)</b>		<b>0.08</b>
Latest account - see overleaf		3491.43
<b>Current amount due (b)</b>	<b>Payable by 13/07/2021</b>	<b>3491.43</b>
Total (a) + (b) above	<b>Total (a) + (b)</b>	<b>3491.51</b>
<b>Total liability</b>	<b>W O1 C.M. KEMPEN J.C.D.</b>	<b>3491.51</b>

**WARRANT OFFICERS**  
**CLASS ONE**  
**74271826 B.V.**

**WATER**  
**CARE A LITTLE. SAVE A LOT.**  
 www.capetown.gov.za/thinkwater

**Please note:**

1. Payment options

- (a) Debit orders: Call 0860 103 089 or visit a Customer Service Centre. (b) Internet payments: Visit [www.Easypay.co.za](http://www.Easypay.co.za).
- (c) Electronic payments (EFT): Select the City of Cape Town as a bank-listed beneficiary on your bank's website. Use only your nine-digit municipal account number as reference.
- (d) Direct deposit at Nedbank: Please present your account number 202297153 to the bank teller. (e) Cash, debit card, credit card and other: Please present your account to the cashier.

2. Where the City incurs bank costs on any mode of payment, the City will recover such cost on the portion of the amount above R7000.00 per transaction per account number. The City absorbs such costs in respect of a single payment of R7000.00 and below.

- 3. Interest will be charged on all amounts still outstanding after the due date.
- 4. You may not withhold payment, even if you have submitted a query to the City concerning this account.
- 5. Failure to pay could result in:

- (a) The City recovering debt overdue on the purchasing of pre-paid electricity,
  - (b) your water and/or electricity supply being disconnected/restricted. Immediate reconnection of the supply
- A disconnection fee will be charged and your deposit amount might be increased.

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*C. Kempen*  
 SIGNATURE  
 NAME TO PRINT  
 11-08-2021

**Pay points: City of Cape Town cash offices or the vendors below:**



HE AND SHE INVESTMENTS PROPRIETARY



>>>> 915552022971538

Account number	202297153
Total due if not paid in cash	3491.51
Amount due if paid in cash	3491.50
Rounded down amount carried forward to next invoice	0.01



COC7



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

Burgersentrum  
Hertzog Boulevard 12, 8001  
Posbus 655 Kaapstad 8000  
BTW registrasienommer  
4500193497

Belastingfakturnommer 108010603571  
Klient BTW-registrasie nommer  
Rekeningnummer 132797417  
Verspreidingskode  
Sakevennootnommer 1000531640



MNR JA VAN DER WESTHUIZEN  
JAN CELLIERSSTR 8  
PAROW  
7500

## Rekenaar-gegenereerde afskrif van belastingfaktuur

Tel: 086 010 3089 - Faks 086 201 1017  
Tel: Internasionale oproepe: +27 21 401 4701  
E-pos: accounts@capetown.gov.za  
Korrespondensie: Direkteur: Inkomste, Posbus 655,  
Kaapstad 8000  
Webwerfadres: www.capetown.gov.za

## Rekening opsomming soos op 15/06/2021

Betaal datum 12/07/2021

Te 8 JAN CILLIERS STREET, PAROW NORTH / Erf 799

Saldo op vorige rekening

1662.49

minus betalings (08/06/2021)

Baie dankie

1662.40-

Afgeronde bedrag o/b (a)

0.09

Jongste rekening - sien keersy

1463.35

Bedrag nou verskuldig (b) **WARRANT OFFICERS** betaalbaar teen 12/07/2021

1463.35

CLASS ONE

Totaal (a) + (b)

1463.44

Totaal (a) + (b) hierbo

74271826 B.V.

1463.44

Totale aanspreeklikheid

**W O1 C.M. KEMPEN J.C.D.**

1463.44

**WATER**  
CARE A LITTLE. SAVE A LOT.  
www.capetown.gov.za/thinkwater

## Let asseblief:

1. Betalingsopsies

- (a) Debetorders: Skakel 0860 103 089 of besoek 'n kliëntediensentrum. (b) Internetbetalings: Besoek [www.Easypay.co.za](http://www.Easypay.co.za) of [www.payCity.co.za](http://www.payCity.co.za).  
(c) Elektroniese betalings (EFO): Kies die Stad Kaapstad as bankgelyste begunstigde op u bank se webtuiste. Gebruik slegs u negesiyfer- munisipale rekeningnommer as verwysing. (d) Direkte inbetaling by Nedbank: Toon asb. jou rekeningnommer 132797417 aan die bankteller.  
(e) Kontant, debietkaart, kredietkaart en ander: Toon asseblief jou rekening aan die kassier.

2. Waar die Stad bankkoste op enige betaalmetode aangaan, sal die Stad doordie koste op die gedeelte verhaal. Die Stad absorbeer hierdie koste ten opsigte van 'n enkelbetaling van R7 000 en minder.  
3. Rente sal gehêf word op alle bedrae wat ná die betaaldatum steeds verskuldig is.  
4. U mag nie u betaling weerhou nie, selfs al het u by die Stad oor hierdie rekening navraag gedoen.  
5. Versuiming om te betaal, kan daartoe lei dat:

(a) die Stad agterstallige skuld op die aankoop van koopkrag verhaal,

(b) u water- en/of elektrisiteitstoever afgesluit/beperk word. Onmiddellike heraanluiting van die toevoer na betaling kan nie gewaarborg word nie.

'n Afsluitingsgeld sal gehêf word en u deposito kan verhoog word.

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION (COPY) OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT OR A CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.

*C. Kemp*  
**C. KEMPEN** SIGNATURE 11-08-2021  
NAME IN PRINT

## Betaalpunt: Stad Kaapstad-betaalkantore of die verskaffers hieronder:



MNR JA VAN DER WESTHUIZEN

Rekeningnummer 132797417

Totaal verskuldig indien nie kontant betaal nie 1463.44

Totaal verskuldig indien kontant betaal 1463.40

Afgeronde bedrag na volgende rekening oorgedra 0.04



&gt;&gt;&gt;&gt; 915551327974171





CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

Civic Centre  
12 Hertzog Boulevard 8001  
PO Box 655 Cape Town 8000  
VAT Registration number  
4500193497

Tax invoice number **170008294756**  
Customer VAT registration number  
**Account number 151083608**  
Distribution code  
Business partner number **1000046518**

015108360810062021



MISS E MOMSEN  
8 JAN CILLIERS STREET  
PAROW **WARRANT OFFICERS**  
7500

**CLASS ONE**  
**74271826 B.V.**

**W O1 C.M. KEMPEN J.C.D.**

**Tax Invoice**

Tel: 086 010 3089 - Fax: 086 201 1017  
Tel: International calls +27 21 401 4701  
E-mail: [accounts@capetown.gov.za](mailto:accounts@capetown.gov.za)  
Correspondence: Director: Revenue  
P O Box 655, Cape Town 8000  
Web address: [www.capetown.gov.za](http://www.capetown.gov.za)

I CERTIFY THAT THIS DOCUMENT IS A TRUE REPRODUCTION COPY OF THE ORIGINAL DOCUMENT WHICH WAS HANDLED TO ME FOR AUTHENTICATION. I FURTHER CERTIFY THAT FROM MY OBSERVATIONS, AN AMENDMENT DATE **05/07/2021** CHANGE WAS NOT MADE TO THE ORIGINAL DOCUMENT.  
*C. KEMPEN* SIGNATURE **11-08-2021**  
MADE IN PRINT

**Account summary as at 10/06/2021**  
**At 10 BELLINGHAM ROAD, TABLE VIEW / Erf 15364**

Previous account balance		1927.92
Less payments (04/06/2021)	Thank you	1927.90-
<b>Rounded down amount b/f (a)</b>		<b>0.02</b>
Latest account - see overleaf		1526.90
<b>Current amount due (b)</b>	<b>Payable by 05/07/2021</b>	<b>1526.90</b>
<b>Total (a) + (b) above</b>	<b>Total (a) + (b)</b>	<b>1526.92</b>
<b>Total liability</b>	<b>1526.92</b>	

**THINK WATER**  
CARE A LITTLE. SAVE A LOT.  
[www.capetown.gov.za/thinkwater](http://www.capetown.gov.za/thinkwater)

To receive this municipal account via e-mail SMS your account number and email address to 31223. Standard SMS rates apply.

**Please note:**

ISUI27\_01\_01\_20210610\_200825\_ISUInvoices\_prn. 006784 / 006784

- Payment options  
(a) Debit orders: Call 0860 103 089 or visit a Customer Service Centre. (b) Internet payments: Visit [www.Easypay.co.za](http://www.Easypay.co.za). (c) Electronic payments (EFT): Select the City of Cape Town as a bank-listed beneficiary on your bank's website. Use only your nine-digit municipal account number as reference. (d) Direct deposit at Nedbank: Please present your account number 151083608 to the bank teller. (e) Cash, debit card, credit card and other: Please present your account to the cashier.
- Where the City incurs bank costs on any mode of payment, the City will recover such cost on the portion of the amount above R7 000.00 per transaction per account number. The City absorbs such costs in respect of a single payment of R7 000.00 and below.
- Interest will be charged on all amounts still outstanding after the due date.
- You may not withhold payment, even if you have submitted a query to the City concerning this account.
- Failure to pay could result in:  
(a) the City recovering debt overdue on the purchasing of pre-paid electricity,  
(b) your water and/or electricity supply being disconnected/restricted. Immediate reconnection of the supply after payment cannot be guaranteed. A disconnection fee will be charged and your deposit amount might be increased.

Pay points: City of Cape Town cash offices or the vendors below;



NEDBANK

**SHOPRITE**

**Checkers**

**WOOLWORTHS**



**SPAR**

**Pick n Pay**

**EasyPay**

Pay online at [www.easypay.co.za](http://www.easypay.co.za)



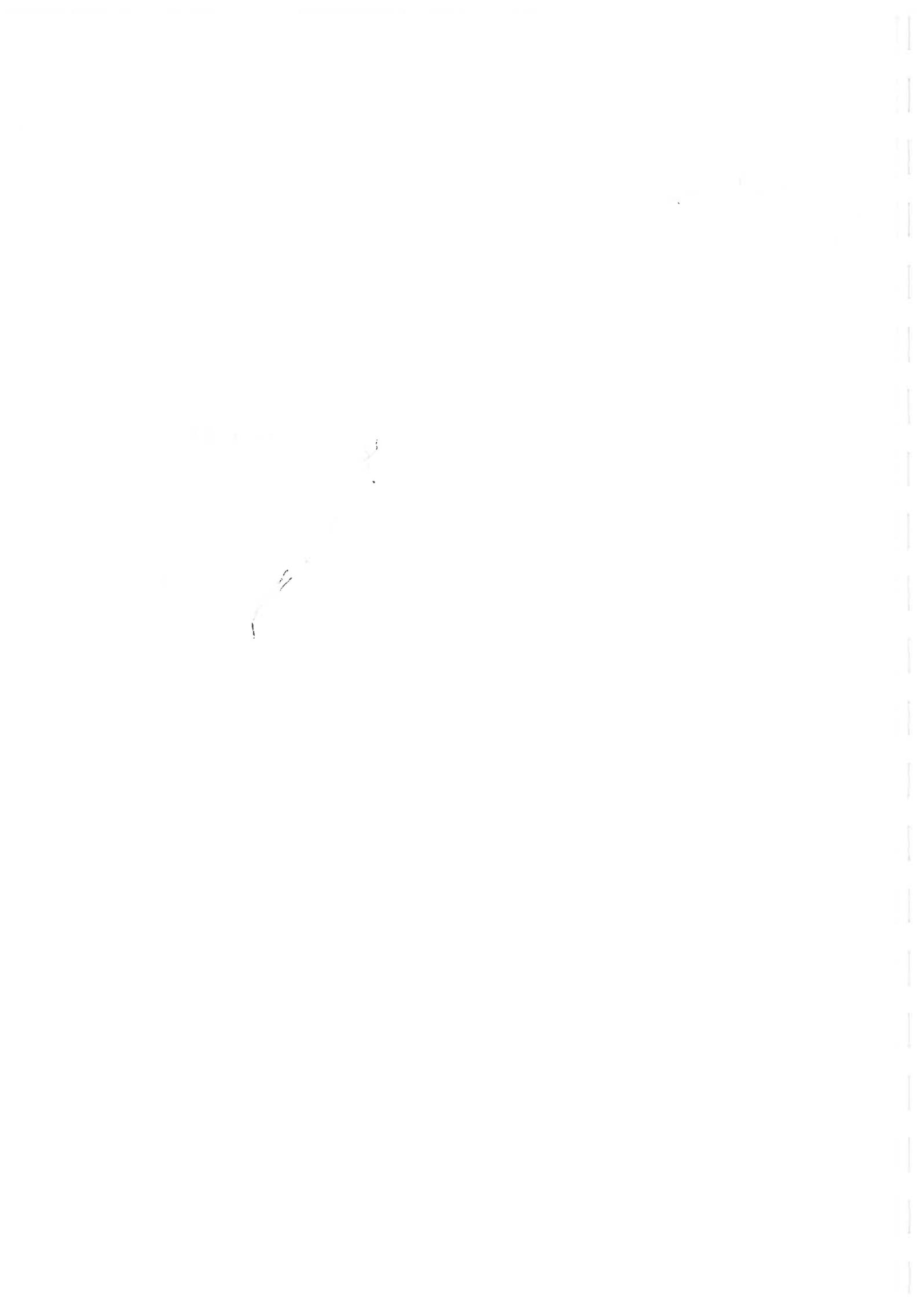
MISS E MOMSEN



>>>> 915551510836088

<b>Account number</b>	<b>151083608</b>
Amount due if not paid in cash	1526.92
Amount due if paid in cash	1526.90
Rounded down amount carried forward to next invoice	0.02

Rounded down amount carried forward to next invoice





## CSD REGISTRATION SUMMARY REPORT

### SUPPLIER IDENTIFICATION

Supplier number	MAAA0172637	Business status	In Business
Is supplier active?	Yes	Country of origin	South Africa
Supplier type	CIPC Company	South African company/CC registration number	2003/038673/23
Supplier sub-type	Close Corporation	Have Bank Account	Yes
Legal name	HE AND SHE DRIVER TRAINING CENTRE	Registration date	20 May 2003 00:00:00:000
Trading name	He and She Driver Training Centre	Restricted Supplier	No
Identification type	South African Company/Close Corporation Registration Number	Restriction Last Verification Date	21 Jan 2021 16:14:07:857
Government breakdown	Close Corporations (CC)		

### PREFERRED CONTACT

Contact type	Bid Office,Sales	Email address	elize@headshe.co.za
Name(s)	Elize Korf	Telephone number	0219318214
Identification type	South African Identification Number	Cellphone number	083 755 1831
Prefer communication via email	Yes	Fax number	0219318214

### PREFERRED ADDRESS

Address type	Physical	Municipality	City of Cape Town
Address line 1	1 Duncan Street	City	Parow
Address line 2	Parow Valley	Postal code	7500
Suburb	Parow SP	Ward Number	10
Province	Western Cape	Country	South Africa

### PREFERRED ACCOUNT

Account type	Current Accounts	Account holder	HE AND SHE DRIVER TRAINING CENTRE CC
Bank	ABSA BANK LIMITED	Bank Verification Status	Verification Succeeded
Branch number	632005	Is this a preferred account?	Yes
Branch name	ABSA ELECTRONIC SETTLEMENT CNT	Edit date	17 Oct 2016 16:16:05:750
Account number	4059767568	Is the identifier linked at the bank	Yes

### TAX

Overall Tax Status	Tax Compliant	Is this supplier a VAT vendor?	Yes
Income Tax Status	Compliant tax status Verified	PAYE Status	Compliant tax status Verified
VAT number	4270206719	Last validation date	21 Jan 2021 16:14:00:000



## CSD REGISTRATION SUMMARY REPORT

VAT Status	Compliant tax status Verified		
<b>SUPPLIER DIRECTOR/MEMBERS</b>			
Is there any director whom is restricted?	No	Is there any director who is a government employee?	No
<b>SUPPLIER COMMODITIES</b>			
Commodity family	Alternative educational systems; Material handling machinery and equipment; Vocational training;		
<b>BBBEE INFORMATION</b>			
Certificate Type	Sworn Affidavit	Certificate Issue Date	01 Jun 2020 00:00:00:000
BBBEE Status Level Of Contributor	Level 4 Contributor	Certificate Expiry Date	31 May 2021 00:00:00:000
Status	Active	Verification Status	Manual verification required
<b>DEMOGRAPHIC INFORMATION</b>			
Gender demographics available?	Yes	Youth demographics available?	No
Military veteran demographics available?	No	Disabilities demographics available?	No

*The CSD does not automatically verify foreign company registration number, international securities identification number, foreign identification numbers, foreign passport numbers, work permit numbers, foreign bank accounts, B-BBEE, demographic and accreditation information. Organs of State are required to manually verify this information with the applicable verification institutions as per their current policies and procedures.*



## CSD REGISTRATION SUMMARY REPORT

### Tips and Frequently Asked Questions (FAQ)

#### Identifier

CSD cannot electronically verify the identity of a supplier other than a South African Individual / Sole Proprietor (through Home Affairs) or a company registered at the Companies and Intellectual Property Commission (CIPC). For this reason, a disclaimer is displayed for supply chain practitioners to obtain supporting documentation to verify the identity and legitimacy of a supplier in these cases.

#### Bank

For help on how to resolve bank failures click here: [I received an email stating the bank information I captured on the CSD was sent for bank account validation and could not be validated. The response received from the bank contains an error message.](#)

The various possible error messages received from the bank are highlighted in red. Search for the applicable message and follow the detailed steps associated with that error message.

#### Tax

##### Tax Compliance Status

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [What should a supplier do if the tax status on CSD difference from the tax clearance certificate?](#)

##### Tax Compliance Expiry Date

For help on how to deal with tax status differences between CSD and the tax clearance certificate click here: [How does CSD determine the tax compliance expiry date?](#)

#### CIPC

Should the director/member information reflected on the CIPC registration report differs to that reflected on CSD for help click here: [The active Directors/Members are not being populated on the CSD Directors/Members screen as they appear at CIPC, how can I rectify this?](#)

#### State Employee

For more information pertaining to government employment status click here: [Will there be verification done to identify if a supplier is a government employee?](#)







# HE AND SHE DRIVER TRAINING CENTRE<sup>®</sup> CC

## DRIVER TRAINING CONSULTANTS

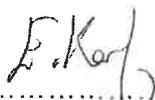
HEAD OFFICE: 1 Duncan Road, Parow Valley 7500 | TEL: 021 931 8214 | FAX: 086 601 5342  
EMAIL: info@heandshe.co.za | Website: www.heandshe.co.za | VAT NO: 4270206719 | REG NO: 2003/038673/23

11 August 2021

### RESOLUTION OF THE MEMBERS OF CC

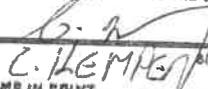
In terms of the board resolution dated 11 August 2021 we hereby give permission for Elize Korf ID 5812120063089 to Tender for the training of CAPE WINELANDS MUNICIPALITY tender number: Q2021/027.

MEMBERS OF CLOSED CORPORATION: HE AND SHE DRIVER TRAINING CENTRE CC

1.   
.....  
ELIZE KORF  
5812120063089

2.   
.....  
SANDRA VAN DER WESTHUIZEN  
5508080016089

**WARRANT OFFICERS  
CLASS ONE  
74271826 B.V.  
WO1 C.M. KEMPEN I.C.D**

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 C. KEMPEN	SIGNATURE
MADE IN PRINT	13-08-2021

Members: S. vd Westhuizen, E. Korf



# DAILY PROGRAMME OUTLINE - LEARNER LICENSE

DURATION 4 DAYS: MONDAY – THURSDAY, 08H30 – 15H30



TIME		TIME
08H30 – 08H45	09H00 WELCOME AND ENROLLMENT	
<b>DAY 1</b>		
	<b>RULES OF THE ROAD (THEORY)</b>	
08H45 – 10h30	1. DISQUALIFICATION FROM OBTAINING OR HOLDING A LEARNERS OR DRIVERS LICENSE.	
	VALIDITY PERIOD AND AUTHORIZATION	
	<b>RULES OF THE ROAD</b> <ul style="list-style-type: none"> <li>• OVERTAKE</li> <li>• DRIVING ON THE SHOULDER OF THE ROAD (SPECIAL CONDITIONS)</li> <li>• DRIVING SIGNALS</li> <li>• CROSSING OR ENTERING A PUBLIC ROAD OR TRAFFIC LANE</li> <li>• LANE CHANGE</li> <li>• RIGHT OF WAY</li> </ul>	
10H30 – 10H45	<b>TEA BREAK (15 minutes)</b>	
	<ul style="list-style-type: none"> <li>• LEFT AND RIGHT TURN PROCEDURES</li> <li>• STOPPING PROHIBITED</li> <li>• PARKING PROHIBITED</li> <li>• ABANDONED VEHICLES</li> </ul>	
12H15 – 13H00	LUNCH BREAK (45 minutes)	
13h00 – 14h00	<ul style="list-style-type: none"> <li>• SPEED LIMITS</li> <li>• ACCIDENT – DUTIES OF THE DRIVER</li> <li>• TOWING OF VEHICLES (NOT APPLICABLE TO MOTORCYCLES)</li> <li>• CONVEYANCE OF GOODS ON VEHICLES (NOT APPLICABLE TO MOTORCYCLES)</li> <li>• FREEWAYS – SPECIAL STIPULATIONS</li> <li>• CAPABILITIES OF VEHICLES</li> <li>• OTHER IMPORTANT RULES OF THE ROAD</li> </ul>	
14h00 – 14h15	<b>TEA BREAK (15 minutes)</b>	
14h15 – 15h00	<b>THE VEHICLE</b> <ol style="list-style-type: none"> <li>1) TYRES</li> <li>2) HEADLIGHTS</li> <li>3) PARKING LIGHTS- NOT APPLICABLE TO CODE LICENCE DISC – CLEARANCE CERTIFICATE</li> <li>4) SEATBELTS.</li> <li>5) HOOTER</li> </ol>	



		<b>VEHICLE CONTROLS</b> <ul style="list-style-type: none"> <li>• Description of Component</li> <li>• Centre rear view mirror</li> <li>• Window wiper</li> <li>• Left and right rear view mirrors</li> <li>• Steering wheel</li> <li>• Indicator light switch</li> <li>• Gear level</li> <li>• Hand brake</li> <li>• Note that some vehicle might have the hand brake as a foot operated control (e.g. Mercedes-Benz)</li> <li>• Clutch</li> <li>• Brake</li> <li>• Accelerator</li> <li>• Horn</li> </ul>	
<b>DAY 2</b>			
		<b>ROAD SIGNS</b>	
	08H30 – 10H13	WELCOME	
		REGULATORY SIGNS	
	<b>10H30 – 10H45</b>	<b>TEA BREAK (15 minutes)</b>	
	10h45 – 12h15	WARNING SIGNS	
	<b>12H15 – 13H00</b>	<b>LUNCH BREAK (45 minutes)</b>	
	<b>13h00 – 14h00</b>	INFORMATION SIGNS ROAD MARKINGS TRAFFIC SIGNALS	
	14h00 – 14h15	<b>TEA BREAK (15 minutes)</b>	
	14h15 – 15h30	<b>EXPLANATION OF WRITING OF THEORY TEST</b> <ul style="list-style-type: none"> <li>• HOW TO MARK ANSWERS</li> <li>• HOW LONG TIME DO I HAVE</li> <li>• WHAT IS THE PASS REQUIREMENTS</li> </ul>	
<b>DAY 3</b>			
	08H30 – 10H13	WELCOME	Candidates are to write as many tests as possible to ensure that they can complete the test accurately in the allocated time.
		WRITE TEST 1	
	10H30 – 10H45	TEA BREAK (15 minutes)	
	10h45 – 12h15	WRITE TEST 2	
	12H15 – 13H00	LUNCH BREAK (45 minutes)	
	13h00 – 14h00	TEST 2	
	14h00 – 14h15	TEA BREAK (15 minutes)	
	14h15 – 15h30	TEST 3	
		As soon as candidate completed a test the Facilitator will immediately mark the answers and give results for candidate to re-study mistakes.  Candidate must look up the correct answer, memorize answer and immediately re-write the whole test.	



<b>DAY 4</b>			
	08H30 – 10H13	WELCOME	
		WRITE TEST 1	
	10H30 – 10H45	TEA BREAK (15 minutes)	
	10h45 – 12h15	WRITE TEST 2	
	12H15 – 13H00	LUNCH BREAK (45 minutes)	
	13h00 – 14h00	TEST 2	
	14h00 – 14h15	TEA BREAK (15 minutes)	
	14h15 – 15h30	TEST 3	
		As soon as candidate completed a test the Facilitator will immediately mark the answers and give results for candidate to re-study mistakes.	
		Candidate must look up the correct answer, memorize answer and immediately re-write the whole test.	



APPOINTMENT AT THE TRAFFIC DEPARTMENT OF THE LEARNER LICENSE

- He and She staff will assist candidate to make the learner license appointment at the traffic department.

TEST DAY (At traffic department) Learner license

During the last day of training, He and She staff will brief the candidate on:

- Which traffic department
- test date and time
- The candidate will go to and from the traffic department by own transport. (test day)

**2<sup>nd</sup> ATTEMPT**

DAY 1	08H30 – 10H13	WELCOME	Candidates are to write as many tests as possible to ensure that they can complete the test accurately in the allocated time.	
		WRITE TEST 1		
	10H30 – 10H45	TEA BREAK (15 minutes)		
	10h45 – 12h15	WRITE TEST 2		
	12H15 – 13H00	LUNCH BREAK (45 minutes)		
	13h00 – 14h00	TEST 2		
	14h00 – 14h15	TEA BREAK (15 minutes)		
	14h15 – 15h30	TEST 3		
		As soon as candidate completed a test the Facilitator will immediately mark the answers and give results for candidate to re-study mistakes.		
		Candidate must look up the correct answer, memorize answer and immediately re-write the whole test.		
DAY 2	08H30 – 10H13	WELCOME	Candidates are to write as many tests as possible to ensure that they can complete the test accurately in the allocated time.	
		WRITE TEST 1		
	10H30 – 10H45	TEA BREAK (15 minutes)		
	10h45 – 12h15	WRITE TEST 2		
	12H15 – 13H00	LUNCH BREAK (45 minutes)		
	13h00 – 14h00	TEST 2		
	14h00 – 14h15	TEA BREAK (15 minutes)		
	14h15 – 15h30	TEST 3		
		As soon as candidate completed a test the Facilitator will immediately mark the answers and give results for candidate to re-study mistakes.		
		Candidate must look up the correct answer, memorize answer and immediately re-write the whole test.		



## DAILY PROGRAMME OUTLINE – K53 DRIVER TRAINING PROGRAMME – code 08 (B)

DURATION 15 LESSONS OF 1 HOUR



### PLEASE NOTE:

- For the code B driving lessons we supply a free collect and drop service. 30 km radius.
- All He and She training vehicles are **fitted with dual controls.**
- All He and She training vehicles are **comprehensively insured.** This means that **should a candidate is involved in an accident, the client / candidate will not be liable for the damage or access payable to insurance companies.**



## 1<sup>ST</sup> ATTEMPT

<b>NOVICE TRAINING – 15 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
5 - 10	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>• Lane changes</li> <li>• Overtaking (left and right)</li> <li>• Intersections</li> <li>• Speed control</li> <li>• Stopping</li> <li>• Freeways</li> <li>• Emergency stop</li> </ul>	
10 - 15	K53 OBSERVATIONS	MANEUVERING – YARD TEST  PRE-TRIP INSPECTION:  a) Exterior b) Interior	

## 2<sup>ND</sup> ATTEMPT

<b>NOVICE TRAINING – 5 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>• Lane changes</li> <li>• Overtaking (left and right)</li> <li>• Intersections</li> <li>• Speed control</li> <li>• Stopping</li> <li>• Freeways</li> <li>• Emergency stop</li> </ul>	
	K53 OBSERVATIONS	MANEUVERING – YARD TEST  PRE-TRIP INSPECTION:  <ul style="list-style-type: none"> <li>• Exterior</li> <li>• Interior</li> </ul>	



## **PRE TRIP INSPECTION**

### **EXTERIOR**

- 1 No obstructions under the vehicle
- 2 Driver side mirror CSU
- 3 Right hand front tyre, 1mm of thread over 100% of the tyre, air pressure correct, no sidewall damage, wheel nuts on, valve cap on and no oil or grease leaks
- 4 Lift both wiper blades
- 5 Driver side, half of the windscreen is CSU
- 6 Wiper blade CSU
- 7 Bonnet, grill, bumper CSU
- 8 Left indicator and head light lens CSU
- 9 Number plate CSU and corresponds with valid license disk
- 10 Right indicator and head light lens CSU
- 11 I checked water, oil, fan belt and brake fluid
- 12 Left hand front tyre, (see point 3 above)
- 13 Passenger side, half of windscreen is CSU
- 14 License disk is valid
- 15 Left hand side mirror CSU
- 16 Passenger side front door can open and close, the safety belt is in working order and window can wind up and down
- 17 Passenger side, rear tyre, (see point 3)
- 18 Left hand side, rear door (see point 16)
- 19 The fuel cap is on securely
- 20 The rear window is CSU
- 21 The left indicator and break light lens CSU
- 22 The rear number plate is CSU and same as point 9
- 23 The exhaust system is secure and undamaged
- 24 I have a spare tyre, jack and wheel spanner in boot
- 25 Right hand rear tyre (point 3)
- 26 Driver side, rear door (point 16)
- 27 Drivers front door (point 16)

CSU = CLEAN, SECURE AND UNDAMAGED

**PS** - Before starting interior inspection the traffic examiner will request you to switch on:

Front indicators (left and right)

Headlight (dim and bright)

Hooter

Windscreen wipers

Rear indicators (left, right)

Apply brake for brake lights

### **INTERIOR**

- 1 My door is closed properly
- 2 The handbrake is on
- 3 Gear-lever is in neutral
- 4 There's no obstruction by my feet
- 5 The seat is correctly adjusted
- 6 Make sure all mirrors are correctly adjusted
- 7 There's no excessive free play on the steering wheel



- 8 The pressure on the clutch pedal feels in order
- 9 The pressure on the brake pedal feels in order
- 10 Demonstrate the mechanism for opening the door
- 11 Demonstrate the mechanism for locking and unlocking the door
- 12 Demonstrate how to operate the safety belt, for example " have to go click to be locked in place and push red button to release"
- 13 Mention that all the gauges seems fine and in working order
- 14 Start the engine

## K53 DRIVER TRAINING MANUAL:

PLEASE SEE MANUAL ENCLOSED



## DAILY PROGRAMME OUTLINE – K53 DRIVER TRAINING PROGRAMME – code 08 (B)

DURATION 20 LESSONS OF 1 HOUR



### PLEASE NOTE:

- For the code B driving lessons we supply a free collect and drop service. 30 km radius.
- All He and She training vehicles are fitted with dual controls.
- All He and She training vehicles are comprehensively insured. This means that should a candidate is involved in an accident, the client / candidate will not be liable for the damage or access payable to insurance companies.



## 1<sup>ST</sup> ATTEMPT

<b>NOVICE TRAINING – 20 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 6	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
7- 14	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>• Lane changes</li> <li>• Overtaking (left and right)</li> <li>• Intersections</li> <li>• Speed control</li> <li>• Stopping</li> <li>• Freeways</li> <li>• Emergency stop</li> </ul>	
15 - 20	K53 OBSERVATIONS	MANEUVERING – YARD TEST  PRE-TRIP INSPECTION:  a) Exterior b) Interior	

## 2<sup>ND</sup> ATTEMPT

<b>NOVICE TRAINING – 5 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>• Lane changes</li> <li>• Overtaking (left and right)</li> <li>• Intersections</li> <li>• Speed control</li> <li>• Stopping</li> <li>• Freeways</li> <li>• Emergency stop</li> </ul>	
	K53 OBSERVATIONS	MANEUVERING – YARD TEST  PRE-TRIP INSPECTION:  <ul style="list-style-type: none"> <li>• Exterior</li> <li>• Interior</li> </ul>	



## **PRE TRIP INSPECTION**

### **EXTERIOR**

- 1 No obstructions under the vehicle
- 2 Driver side mirror CSU
- 3 Right hand front tyre, 1mm of thread over 100% of the tyre, air pressure correct, no sidewall damage, wheel nuts on, valve cap on and no oil or grease leaks
- 4 Lift both wiper blades
- 5 Driver side, half of the windscreen is CSU
- 6 Wiper blade CSU
- 7 Bonnet, grill, bumper CSU
- 8 Left indicator and head light lens CSU
- 9 Number plate CSU and corresponds with valid license disk
- 10 Right indicator and head light lens CSU
- 11 I checked water, oil, fan belt and brake fluid
- 12 Left hand front tyre, (see point 3 above)
- 13 Passenger side, half of windscreen is CSU
- 14 License disk is valid
- 15 Left hand side mirror CSU
- 16 Passenger side front door can open and close, the safety belt is in working order and window can wind up and down
- 17 Passenger side, rear tyre, (see point 3)
- 18 Left hand side, rear door (see point 16)
- 19 The fuel cap is on securely
- 20 The rear window is CSU
- 21 The left indicator and break light lens CSU
- 22 The rear number plate is CSU and same as point 9
- 23 The exhaust system is secure and undamaged
- 24 I have a spare tyre, jack and wheel spanner in boot
- 25 Right hand rear tyre (point 3)
- 26 Driver side, rear door (point 16)
- 27 Drivers front door (point 16)

CSU = CLEAN, SECURE AND UNDAMAGED

**PS** - Before starting interior inspection the traffic examiner will request you to switch on:

Front indicators (left and right)

Headlight (dim and bright)

Hooter

Windscreen wipers

Rear indicators (left, right)

Apply brake for brake lights

### **INTERIOR**

- 1 My door is closed properly
- 2 The handbrake is on
- 3 Gear-lever is in neutral
- 4 There's no obstruction by my feet
- 5 The seat is correctly adjusted
- 6 Make sure all mirrors are correctly adjusted
- 7 There's no excessive free play on the steering wheel



- 8 The pressure on the clutch pedal feels in order
- 9 The pressure on the brake pedal feels in order
- 10 Demonstrate the mechanism for opening the door
- 11 Demonstrate the mechanism for locking and unlocking the door
- 12 Demonstrate how to operate the safety belt, for example " have to go click to be locked in place and push red button to release"
- 13 Mention that all the gauges seems fine and in working order
- 14 Start the engine

## K53 DRIVER TRAINING MANUAL:

PLEASE SEE MANUAL ENCLOSED



## DAILY PROGRAMME OUTLINE – K53 DRIVER TRAINING PROGRAMME – code 10 (C1)

DURATION 15 LESSONS OF 1 HOUR



### PLEASE NOTE:

- Driving lessons will start at our premises at 1 Duncan Street, Parow Valley as the candidates has to practise the manoeuvring on our practise yard.
- All He and She training vehicles are **fitted with dual controls.**
- All He and She training vehicles are **comprehensively insured.** This means that **should a candidate is involved in an accident, the client / candidate will not be liable for the damage or access payable to insurance companies.**
-



## 1<sup>ST</sup> ATTEMPT

<b>NOVICE TRAINING – 20 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>a) Starting procedures</li> <li>b) Moving off</li> <li>c) Steering</li> <li>d) Clutch</li> <li>e) Gear changing</li> <li>f) Signaling</li> </ul>	
6 - 10	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>g) Lane changes</li> <li>h) Overtaking (left and right)</li> <li>i) Intersections</li> <li>j) Speed control</li> <li>k) Stopping</li> <li>l) Freeways</li> </ul>	
11 - 15	K53 OBSERVATIONS	<b>MANEUVERING – YARD TEST</b> <ul style="list-style-type: none"> <li>a) Alley docking (left and right)</li> <li>b) Incline start</li> <li>c) Straight reverse</li> </ul> <b>PRE-TRIP INSPECTION:</b> <ul style="list-style-type: none"> <li>a) Exterior</li> <li>b) Interior</li> </ul>	

## 2<sup>ND</sup> ATTEMPT

<b>NOVICE TRAINING – 5 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>• Lane changes</li> <li>• Overtaking (left and right)</li> <li>• Intersections</li> <li>• Speed control</li> <li>• Stopping</li> <li>• Freeways</li> </ul>	
	K53 OBSERVATIONS	<b>MANEUVERING – YARD TEST</b> <ul style="list-style-type: none"> <li>• Alley docking (left and right)</li> <li>• Incline start</li> <li>• Straight reverse</li> </ul> <b>PRE-TRIP INSPECTION:</b> <ul style="list-style-type: none"> <li>• Exterior</li> <li>• Interior</li> </ul>	



## **PRE TRIP INSPECTION**

### **EXTERIOR**

- 1 No obstructions under the vehicle
- 2 Driver side mirror CSU
- 3 Right hand front tyre, 1mm of thread over 100% of the tyre, air pressure correct, no sidewall damage, wheel nuts on, valve cap on and no oil or grease leaks
- 4 Lift both wiper blades
- 5 Driver side, half of the windscreen is CSU
- 6 Wiper blade CSU
- 7 Bonnet, grill, bumper CSU
- 8 Left indicator and head light lens CSU
- 9 Number plate CSU and corresponds with valid license disk
- 10 Right indicator and head light lens CSU
- 11 I checked water, oil, fan belt and brake fluid
- 12 Left hand front tyre, (see point 3 above)
- 13 Passenger side, half of windscreen is CSU
- 14 License disk is valid
- 15 Left hand side mirror CSU
- 16 Passenger side front door can open and close, the safety belt is in working order and window can wind up and down
- 17 Passenger side, rear tyre, (see point 3)
- 18 Left hand side, rear door (see point 16)
- 19 The fuel cap is on securely
- 20 The rear window is CSU
- 21 The left indicator and break light lens CSU
- 22 The rear number plate is CSU and same as point 9
- 23 The exhaust system is secure and undamaged
- 24 I have a spare tyre, jack and wheel spanner in boot
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Front indicators (left and right)

Headlight (dim and bright)

Hooter

Windscreen wipers

Rear indicators (left, right)

Apply brake for brake lights

### **INTERIOR**

- 1 My door is closed properly
- 2 The handbrake is on
- 3 Gear-lever is in neutral
- 4 There's no obstruction by my feet
- 5 The seat is correctly adjusted
- 6 Make sure all mirrors are correctly adjusted
- 7 There's no excessive free play on the steering wheel
- 8 The pressure on the clutch pedal feels in order



- 9 The pressure on the brake pedal feels in order
- 10 Demonstrate the mechanism for opening the door
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- 12 Demonstrate how to operate the safety belt, for example “ have to go click to be locked in place and push red button to release”
- 13 Mention that all the gauges seems fine and in working order
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## K53 DRIVER TRAINING MANUAL:

PLEASE SEE MANUAL ENCLOSED



## DAILY PROGRAMME OUTLINE – K53 DRIVER TRAINING PROGRAMME – code 10 (C1)

DURATION 20 LESSONS OF 1 HOUR



### PLEASE NOTE:

- Driving lessons will start at our premises at 1 Duncan Street, Parow Valley as the candidates has to practise the manoeuvring on our practise yard.
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-



## 1<sup>ST</sup> ATTEMPT

<b>NOVICE TRAINING – 20 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 6	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>a) Starting procedures</li> <li>b) Moving off</li> <li>c) Steering</li> <li>d) Clutch</li> <li>e) Gear changing</li> <li>f) Signaling</li> </ul>	
7- 14	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>g) Lane changes</li> <li>h) Overtaking (left and right)</li> <li>i) Intersections</li> <li>j) Speed control</li> <li>k) Stopping</li> <li>l) Freeways</li> </ul>	
15 - 20	K53 OBSERVATIONS	<p><b>MANEUVERING – YARD TEST</b></p> <ul style="list-style-type: none"> <li>a) Alley docking (left and right)</li> <li>b) Incline start</li> <li>c) Straight reverse</li> </ul> <p><b>PRE-TRIP INSPECTION:</b></p> <ul style="list-style-type: none"> <li>a) Exterior</li> <li>b) Interior</li> </ul>	

## 2<sup>ND</sup> ATTEMPT

<b>NOVICE TRAINING – 5 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
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## **PRE TRIP INSPECTION**

### **EXTERIOR**

- 1 No obstructions under the vehicle
- 2 Driver side mirror CSU
- 3 Right hand front tyre, 1mm of thread over 100% of the tyre, air pressure correct, no sidewall damage, wheel nuts on, valve cap on and no oil or grease leaks
- 4 Lift both wiper blades
- 5 Driver side, half of the windscreen is CSU
- 6 Wiper blade CSU
- 7 Bonnet, grill, bumper CSU
- 8 Left indicator and head light lens CSU
- 9 Number plate CSU and corresponds with valid license disk
- 10 Right indicator and head light lens CSU
- 11 I checked water, oil, fan belt and brake fluid
- 12 Left hand front tyre, (see point 3 above)
- 13 Passenger side, half of windscreen is CSU
- 14 License disk is valid
- 15 Left hand side mirror CSU
- 16 Passenger side front door can open and close, the safety belt is in working order and window can wind up and down
- 17 Passenger side, rear tyre, (see point 3)
- 18 Left hand side, rear door (see point 16)
- 19 The fuel cap is on securely
- 20 The rear window is CSU
- 21 The left indicator and break light lens CSU
- 22 The rear number plate is CSU and same as point 9
- 23 The exhaust system is secure and undamaged
- 24 I have a spare tyre, jack and wheel spanner in boot
- 25 Right hand rear tyre (point 3)
- 26 Driver side, rear door (point 16)
- 27 Drivers front door (point 16)

CSU = CLEAN, SECURE AND UNDAMAGED

**PS** - Before starting interior inspection the traffic examiner will request you to switch on:

Front indicators (left and right)

Headlight (dim and bright)

Hooter

Windscreen wipers

Rear indicators (left, right)

Apply brake for brake lights

### **INTERIOR**

- 1 My door is closed properly
- 2 The handbrake is on
- 3 Gear-lever is in neutral
- 4 There's no obstruction by my feet
- 5 The seat is correctly adjusted



- 6 Make sure all mirrors are correctly adjusted
- 7 There's no excessive free play on the steering wheel
- 8 The pressure on the clutch pedal feels in order
- 9 The pressure on the brake pedal feels in order
- 10 Demonstrate the mechanism for opening the door
- 11 Demonstrate the mechanism for locking and unlocking the door
- 12 Demonstrate how to operate the safety belt, for example " have to go click to be locked in place and push red button to release"
- 13 Mention that all the gauges seems fine and in working order
- 14 Start the engine

## K53 DRIVER TRAINING MANUAL:

PLEASE SEE MANUAL ENCLOSED



## DAILY PROGRAMME OUTLINE – **K53 DRIVER TRAINING PROGRAMME – code 11 (C)**

DURATION 15 LESSONS OF 1 HOUR



### PLEASE NOTE:

- Driving lessons will start at our premises at 1 Duncan Street, Parow Valley as the candidates has to practise the manoeuvring on our practise yard.
- All He and She training vehicles are **fitted with dual controls.**
- All He and She training vehicles are **comprehensively insured.** This means that **should a candidate is involved in an accident, the client / candidate will not be liable for the damage or access payable to insurance companies.**



## 1<sup>ST</sup> ATTEMPT

<b>NOVICE TRAINING – 15 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>a) Starting procedures</li> <li>b) Moving off</li> <li>c) Steering</li> <li>d) Clutch</li> <li>e) Gear changing</li> <li>f) Signaling</li> </ul>	
6 - 10	K53 OBSERVATIONS	<ul style="list-style-type: none"> <li>g) Lane changes</li> <li>h) Overtaking (left and right)</li> <li>i) Intersections</li> <li>j) Speed control</li> <li>k) Stopping</li> <li>l) Freeways</li> </ul>	
11 - 15	K53 OBSERVATIONS	<p><b>MANEUVERING – YARD TEST</b></p> <ul style="list-style-type: none"> <li>a) Alley docking (left and right)</li> <li>b) Incline start</li> <li>c) Straight reverse</li> </ul> <p><b>PRE-TRIP INSPECTION:</b></p> <ul style="list-style-type: none"> <li>a) Exterior</li> <li>b) Interior</li> </ul>	

## 2<sup>ND</sup> ATTEMPT

<b>NOVICE TRAINING – 5 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
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## **PRE TRIP INSPECTION**

### **EXTERIOR**

- 1 No obstructions under the vehicle
- 2 Driver side mirror CSU
- 3 Right hand front tyre, 1mm of thread over 100% of the tyre, air pressure correct, no sidewall damage, wheel nuts on, valve cap on and no oil or grease leaks
- 4 Lift both wiper blades
- 5 Driver side, half of the windscreen is CSU
- 6 Wiper blade CSU
- 7 Bonnet, grill, bumper CSU
- 8 Left indicator and head light lens CSU
- 9 Number plate CSU and corresponds with valid license disk
- 10 Right indicator and head light lens CSU
- 11 I checked water, oil, fan belt and brake fluid
- 12 Left hand front tyre, (see point 3 above)
- 13 Passenger side, half of windscreen is CSU
- 14 License disk is valid
- 15 Left hand side mirror CSU
- 16 Passenger side front door can open and close, the safety belt is in working order and window can wind up and down
- 17 Passenger side, rear tyre, (see point 3)
- 18 Left hand side, rear door (see point 16)
- 19 The fuel cap is on securely
- 20 The rear window is CSU
- 21 The left indicator and break light lens CSU
- 22 The rear number plate is CSU and same as point 9
- 23 The exhaust system is secure and undamaged
- 24 I have a spare tyre, jack and wheel spanner in boot
- 25 Right hand rear tyre (point 3)
- 26 Driver side, rear door (point 16)
- 27 Drivers front door (point 16)

CSU = CLEAN, SECURE AND UNDAMAGED

**PS** - Before starting interior inspection the traffic examiner will request you to switch on:

Front indicators (left and right)

Headlight (dim and bright)

Hooter

Windscreen wipers

Rear indicators (left, right)

Apply brake for brake lights

### **INTERIOR**

- 1 My door is closed properly
- 2 The handbrake is on
- 3 Gear-lever is in neutral
- 4 There's no obstruction by my feet
- 5 The seat is correctly adjusted
- 6 Make sure all mirrors are correctly adjusted
- 7 There's no excessive free play on the steering wheel
- 8 The pressure on the clutch pedal feels in order
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- 12 Demonstrate how to operate the safety belt, for example “ have to go click to be locked in place and push red button to release”
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## K53 DRIVER TRAINING MANUAL:

PLEASE SEE MANUAL ENCLOSED



## DAILY PROGRAMME OUTLINE – K53 DRIVER TRAINING PROGRAMME – code 14 (EC)

DURATION 15 LESSONS OF 1 HOUR



### PLEASE NOTE:

- Driving lessons will start at our premises at 1 Duncan Street, Parow Valley as the candidates has to practise the manoeuvring on our practise yard.
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## 1<sup>ST</sup> ATTEMPT

<b>NOVICE TRAINING – 20 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>a) Starting procedures</li> <li>b) Moving off</li> <li>c) Steering</li> <li>d) Clutch</li> <li>e) Gear changing</li> <li>f) Signaling</li> </ul>	
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## 2<sup>ND</sup> ATTEMPT

<b>NOVICE TRAINING – 5 LESSONS OF 1 HOUR EACH</b>			
LESSON 1 - 5	<b>CONCENTRATE ON SAFE DRIVING SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Starting procedures</li> <li>• Moving off</li> <li>• Steering</li> <li>• Clutch</li> <li>• Gear changing</li> <li>• Signaling</li> </ul>	
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## K53 DRIVER TRAINING MANUAL:

PLEASE SEE MANUAL ENCLOSED





**VAN DER VYVER**  
TRANSPORT



www.vdvtransport.co.za

Van der Vyver Transport (Pty)Ltd (Reg. No: 1994/008059/07) | T: +27 (0)21 981 0300 | F: +27 (0)21 981 0652

15 January 2019

To whom it may concern,

### LETTER OF RECOMMENDATION

I herewith confirm that Van der Vyver Transport used He and She Driver Training Centre as a service provider since 2013 for the following services:

- a) Learner license training
- b) K53 Driver training code EC
- c) Advanced driver training.
- d) Refresher driver training
- e) Anti-hijack training

We confirm that we are completely satisfied with their services.

I am happy to recommend the services of He and She Driver Training Centre. If you need any more information please contact me.

Sincerely

.....  
Stephan Jooste





To whom it may concern

15 January 2020

## LETTER OF RECOMMENDATION – HE AND SHE DRIVER TRAINING CENTRE

We hereby confirm that Pindulo VDM used He and She Driver Training Centre as a service provider since 2015 for the following services:

- a) Learner license training
- b) K53 Driver training code EC
- c) Advanced driver training
- d) Refresher driver training
- e) Anti-hijack training

He and She Driver Training Centre has always provided a professional service of a high standard. They are reliable and delivered on their commitments. We are therefore comfortable to recommend them for said services.

Yours faithfully

  
**Riaan Luckhoff**  
CFO

---

REGISTERED COMPANY NAME: Pindulo VDM (Pty) Ltd | REGISTRATION NUMBER: 1999 / 003381 / 07  
T +27 (0)22 714 3231 | F +27 (0)22 125 0428 | After Hours: +27 (0)22 714 3501  
Address: 127/1 Yzervarkensrug, Saldanha, South Africa | P.O. Box 35, Saldanha, 7395, South Africa

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CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

**ENERGY AND CLIMATE CHANGE  
HR AND ADMINISTRATION  
TRAINING**

**Mark Denton**  
Head: Training

T: 021 4449409 C: 0722110589  
E: MarkDenton@capetown.gov.za

2020-11-17

To whom it may concern

**Reference: He and She Driver Training Centre**

He and She Driver Training Centre has conducted Fire Fighting , First Aid Level 1 with burns, Road Transportation of Dangerous Goods, Anti-Hijacking, Defensive Driving, 4 x 4 Drivers Training for the City of Cape Town Electricity Generation and Distribution Departments.

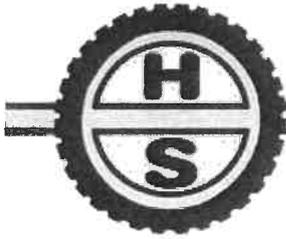
They conducted themselves in a professional manner at all times. The learner feedback forms reflect that the learners enjoyed the training and the knowledge shared.

Sincerely

A handwritten signature in black ink, appearing to read 'Mark Denton', written over a horizontal line.

Mark Denton  
Head: Training





**HE & SHE DRIVER TRAINING CENTRE**

**DRIVER TRAINING CONSULTANTS**

HEAD OFFICE: 1 Duncan Road, Beaconvale 7500 • Tel/Fax: (021) 931-8214



# **LEARNER GUIDE**

## **LEARNER LICENSE**

### **CODE 3**

## **HEAVY VEHICLES**

## Categories of Road Signs

Road signs are divided into 3 main categories

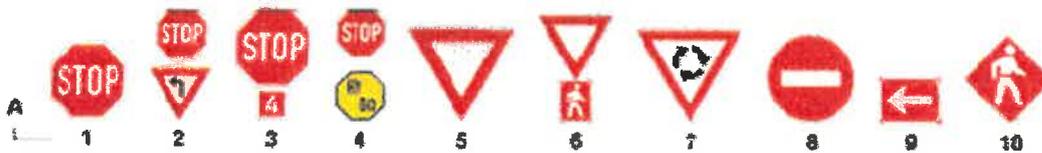
- ✓ Regulatory signs
- ✓ Warning Signs
- ✓ Information signs

### Regulatory signs

Regulatory signs indicate to road users to take or not to take specific action. Failure to obey regulatory signs is an offence. Regulatory signs are classified in different subgroups as indicated below:

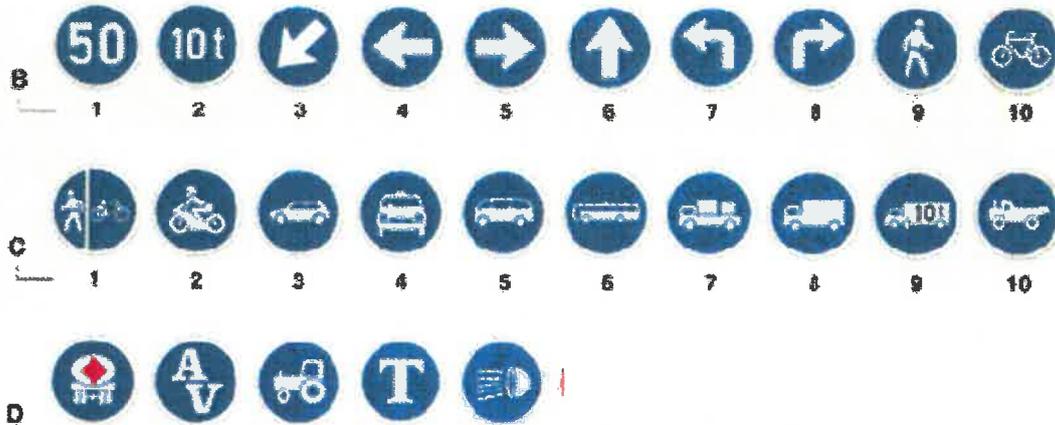
#### Control signs

Control signs regulate the **STOP, YIELD AND ENTRY ACTIONS** of road users. It also indicates areas where pedestrians have priority and where only certain classes of vehicles have access to.



### Command signs

Indicate actions that **must be taken** and vehicle classes that **MUST** act, other classes **MUST NOT**



### Prohibition signs

Indicate maximum limits that **must not be exceeded**.



### Reservation signs

Indicate that a road or part of a road, is **reserved for only certain classes of vehicles** which **may** make use of it, other classes **must not**.

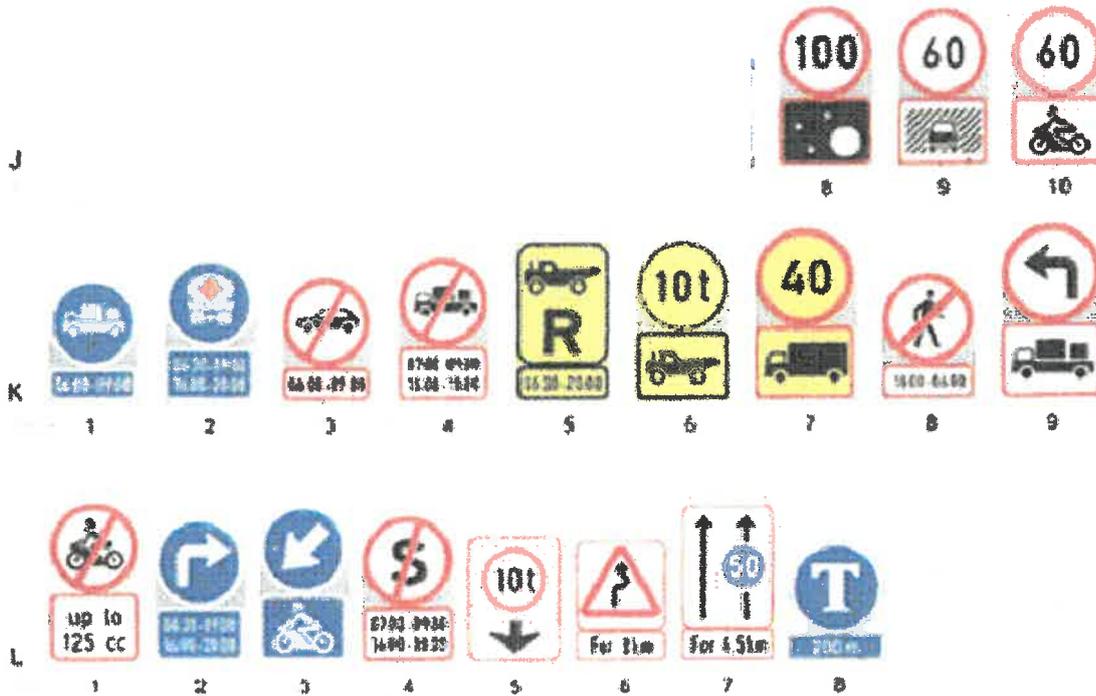


### Comprehensive signs

Indicate that the use of a road or part of a road is **subject to comprehensive regulations and reservations**.



### Selective Restriction Signs

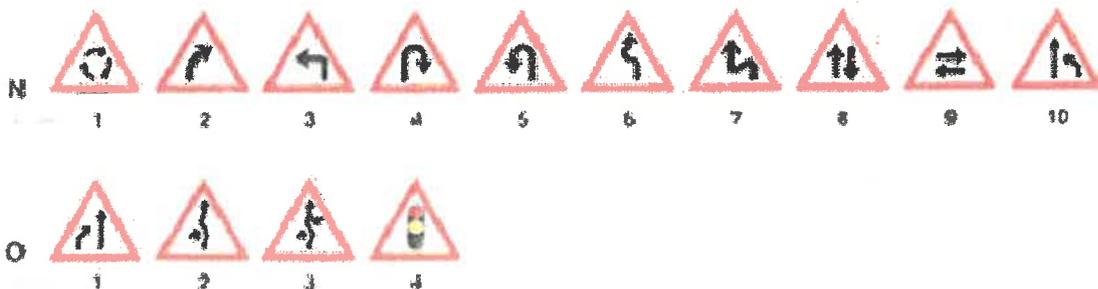


### Warning signs

#### Road layout signs



#### Direction of movement signs



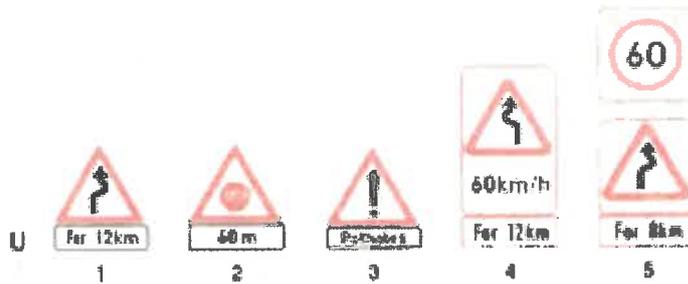
### Symbolic signs



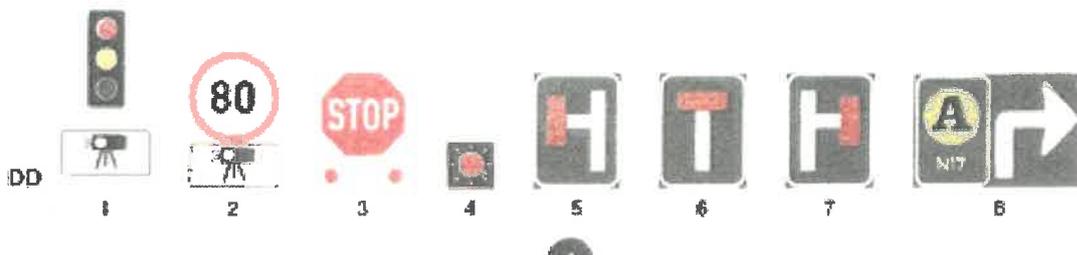
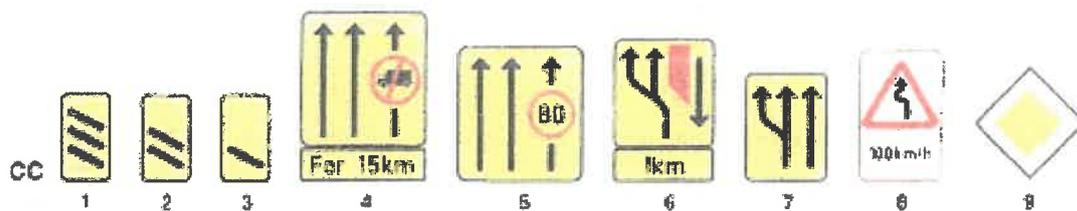
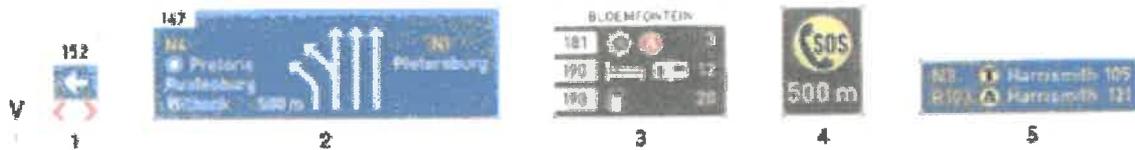
### Hazard marker signs



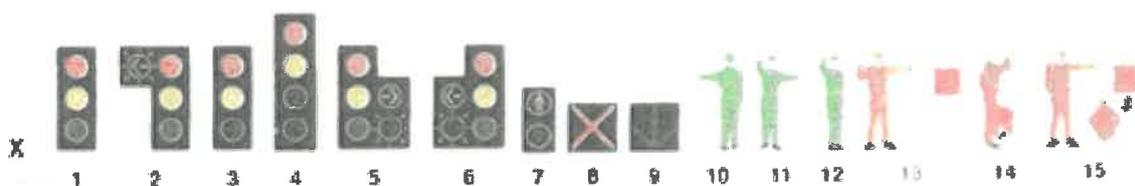
### Warning sign combinations



### Guidance and information signs

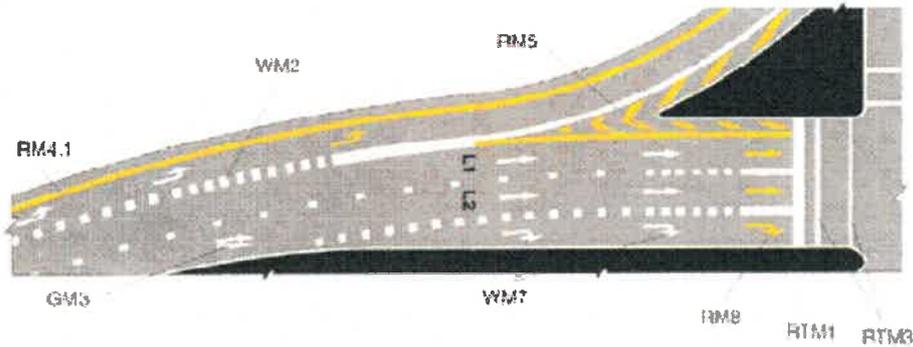


### Traffic Signals



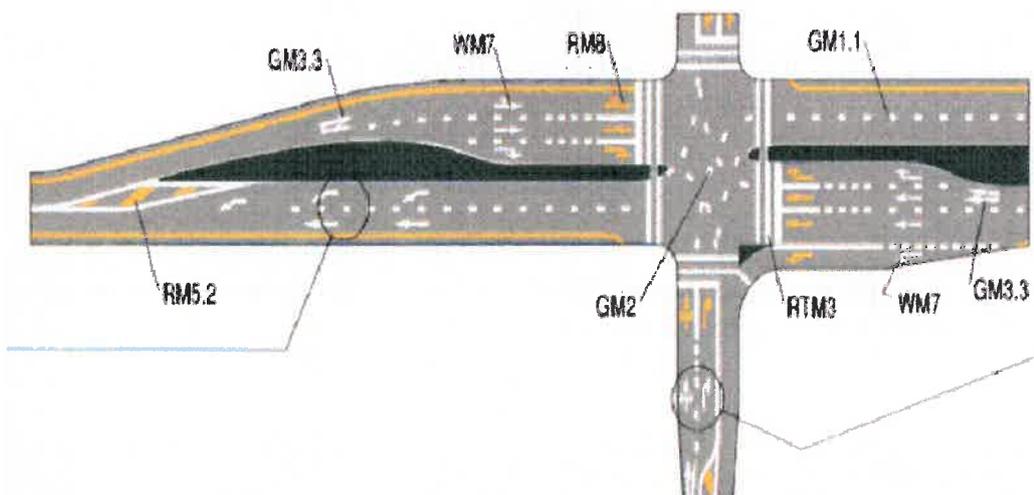


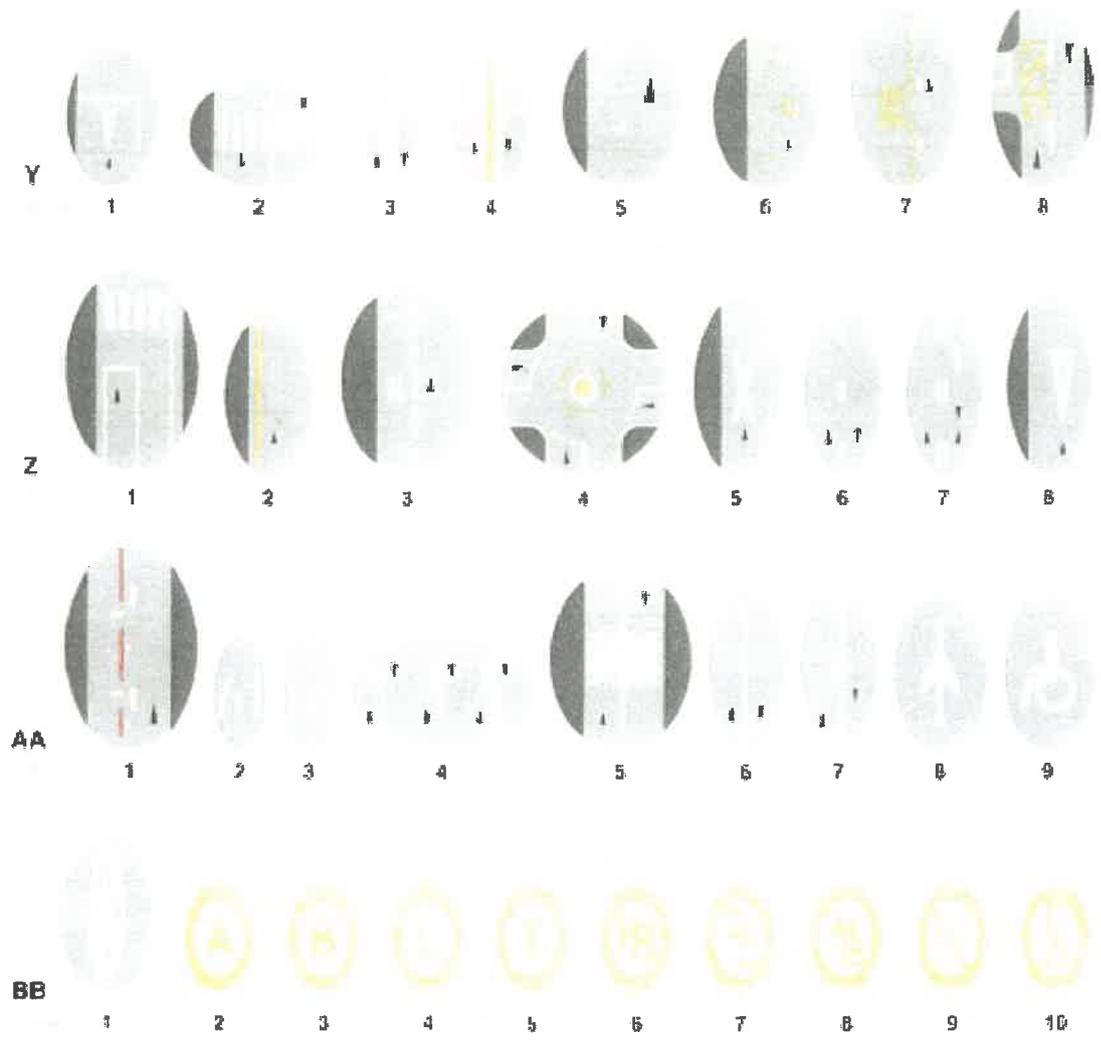
## Road Markers



### Legend

GM1	Lane line markings
GM2	Guideline listing markings
GM3	Furcation arrow markings
L1 & L2	Lanes
RM3	Channelising line markings
RTM1	Stop line markings
RTM3	Pedestrian crossing lines
RM4.1	Left edge line markings
RM5	Painted island markings
WM6	Lane reduction arrow markings
RM5	Painted island markings
RM8	Mandatory direction arrows
WM2	Continuity line markings
WM7	Mandatory direction arrows ahead





**Notes**

- ✓ A solid white line divides the road
- ✓ Double white line are no crossing markings
- ✓ Dashed lines divide the road into different lanes



## SECTION TWO: RULES OF THE ROAD

### *Licences*

#### Minimum age requirements for a learner's licence

Vehicle type	Age in years
Motorcycles 125 cm <sup>3</sup> or less (without a sidecar):	16
Light motor vehicles not more than 3,500 kg:	17
All other vehicles (including motorcycles over 125 cm <sup>3</sup> ):	18

#### Learner's and driving licences

(1) The categories of learner's licences and the classes of motor vehicles pertaining to each code of learner's licence are:

- a. **Code 1:** Motor cycle with or without side-car, motor tricycle or quadrucycle;
- b. **Code 2:** Motor vehicle, other than a motor cycle, tricycle or quadrucycle, the tare of which does not exceed 3 500 kilograms, a minibus, bus or goods vehicle the gross vehicle mass of which does not exceed 3 500 kilograms, an articulated motor vehicle or combination of a motor vehicle and trailer of which the gross combination mass of the truck-tractor or drawing vehicle does not exceed 3 500 kilograms, or a tractor; and
- c. **Code 3: Any motor vehicle or combination of motor vehicles other than a motor cycle, tricycle or quadrucycle.**

(2) (a) The holder of a learner's licence shall, except where such licence relates to a motor vehicle having no seating accommodation for a passenger or to a motor cycle, when driving the vehicle concerned, **be accompanied in or on that vehicle by, and be under the direct personal supervision of a person seated next to him or her, or immediately behind him or her, where such person cannot be seated next to him or her, and who is in possession of a licence, other than a learner's or similar licence, authorising him or her to drive that class of motor vehicle.**

(b) A learner's licence in respect of a **motor cycle shall not authorise the holder of it to drive a motor cycle on a public road while carrying another person.**

(c) A learner's licence shall not authorise the driving of a motor vehicle while **carrying persons for reward, other than a person accompanying the holder of a learner's licence in terms of paragraph (a).**



## Licence Codes

Type of vehicle	Limits	Code	Additional codes
Motor cycle with or without side-car	 Up to 125 cc	A1	-
	 Above 125 cc	A	A1
Light motor vehicle  	Up to 3 500 kg GVM	B	-
Heavy motor vehicle  	Above 3 500 kg up to 16 000 kg GVM	C1	B
Extra heavy motor vehicle  	Above 16 000 kg GVM	C	B & C1
Combination of vehicle and trailer (including articulated vehicles)	 Up to 3 500 kg GCM	EB	B
	 Above 3 500 kg up to 16 000 kg GCM	EC1	B, C1 & EB
	  Above 16 000 kg GCM	EC	B, C1, C, EB & EC1

## Period of validity of learner's licence and driving licence

The period of validity of a learner's licence issued or deemed to be issued in terms of section 17 of the Act shall be **18 months** from the date of examination and test referred to in section 17(2) of the Act.

## Rules Of The Road

### Rules of the road

#### Vehicle to be driven on the left side of roadway

Any person driving a vehicle on a public road shall do so by driving on the **left side of the roadway**.

(a) where it can be done without obstructing or endangering other traffic or property which is or may be on such half and for a period and distance not longer than is necessary and prudent and provided that it is not prohibited by a road traffic sign; or

(b) **in compliance with a direction of a traffic officer or a road traffic sign.**

#### Passing of vehicle (How)

1) The driver of a vehicle intending to pass any other vehicle proceeding in the same direction on a public road shall **pass to the right thereof at a safe distance and shall not again drive on the left side of the roadway until safely clear of the vehicle so passed:** Provided that, in the circumstances as aforesaid, passing on the left of such vehicle shall be permissible if the person driving the passing vehicle can do so with safety to himself or herself and other traffic or property which is or may be on such road and –

(a) **the vehicle being passed is turning to its right or the driver thereof has signalled his or her intention of turning to his or her right;**

(b) **such road is a public road in an urban area and –**

**(i) is restricted to vehicles moving in one direction; and**



**(ii) the roadway is of sufficient width for two or more lines of moving vehicles;**

(c) **such road is a public road in an urban area and the roadway is of sufficient width for two or more lines of moving vehicles moving in each direction;**

(d) the roadway of such road is restricted to vehicles moving in one direction and is divided into traffic lanes by appropriate road traffic signs; or

(e) he or she is driving in compliance with the **directions of a traffic officer** or is driving in traffic which is under the general direction of such officer, and in accordance with such direction:

Provided further that in no event shall any passing referred to in paragraph (a), (b), (c) or (d) be done by driving on the shoulders of the roadway or on the verge of the public road concerned.

2) The driver of a vehicle **shall not pass other traffic proceeding** in the same direction on a public road when approaching –

(a) **the summit of a rise;**

**(b) a curve; or**

**(c) any other place,**

where his or her view is so restricted that any such passing could create a hazard in relation to other traffic which might approach from the opposite direction, unless –

(i) he or she can do so without encroaching on the right hand side of the roadway; or

(ii) the roadway of such road is restricted to vehicles moving in one direction.

3) The driver of a vehicle on a public road shall **upon becoming aware of other traffic proceeding in the same direction and wishing to pass his or her vehicle, cause his or her vehicle to travel as near to the left edge of the roadway as is possible**, without endangering himself or herself or other traffic or property on the roadway, and shall not accelerate the speed of his or her vehicle until the other vehicle has passed.

4) When about to pass oncoming traffic, the driver of a vehicle on a public road shall ensure that the vehicle driven by him or her does not encroach on the roadway to his or her right in such manner as may obstruct or endanger such oncoming traffic.

5) The driver of a vehicle intending to pass a stationary bus on a public road shall do so **with due care for the safety of persons who are approaching or leaving or may approach or leave such bus**.

### **Explanation: Rules When Overtaking**

You may pass slow-moving vehicles ahead of you only if:

- ✓ Overtaking is not expressly prohibited by a traffic sign or traffic road marking, and
- ✓ Overtaking can be achieved in safety for yourself, the vehicle which you are overtaking and any other traffic on the road or on the side of the road.

You may pass the vehicle ahead of you to the left only if overtaking can be achieved in safety for both yourself and the vehicle which you are overtaking, if;

- ✓ **A traffic officer or police officer indicates that you must do so**
- ✓ **The driver ahead of you indicates that he is going to turn right and you have enough room to pass to the left**
- ✓ **You are traveling down a one-way street which is wide enough for two or more vehicles to travel next to each other, whether or not lanes have been painted on the road surface**

- ✓ You are traveling down a street or road with more than one lane for traffic traveling in the same direction, whether or not such lanes have been painted on the road surface.
- ✓ You don't enter the emergency lane (Yellow lane)

**Do Not Overtake:**

- ✓ **To the left on the shoulder of the road or to the left of the left edge marking of the road**
- ✓ By crossing over to the right across a NO CROSSING line when visibility is limited or reduced by smoke, rain, mist or fog or in any other way
- ✓ A vehicle that has come to a **dead stop at a pedestrian crossing**
- ✓ A vehicle that has come to a dead stop at a SCHOLAR PATROL
- ✓ A vehicle that is slowing down at a YIELD sign
- ✓ A vehicle that is slowing down for any reason which you cannot discern
- ✓ When **approaching the crest of a hill or a blind rise**
- ✓ In a curve or turn, except where the road is wide enough to allow safe overtaking
- ✓ If overtaking can **create a danger to any oncoming traffic.**
- ✓ If overtaking can create a danger to the vehicle being overtaken
- ✓ If overtaking can create a danger to yourself or any passengers in your vehicle
- ✓ If overtaking can create a danger to any person, traffic or property on the side of the road.

**When Overtaking, You Must:**

- ✓ **Indicate your intention to overtake beforehand and change lanes by using indicators or hand signals (where permitted).**
- ✓ **After overtaking, indicate that you intend to move back to the lane in which you were originally travelling.**

*When Overtaking Stationary Vehicles, Especially Buses, You Must:*

- ✓ Slow down
- ✓ Keep a sharp lookout for passengers embarking or disembarking from such vehicles
- ✓ Keep a sharp lookout for passengers who may appear from the blind spot behind such vehicles
- ✓ Keep a sharp lookout for children.

**When Being Overtaken:**

- ✓ **You must keep as far to the left as is safely possible**
- ✓ **You must not accelerate**
- ✓ On a multi-lane road, you must not move into the emergency lane (Yellow lane) even when the driver behind you indicates his intention of passing you.

**Safe Overtaking**

- ✓ Ensure that it is safe to do so before starting an overtaking manoeuvre
- ✓ **Indicate your intention to overtake to the vehicle ahead of you**
- ✓ Overtake the vehicle ahead of you to the right
- ✓ Do not crowd the vehicle you are overtaking – allow a reasonable space between your vehicle and the vehicle you are overtaking



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- ✓ Ensure that you have sagely passed the vehicle you are overtaking before returning to the left-hand side of the road
- ✓ Never allow impatience to affect your driving.

### ***Prohibition on driving on shoulder of public road, except in certain circumstances***

- 1) **No person shall drive a motor vehicle on the shoulder of a public road.**
- 2) The driver of a motor vehicle may, during the period between sunrise and sunset, drive such motor vehicle on the shoulder of a public road which is designated for one lane of traffic in each direction-
  - (a) while such motor vehicle is being overtaken by another vehicle; and
  - (b) if he or she can do so ***without endangering himself or herself, other traffic, pedestrians or property*** on such public road;
  - (c) **if persons and vehicles upon a public road are clearly discernible at a distance of at least 150 metres.**

### ***Crossing or entering public road or traffic lane***

- 1) The driver of a vehicle **shall not cross a public road unless the road is clear of moving traffic for a sufficient distance to allow him or her to cross the road without obstructing or endangering any such traffic.**
- 2) **The driver of a vehicle shall not enter a public road unless he or she can do so with safety to himself or herself and other traffic.**
- 3) The driver of a vehicle on a public road divided into traffic lanes by appropriate road traffic signs shall not turn from one lane into or across another lane unless he or she can do so ***without*** obstructing or endangering other traffic.

### ***Explanation: Rules When Driving In Traffic Lanes***

Urban and Suburban Streets and Roads

- ✓ Keep in the lane in which you are driving. Do not continually cross from lane to lane.
- ✓ Do not drive with the left-hand side wheels in one lane and the right-hand side wheels in another lane, that is, do not use two lanes
- ✓ Change lanes only when it is safe to do so
- ✓ Always indicate your intention to change lanes before actually moving over to another lane.

### ***Dual Roads***

A dual road is one that has been divided into more than one lane by means of a barrier, an open space or a separating strip.

- ✓ Always drive in the left-hand lane
- ✓ Do not cross the separating strip or open space, except at those points where such crossing is allowed, that is, where it is not prohibited by a road sign, road marking or traffic officer.

### ***Explanation: Rules When Crossing Intersections And Junctions***

- ✓ Always obey the instructions issued by a traffic officer or police officer. Their instructions have priority over any road traffic signs, traffic lights or road markings
- ✓ Always obey traffic lights



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- ✓ Always bring your vehicle to a **dead stop at STOP signs**. Proceed only when it is safe to do so
- ✓ Always stop for pedestrians waiting at a pedestrian crossing or who have started crossing the road at such a pedestrian crossing
- ✓ Always yield right of way to vehicles that are already in a traffic circle, that is, vehicles approaching you from your right, unless instructed to do otherwise by a traffic officer or sign
- ✓ Always yield right of way to oncoming traffic if you want to turn right, across their direction of travel
- ✓ Do not enter an intersection unless you can cross completely to the other side so that you do not obstruct traffic from the side roads
- ✓ At four-way stops, and at three-way stops, the vehicle that stops first at the stop line has the right to pull away first as soon as it is safe to do so.

### ***Driving signals***

The driver of a vehicle on a public road who intends to stop such vehicle or suddenly reduce the speed thereof, or to turn such vehicle to the left or to the right, or to move such vehicle to the left or right on the roadway, shall give a conspicuous signal of his or her intention, **visible to any person approaching him or her from the front or from the rear or from the side, and of a duration sufficient to warn any such person of his or her intention.**

### ***Right of way at certain road junctions***

The driver of a vehicle on a public road shall, when he or she intends entering any portion of a public road which constitutes a junction of two or more public roads where vehicular traffic is required to move around a traffic island within such junction, yield the right of way to all vehicular traffic approaching from his or her right within such junction, unless his or her entry into such junction is controlled by an instruction given by a traffic officer or a direction conveyed by a road traffic sign requiring him or her to act differently.

### ***Procedure when turning***

- 1) The driver of a vehicle on a public road who desires to turn to the left shall, before reaching the point at which he or she intends to turn, indicate, in the manner prescribed in these regulations, his or her intention to turn and shall steer his vehicle as near to the left side of the roadway on which he or she is travelling as circumstances may permit and shall make such turn with due care and merge into such traffic stream as may at the time be proceeding along, towards or into the public road into which he desires to turn.
- 2) The driver of a vehicle on a public road who desires to turn to the right shall, before reaching the point at which he or she intends to turn, indicate in the manner prescribed in these regulations, his or her intention to turn and shall not effect such turning unless he or she can do so without obstructing or endangering other traffic and –
  - (a) if he or she is driving a vehicle on the roadway of a public road which roadway is intended for traffic in both directions –
    - i) he or she shall steer such vehicle as near as circumstances may permit to the immediate left of the middle of the roadway on which he or she is travelling; and
    - (ii) where the turn is at an intersection, he or she shall not encroach on the right half of the roadway into or out of which he or she intends to turn, except in the intersection itself, but shall in any event pass to the left of any traffic island in such intersection or comply with the direction conveyed by any appropriate road traffic sign; or
  - (b) if he or she is driving a vehicle on a roadway of a public road where such roadway is intended for traffic in only one direction –

(i) he or she shall steer such vehicle as near as circumstances permit to the right side of such roadway; and

(ii) where the turn is at an intersection he or she shall not encroach on the right half of the roadway into which he or she intends to turn, except in the intersection itself but shall in any event pass to the left of any traffic island in such intersection or comply with the direction conveyed by an appropriate road traffic sign: Provided that where such turn is to be made into a roadway intended for traffic in only one direction, he or she may encroach on the right half of that roadway.

### **Explanation: Rules When Turning Right**

In a two-way road or street:

- ✓ Signal your intention to turn right
- ✓ Move to the right of your side of the road to allow following vehicles to pass you on the left
- ✓ Yield right of way to oncoming traffic
- ✓ Pass the center-line of the road into which you wish to turn before turning, so that you are already on the left-hand side of the road into which you are turning when you complete your turn
- ✓ Keep to the left of the road into which you are turning, except where such road is a one-way road
- ✓ Always turn right into the road you wish to turn, to the left of any traffic island or barrier, so that, on completing your turn, you will automatically be in the left-hand lane of the road into which you are turning
- ✓ Always obey any applicable road traffic signs or road markings.
- ✓ In a one-way road or street:
  - ✓ Signal your intention to turn right
  - ✓ Move as far to the right of the right-hand side lane as is possible
  - ✓ Pass the center-line of the road into which you wish to turn before turning so that you already on the left-hand side of the road into which you are turning when you complete your turn
  - ✓ Keep to the left of the road into which you are turning, except where such road is a one-way road
  - ✓ When turning right into the road you wish to turn into, do so to the left of any traffic island or barrier
  - ✓ Always obey applicable road traffic signs or road markings

### **Rules When Turning Left**

- ✓ Signal your intention to turn left
- ✓ Move over as far as possible to the left of the road on which you are travelling
- ✓ Keep to the left of the road into which you are turning
- ✓ Adjust your speed to the speed of the traffic already on the road into which you are turning so that you may easily merge with the flow of the traffic.

### **Towing of vehicles**

No person may operate any vehicle on a public road while towing or drawing another vehicle save in the manner prescribed in these regulations for the towing or drawing of any vehicle by another vehicle on a public road.



## **Stopping of vehicles**

Except in order to avoid an accident, or in compliance with a road traffic sign or with a direction given by a traffic officer, or for any cause beyond the control of the driver, no person shall stop a vehicle on the roadway of a public road –

- (a) alongside or opposite an excavation or obstruction on the public road if other traffic would be obstructed or endangered by such stopping;
- (b) within any tunnel or subway or on any bridge or within six metres of any tunnel, subway or bridge;
- (c) on, or within six metres from the beginning or end of, any part of such roadway where the normal width thereof has for any reason been constricted;
- (d) in contravention of any road traffic sign;
- (e) on the right-hand side of such roadway facing oncoming traffic;
- (f) alongside or opposite any other vehicle on such roadway where such roadway is less than nine metres wide;
- (g) within the railway reserve at a level crossing;
- (h) within nine metres of his or her approaching side of a pedestrian crossing demarcated by appropriate road traffic signs; or
- (i) in any other place where the stopping of a vehicle would or would be likely to constitute a danger or an obstruction to other traffic.

### **Explanation: No Stopping Rules – General**

You are not allowed to stop your vehicle:

- ✓ Where stopping is **prohibited by a road sign or a road marking line**
- ✓ Where stopping is prohibited by a traffic officer or a police officer
- ✓ Next to or **opposite an excavation** if the position of your vehicle may cause danger or create an obstruction to other traffic
- ✓ At any point where the position of your vehicle may cause a danger or create an obstruction to other traffic
- ✓ **On the right-hand side of the road with the front of your vehicle facing oncoming traffic**
- ✓ Within the reserved area of any railway crossing
- ✓ **Next to or opposite any other vehicle where the road or street is narrower than 9 meters**
- ✓ **On, inside, underneath or less than 6 meters from:**
  - ✓ **A tunnel**
  - ✓ **A bridge**
  - ✓ **An overhead structure**
  - ✓ **A subway**
- ✓ **The point at which the road or street narrows.**

## **Parking of vehicles**

1) No person shall park a vehicle on a public road –

- (a) **in contravention of any road traffic sign;**
- (b) in any place referred to in "stopping of vehicles";

- (c) on the same side as a **fire hydrant within an area bounded by the centre-line of the roadway and lines at right angles to such centre-line one and a half metres on either side of the hydrant**, if such hydrant is clearly visible to and recognizable as such by drivers of moving vehicles, or if it is indicated by an appropriate road traffic sign;
- (d) in any place where the vehicle would obscure any road traffic sign;
- (e) in such manner as to encroach upon the sidewalk, if any; or
- (f) in such manner as to obstruct any private or public vehicular entrance to such road.
- 2) These provisions shall not apply to any vehicle, other than a motor vehicle, while it is being used in carrying on the business of street vendor, peddler or hawker, unless it exceeds such maximum weight, height, length or mass as may be prescribed in these regulations.
- 3) No person shall park a vehicle on any portion of the roadway (excluding the shoulders) of a public road outside an urban area or with any part of such vehicle within **one metre** of the edge of such roadway except in a parking place demarcated by an appropriate road traffic sign.
- 4) No person shall park a vehicle on the roadway of a public road within an urban area -
- (a) **within nine metres of the side from which he or she approaches** a pedestrian crossing demarcated by appropriate road traffic signs, unless such parking is permitted by appropriate road traffic signs;
- (b) **within five metres of any intersection unless such parking is permitted by a road traffic sign**;
- (c) upon or over the actuating mechanism of a traffic signal;
- (d) (i) with the outside of any left-hand wheel thereof more than **450 millimetres** within the roadway; or
- (ii) where the public road concerned is restricted to vehicles moving in one direction and the vehicle is parked on the side of the roadway, with the outside of any right hand wheel thereof more than 450 millimetres within the roadway, unless such parking is permitted by an appropriate road traffic sign; or
- (e) which is less than five and a half metres wide unless the public road concerned is restricted to vehicles moving in one direction and such parking is permitted by appropriate road traffic signs.
- 5) No person shall park a motor vehicle on a traffic island or in a pedestrian mall or pedestrian lane.
- 6) Whenever a vehicle has been parked in contravention of any provision of the Act or any by-law made under the Act, or in contravention of or in disregard of the directions of any road traffic sign or notice board as prescribed in these regulations, such vehicle may be removed or caused to be removed and impounded by a traffic officer, and unless the vehicle has been so parked in the course of a theft thereof, the owner shall bear the costs of such removal and impoundment.

***Explanation: No Parking Rules – General***

***NOTE: PARKING is defined as follows:***

When a vehicle with or without passengers or driver is stationary at one point longer than the minimum time required to embark or disembark passengers or to load or unload goods.

You are not allowed to park your vehicle:

- ✓ **Where parking is prohibited by a road sign or a road marking line**
- ✓ Where parking is prohibited by a traffic officer or a police officer
- ✓ At any point where stopping is prohibited



- ✓ **Within 1,5 meters of a fire hydrant**
- ✓ Where your vehicle will obstruct any traffic sign or road marking
- ✓ **Less than 5 meters from an intersection or junction**
- ✓ Where the road surface width is **less than 5,5 meters, except:**
- ✓ In a one-way street, or
- ✓ Where a traffic sign allows you to park in such street or road.
- ✓ On or partly on a pedestrian sidewalk
- ✓ In or in front of a driveway or a vehicle on- or off-ramp
- ✓ On or over the automatic switchgear of a robot
- ✓ On or encroaching on a traffic island
- ✓ **Less than 9 meters from any pedestrian crossing**
- ✓ In a mall or walkway reserved for pedestrians
- ✓ On the left-hand side of a one-way street, with the right side wheel more than **450mm** from the kerb, except in a demarcated parking bay
- ✓ On the right-hand side of a one-way street, with the right side wheel more than 450mm from the kerb, except in a demarcated parking bay
- ✓ **On the roadway, or within 1 meter of the edge of the road outside built-up areas.**

### ***Certain vehicles may be stopped and parked at any place where necessary***

1) The driver of a fire-fighting vehicle, a rescue vehicle or an ambulance who drives such vehicle in the execution of his or her duties, a traffic officer who drives a vehicle in the execution of his or her duties, a person who drives a vehicle while he or she is engaged in civil protection as contemplated in section 3 of the Civil Protection Act, 1977 (Act No. 67 of 1977), or a person who drives a vehicle while it is used in connection with the construction or maintenance of a public road or the rendering of an essential public service, may stop or park the vehicle concerned at any place it may be necessary to do so.

2) While such vehicle is so stopped or parked, display the identification lamps as prescribed.

#### ***Explanation: Rules Regarding Emergency Vehicles***

**Always yield right of way to any vehicle equipped with a warning system if such warning system is activated. Ambulances, fire trucks, rescue vehicles, police vehicles and traffic police vehicles may all be classed as emergency vehicles.**

### ***Compulsory stops***

The driver of a vehicle on a public road shall stop such vehicle –

(a) in compliance with any direction conveyed by a road traffic sign or given by a traffic officer in uniform; or

(b) at the request or on the signal of a person leading or driving any bovine animal, horse, ass, mule, sheep, goat, pig or ostrich on such road.

#### ***Explanation: Rules Regarding Stopping On Instructions***

You must reduce speed and bring your vehicle to dead stop on a signal from:

- ✓ **A police officer**
- ✓ **A traffic officer**
- ✓ **A scholar patrol**



- ✓ A traffic-controlling official controlling STOP-RY/GO sign
- ✓ A traffic-controlling official controlling a traffic signalling flag
- ✓ A person herding, leading or riding an animal or animals.

### **General duties of driver or passenger of vehicle on public road**

1) No person driving or having a vehicle on a public road shall-

- (a) **cause such vehicle to travel backwards unless it can be done in safety**, or cause it to run backwards for a distance or time longer than may be necessary for the safety or reasonable convenience of any occupant of that vehicle or of other traffic on such road; or
- (b) follow another vehicle more closely than is reasonable and prudent having regard to the speed of such other vehicle and the traffic on and the condition of the roadway, or more closely than is prescribed in these regulations;
- (c) permit any person, animal or object to occupy any position in or on such vehicle which may prevent the driver thereof from exercising complete control over the movements of the vehicle or signalling his or her intention of stopping, slowing down or changing direction;
- (d) **when driving such vehicle, permit any person to take hold of or interfere with the steering or operating mechanism of the vehicle;**
- (e) when driving such vehicle, occupy such position that he or she does not have complete control over the vehicle or does not have a full view of the roadway and the traffic ahead of such vehicle;
- (f) allow such vehicle to remain unattended on such road without setting its brake or adopting such other method as will effectively prevent the vehicle from moving from the position in which it is left;
- (g) if such vehicle is parked or is stationary at the side of such road, drive the vehicle from that position unless he or she is able to do so without interfering with moving traffic approaching from any direction and with safety to himself or herself and others;
- (h) fail to give an immediate and absolute right of way to a vehicle sounding a device or bell;
- (i) allow any portion of his or her body to protrude beyond such vehicle while it is in motion on such road except for the purpose of giving any hand signal which he or she is required or authorised to give in terms of these regulations or unless he or she is engaged in examining or testing or parking such vehicle;
- (j) permit any person or animal to occupy the roof, any step or running board or any other place on top of a vehicle while such vehicle is in motion;
- (k) cause or allow the engine thereof to run in such manner that it emits smoke or fumes which would not be emitted if the engine were in good condition or ran in an efficient manner;
- (l) **cause or allow the engine thereof to run while the motor vehicle is stationary and unattended;**
- (m) negligently or willfully deposit or cause or permit to be deposited any petrol or other liquid fuel or any oil or grease or other flammable or offensive matter, ashes or other refuse, of whatever nature, from such vehicle upon or alongside such road; or
- (n) **cause or allow the engine thereof to run while petrol or other flammable fuel is being delivered into the fuel tank of such vehicle**, or cause or allow such engine to be started up before the delivery of the petrol or other flammable fuel into the fuel tank of such vehicle has been completed and the cover of such fuel tank has been replaced.



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- 2) No person, other than the driver, shall take hold of or interfere with the steering or operating mechanism of a vehicle while it is in motion on a public road, unless it may reasonably be inferred that the driver is no longer capable of steering or controlling such vehicle.
- 3) No passenger in a vehicle on a public road shall permit any part of his or her body to protrude beyond such vehicle.
- 4) No person shall enter or alight from any vehicle on a public road unless such vehicle is stationary and unless he or she can do so with safety to himself or herself and other users of the road.
- 5) No person shall drive, pull or push a vehicle upon a sidewalk: Provided that these provisions shall not apply to a perambulator, invalid chair, baby cart or child's play vehicle.

### ***Prohibition on use of communication device while driving***

- 1) No person shall drive a vehicle on a public road -
  - (a) while holding a cellular or mobile telephone or any other communication device in one or both hands or with any other part of the body;
  - (b) while using or operating a cellular or mobile telephone or other communication device unless such a cellular or mobile telephone or other communication device is affixed to the vehicle or is part of the fixture in the vehicle and remains so affixed while being used or operated, or is specially adapted or designed to be affixed to the person of the driver as headgear, and is so used, to enable such driver to use or operate such telephone or communication device without holding it in the manner contemplated in paragraph (a), and remains so affixed while being used or operated.
- 2) Abovementioned does not apply to the following persons while driving in execution of their duties:
  - (a) the driver of a fire-fighting vehicle;
  - (b) the driver of a rescue vehicle or an ambulance;
  - (c) a traffic officer;
  - (d) a member of the South African Police Service and a member of a municipal police service, both as defined in section 1 of the South African Police Service Act, 1995 (Act No. 68 of 1995);
  - (e) a member of the South African National Defence Force; and
  - (f) any person driving a vehicle while engaged in civil protection in accordance with an ordinance made in terms of the Civil Protection Act, 1977 (Act No. 67 of 1977): Provided that he or she drives the vehicle concerned with due regard to the safety of other road users.
- 3) The word "headgear" includes a device which is specially designed or adapted to allow the driver to use a cellular or mobile telephone or other communication device in such a manner that he or she does not hold it in one or both hands or with any other part of the body, and which is connected to the cellular or mobile telephone or other communication device concerned, directly or indirectly, while being fitted to or attached to one or both ears of the driver.

### ***Use of hooter (Must be heard 90 meters)***

No person shall on a public road use the sounding device or hooter of a vehicle except when such use is necessary in order to comply with the provisions of these regulations or on the grounds of safety.

#### ***Explanation: Rules Regarding Hooting***

You are not allowed to use your vehicles hooter except:



- ✓ In an attempt to avoid an accident or a collision.

**NOTE: An accident could be described as an event in which only one vehicle is involved, whereas a collision could be described as an event involving more than one vehicle.**

Under no circumstances may you use the vehicles hooter where a road traffic sign expressly prohibits this, such as at hospitals and churches.

### ***Pedestrian's right of way in pedestrian crossing***

- 1) Where a pedestrian crossing is situated in conjunction with a traffic signal, a pedestrian shall not enter such crossing except in accordance with the indications of such traffic signal.
- 2) **The driver of a vehicle shall yield the right of way**, slowing down or stopping if need be to so yield to a pedestrian crossing the roadway within a pedestrian crossing when the pedestrian is upon that half of the roadway upon which the vehicle is travelling, or when the pedestrian is approaching so closely from the opposite half of the roadway as to be in danger.
- 3) No pedestrian shall suddenly enter a pedestrian crossing and walk or run into the path of a vehicle which is so close that it is impossible for the driver to yield.
- 4) Whenever any vehicle is stopped at a pedestrian crossing to permit pedestrians to cross the roadway, the driver of any other vehicle approaching from the rear shall not pass such stopped vehicle.

### ***Vehicle left or abandoned on public road***

- 1) Any vehicle standing on a public road in a position or in circumstances which in the opinion of a traffic officer, is likely to cause danger or an obstruction to other traffic on such road, may be removed forthwith to a safer place by any such traffic officer or person or authority instructed by such officer to remove such vehicle: Provided that such traffic officer or person or authority shall, in removing such vehicle, use such device or devices as may be necessary having regard to the public safety.
- 2) Any vehicle –
  - (a) parked in a place where –
    - (i) the stopping of a vehicle is prohibited; or
    - (ii) a vehicle of a class to which such vehicle belongs may not be parked;
  - (b) left for a continuous period of more than –
    - (i) 24 hours in the same place on a public road outside an urban area;**
    - (ii) seven days in the same place on a public road within an urban area; or**
    - (iii) seven days on the site of any testing station; or**

**Remember The Primary Rule Of The Road: Keep Left, Pass Right.**

## **Speed limits**

### ***General speed limits***

A general speed limit of –

- (a) **60 kilometers** per hour shall apply in respect of every public road or section thereof, situated within an urban area;



(b) **100 kilometers per hour** shall apply in respect of every public road or section thereof, other than a freeway, situated outside an urban area; and

(c) **120 kilometers** per hour shall apply in respect of every freeway.

### ***Speed limit for particular class of vehicles***

1) A speed limit of –

(a) **80 kilometres** per hour shall, subject to the proviso to the said section, apply in respect to –

(i) a goods vehicle the gross vehicle mass of which exceeds 9 000 kilograms

### ***Explanation: General Speed Limits On Public Roads***

The general speed limits applicable to public roads are:

- ✓ **Urban or suburban streets and roads: maximum speed of 60 km/h**
- ✓ **National and rural roads: maximum speed of 80 km/h**
- ✓ **Freeways: maximum speed of 80 km/h.**

## **General**

### ***Towing of vehicles***

No person shall operate a vehicle on a public road towing another vehicle-

(a) if the length of the tow-rope, chain or tow-bar between the two vehicles exceeds three and a half metres; **(3,5m)**

(b) if the towed vehicle is connected to the towing vehicle in such a manner that both vehicles are not under control;

**(d) if the brakes of the towed vehicle do not comply with the provisions of regulation 155, unless the towing vehicle is connected to the towed vehicle by means of a drawbar or tow-bar;**

(e) at a speed in excess of **30 kilometres per hour**, unless the towing vehicle is connected to the towed vehicle by means of a drawbar or a tow-bar;

(f) if the towed vehicle is conveying persons at a speed in excess of 30 kilometres per hour, unless the towed vehicle is a semi-trailer; or

(g) if the towing vehicle is a motor cycle, motor tricycle, motor quadrucycle or pedal cycle.

## **Safety belts**

**It is compulsory for drivers and passengers to use a seat belt** wherever one is provided.

The driver need not wear his safety belt while reversing or maneuvering in or out of a parking area or loading bay.

## **Rules Regarding Tyres**

You may not drive a vehicle if the vehicles **tyres have a tread depth of less than 1 millimeter.**

## **Rules Regarding Following Distances**

- ✓ **Keep at a safe distance behind the vehicle in front of you**
- ✓ **A safe following distance is that distance in which you will be able to bring your vehicle to a safe dead stop should the vehicle ahead of you have to make an emergency stop**



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- ✓ A safe distance will depend on the speed you are travelling; the higher the speed at which you are travelling, the greater the safe following distance
- ✓ A simple way of determining a safe following distance is to travel at a four second time delay behind the vehicle immediately ahead of you.

## Rules When Reversing

Reverse only when it is:

- ✓ **Safe to do so – ensure that there are no people or obstructions behind the vehicle before you reverse**
- ✓ Essential to do so.

**Do not reverse for any distance greater than is absolutely essential.**

It is an offence to reverse on a freeway or a motorway.

- ✓ .

## Rules Regarding A Running Engine

Do not allow your vehicles engine to idle:

- ✓ If the engine emits excessive smoky exhaust gas
- ✓ **If there is not a person with a valid drivers license for the specific class of vehicle behind the steering wheel in the drivers seat**
- ✓ **While taking on fuel**
- ✓ If the fuel cap is not firmly in position and closed
- ✓ If the handbrake/parking brake is not applied, and in proper working order.

## Rules Regarding Sidewalks

You are not allowed to:

- ✓ **Drive a vehicle on or onto a sidewalk**
- ✓ Push a vehicle on or onto a sidewalk.

## Rules Regarding Pedestrian Crossings

You must bring your vehicle to a dead stop and thereby **yield right of way to any pedestrians** either crossing the road or who are about to cross the road at a pedestrian crossing.

## Rules Regarding Transporting Goods

Any goods transported on a vehicle shall be securely fastened to the vehicle.

Any goods transported on a vehicle shall not:

- ✓ Interfere with the drivers ability to see outside the vehicle
- ✓ Exceed the vehicle height by more than one-half of the height of the vehicle when goods are transported on the roof of the vehicle
- ✓ **Exceed a width of 2,5 meters**
- ✓ **Protrude past the front end of the vehicle by more than 300 mm**
- ✓ **Protrude past the rear end of the vehicle by more than 1,8 meters**
- ✓ **Rest on or touch the road surface.**



## Rules Regarding Emergency Triangles

Each goods vehicle, truck, bus, trailer and caravan shall be equipped with two red danger triangles. Should such a vehicle break down or be involved in an emergency, the triangles must be displayed in a vertical position, one behind the vehicle and one in front of the vehicle, both at a distance of **45 meters from the vehicle**.

## Rules Regarding Accidents/Collisions

**NOTE: An accident could be described as an event in which only one vehicle is involved, whereas a collision could be described as an event involving more than one vehicle.**

Should you be involved in an accident/collision, you must:

- ✓ Bring your vehicle to a dead stop as soon as possible
- ✓ Determine if anybody has been hurt or injured
- ✓ Attempt to determine how serious the injuries are
- ✓ Assist any injured persons
- ✓ Attempt to determine to what extent vehicles and/or property have been damaged
- ✓ Supply the following information the police or the driver of any other vehicle(s) which may be involved in the accident/collision on request:
  - ✓ Your name and address
  - ✓ The vehicle owners name and address, if you are not the owner
  - ✓ Your vehicles registration number
  - ✓ Your vehicles clearance certificate number
- ✓ Obtain the following information from the driver(s) of any other vehicle(s) involved in the accident:
  - ✓ The name(s) and address(es) of the other driver(s) involved
  - ✓ The name(s) and address(es) of the owner(s) of the other vehicle(s) involved
  - ✓ The registration number(s) of the other vehicle(s) involved
  - ✓ The clearance certificate number(s) of the other vehicle(s) involved.
- ✓ Report the accident at a police charge office **within 24 hours** of the accident/collision, and provide the police officer with all relevant information.

Should you be involved in an accident/collision, **you must not take or use any alcohol or narcotic medication before reporting the accident.**

**Should you be involved in an accident/collision in which no other Person was hurt or injures, you may remove your vehicle before reporting such accident at a police station.**

Should you be involved in an accident/collision in which ant person/persons was/were injured or killed:

- ✓ You must report such accident/collision immediately to a police officer
- ✓ You must not remove your vehicle except if the vehicle is obstructing the flow of the traffic, and then only after the position of your vehicle has been clearly marked on the road surface.

## Maximum load dimensions

Height	<b>4,3 meters from the ground</b>
Width	<b>2,6 meters for vehicles of 12 000 kg GVM and above and 2,5 meters for lighter vehicles. In all cases, loads must not extend more than 1,3 meters either side of the vehicles centre.</b>
Length	The overall length of a vehicle and its load is limited to 12,5 metres for a rigid vehicle, 18,5 metres for an articulated vehicle, and 22 metres for any combination of vehicles. A vehicle may draw up to two trailers
Projections	<b>Loads may not project more than 300 mm at the front and 1,8 metres at the rear.</b>

According to the National Road Traffic Act 93 of 1996 :

### Maximum height allowed for a vehicle and its load

4,3 m from the ground to the top of the load (Double-deck busses 4.65 m)



### Maximum width allowed for a vehicle and its load

Vehicles Lighter Than 12000 GVM	
Width And Overhang	2,5 Metre
Side (Measured From Vehicle Center)	1,25 Metre
Front	300 Mm
Rear	1.8 Metre

Vehicles Heavier Than 12000 GVM	
Width And Overhang	2.6 Metre
Side (Measured From Vehicle Center)	1.3 Metre
Front	300 Mm
Rear	1,8 Metre



## Marking of load projections

Loads must be marked if they project more than:

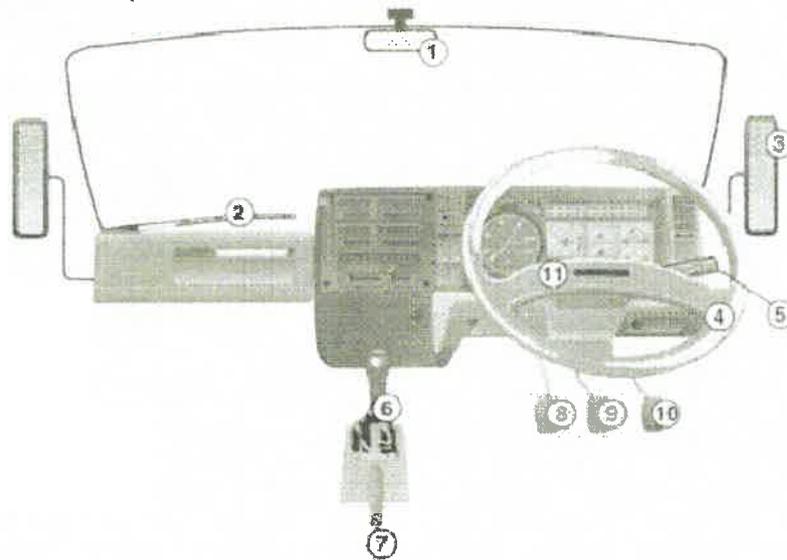
- ✓ **150 mm to the side**
- ✓ **300 mm to the rear**

When transporting a load that is projecting more than 150 mm to the side and / or more than 300 mm to the rear, we must mark it with **red flags or reflectors** to warn other motorists who may not be aware of the overhang. The flag or reflectors will draw their attention to the load and warn them not to travel too close.

## SECTION THREE: CONTROLS OF THE VEHICLE

### Heavy vehicle

HEAVY MOTOR VEHICLE





## **SECTION FOUR: DRIVER RESPONSIBILITIES AND DUTIES**

### **Disqualifications**

You may not obtain a learner's licence...

- ✓ **if you are currently disqualified by a court of law from driving a motor vehicle**
- ✓ **if you already hold a valid driving license for that class of vehicle**
- ✓ **if you have a driving license that is currently suspended or cancelled**
- ✓ if you have one of the following:-
  - uncontrolled epilepsy or sudden attacks of disabling giddiness or fainting due to hypertension or any other cause
  - - any form of mental illness to such an extent that it is necessary that you be detained, supervised, controlled and treated as a patient in terms of the Mental Health Act, 1973 (Act No. 18 of 1973)
  - - any condition causing muscular uncoordination uncontrolled diabetes mellitus
  - - defective vision, determined by a prescribed standard
  - - any other disease or physical defect which is likely to render you incapable of driving effectively and controlling a motor vehicle without endangering the safety of the public (deafness is not regarded as such a defect)
- ✓ If you are addicted to the use of any drug having a narcotic effect, or to the excessive use of intoxicating liquor.

## **SECTION FIVE: OBTAIN A PROVISIONAL DRIVING LICENCE**

### ***Manner of application for learner's licence***

(1) An application in terms of section 17(1) or section 24(1) of the Act shall be made by the applicant at a driving licence testing centre on form LL1 as shown in Schedule 2, and shall be accompanied—

- a. by two identical black and white or colour photographs of the applicant which—
- b. acceptable identification of the applicant;
- c. in the case of an applicant who is 65 years of age or older, by the medical certificate on form MC as shown in Schedule 2, signed by a medical practitioner or occupational health practitioner, certifying that the applicant is not disqualified in terms of section 15(1)(f) or (g) of the Act from obtaining a learner's or driving licence; and
- d. by the appropriate fee as determined by the MEC of the province concerned.



## ***How to apply for a learners***

To apply for a code B learners licence you must be 17 years of age. For code C1, C and EC learner license you must be 18 years of age. You can write your learners licence at any licensing department in South Africa, but preferably the closest to you.

### **You will need:**

- ✓ **A appointment date (made in person or from the call centre)**
- ✓ **ID book (or temporary ID)**
- ✓ **Eye test**
- ✓ **R60 (or required booking fee)**
- ✓ **2 ID photo**

When you go to pay, you'll first need to complete Form LL1. With the Form LL1, you supply two photographs, your ID and pay the required fee (R66) subject to change, but before you go to pay just verify the amount first.

### **The learners test**

At the day of the learners licence test, you'll need to report fifteen minutes earlier, if not sure where to go ask at the counter or at the departments entrance.

The examiner will then take you through the whole process of what is expected from you, what you are and not allowed to do.

They give you about an hour to write the test, after you have all finished the examiners will mark and issue the results. If you have passed, the department will issue your Learners Licence which is only valid for 18 months.

Keep note that you will have to pay R30 for the issuing of a learners licence. (Subject to change)

### ***The day of the test make sure you have the following:***

- ✓ **SA ID book**
- ✓ **The receipt for your appointment**
- ✓ **R30 for issuing**

### ***Pass marks for the test***

Although the allocation of questions and pass marks for the learner's test may change from time to time , the test normally consists of 68 questions spread across the syllabus as follows:

<b>Section</b>	<b>Questions</b>	<b>Pass Mark</b>	<b>Percent</b>
Rules of the road	28	24	74%
Road signs, markings, signals	28	25	77%
Controls of the vehicle	8	6	75%





**HE & SHE DRIVER TRAINING CENTRE**

**DRIVER TRAINING CONSULTANTS**

HEAD OFFICE: 1 Duncan Road, Beaconvale 7500 • Tel/Fax: (021) 931-8214



## **ASSESSMENT GUIDE**

**Meet the requirements in order  
to obtain a provisional licence**

**Unit Standard 243665  
NQF Level - 2 Credits - 15**



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## Contact Details

Assessor Details			
Name			
Company	He and She DTC	Registration No:	
Contact Details	email:		
	Phone:		Fax: <input type="text"/>
Moderator Details			
Name			
SETA			
Contact Details	email:		Registration No: <input type="text"/>
	Phone:		Fax: <input type="text"/>
Candidate Details			
Surname		Name	
Company		ID No	
Branch			
Contact Details	email:		
	Phone:		Fax: <input type="text"/>



## Competence

Congratulations on completing this programme. We sincerely hope you enjoyed the programme and that the learning experience was enriching.

The fact that you have attended training, however, is not sufficient evidence of your competence for the Training Provider to issue a certificate of competence and award the credits attached to this programme. You are required to undergo assessment in order to prove your competence to achieve credits leading to a national qualification.

### Being Declared Competent Entails:

Competence is the ability to perform complete work roles, to the standards expected in employment, in a real working environment.

There are three levels of competence:

- **Foundational competence:** an understanding of what you do and why.
- **Practical competence:** the ability to perform a set of tasks in an authentic context.
- **Reflexive competence:** the ability to adapt to changed circumstances appropriately and responsibly, and to explain the reason behind the action.

To receive a certificate of competence and be awarded credits, you are required to provide evidence of your competence by compiling a portfolio of evidence, which will be assessed by an assessor, registered with the appropriate SETA.

### You Have To Submit A Portfolio Of Evidence

A portfolio of evidence is a structured collection of evidence that reflects your efforts, progress and achievement in a specific learning area, and demonstrates your competence.

### The Assessment Of Your Competence

Assessment of competence is a process of making judgments about an individual's competence through matching evidence collected to the appropriate national standards. The evidence in your portfolio must reflect the outcomes and assessment criteria of the unit standards of the learning programme for which you are being assessed.

To determine a candidate's knowledge and ability to apply the skills before and during the learning programme, formative assessments are done to determine the learner's progress towards full competence. This normally guides the learner towards a successful summative (final) assessment to which both the assessor and the candidate only agree when they both feel the candidate is ready.

Should it happen that a candidate is deemed not yet competent upon a summative assessment, that candidate will be allowed to be re-assessed. The candidate can, however, only be allowed two reassessments.

When learners have to undergo re-assessment, the following conditions will apply:

- Specific feedback will be given so that candidates can concentrate on only those areas in which they were assessed as not yet competent.



- Re-assessment will take place in the same situation or context and under the same conditions as the original assessment.
- Only the specific outcomes that were not achieved will be re-assessed.
- Candidates who are repeatedly unsuccessful will be given guidance on other possible and more suitable learning avenues.

In order for your assessor to assess your competence, your portfolio should provide evidence of both your knowledge and skills, and of how you applied your knowledge and skills in a variety of contexts.

This Candidate's Assessment Portfolio directs you in the activities that need to be completed so that your competence can be assessed and so that you can be awarded the credits attached to the programme.

## Appeals & Disputes

The candidate has the right to appeal against assessment decision or practice they regard as unfair. An Appeals and Disputes procedure is in place and communicated to all assessment candidates in order for them to appeal on the basis of:

- Unfair assessment
- Invalid assessment
- Unreliable assessment
- Unethical practices
- Inadequate expertise and experience of the assessor

Appeals have to be lodged in writing (Candidate Appeal Form) & submitted to the Training Provider internal moderator within 48 hours following the assessment in question. The moderator will consider the appeal & make a decision regarding the granting of a re-assessment. The learner will be informed about the appeal-outcome within 3 days of lodging the appeal. Should the learner not be satisfied with the internal appeal outcome, the learner will be advised of the rights to refer the matter to the relevant SETA ETQA.



## Agreed Assessment Plan

Candidate's Name:			
Assessor's Name:			
Unit Standard Title:	Meet the requirements in order to obtain a provisional licence		
Special Assessment Requirements	None		
Event	Date, time and location	Resources required	Evidence to be generated
Attend Training.		Training material, Facilitator	Attendance Register
Complete Assessments		assessments	Completed assessments
Complete Portfolio of Evidence.		Portfolio of Evidence guide	Completed Portfolio of Evidence
Submit Portfolio of Evidence to Training Provider			Acknowledgement of receipt from Training Provider
<b>Assessor roles and responsibility</b>			
Roles	Assessor Guide Feedback Agent Reviewer		
Responsibilities	<p>Consult candidate re assessment, assessment process and plan.                      Agree assessment process and plan with candidate.                      Forward documentation to candidate: plan, guide and assessment instruments.                      Assess candidate with the use of different instruments.                      Provide feedback on assessment findings.                      Support candidate through assessment process.                      Source feedback from candidate on assessment process.                      Review assessment process and outcome.                      Use assessment process as opportunity to transform assessment activities and outcomes.</p>		
<b>Candidate roles and responsibility</b>			
Roles	Candidate Feedback agent Reviewer		
Responsibilities	<p>Be available for assessment.                      Be actively involved in the consultative process.                      Learn from the assessment process.                      Provide feedback to the assessor in terms of the assessment as learning activity.                      Provide feedback to the assessor on the efficacy of the assessment process.                      Review own role and assessor role in the assessment process.</p>		



Assessment Instruments	Portfolio of evidence Observation checklist Questioning		
<b>Assessment Process</b>			
Step	Date		
Evaluation of POE addressing Essential Embedded Knowledge in unit standards. Evaluation of Research Projects and other evidence addressing specific unit standards. Consultation: assessment plan and assessment activities and instruments. Pre-assessment moderation and interviews conducted at this stage. Observation: feedback on assessment against specific outcomes, critical outcomes in unit standards. Feedback: to candidate regarding sufficiency of evidence and possible interview to gain supplementary evidence. Feedback to candidate regarding assessment findings as well as review process.			
Feedback	Written feedback to be given to all stakeholders at the end of the assessment process, as well as verbal feedback to the candidate during assessment activities.		
Recording Process	Process and findings to be recorded and submitted for record keeping purposes as well as moderation and verification.		
Review Process	The review process is the responsibility of the assessor and the candidate. Joint reviewing will take place after feedback has been given to the candidate.		
Right to appeal	The candidate must be advised of the right to appeal.		
Accessibility and safety of environment	Step	Date	
	Site inspection conducted. Pre-assessment moderation conducted.		
Resources Required	Assignments PoE Assessments		
I confirm that: I have been consulted on and have agreed to the training and assessment process as detailed in the assessment guide. I have been advised of my right to appeal against any assessment that is unfair, unreliable, invalid or impracticable. I have read and understood the appeal procedure. I know that assessments may be moderated or verified by an external party. The purpose of the assessment has been clearly explained to me. The criteria have been discussed with me, and I know I will be assessed against these criteria. I know when and where I will be assessed, and I was given fair notice. I know how the assessment will be done, and any other requirements related to the assessment.			
Candidate's Signature		Date	
Assessor's Signature		Date	



# Assessment 1 - Knowledge Questionnaire

## Assessment activity 1

1. Complete the following answers:

1. Which documents must be available to make a booking for a learner license test?

- a. ....
- b. ....

2. When a candidate wishes to book a learner license appointment:

√ **TICK THE CORRECT ANSWER**

The candidate must do in person	
Somebody else may book an appointment for him/her.	

3. If I have a learner license for a light motor vehicle (code 2), I may practise on a heavy vehicle.

TRUE	
FALSE	

4. How old must a candidate be to apply for a learner license in the following instances: Please complete:

	<b>AGE</b>
Light motor vehicle – code 2 learner license	
Heavy motor vehicle – code 3 learner license	



## Assessment activity 2

**Answer the following questions on the sheet provided: Make sure that you complete the correct questions for the correct code of learner license. (See page 15 for instructions)**

**5. You may not obtain a learner's license if ....**

- (i) You already have a license that authorizes the driving of the same vehicle class.
- (ii) You are declared unfit to obtain a driving license for a certain period and that period still prevails
- (iii) Your license was suspended temporarily and the suspension has not yet expired.

**SELECT THE CORRECT COMBINATION**

- A. (i),(ii) and (iii) are correct
- B. (ii) and (iii) only are correct
- C. (i) only is correct.

**6. Sign O9 warns you that there is ....**

- A. Possibly pedestrians ahead.
- B. A marked pedestrian crossing ahead
- C. Possible school kids close to or in the road.

**7. When are you allowed to drive your vehicle on the right-hand side of a road with traffic in both directions?**

- A. When you switch the emergency lights of your vehicle on
- B. When a traffic officer orders you to do so
- C. Under no circumstances.

**8. Sign B8 shows you that you .....**

- A. can expect a sharp bend to the right
- B. will get a one-way road to the right
- C. must turn right at the next road

**9. You are not allowed to stop .....**

- A. where you are also prohibited to park
- B. 5 m from a bridge
- C. opposite a vehicle, where the roadway is 10 m wide



- 10. Sign Q7 shows you that .....**
- A. the road narrows from both sides
  - B. the freeway ends
  - C. there is a narrow bridge ahead
- 11. Road marking RTM 1 in sketch 4 in the sketch booklet shows you that you....**
- A. if you are driving in A, must stop before this line and drive on when it is safe.
  - B. if you are driving in A, must reduce speed and drive on if it is safe.
  - C. if you are driving in B, can pass A if there are no other vehicles in the intersection.
- 12. Warning sign S3 shows you that .....**
- A. there is a possibility of a flood ahead.
  - B. the road ends because of water ahead.
  - C. there is a low water bridge ahead.
- 13. At an intersection .....**
- A. you must yield to oncoming traffic if you want to turn right.
  - B. vehicles have the right of way over pedestrians.
  - C. you can use a stop sign as a yield sign if there is no other traffic.
- 14. Road marking Y3 shows you that .....**
- A. The road surface is uneven
  - B. Traffic may not overtake or cross it on either side
  - C. It is a lane reserved for busses only.
- 15. When you want to change lanes and drive from L1 to L2 (sketch booklet, sketch 8)**
- you must .....**
- (i) only do it when it is safe to do so.
  - (ii) switch your indicators on in time to show what you are going to do
  - (iii) use the mirror(s) of your vehicle to ensure that you know of other traffic.

**CHOOSE THE CORRECT COMBINATION.**

- A. Only (i) and (ii) are correct
- B. All of the above are correct
- C. Only (ii) and (iii) are correct



- 16. Road marking Z5 warns you that .....**
- A. there is a level crossing with one railway line ahead.
  - B. roads cross ahead.
  - C. the freeway ends ahead
- 17. If you see that someone wants to overtake you, you must .....**
- (i) keep to the left as far as is safe.
  - (ii) not drive faster.
  - (iii) Give hand signals to allow the person to pass safely.

**SELECT THE CORRECT COMBINATION**

- A. (i) and (ii) only are correct
  - B. All the above are correct
  - C. (ii) only is correct.
- 18. When you see sign A6 you must .....**
- A. know that that section of the road is for the use of pedestrians only.
  - B. give right of way to pedestrians who would like to cross the street.
  - C. stop because school kids might cross the road.
- 19. When you drive .....**
- A. you must have two hands on the steering wheel
  - B. your vision of the road and the traffic must be unobstructed
  - C. you must wear shoes with rubber soles.
- 20. Sign R1 warns you that the road .....**
- A. has many curves.
  - B. is slippery when it is wet.
  - C. 's surface is damaged.
- 21. The legal speed which you may drive .....**
- A. is always 120 km/h outside towns/cities.
  - B. can be determined by yourself if you look at the number of lanes that the road has.
  - C. is shown to you by signs next to the road.
- 22. Sign O4 warns you that .....**
- A. there is a compulsory police stop ahead.
  - B. there is a robot ahead
  - C. You are now entering an urban area.



**23. Where may you legally stop with your vehicle?**

- A. 4 m from a tunnel
- B. 5 m from a pedestrian crossing
- C. 6 m from a railway crossing.

**24. What does warning sign O3 show you?**

- A. The road winds ahead
- B. A number of sharp curves are ahead
- C. A concealed entrance to the left is followed by one to the right.

**25. If you are driving towards the circle in Z4 and there are also vehicles from the other three sides you .....**

- A. must always wait for the vehicle from your right before you drive on.
- B. may drive on if you were the first vehicle over the line.
- C. must stop with all the vehicles and only drive on when it is safe.

**26. Sign BB4 shows you that only ..... may park there**

- A. Goods vehicles that load or unload
- B. Motorcars that load or unload
- C. Construction vehicles.

**27. You may not .....**

- (i) run the engine of your vehicle unattended.
- (ii) Use your vehicle without a cap on the fuel tank
- (iii) Spin the wheels of your vehicle when pulling off

**SELECT THE CORRECT COMBINATION**

- A. (i) and (ii) only are correct
- B. (ii) only is correct
- C. All the above are correct

**28. When the robot is red and the green arrow flashes to the right (X5), it shows you that .**

- A. Only pedestrians may walk
- B. If you want to turn right, you may go
- C. All traffic must turn right there

**29. What is the maximum period of time that a vehicle may be parked in one place on a road outside urban areas?**

- A. 7 days
- B. 48 hours
- C. 24 hours.



**30. When you see sign S7 you must .....**

- A. look out for road works where tractors operate
- B. know that only agricultural vehicles may drive there
- C. be on the lookout for agricultural vehicles that may be on the road.

**31. When may you not pass another vehicle? When you .....**

- (i) are nearing the top of a hill
- (ii) are nearing a curve
- (iii) can only see 100 m in front of you because of smoke over the road.

**SELECT THE CORRECT COMBINATION**

- A. (i) only is correct
- B. All the above are correct
- C. (i) and (ii) only are correct

**32. Warning sign Q4 shows you that .....**

- A. the road on which you are driving is going to change to a gravel road
- B. potholes are to be found on the road ahead.
- C. The road is ending ahead.

**33. If you come to a traffic light and the red light flashes, you must .....**

- A. Stop and wait for the light to change to green before you go
- B. Stop and only go if it is safe to do so
- C. Look out for a roadblock as the light shows you a police stop

**34. What does sign J8 show you?**

- A. You are not allowed to travel faster than 100 km/h at night
- B. If you cannot see more than 100 m in front of you, switch your lights on.
- C. Dangerous conditions for the next 100 km.

**35. The furthest that your vehicle's dim lights may shine in front of you, is ..... m**

- A. 45
- B. 100
- C. 150

**36. Road markings RTM3 in the sketch booklet sketch 8, .....**

- A. show you that you may not stop further than the front one of the two
- B. are the lines where pedestrians walk
- C. are lines that indicate another traffic lane



**37. What is important with regard to the hooter of your vehicle?**

- A. The tone or pitch of the sound may not change.
- B. Someone must hear it from a distance of at least 45 m.
- C. You may use it to get the attention of someone that you would like to offer a lift.

**38. Look in the sketch booklet, sketch 6. When you see road marking (a), you .....**

- A. may not park there because it is parking for ambulances only
- B. may not park there at all.
- C. Know it is a lane reserved for emergency vehicles.

**9. You may .....**

- A. drive your vehicle on the sidewalk
- B. allow your vehicle to move backwards only if it is safe to do so.
- C. Leave the engine of your vehicle running when you put petrol in it.

**40. If you see sign B2 you know that .....**

- A. Vehicles with a mass of 10 tonne and less may not drive there
- B. Vehicles with a mass of more than 10 tonne may not drive there
- C. That section of the road can only carry vehicles that weigh up to 10 tonne

**41. When do you have right of way?**

- (i) When you are within a traffic circle
- (ii) When you have stopped first at a four-way stop
- (iii) When you want to turn right at an intersection in a two-way road.

**SELECT THE CORRECT COMBINATION**

- A. Only (i) and (ii) are correct
- B. All of the above are correct
- C. Only (i) is correct

**42. Arrow E in the sketch booklet, sketch 5, shows you that you .....**

- A. must turn right from that lane
- B. can turn right or move straight on if it is safe
- C. can still change lanes if you want to go straight



**43. The last action that you must take before moving to another lane is to ..**

- A. switch on your indicator
- B. check the blind spot
- C. look in the rear view mirror

**44. Sign N3 shows you that there is a ....**

- A. Sharp curve to the left ahead
- B. Obstruction left of the road
- C. Detour to the left

**45. You may overtake another vehicle on the left-hand side ..**

- (i) when that vehicle is going to turn right and the road is wide enough that it is not necessary to drive on the shoulder
- (ii) where the road has two lanes for traffic in the same direction
- (iii) if a police officer instructs you to do so

**SELECT THE CORRECT COMBINATION**

- A. (iii) only is correct
- B. (ii) and (iii) only are correct
- C. All of the above are correct

**46. Road marking Y1 shows you that you must .....**

- A. stop
- B. look out for school kids
- C. yield to all users of the road and possible also trains

**47. The licence for your vehicle (clearance certificate) is valid for .....**

- A. 12 months
- B. 90 days
- C. 21 days

**48. Sign DD7 shows you that.....**

- A. the road turning to the right, ends ahead
- B. you are not allowed to turn right there
- C. there is a T-junction to the right



**49. Your vehicle headlights must be switched on.....**

- (i) at any time of the day when you cannot see persons and vehicles 150 m in front of you
- (ii) from sunset to sunrise
- (iii) when it rains and you cannot see vehicles 100 m in front of you.

**SELECT THE CORRECT COMBINATION.**

- A. (ii) only is correct
- B. (i) and (ii) only are correct
- C. All of the above are correct

**50. Sign T2 shows you that there is a .....**

- A. curve to the left ahead
- B. temporary obstruction left of the road
- C. temporary detour to the left

**51. At an intersection**

- A. you must yield to oncoming traffic if you want to turn right
- B. vehicles have the right of way over pedestrians
- C. you can use a stop sign as a yield sign if there is no other traffic

**52. Sign A2 shows you that you must .....**

- A. turn left at the stop sign
- B. stop and then turn left or drive straight on
- C. stop but if you want to turn left, you can use it as a yield sign



**READ THE FOLLOWING CAREFULLY:**

Questions 53 to 60: Rules and signs for motor cycles (Code 1)

Questions 61 to 68: Controls of motor cycles (Code 1)

Questions 69 to 76: Rules and signs for light motor vehicles (Code 2)

Questions 77 to 84: Controls of light motor vehicles (Code 2)

Questions 85 to 92: Rules and signs for heavy motor vehicles (Code 3)

Questions 93 to 100: Controls of heavy motor vehicles (Code 3) Code C1, C and EC



**RULES AND SIGNS – CONTROLS OF MOTOR CYCLES (Code 1)**

**53. If your motor cycle has an engine size of ....cc, you may not use it on a freeway**

- A. 50
- B. 125
- C. 250

**54. If you see C2, it means that..**

- A. you must ride there
- B. you can ride there but it is not compulsory to do so
- C. only certain motor cycles may ride there

**55. When is it an offence when you are the holder of a learner's licence for a motor cycle?**

- (i) You ride on your motor cycle next to your instructor
- (ii) You keep only one hand on the handlebars
- (iv) You ride at 80 km/h outside built-up areas.

**SELECT THE CORRECT COMBINATION**

- A. Only (i) and (ii) are correct
- B. All of the above are correct
- C. None of the above is correct

**56. Sign L3 shows to motor cycle riders that.....**

- A. they must ride to the left of this sign
- B. they can ride to the left of this sign if they wish
- C. the freeway ends ahead to the left

**57. When may you as the holder of a learner's license carry a passenger on your motor cycle?**

- A. For short journeys if you do not exceed the speed limit.
- B. In no case
- C. When a motor cycle has a cylinder capacity of at least 100 cc.

**58. Sign J10 shows you that .....**

- A. you may not ride slower than 60 km/h
- B. you may not ride faster than 60 km/h
- C. only motor cycles larger than 60 cc may ride here.



**59. When you ride your motor cycle, you are not allowed to .....**

- A. have only one hand on the handlebars
- B. have one wheel of the motor cycle off the ground
- C. carry a passenger on a 125 cc motor cycle.

**60. Sign G8 shows to motor cycle riders that .....**

- A. they must use that part of the road
- B. they can use that part of the road if they wish
- C. There is parking for motor cycles there

**CONTROLS OF MOTOR CYCLE:**

**61. To turn, you must use number.....**

- A. 8
- B. 1
- C. 7

**62. What controls must you never use in combination?**

- A. 2 and 4
- B. 4 and 8
- C. 4 and 7

**63. What controls must you use when you are going to make a sharp turn?**

- A. 1,3,5,6 and 8 only
- B. 1,2,4 and 8 only
- C. 1,2,3,4,6 and 8 only

**64. To stop, you must use numbers.....**

- A. 4 and 7
- B. 2 and 7
- C. 1 and 2

**65. To change gears, you must use numbers....**

- A. 1 and 5
- B. 2 and 7
- C. 1 and 2



**66. The distance it takes you to stop your motor cycles is...**

- (i) longer on a wet road than on a dry road
- (ii) longer if you ride at a higher speed
- (iii) longer if it is loaded

**SELECT THE CORRECT COMBINATION**

- A. None of the above are correct
- B. All of the above are correct
- C. (i) only is correct

**67. To indicate that you are going to turn, you must use number .....**

- A. 6
- B. 4
- C. 8

**68. To ride faster, you must use number.....**

- A. 7
- B. 5
- C. 4

**END OF TEST MOTOR CYCLES (CODE 1)**



**LIGHT MOTOR VEHICLE (CODE 2)**

**69. The maximum distance between two vehicles which are being towed is.....m**

- A. 1,8
- B. 2,5
- C. 3,5

**70. Sign F6 forbids .....**

- A. minibuses to drive past this sign
- B. all motor vehicles to drive past this sign
- C. minibuses to pick up passengers

**71. The lights of your vehicle parked on a public road between sunset and sunrise need not kept lighted when the vehicle is parked**

- (i) 10 m from a lighted street lamp
- (ii) next to the roadway of the road
- (iii) in a demarcated parking area

**SELECT THE CORRECT COMBINATION**

- A. All of the above are correct
- B. Only (i) and (iii) are correct
- C. Only (ii) and (iii) are correct

**72. Sign K3 shows you that you .....**

- A. may not drive there between 06:00 and 09:00
- B. may not park there for more than 3 hours
- C. are only allowed to drive there between

**73. It is illegal when you drive and a passenger.....**

- A. sits directly behind you when you only have a learner's licence.
- B. Fiddles with the motor radio's volume knob.
- C. Rides on the bumper of your vehicle.

**74. Sign G9 shows you that.....**

- A. you must use that part of the road
- B. you can use that part of the road if you wish
- C. there is parking for motor cars there.



**75. The tread pattern of your vehicle's tyres may not be less than....mm**

- A. 0,75
- B. 1
- C. 1,5

**76. Sign F5 shows you that .....**

- A. no taxi's may drive there
- B. no motor cars may drive there
- C. you may not park your motor car there.

## **CONTROLS**

**77. To turn, number .... is used.**

- A. 4
- B. 5
- C. 10

**78. Number .. is not found in an automatic vehicle**

- A. 2
- B. 6
- C. 8

**79. To ensure that your parked vehicle does not move, use number ...**

- A. 7
- B. 8
- C. 9

**80. To select a gear, you must use numbers .....**

- A. 7 & 9
- B. 5 & 8
- C. 6 & 8

**81. To accelerate your vehicle, you must use number .....**

- A. 6
- B. 8
- C. 10



**82. To stop your vehicle, you must use number ...**

- A. 9
- B. 8
- C. 7

**83. The distance it takes the driver of a motor vehicle to stop is .....**

- (i) longer on a wet road than on a dry road.
- (ii) Longer if the vehicle is travelling at a higher speed
- (iii) Longer if the vehicle is loaded

**SELECT THE CORRECT COMBINATION**

- A. None of the above are correct
- B. All of the above are correct
- C. (i) only is correct

**84. *What controls must you use when you are going to turn sharp?***

- A. 1,3,5,6 and 8 only
- B. 3,4,5,9 and 10 only
- C. 1,3,4,5,6,8,9 and 10 only

**END OF TEST LIGHT MOTOR VEHICLES (CODE 2)**



### **HEAVY MOTOR VEHICLE (CODE 3)**

**85. If you only have a learner's licence for a heavy motor vehicle.....**

- (i) Then there must be someone with you in the vehicle with the same driving licence
- (ii) You are not allowed to drive on a freeway
- (iii) No passengers are allowed with you in the vehicle.

#### **SELECT THE CORRECT COMBINATION**

- A. All the above are correct
- B. Only (i) is correct
- C. Only (i) and (iii) are correct

**86. Sign D10 shows you that .....**

- A. vehicles longer than 15 m may not drive past this sign
- B. the road is only 15 m wide past this sign
- C. no vehicles with trailers may drive past this sign

**87. You may transport goods on your vehicle that they .....**

- A. protrude 2,0 m at the rear
- B. protrude 450 mm in front
- C. are with the vehicle 2,4 m wide

**88. Sign P9 warns you that you may not drive there if your vehicle is.....**

- A. longer than 4,42 m
- B. higher than 4,42 m
- C. wider than 4,42 m

**89. You may carry passengers in a vehicle that is being towed.....**

- (i) if you only travel at 35 km/h
- (ii) if the vehicle that is being towed is a semi-trailer
- (iii) only if the vehicle that tows something is a tractor

#### **SELECT THE CORRECT COMBINATIONS**

- A. (i) and (ii) only are correct
- B. All of the above are correct
- C. (ii) only is correct



90. **Sign W6 shows you that .....**
- A. the road forks ahead on a steep decline and you should slow down.
  - B. Your brakes will be checked at a stop ahead where you must stop.
  - C. There is an arrestor bed ahead to be used when your brakes fail.

91. **You may not reverse your vehicle for further than.....**
- A. 500 m
  - B. 100 m
  - C. as it is safe to do so

92. **Sign G2 prohibits all ..... driving there**
- (i) vehicles conveying dangerous goods
  - (ii) goods vehicles
  - (iii) abnormal vehicles
  - (iv) heavy vehicle

**SELECT THE CORRECT COMBINATION**

- A. All of the above are correct
- B. Only (i) is correct
- C. Only (iii) and (iv) are correct

**CONTROLS OF HEAVY MOTOR VEHICLES:**

93. **To stop your vehicle, you must use number .....**
- A. 9
  - B. 8
  - C. 7

94. **The distance it takes the driver of motor vehicle to stop it is .....**
- (i) longer on a wet road than on a dry road
  - (ii) longer if the vehicle is travelling at a higher speed
  - (iii) longer if the vehicle is loaded.

**SELECT THE CORRECT COMBINATION**

- A. None of the above are correct
- B. All of the above are correct
- C. only is correct



95. To select a gear, you must use numbers .....
- A. 7 & 9
  - B. 5 & 8
  - C. 6 & 8
96. To ensure that your parked vehicle does not move, use number .
- A. 7
  - B. 8
  - C. 9
97. To turn your vehicle, number, is used.
- A. 5
  - B. 4
  - C. 6.
98. *What controls must you use when you are going to turn sharp?*
- A. 1,3,5,6 and 8 only
  - B. 3,4,5,9 and 10 only
  - C. 1,3,4,5,6,8 and 9 only
99. To indicate that you are going to turn, you must use number ..
- A. 3
  - B. 5
  - C. 11
100. To accelerate your vehicle, you must use number
- A. 6
  - B. 8
  - C. 10.

**END OF TEST FOR HEAVY MOTOR VEHICLES.**



## Assessment Review

NAME of LEARNER		NAME of ASSESSOR	
VENUE –		DATE of REVIEW -	
UNIT STANDARD	Meet the requirements in order to obtain a provisional license		
Review Dimension	ASSESSOR	LEARNER/ CANDIDATE	ACTION
The principles/criteria for good assessment were achieved.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
The assessment related to the registered unit standard.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
The assessment was practical.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
It was time efficient and cost-effective and did not interfere with my normal responsibilities.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
The assessment instruments were fair, clear and understandable.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
The assessment judgements was made against set requirements.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
The venue and equipment was functional.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
Special needs were identified and the assessment plan was adjusted.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
Feedback was constructive against the evidence required.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
An opportunity to appeal was given.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
The evidence was recorded.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	
<b>LEARNER’S DECLARATION OF UNDERSTANDING</b>			
I am aware of the moderation process and understand that the moderator could declare the assessment decision invalid.			
Learner	Date	Assessor	Date
Moderator	Date		



## Candidate Feedback Report

Candidate's Name		ID No.	
Assessor's Name		Reg. No.	
Unit Standard Title	Meet the requirements in order to obtain a provisional license		
<b>ASSESSMENT DECISION</b>			
Source of Evidence	C	NYC	Comments
Skills Exercise			
Product			
Indirect Evidence			
Overall Assessment Decision			
Additional Notes			
Date			
Signature of Assessor			Signature of Candidate



## Candidate Appeal Form

Candidate's Name:	ID No.	
Assessor's Name:	Reg. No.	
<b>Unit Standard:</b>		
Date:		
<b>SECTION 1</b>		
Candidate's reason for disagreeing with the assessment decision.		
Assessor's rationale for the assessment decision.		
Candidate's signature.		
Assessor's signature.		
<b>SECTION 2</b>		
Moderator's decision.		
Moderator's signature		



## Assessor's Report

Candidate's Name		ID No.	
Assessor's Name		Reg. No.	
Unit Title	Standard	Meet the requirements in order to obtain a provisional license	
<b>ASSESSMENT DECISION</b>			
Specific Outcome	C	NYC	Comments
Identify, categorise and qualify road signs, markings and signals.			
Explain specific rules of the road.			
Identify different controls of the vehicle and explain its uses.			
Explain driver responsibilities and duties in operating a vehicle.			
Obtain a provisional driving licence.			
Overall Assessment Decision.			
Comments			
Date			
Signature of Assessor		Signature of Candidate	



## Moderator's Report

Moderator's Name		Reg. No.	
Assessor's Name		Reg. No.	
Candidate's Name		ID No.	
Unit Standard Title	Meet the requirements in order to obtain a provisional license		
<b>MODERATION DECISION</b>			
Specific Outcome	C	NYC	Comments
Identify, categorise and qualify road signs, markings and signals.			
Explain specific rules of the road.			
Identify different controls of the vehicle and explain its uses.			
Explain driver responsibilities and duties in operating a vehicle.			
Obtain a provisional driving licence.			
Overall Moderation Decision			
Feedback to Assessor			
Action Required			
Date of Moderation			
Signature of Moderator			
Signature of Assessor			
Signature of Candidate			





**HE & SHE DRIVER TRAINING CENTRE<sup>®</sup> CC**

**DRIVER TRAINING CONSULTANTS**

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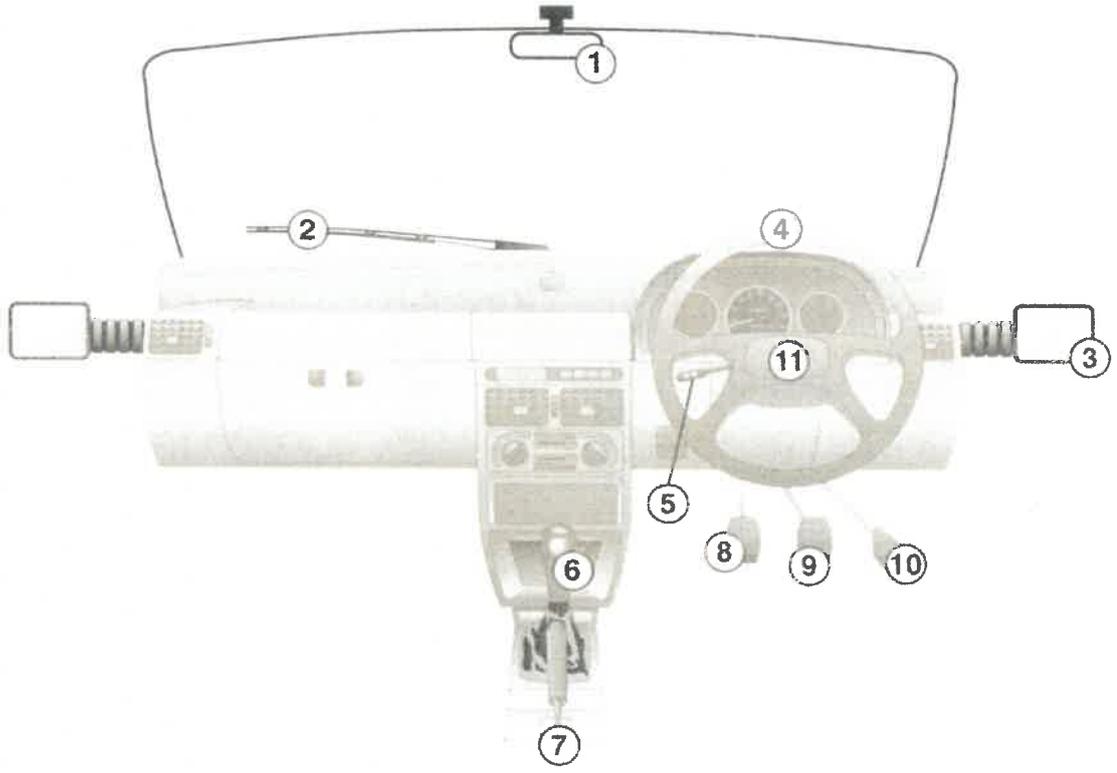
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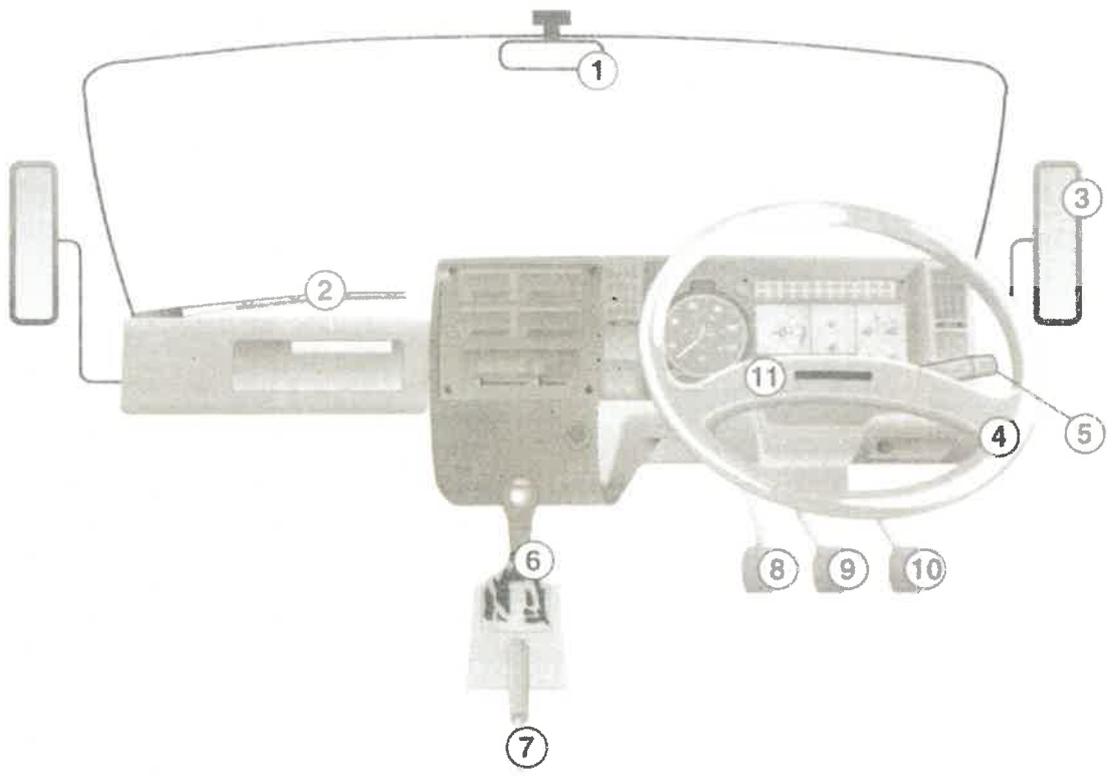
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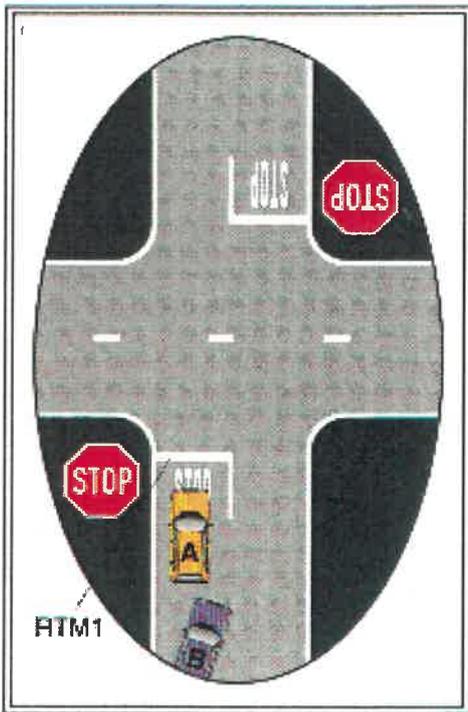


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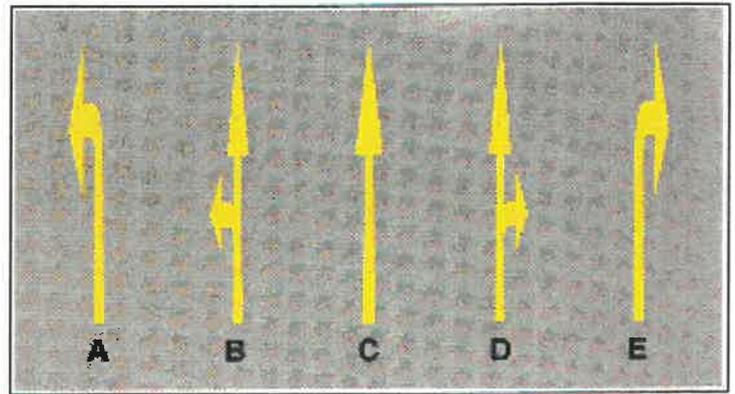
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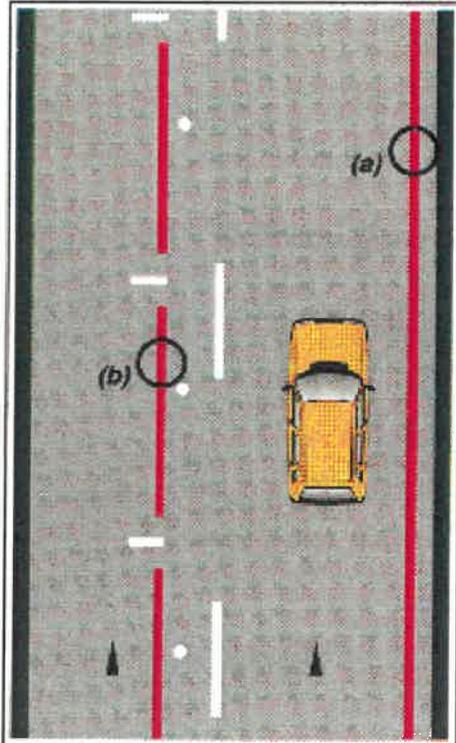
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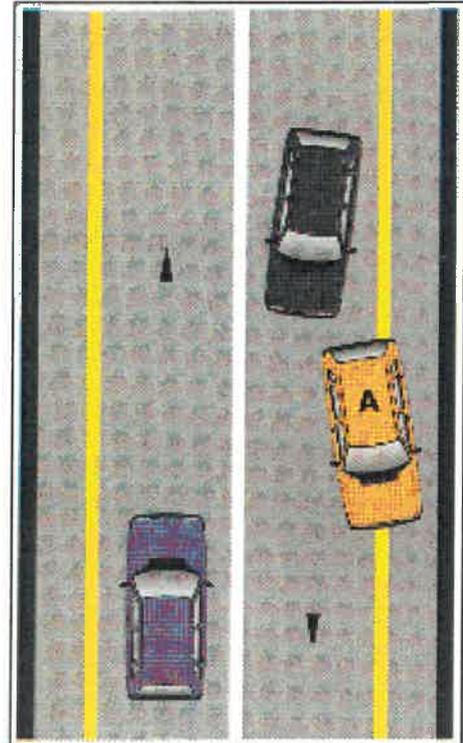
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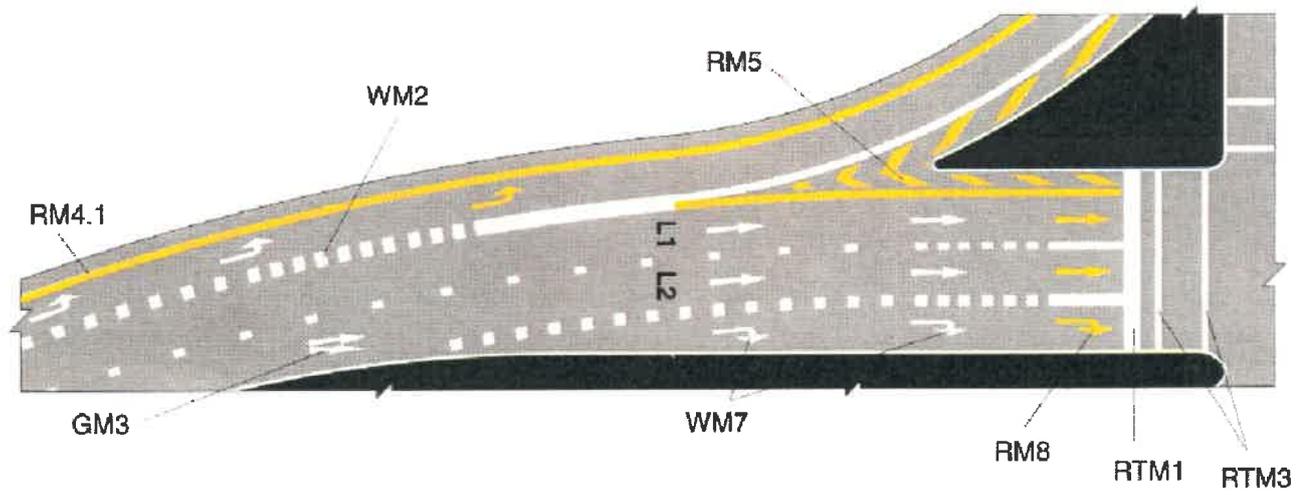
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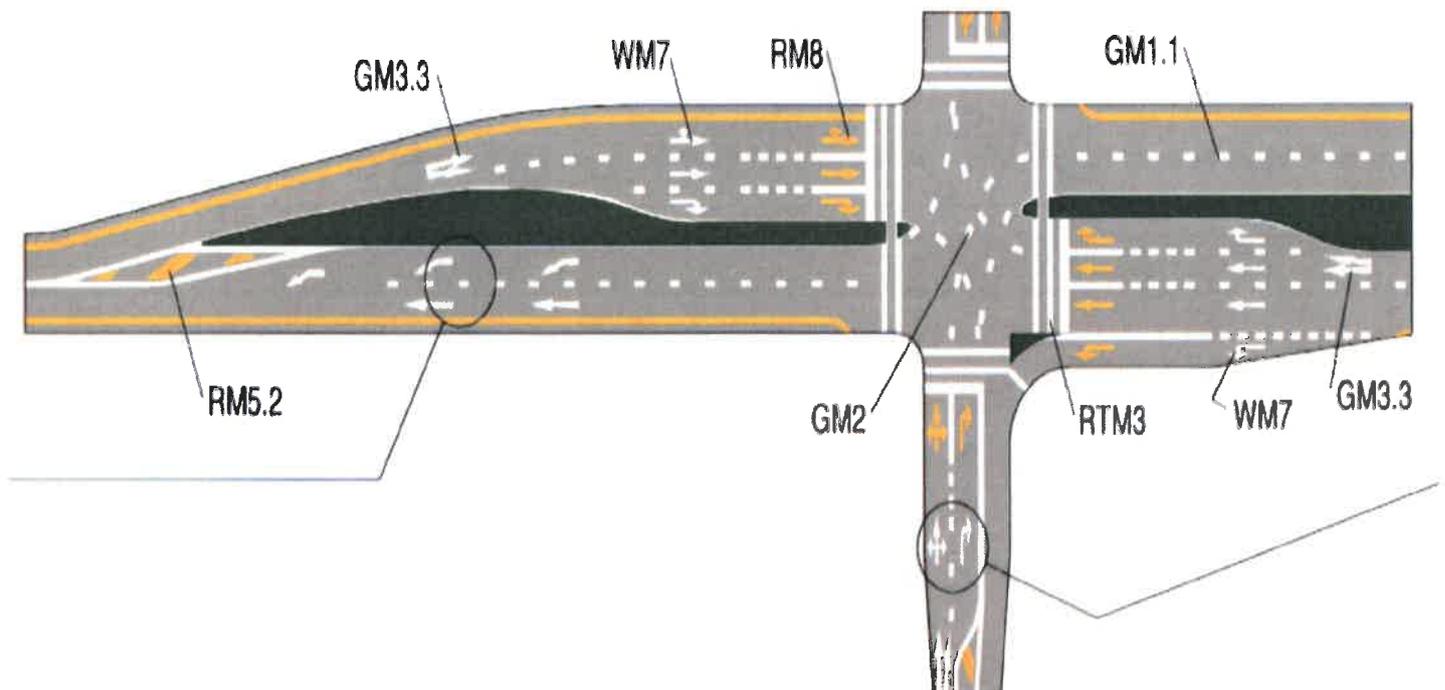
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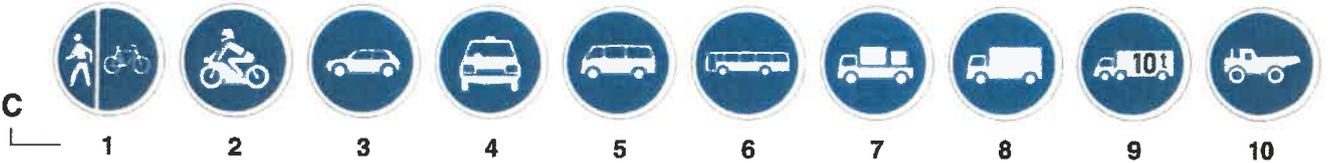
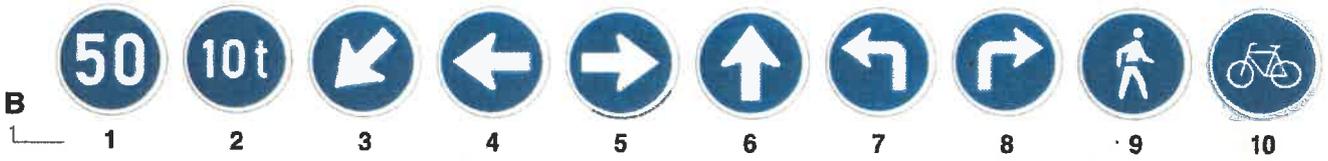
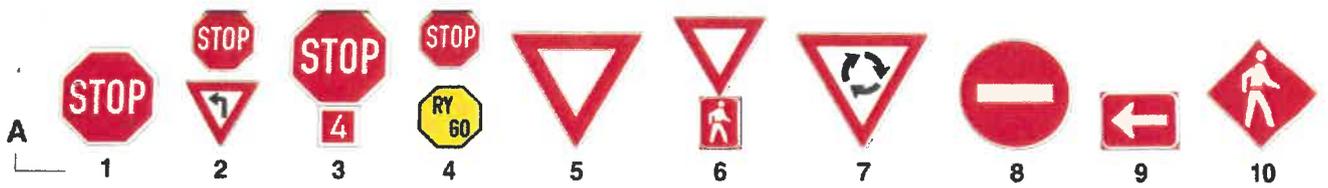
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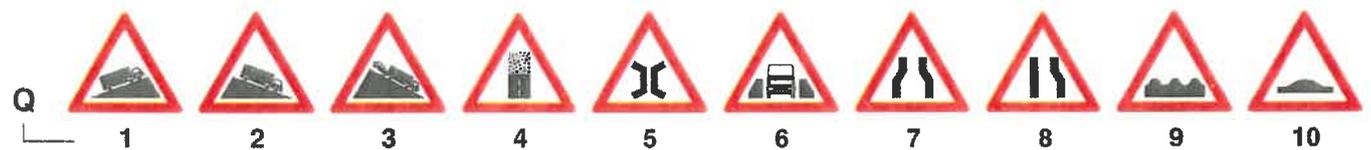
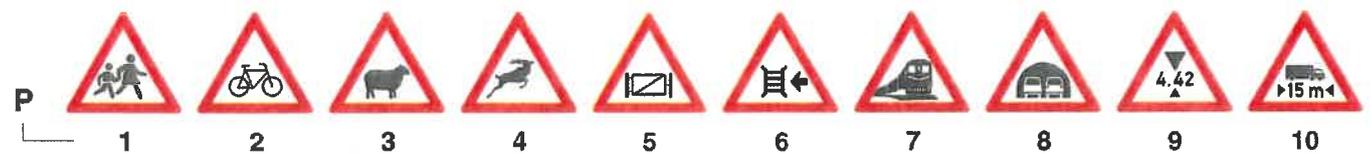
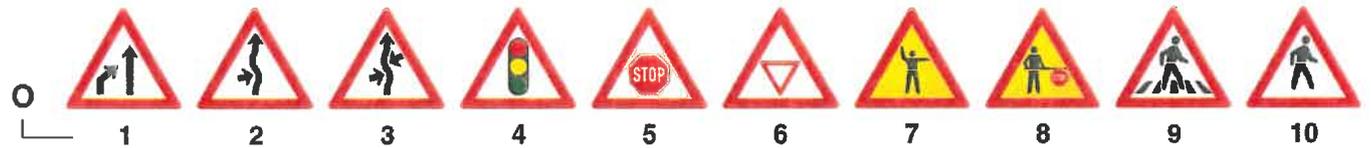
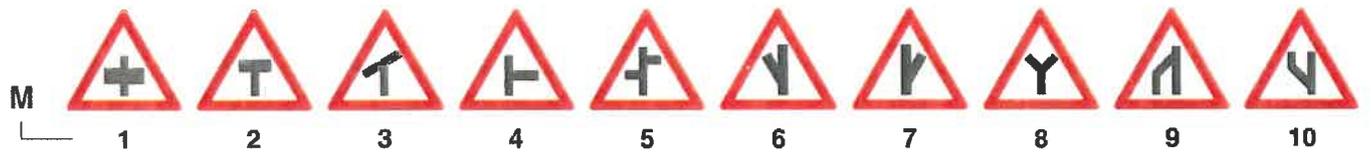


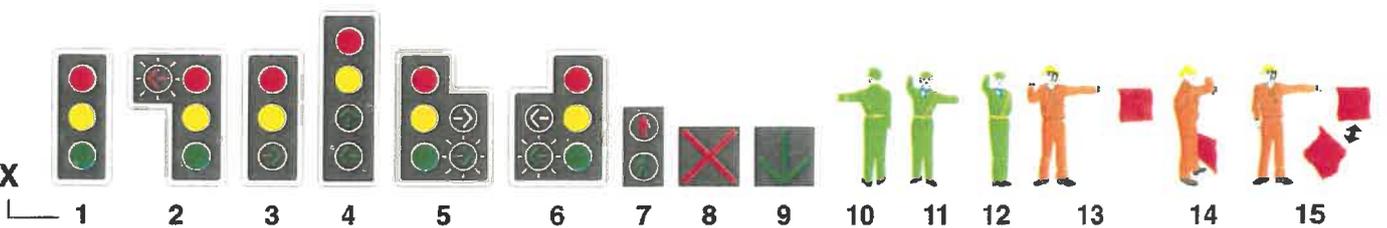
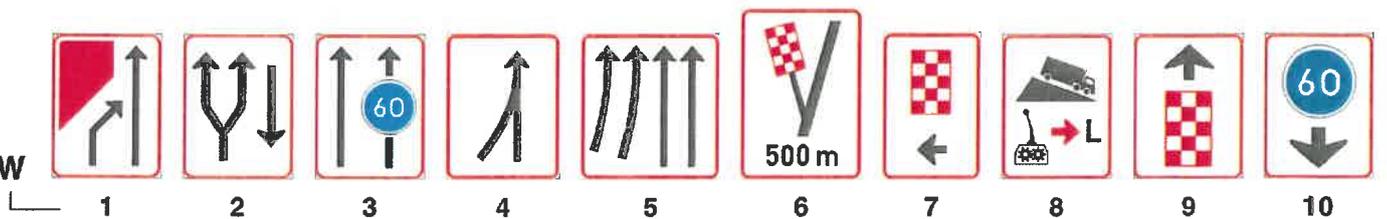
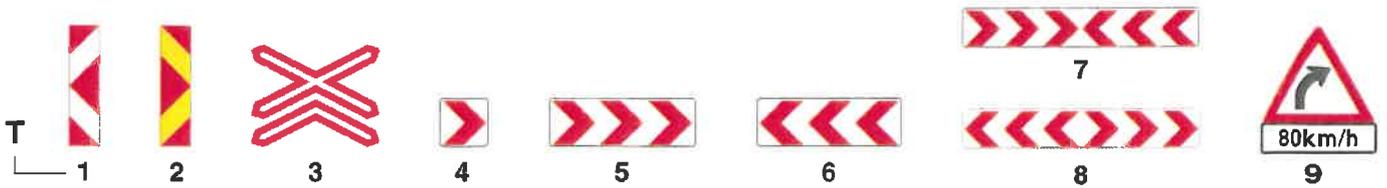
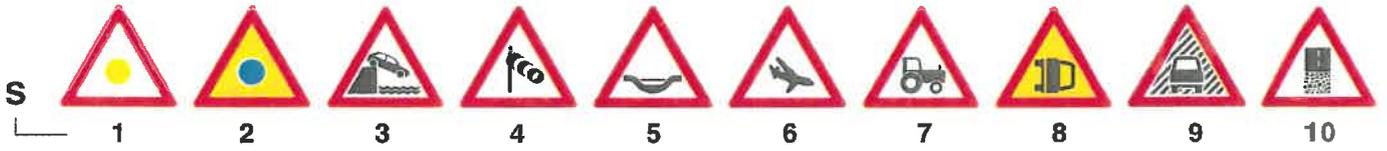
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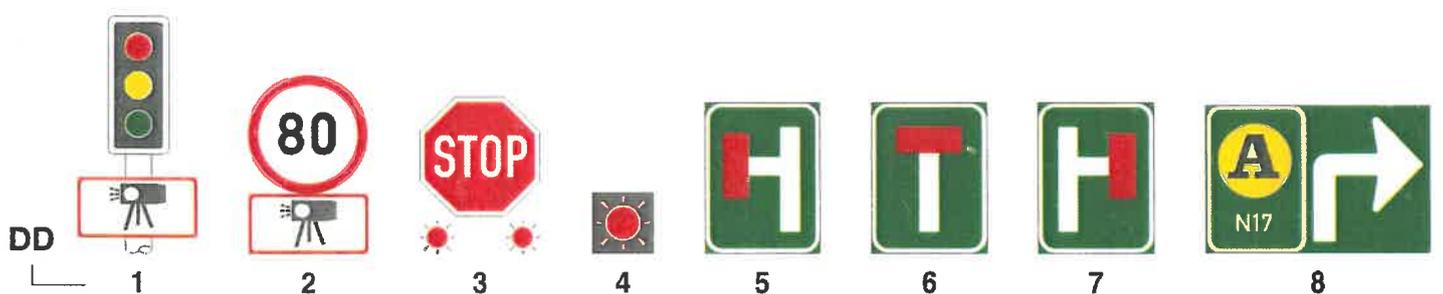
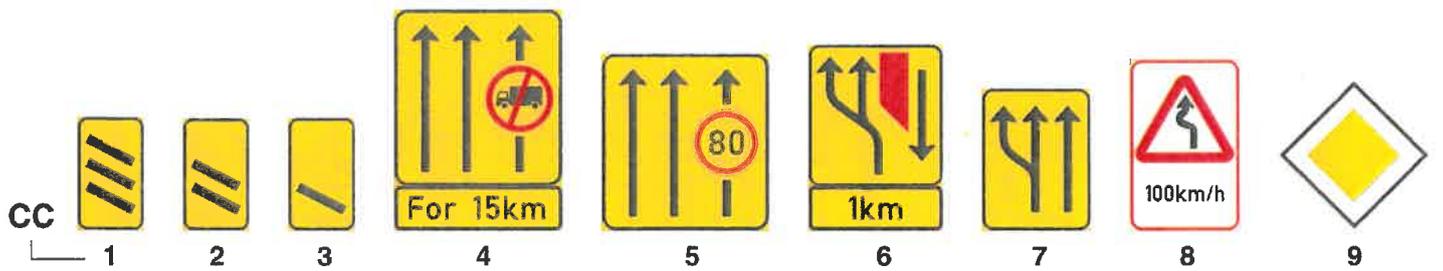
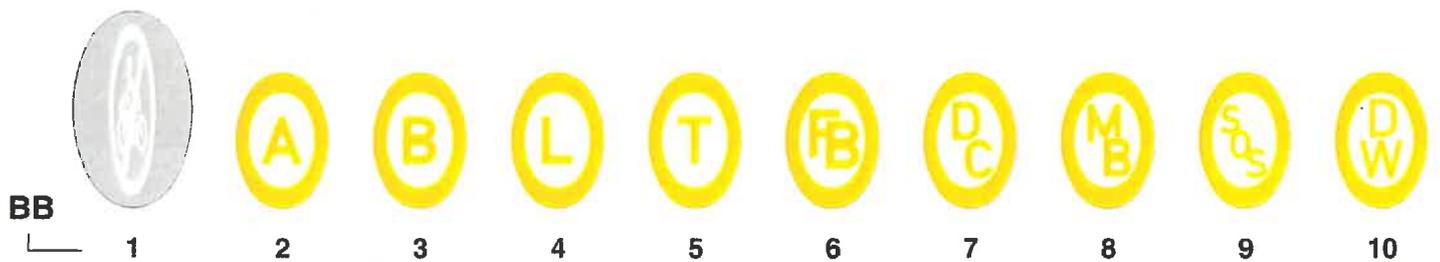
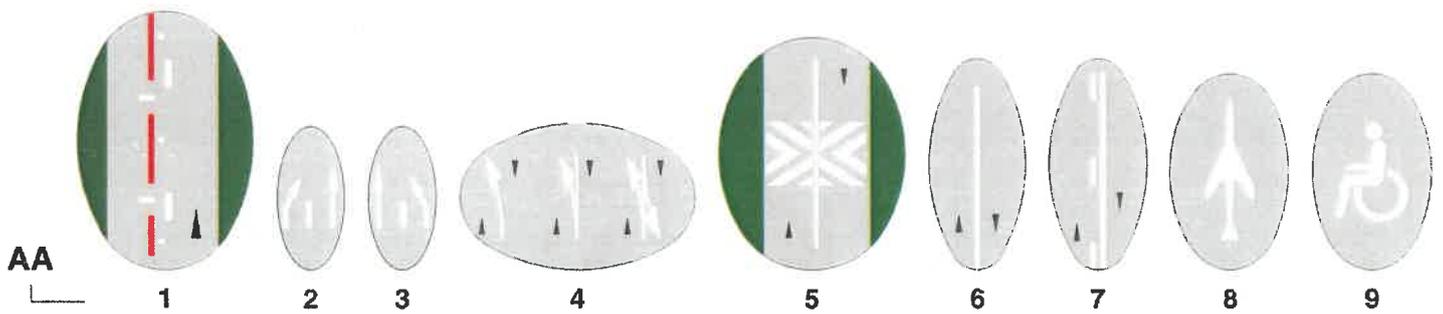
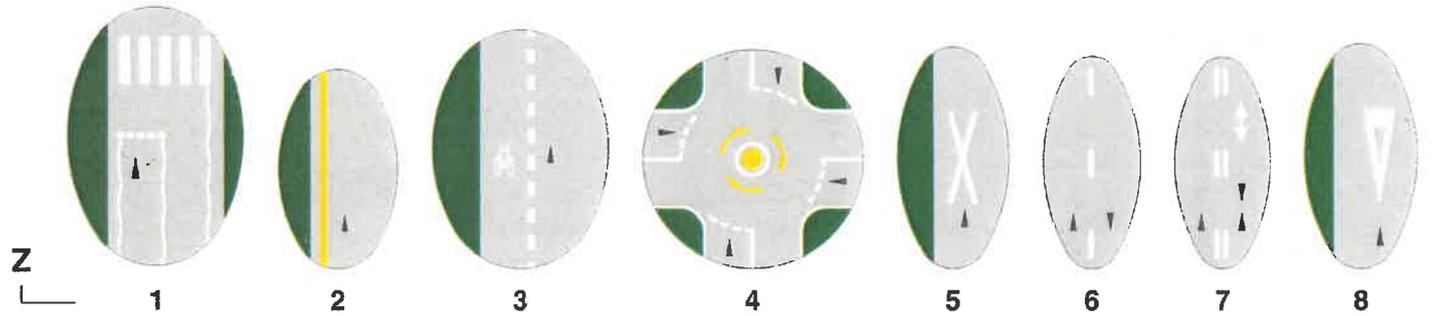
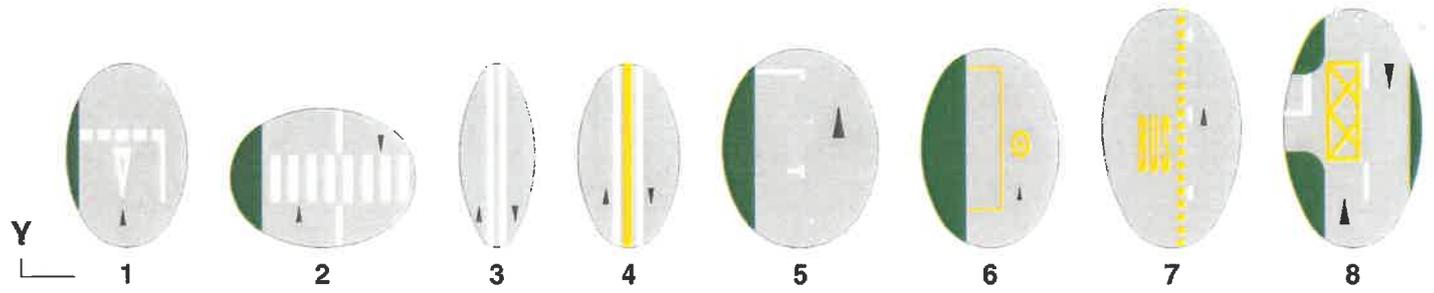


**SKETCH: 9**











# **Department of Transport**

## **K53**

### **Practical driving test for motor vehicle drivers**

#### **Volume 1**

#### **Light Motor Vehicle**

#### **Code B**

**AUGUST 2005**

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# 1. THE TEST

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## 1.1 Purpose of the test

This is a practical test to determine the ability of light motor vehicle drivers. The full test consists of two separate parts, namely a yard test and a road test, jointly measuring the proficiency of a vehicle driver regarding his/her handling of the vehicle, obedience to traffic rules, and coping with traffic problems in the practical driving situation. The test shall be used by driving licence testing centres to measure the proficiency level of drivers in order to obtain a driving licence. Only on the successful completion of the test can a driving licence be authorised. Instructors possessing the necessary knowledge and skills can also make use of this test to determine training requirements.

## 1.2 Format of the test

The test is administered on prescribed manoeuvres and on pre-established routes and is marked on the standard test report (see page 9) by an examiner for driving licences who is trained and registered as prescribed. Should the test be terminated for any reason at any stage, the full test will have to be repeated. (This includes the yard test and road test)

## 1.3 Item format

The items are classified under separate categories clearly indicated on the test report. During the test the examiner marks the incorrect responses in the appropriate category by placing a mark in the space opposite the appropriate item.

## 1.4 Method

Directly after the successful completion of the yard test, which is conducted under supervision of an examiner who is fully conversant with the contents of this document, can the road test be administered on public roads, and shall be done on the same day. Every test shall be completed in full before another test can be conducted by such examiner.

## 1.5 Type of vehicle

The test is designed for the testing of drivers of light motor vehicles. (Tare/Gross Vehicle Mass shall not be more than 3 500 kg)

The following vehicles are excluded:

- A combination of vehicles.
- A motor vehicle less than 3 metres in length.

## 1.6 Ethics

Use of cellular phones and smoking is not permissible. (Examiner and applicant, as well as Inspectorate / Provincial monitor if applicable)

---

## 2. TEST REQUIREMENTS

---

### 2.1 Material

The following shall be required in order to conduct this test:

- a roadworthy light motor vehicle with a seat next to the driver, supplied by the applicant,
- a test report, (in triplicate and numbered in book form)
- a pen,
- a clipboard, and
- a stopwatch.

### 2.2 Requirements for the yard test

This section of the test shall be administered in an area that is closed to other traffic and persons.

No vehicle shall be marked either on the inside or outside in such a manner to aid a learner driver during the practical test.

The test shall commence with the pre-trip inspections.

All of the following manoeuvres shall be done, however, can be done in any sequence.

- (a) Turn in the road,
- (b) Alley docking, (to the left and right)
- (c) Parallel Parking, (to the left and right) and
- (d) Incline start.

The technical data for the manoeuvres is as prescribed. (See page 88)

### 2.3 Requirements for road test

The road test may only commence on the successful completion of the yard test. Every driving licence testing centre shall have at least two pre-established routes. The test shall be conducted on anyone of these routes.

The following features shall be included in every test route:

- (a) A road, with more than one lane in the same direction, containing at least two controlled intersections and clearly demarcated road markings where a lane change shall be done.
- (b) At least one intersection controlled by four-way stop signs.
- (c) At least four intersections controlled by stop signs or traffic lights.
- (d) At least two intersections controlled by yield sign(s) -
  - (i) where the applicant shall yield right of way at one of the intersections; and
  - (ii) where the applicant has right of way at one of the intersections.
- (e) A quiet road where the emergency stop shall be executed.
- (f) None of the intersections forming part of a test route shall be crossed more than twice from the same direction.
- (g) At least 65% of the test route shall consist of public roads in an urban area.
- (h) A right turn shall be made at least at two of the intersections mentioned in (c)
- (i) Crossing of two-way traffic shall be made at least at two intersections.
- (j) Flashing green arrow indicators for turning vehicles shall not form part of the crossings mentioned in (h) and (i).

---

## 3. IMPLEMENTATION OF THE TEST

---

Testing shall only be conducted during normal office hours on weekdays, from 07:00 to 17:00 and Saturdays from 07:00 to 13:00. No testing shall take place on Sundays and Public holidays.

The examiner for driving licences shall not comment on, mention, or discuss any error made by the applicant during the test, nor may he/she assist the applicant during the execution of any manoeuvre or action.

The examiner shall record all the relevant information required on the test report.

The examiner shall not pose any questions to test the applicant's theoretical knowledge during the practical test.

The examiner shall not allow anyone or anything to hinder, instruct or obstruct an applicant during a test and the applicant shall be under his/her direct supervision at all times.

Only the examiner, representatives of the Inspectorate / Provincial monitors or supervisor of examiners may accompany applicants during tests.

From the commencement of the yard test to the completion of the road test, the following items shall be marked throughout:

- Violation of traffic law,
- Uncontrolled / Dangerous action, and
- Collision / Mechanical failure.

Any travelling to be done in the vehicle being used for the test may only be done after completion of the pre-trip inspection and shall be driven by the applicant.

Should the applicant at any stage fail the test and in the opinion of the examiner, it would be unsafe for the applicant to continue driving, the examiner may drive such vehicle when returning to the driving licence testing centre.

On completion of the test the applicant shall sign the test report and a copy shall be handed to the applicant, after it has been discussed with him/her.

### 3.1 YARD TEST

Before the commencement of the yard test the examiner shall inform the applicant of the following:

- (a) that the yard test (the pre-trip inspections and manoeuvres) shall be completed within 20 minutes, (stopwatch time)
  - (b) stopping shall be permitted at any stage during certain manoeuvres,
  - (c) observation shall be done and signals given as though on a public road,
  - (d) wearing of a seatbelt shall not be necessary during the yard test,
  - (e) should the test be terminated at any stage, the full test shall have to be repeated,
  - (f) all road traffic signs, signals, rules and markings shall be obeyed,
  - (g) touching any obstacle or mounting a kerb shall not be permissible,
  - (h) no uncontrolled or dangerous action shall be permitted,
  - (i) the push and pull method of steering is not required during the yard test, and
  - (j) questions may be asked pertaining the above.
- The examiner shall guide the applicant to the starting point of every yard test manoeuvre, instruct him/her to apply the parking brake, select neutral and cancel the signal. (If applicable)
  - All errors made during both the 1<sup>st</sup> and the 2<sup>nd</sup>, attempt shall be recorded. (entering and leaving)
  - The instructions and explanation to conduct a manoeuvre during the yard test shall only be given whilst the vehicle is stationary prior to the commencement of that specific

manoeuvre.

### 3.1.1 Pre-trip inspection

A physical pre-trip inspection shall be executed irrespective of the weather conditions on instruction and under supervision of the examiner for every test.

#### Exterior (Module 1)

- (a) The examiner shall accompany the applicant to his/her vehicle, where a pre-trip exterior inspection shall be conducted, prior to entering the vehicle.
- (b) The examiner may allow minor defects to be rectified, however, no extra time shall be allowed and the stopwatch shall not be stopped.
- (c) Should any of the items indicated on the test report under the headings "Pre-trip inspection" be inoperative, the vehicle will be considered unroadworthy and the examiner shall circle the black block under the heading "ROADWORTHINESS" on the test report, make a cross in the "FAIL" block and immediately discontinue the test.

#### Interior (Module 2)

- (a) The examiner shall request the applicant to enter the vehicle and operate the lights, (dipped beam and main beam) direction indicators, brake lights, wipers and horn on request.
- (b) The examiner shall request the applicant to proceed with the pre-trip inspection.
- (c) The examiner may allow minor defects to be rectified, however, no extra time shall be allowed and the stopwatch shall not be stopped.
- (d) Should any of the items indicated on the test report under the headings "Pre-trip inspection" be inoperative, the vehicle will be considered unroadworthy and the examiner shall circle the black block under the heading "ROADWORTHINESS" on the test report, make a cross in the "FAIL" block and immediately discontinue the test.

### 3.1.2. Alley docking (to the left and right) (Modules 15 and 16)

The side from which the first manoeuvre is executed shall be determined by the examiner.

#### Entering

The examiner shall inform the applicant of the following:

- (a) stopping is permissible at any stage, and
- (b) a 2<sup>nd</sup> (final) attempt may be made if the 1<sup>st</sup> attempt was unsuccessful, provided that no obstacle has been touched.

The examiner shall instruct the applicant:

- (a) to position vehicle at starting point,
- (b) to reverse into the demarcated area without touching any obstacle,
- (c) that no forward movement will be permitted, and
- (d) that a 2<sup>nd</sup> (final) attempt may be made if the 1<sup>st</sup> attempt was unsuccessful, provided that no obstacle has been touched.

#### Leaving

The examiner shall instruct the applicant to steer out of the demarcated area without touching any obstacle, and stop where indicated.

### 3.1.3 Incline start (Modules 17 and 18)

The examiner shall instruct the applicant:

- (a) to stop where indicated without allowing the vehicle to move backwards,

- (b) to move off without rolling back, and
- (c) that only one attempt shall be permissible.

#### 3.1.4 Turn in the road (Module 19)

The examiner shall instruct the applicant:

- (a) to position vehicle at starting point,
- (b) turn the vehicle around within the 12 metre roadway, without mounting any kerb and by using two forward and one reverse movements, to face in the opposite direction, without touching the demarcated line with any wheel, and
- (c) complete the manoeuvre, the vehicle shall exit the demarcated area on the left hand side of the road. (It is not necessary to stop before exiting)

#### 3.1.5 Parallel parking (to the left and right) (Modules 20 and 21)

The side from which the first manoeuvre is executed shall be determined by the examiner.

##### Entering

The examiner shall inform the applicant of the following:

- (a) stopping is permissible at any stage, and
- (b) a 2<sup>nd</sup> (final) attempt may be made if the 1<sup>st</sup> attempt was unsuccessful, provided that no obstacle has been touched or the kerb mounted.

The examiner shall instruct the applicant to:

- (a) position vehicle at starting point,
- (b) only three (3) movements shall be permitted, the first movement being a reverse movement into the parking bay, and two further movements to position the vehicle within the parking bay without touching any obstacle or mounting the kerb, and
- (c) a 2<sup>nd</sup> (final) attempt may be made if the 1<sup>st</sup> attempt was unsuccessful, provided that no obstacle has been touched or the kerb mounted.

##### Leaving

The examiner shall instruct the applicant:

- (a) to steer out of the demarcated area without touching any obstacle or mounting the kerb, and stop where indicated, and
- (b) that the number of movements to leave the parking bay are unlimited.

### 3.2 Road test

3.2.1 Prior to the commencement of the road test the applicable information and instructions shall be given to the applicant whilst the vehicle is stationary and the engine is switched off.

3.2.2 Following a pre-established test route, the examiner shall not give any instruction to carry out an illegal action, and shall instruct the applicant:

- (a) well in advance,
- (b) in a clear, concise and audible manner,
- (c) if necessary, repeat any instruction,
- (d) giving, as far as possible, one instruction at a time,
- (e) that, if he/she has a physical disability, he/she shall nevertheless attempt to check the appropriate blind spot,
- (f) that, should the test be terminated at any stage, the full test shall have to be repeated, (this includes the yard test and road test)
- (g) that the wearing of the seatbelt is now compulsory as well as the "push and pull"

- method of steering, and
  - (h) all road traffic signs, signals, rules and markings shall be obeyed.
- 3.2.3 A lane change, at least one of the hand signals and emergency stop shall be executed irrespective of the weather conditions on instruction of the examiner during every test.
- 3.2.4 For the purpose of this test the following shall constitute a road test:
  - (a) the duration of the road test shall exceed 20 minutes,
  - (b) the pre-established test route which complies with minimum requirements shall be completed, and
  - (c) when 45 minutes has elapsed, provided that the minimum requirements on such test route have been met.
- 3.2.5 **Emergency stop:**
  - (a) During the road test, the applicant shall be instructed by the examiner to stop the vehicle at a safe place at the side of the road.
  - (b) The stopwatch shall be stopped after stopping the vehicle and started when moving off.
  - (c) The examiner shall inform the applicant when the vehicle has stopped, the following:
    - (i) that he/she shall give the instruction to "Stop" when it is safe to do so, and
    - (ii) the vehicle shall be brought to a complete standstill in the shortest possible distance as if in an emergency, e.g. a child running into the road.
- 3.3 **Collision**
  - 3.3.1 Should the applicant cause a collision or be involved in a collision which is considered to have been avoidable, circle the black block under the heading "COLLISION/MECH.FAIL." on the test report and make a cross in the "FAIL" block and immediately discontinue the test.
  - 3.3.2 Should the collision be considered to have been unavoidable a cross shall be indicated in the white block under the heading "COLLISION/MECH.FAIL.", and the applicant shall be given the option of completing the test if the vehicle is still roadworthy.
  - 3.3.3 If the vehicle is unroadworthy and/or the applicant wishes to have the test deferred, a cross shall be made in the block marked "DEFERRED" and the test discontinued, provided that no black block was circled prior to the collision.
- 3.4 **Mechanical failure**
  - 3.4.1 Should the test in progress be terminated due to mechanical failure of the vehicle, the test shall be deferred, and a cross shall be made in the "DEFERRED" block, provided that no black block was circled prior to the mechanical failure.
- 3.5 **Deferred test**
  - 3.5.1 Should a test be deferred, the reason shall be recorded under "GENERAL REMARKS".
  - 3.5.2 Should the test be deferred at any stage the applicant shall again be subjected to a full test.

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## **4. TEST REPORT**

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The various responses which will be tested are indicated on the test report by means of abbreviations. The meanings of these abbreviations are listed on the reverse side of the prescribed test report.

# DEPARTMENT OF TRANSPORT

## LIGHT MOTOR VEHICLE

### TEST REPORT

### CODE B

Acc.	•	Acceleration	N.	•	Neutral
Adj.Mir.	•	Adjust mirrors	Needless	•	Needless stopping
Aut.	•	Automatic transmission	No.att.	•	Number of attempts
			No.mve.	•	Number of movements
B.kerb.	•	Bumps kerb	Obs.	•	Observation
Bl.sp.	•	Blind spots	Obstacles	•	Touches obstacle/s
Br.	•	Braking	Obstr.	•	Obstructions
			Op.hom	•	Operation of horn
Ch.R/L	•	Check right and left for cross traffic	Op.ind.	•	Operation of indicator
Choke	•	Operation of choke	Op.lts.	•	Operation of lights
Cl.sp.	•	Clear space	Op.wip.	•	Operation of wipers
Coasts	•	Coasting			
Con.stop	•	Controlled stop	P.	•	Park(automatic transmission)
Count.st	•	Counter steers	P.br.	•	Application of parking brake
			P.br.rat	•	Application of parking brake without using release mechanism
D	•	"Drive"(automatic transmission)	Pos.	•	Positioning of vehicle
Dec.	•	Deceleration	Pos.turn	•	Position for turn
Dis.cl.	•	Disengage clutch			
Drs.	•	Doors	Rides	•	Riding the clutch
Eng.c.	•	Engine compartment	Roll	•	Lets vehicle roll
Enl.	•	Entering freeway			
Ex.	•	Exiting freeway	Seat.	•	Seat adjustment
Ext.	•	Exterior of vehicle	Sig.	•	Signal intention
Eyes	•	Keep eyes on the road	Sig.can.	•	Cancels signal
			Slips	•	Slipping the clutch
F.cap.	•	Fuel cap	Slow	•	Too slow for conditions
Fast	•	Too fast for conditions	Sm/co.	•	Smooth and co-ordinated
Fol.dist.	•	Following distance	Stall.	•	Stalls engine
			Stop	•	Stop vehicle
Gear	•	Gear changing/selection	Str.eng	•	Starts engine
			Strad.	•	Straddles
Hand.L.	•	Hand signal to indicate intention to turn to the left			
Hand.R.	•	Hand signal to indicate intention to turn to the right	T. line	•	Touch line / road marking
Hand.S.	•	Hand signal to indicate intention to stop or reduce speed suddenly	Tyr.	•	Tyres
Horn	•	Use of horn			
			Un.veh.	•	Observe under vehicle for obstructions
Int.	•	Interior of vehicle	Veh.ent.	•	Vehicle entrances and driveways
Len./Ref.	•	Lenses and reflectors	W.T.L.	•	Waits too long
Ln.Chng.	•	Lane changing in an intersection	Wand.	•	Wanders
			Warn lts/gauges	•	Warning lights and gauges
M.kerb	•	Mounts kerb	Wheels	•	Wheels straight for turning
Man.	•	Manual transmission	Whilst cnr.	•	Whilst cornering
Mech.Fail.	•	Mechanical failure	Wide/Cut	•	Steering too wide/cutting
Method	•	Steering method	Wip	•	Windscreen wipers
Mir.	•	Mirrors			
Move	•	Moving off			

**YARD TEST and ROAD TEST**

**ROADWORTHINESS**

Remarks.....

**VIOLATION OF TRAFFIC LAW**

Remarks.....

**UNCONTROLLED/DANGEROUS ACTION**

Remarks.....

**COLLISION/MECH. FAIL.**

Remarks.....

**COURTESY**

(1) Lack of .....

Remarks.....

**YARD TEST**

**PRE-TRIP INSPECTION (ext)**

(1) Un.veh .....

(1) Wip .....

(1) Tyr .....

(1) Eng.c .....

(1) Len/Ref .....

(1) F.cap .....

Remarks.....

**PRE-TRIP INSPECTION (int)**

(2) Drs .....

(1) P.br .....

(1) N/P .....

(1) Obstr .....

(1) Seat .....

(2) Adj.mir .....

(1) Op.lts .....

(1) Op.ind .....

(1) Op.wip .....

(1) Op.horn .....

Remarks.....

**ALLEY DOCKING** **Left** **Right**

Roll .....

(2) P.br .....

(1) P.br.rat .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(1) Count.st .....

Obstacles .....

No.att .....

(4) Sig.can .....

Remarks.....

**PARALLEL PARKING** **Left** **Right**

Roll .....

(2) P.br .....

(1) P.br.rat .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(1) Count.st .....

(4) B.kerb .....

M.kerb .....

Obstacles .....

No.att .....

(4) Sig can .....

Remarks.....

**TURN IN THE ROAD**

Roll .....

(2) P.br .....

(1) P.br.rat .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(1) Count.st .....

(4) B.kerb .....

M.kerb/T.line .....

No.mve .....

(4) Sig can .....

Remarks.....

**INCLINE START**

Roll .....

(5) P.br .....

(1) P.br.rat .....

(1) N/D .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(4) Sig.can .....

Remarks.....

**ROAD TEST**

**STARTING**

(2) P.br .....

(1) P.br.rat .....

(1) N/P .....

(1) Choke .....

(1) Str.eng .....

(1) Warn lts/gauges .....

Remarks.....

**MOVING OFF**

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) W.T.L .....

(1) Move .....

(1) Stall .....

Roll .....

(4) Sig.can .....

Remarks.....

**STEERING**

(1) Method .....

(5) Obs .....

(4) Wide/Cut .....

(2) Wand .....

(2) Pos .....

(2) Strad .....

Remarks.....

**CLUTCH**

(1) Sm/co .....

(1) Slips .....

(1) Rides .....

(3) Coasts .....

Remarks.....

**GEAR CHANGING**

(1) Gear .....

(1) Sm/co .....

(5) Eyes .....

(4) Whilst cnr .....

(3) Coasts .....

Remarks.....

**SIGNALLING**

(3) Mir .....

(5) Bl.sp .....

(3) Hand.R .....

(3) Hand.L .....

(3) Hand.S .....

(1) Horn .....

Remarks.....

TIME	YARD TEST	ROAD TEST						
STOPWATCH								
ACTUAL TIME								
DURATION	..... Min	..... Min						
PENALTY POINTS	50							
<table border="1"> <tr> <td>PASS</td> <td>FAIL</td> <td>DEFERRED</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>			PASS	FAIL	DEFERRED			
PASS	FAIL	DEFERRED						

**LANE CHANGING**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

Remarks.....

**OVERTAKING** **Left** **Right**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

(5) Cl.sp .....

Remarks.....

**INTERSECTION / VEH.ENT**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(3) Ln.chng .....

(5) Ch.R/L .....

(4) Pos.turn .....

(3) Wheels .....

(4) Sig.can .....

Remarks.....

**SPEED CONTROL**

(3) Mir .....

(5) Fast .....

(5) Slow .....

(1) Acc .....

(1) Dec .....

(2) Br .....

(5) Fol.dist .....

Remarks.....

**STOPPING**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(2) Br .....

(1) Dis.cl .....

(5) Cl.sp .....

(2) P.br .....

(1) P.br.rat .....

(1) N/D/P .....

(4) Sig.can .....

(1) Needless .....

Remarks.....

**FREEWAYS** **Ent** **Ex**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

(5) Cl.sp .....

Remarks.....

**EMERGENCY STOP**

(5) Stop .....

(5) Con.stop .....

No.Att .....

Remarks.....

**GENERAL REMARKS**

.....

EXAMINER NAME (print) .....

EXAMINER INFRA No. ....

EXAMINER SIGNATURE .....

DATE OF TEST .....

COPY RECEIVED BY: .....

DRIVER SIGNATURE .....

## 5. SCORING METHOD

When marking the incorrect response during the test it shall be indicated with a ( ). (See examples)  
Any incorrect response made by the applicant during the test shall be marked on the test report by placing a mark opposite the appropriate item.

- 5.1 With regard to certain responses only one error can be marked - e.g. should the applicant not carry out any one of the items under "PRE-TRIP INSPECTION" Exterior or Interior, one mark shall be indicated in the appropriate space.

Example

(2) Adj. mir ..... 

<b>2</b>
----------

- 5.1.1 Should the applicant fail to check mirror or blind spot or both for the yard test, he/she shall only be penalised once for observation.

- 5.2 With regard to certain other responses, more than one error can be marked - e.g.: should the applicant make three lane changes without signalling, three marks shall be indicated in the appropriate space.

Example

(5) Sig ..... 

<b>15</b>
-----------

- 5.3 With regard to certain other responses should an error be made where there is a black block a circle shall be drawn around such block and the test discontinued - e.g.: should the applicant touch any obstacle whilst executing the alley-dock to the left or right, a circle shall be drawn around the black block. This indicates an immediate failure and the test shall be terminated.

Example

Obstacles ..... 

<b>0</b>
----------

- 5.4 On completion of the test the examiner shall count the number of marks opposite each item, multiply by the value indicated in brackets to the left of the item, and enter the total number of penalty points in the relevant block to the right of the item.

Example

(3) Mir. .... 

<b>9</b>
----------

- 5.5 All the values of each item in each section shall be added and the total number of penalty points entered in the larger block at the bottom right-hand corner of that section.

Example

(1) Gear .....	<b>2</b>
(1) Sm/co ....	<b>3</b>
(1) Eyes .....	
Remarks .....	<b>5</b>

5.6 The total number of penalty points indicated in the larger blocks of each section shall be added indicating an overall number of points which shall be entered in the block "PENALTY POINTS" at the bottom centre of the test report.

Example

PENALTY POINTS 

<b>224</b>
------------

5.7 Indicate the result of the test by means of a cross in the appropriate block "PASS", "FAIL" or "DEFERRED".

Example

PASS	FAIL	DEFERRED
<b>X</b>		

5.8 In any section of the test report under "Remarks" the examiner may enter any comments which may assist the applicant.

Example

(2) Wand .....	
(2) Pos .....	<b>6</b>
(2) Strad .....	
Remarks: ...Keeps too far	<b>6</b>

5.8.1 Should a circle be drawn around any black block, a remark regarding the error shall be made in that section under "Remarks".

**5.9 Time limits and cut-off points**

**5.9.1 Yard Test**

- The duration of the yard test shall not exceed 20 minutes.
- The "DURATION" of the yard test shall always be recorded in full minutes and shall therefore be rounded off to the previous full minute.

Example

20 minutes 1 second shall count as 20 minutes.  
 20 minutes 59 seconds shall also count as 20 minutes.  
 21 minutes or more shall mean that the applicant fails.

- An applicant fails the yard test and the test shall be discontinued if:
  - (a) he/she has been allocated more than 50 penalty points,
  - (b) the time limit of 20 minutes was exceeded, (pre-trip inspections and yard test manoeuvres) or
  - (c) a circle has been drawn around any black block.

**5.9.2 Road Test**

- The road test shall commence only when the applicant has passed the yard test and the necessary instructions for the road test have been given whilst the vehicle was stationary and the engine switched off.

- The duration of the road test shall exceed 20 minutes and not be longer than 45 minutes. If for any reason beyond control, the duration of the test is more than 45 minutes, no more penalty points shall be recorded, however, all errors that normally lead to immediate failure will be recorded. (Violation of traffic law, uncontrolled / dangerous action and collision / mechanical failure)
- The duration of the test shall always be reported in full minutes and should therefore be rounded off to the next minute. The road test shall not be less than 20 minutes and therefore 19 minutes and 59 seconds or less is not permissible.

Example        20 min 1 sec shall become 21 minutes.  
                   40 min 59 sec shall become 41 minutes.  
                   19 minutes and 59 seconds or less is not permissible.

- The stopwatch shall be stopped after the applicant has stopped the vehicle after completing the pre-established test route, however marking shall continue until the applicant has closed his/her door from the outside where the test shall end.
- The permissible maximum penalty points allowed in order to pass the road test shall be calculated as follows: "DURATION" in minutes x 8.
- It can be determined whether an applicant has passed or failed with the aid of the table on page 13.
- An applicant fails the road test if:
  - he/she has exceeded the permissible maximum penalty points allowed, or
  - a circle was drawn around any black block.
- Should the test be terminated, the shortest route shall be taken when returning to the driving licence testing centre.

### 5.9.3 Recording of time

The stopwatch shall be started after completion of instructions for:

- the pre-trip inspections,
- every yard test manoeuvre, or
- the road test,

and stopped at the completion of:

- the pre-trip inspections,
- every yard test manoeuvre, or
- the road test.

"ACTUAL TIME"        -        See definition in Glossary.

"STOPWATCH"        -        See definition in Glossary.

"DURATION"        -        See definition in Glossary.

Example:

TIME	YARD TEST	ROAD TEST
STOPWATCH	14:54	21:48
ACTUAL TIME	08H06	08H24
DURATION	14 min	22 min

<b>Duration of road test in minutes</b>	<b>x 8 =</b>	<b>Maximum penalty points allowed</b>
21	.....	168
22	.....	176
23	.....	184
24	.....	192
25	.....	200
26	.....	208
27	.....	216
28	.....	224
29	.....	232
30	.....	240
31	.....	248
32	.....	256
33	.....	264
34	.....	272
35	.....	280
36	.....	288
37	.....	296
38	.....	304
39	.....	312
40	.....	320
41	.....	328
42	.....	336
43	.....	344
44	.....	352
45	.....	360
<b>Maximum penalty points allowed for yard test</b>	.....	<b>50</b>

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## **6. THE MODULES**

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The various sections of the test report are covered by a number of Modules which describe the ideal execution of each section of the test.

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# MODULE

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## Module 1:

# Pre-trip Inspection - exterior

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1. Check under vehicle on approach for obvious leaks, obstructions, etc.
2. Unlock all doors.
3. Inspect vehicle for possible damage, preferably from top to bottom, left to right in an anti-clockwise direction.
4. Check right-hand exterior mirror for damage, cleanliness and stability. (If fitted)
5. Check right-hand portion of windscreen for damage and cleanliness.
6. Check right wiper blade for wear, stability and cleanliness and leave in extended position, if possible.
7. Check right-hand front wheel: tyre tread for wear and damage, sidewall damage, inflation, valve cap, oil, grease leaks and wheel nuts.
8. Check right front lenses and reflector for damage, cleanliness and stability.
9. Check front of vehicle for damage and security of bonnet or boot, grill and bumper.
10. Mention that oil, water, brake fluid and fanbelt should be checked.
11. Check front registration plate for damage, cleanliness, stability and validity.
12. Check left front lenses and reflector as described in item 8.
13. Check left front wheel as described in item 7.
14. Check left-hand portion of windscreen as described in item 5.
15. Check left wiper blade as described in item 6.
16. Check Certificate of Clearance/Roadworthiness disc (if applicable) for validity.
17. Check left-hand exterior mirror as described in item 4. (If fitted)
18. Check left-hand doors for operation of doors and window winder(s). (If manually operative)
19. Check seat belts for stability and damage.
20. Check information plate for damage, cleanliness, stability and validity. (If applicable)
21. Check left rear wheel as described in item 7.
22. Check left rear lenses and reflector as described in item 8.
23. Check rear window for damage and cleanliness.
24. Mention that spare wheel, jack and wheel spanner should be checked.
25. Check rear of vehicle as described in item 9 and the exhaust.
26. Check chevron for damage, cleanliness, stability and validity, if applicable.
27. Check rear registration plate and light as described in item 11.
28. Check right rear lenses and reflector as described in item 8.
29. Check right rear wheel as described in item 7.
30. Check fuel cap for security.
31. Check right-hand doors as described in item 18.

### Note A:

On approach to the vehicle the examiner shall request the applicant to conduct a pre-trip exterior inspection prior to entering the vehicle.

### Note B:

The examiner may allow minor defects to be rectified, however, no extra time will be allowed. (The stopwatch shall not be stopped)

## **Note C:**

The applicant shall not be penalised for the following:

- should he/she fail to execute the pre-trip inspection in an anti-clockwise direction,
- should he/she fail to raise the windscreen wipers from the windscreen,
- when he/she checks one wheel and later only refers to the other wheels,
- when he/she fails to check both sidewalls of a tyre for damage, and
- when checking those parts of the vehicle which he/she has to check it is not expected of him/her to make mention of all the properties of that particular part.

For example, when the wheels are checked, it is not expected of him/her to mention that he/she checks the tyre tread for wear and for damage to the sidewall, tyre pressure and the valve-cap etc.

When it is clear to the examiner that the applicant has paid attention to the specific parts, (whether mentioned or not) he/she shall be credited.

Note C applies only to Module 1.

---

## Module 2:

# Pre-trip Inspection - interior

---

1. Ensure (from driver's seat) that parking brake is applied.
2. Ensure gear lever is in neutral position. (In "P" or "N" for automatic transmission)
3. Check for obstructions.
4. Check for warning lights and gauges, where applicable.
5. Check seat adjustment for correct driving position.
6. Check all mirrors for maximum rear view vision.
7. Turn ignition key to be in the "on" position without starting the engine.
8. Check electric windows operation, if applicable.
9. Check all instruments on instrument panel and mention any changes.
10. Check operation of front and rear lights, indicators, horn and wipers.
11. Switch ignition off and return all switches to "off" position.
12. Check steering for excessive free play.
13. Check pressure on brake and clutch pedals.
14. Return wipers to normal position, where applicable.
15. Check that doors are properly closed and that passengers are conversant with operation of doors.
16. Fasten seatbelt and request passengers to fasten seatbelts.
17. Ensure that passengers are conversant with operation of release mechanism of seatbelts.

### Note A:

The examiner shall request the applicant to operate the lights, direction indicators, horn and wipers, where these shall be checked for operation, by such examiner.

### Note B:

The examiner may allow minor defects to be rectified, however, no extra time shall be allowed. (The stopwatch shall not be stopped)

### Note C:

Item 1 and 2 as well as 5 and 6 shall be checked in sequence.

---

## **Module 3:**

# **Starting Procedure - manual transmission**

---

1. Ensure that the parking brake is applied.
2. Ensure that gear-lever is in "neutral" position.
3. Check that all gauges and warning lights are in non-function position.
4. Turn ignition key to "on" position without starting engine.
5. Check warning lights and gauges for malfunction.
6. Apply choke if necessary or ensure choke is cancelled.
7. Turn ignition key further to start engine.
8. Release hold on key as soon as engine starts.
9. Check warning lights and gauges for systems malfunction.
10. Cancel operation of choke, where applicable.

---

## Module 4:

# Starting Procedure - automatic transmission

---

1. Ensure that parking brake is applied.
2. Ensure that gear-lever is in "P" or "N" position.
3. Check that all gauges and warning lights are in non-function position.
4. Turn ignition key to "on" position without starting engine.
5. Check warning lights and gauges for malfunction.
6. Apply choke if necessary or ensure choke is cancelled.
7. Turn ignition key further to start engine.
8. Release hold on key as soon as engine starts.
9. Check warning lights and gauges for systems malfunction.
10. Cancel operation of choke, where applicable.

---

## Module 5:

# Mirrors - use of

---

1. Adjust rear-view mirror(s) for maximum rear-view vision only whilst vehicle is stationary.
2. Check rear-view mirror(s) on approach to any hazard.
3. Check rear-view mirror(s) every 5 - 8 seconds.
4. Checking of rear-view mirror(s) should be of sufficient duration to determine traffic situations to the rear.

### Note A:

Care should be taken not to look in mirror(s) for too long a period.

### Note B:

In the case of an enclosed cabin both exterior rear-view mirrors shall be checked.

### Note C:

When the vehicle is in motion and it is clear that the applicant has only made a minor adjustment to the rear-view mirror, he/she shall not be penalised, otherwise he/she shall be penalised for:

#### STEERING

- (1) Method .....

### Note D:

In the case of the applicant making an adjustment to any rear-view mirror whilst the vehicle is stationary, he/she shall not be penalised.

### Note E:

When the applicant looks for too long in the rear-view mirrors he/she shall be penalised for:

#### STEERING

- (5) Obs .....

It is not expected of the applicant to use exterior mirrors for "observation" to the rear. In the test allowance is made for the use of exterior mirrors in the case where:

- the vehicle is not fitted with an interior rear-view mirror, and/or
- the interior rear-view mirror for some reason does not provide enough vision.

---

## Module 6:

# Signalling

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1. Check rear-view mirror(s) and appropriate blind spot, if applicable.
2. Signal in good time and for sufficient duration.
3. Replace hand to appropriate position on steering wheel, as necessary.
4. Ensure that signal is cancelled after completing manoeuvre or that presence has been established, for example, when using the horn.

### Note A:

Care should be taken not to signal too early where it could create confusion for other road users.

### Note B:

Use of direction indicators or hand signals within an intersection should be avoided unless necessary.

### Note C:

Brake lights are a signal that can be kept on (especially at night) and it is not necessary to cancel these after the vehicle has been brought to a complete standstill.

### Note D:

The checking of blind spots is not necessary when the brake lights, headlights or horn are used as a signal.

### Note E:

When a signal is cancelled too soon, the applicant shall not be penalised for:

- (4) Sig can .....  
but for
- (5) Sig .....  
due to the fact that the signal's duration was insufficient.

### Note F:

Brake lights are considered a signal. The rearview mirror(s) shall be checked before braking commences. No blind spots should be checked before braking.

---

## Module 7:

# Signalling - hand signals (turning left)

---

1. Check rear-view mirror(s) and blind spot to the left.
2. Signal intention using direction indicators.
3. Check blind spot to the right.
4. Extend right arm sideways from shoulder.
5. Turn forearm in a vertical and downward position from elbow.
6. Move forearm in a circular anti-clockwise motion.
7. Retract arm in good time.
8. Replace hand to appropriate position on steering wheel before braking, gear selection or steering.

### Note A:

This signal shall be given in good time and for sufficient duration prior to braking, gear selection or steering.

### Note B:

This signal shall be used in conjunction with direction indicators which shall be activated prior to the hand signal.

### Note C:

The applicant shall not be requested to repeat this signal if carried out satisfactorily the first time.

If not carried out satisfactorily the first time, the applicant shall be requested to attempt to execute this signal once more.

Only two attempts shall be permissible, however, if not successful at the 2<sup>nd</sup> attempt penalty points shall again be allocated and the test continued.

---

## Module 8:

# Signalling - hand signals (turning right)

---

1. Check rear-view mirror(s) and blind spot to the right.
2. Signal intention using direction indicators.
3. Check blind spot to the right.
4. Extend right arm horizontally from shoulder with palm of hand to the front.
5. Retract arm in good time before braking and/or gear selection and before negotiating the turn.
6. Replace hand to appropriate position on steering wheel before braking, gear selection or steering.

### Note A:

This signal shall be given in good time and for sufficient duration prior to braking, gear selection or steering.

### Note B:

This signal shall be used in conjunction with direction indicators which shall be activated prior to the hand signal.

### Note C:

The applicant shall not be requested to repeat this signal if carried out satisfactorily the first time.

If not carried out satisfactorily the first time, the applicant shall be requested to attempt to execute this signal once more.

Only two attempts shall be permissible, however, if not successful at the 2<sup>nd</sup> attempt penalty points shall again be allocated and the test continued.

---

## **Module 9:**

# **Signalling - hand signals (stop or sudden reduction of speed)**

---

1. Check rear-view mirror(s) and blind spot to the right.
2. Extend right arm sideways from shoulder with forearm vertical and upward and with palm of hand to the front.
3. Retract arm in good time.
4. Replace hand to appropriate position on steering wheel before braking, gear selection or steering.

### **Note A:**

This signal shall be given in good time and for sufficient duration prior to braking, gear selection or steering.

### **Note B:**

Brake lights are a signal that can be kept on (especially at night) and it is not necessary to cancel these after the vehicle has been brought to a complete standstill.

### **Note C:**

The applicant shall not be requested to repeat this signal if carried out satisfactorily the first time.

If not carried out satisfactorily the first time, the applicant shall be requested to attempt to execute this signal once more.

Only two attempts shall be permissible, however, if not successful at the 2<sup>nd</sup> attempt penalty points shall again be allocated and the test continued.

---

**Module 10:****Signalling - horn**

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1. Check rear-view mirror(s).
2. Signal only when necessary, in good time and only for sufficient duration.
3. Replace hand to appropriate position on steering wheel.

---

**Module 11:****Clutch - use of**

---

1. Depress clutch pedal.
2. Obtain clutch control.
3. Avoid unjustified "Slipping" of clutch.
4. Avoid unjustified "Riding" of clutch.
5. Avoid unjustified "Coasting".
6. Remove foot completely from clutch pedal except for purpose of gear changing, stopping, justified "Slipping", "Riding" or "Coasting".
7. Disengage clutch completely just before vehicle is brought to a complete standstill, without laboring or stalling engine.

**Note A:**

When coming to a stop, the brake pedal shall be depressed before disengaging the clutch, in order to prevent coasting. This is not a requirement in stop-start traffic or when stopping on an incline.

**Note B:**

The foot may not rest on the clutch pedal whilst the vehicle's engine is running except in stop-start traffic.

**Note C:**

If the applicant continuously "Rides" the clutch during the road test, he/she shall be penalised every 5 - 8 seconds for:

**CLUTCH**

(1) Rides .....

The applicant shall remove his/her foot completely from the clutch pedal after stopping and selecting neutral. Should the applicant not do so he/she shall be penalised every 5 - 8 seconds for:

**CLUTCH**

(1) Rides .....

---

## Module 12:

# Moving Off - manual transmission

---

1. Obey all road traffic signs, signals, rules and markings.
2. Check rear-view mirror(s) and appropriate blind spot, if applicable.
3. Signal intention, if applicable.
4. Ensure there is clear space beyond intersection before entering.
5. Ensure intersection is clear before entering.
6. Maintain clear space behind vehicle ahead before moving off. (Approximately 4 - 5 metres)
7. Select gear.
8. Obtain clutch control.
9. Observe.
10. Release parking brake, if applicable.
11. Move off.
12. Accelerate as necessary.
13. Cancel signal, if applicable.

### Note A:

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

### Note B:

Observation and gear selection can be done simultaneously.

### Note C:

Numbers 7, 8 and 9 may be done in one flowing movement.

### Note D:

Observation shall be done before moving off, including during stop-start traffic.

### Note E:

During moving off, the applicant shall not cause the wheels of the vehicle to spin.  
Should the applicant do so he/she shall be penalised for:

#### MOVING OFF

(1) Move .....

### Note F:

Although the checking of exterior rearview mirror(s) forms an integral part of observation, the examiner can never be sure whether they have been checked or not. The applicant cannot therefore be penalised in respect of exterior rearview mirror(s) during observation.

---

**Module 13:**

**Moving Off -  
automatic transmission**

---

1. Obey all road traffic signs, signals, rules and markings.
2. Check rear-view mirror(s) and appropriate blind spot, if applicable.
3. Signal intention, if applicable.
4. Ensure there is clear space beyond intersection before entering.
5. Ensure intersection is clear before entering.
6. Maintain clear space behind vehicle ahead before moving off. (Approximately 4 - 5 metres)
7. Select gear, if applicable.
8. Observe
9. Release parking brake, if applicable.
10. Move off.
11. Accelerate as necessary.
12. Cancel signal, if applicable.

**Note A:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

**Note B:**

Observation shall be done before moving off, including during stop-start traffic.

**Note C:**

During moving off, the applicant shall not cause the wheels of the vehicle to spin. Should the applicant do so he/she shall be penalised for:

**MOVING OFF**

- (1) Move .....

**Note D:**

Although the checking of exterior rearview mirror(s) forms an integral part of observation, the examiner can never be sure whether they have been checked or not. The applicant cannot therefore be penalised in respect of exterior rearview mirror(s) during observation.

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**Module 14:****Steering**

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1. Position hands on steering wheel in a ten-to-two or quarter-to-three position with palms of hands and thumbs on circumference of steering wheel.
2. Keep both hands on steering wheel except for the purpose of gear changing, signalling or operating controls or devices.
3. Steer in a controlled manner to avoid cutting or negotiating corners or bends too wide.
4. Steer to turn to the left or right by using the push-and-pull method.
5. Steer smoothly.
6. If possible, do not wander or straddle lane markings.
7. Adjust position with due regard to moving or stationary hazards.
8. Keep at least one hand on the steering wheel at all times.
9. Do not turn steering wheel whilst vehicle is stationary.
10. Counter steer when necessary.

**Note A:**

The push-and-pull method of steering is not required during the yard test.

**Note B:**

If, during the road test, the applicant continuously makes a steering method fault such as, for example, resting his/her hand on the gear-lever knob, the applicant shall be penalised every 5 - 8 seconds for:

**STEERING**

(1) Method .....

---

## Module 15:

# Alley Docking - to the left

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- Position vehicle at starting point.
- Cancel signal, if applicable.
- Apply parking brake.
- Select neutral, (or "P" automatic transmission) and wait for instructions.

### ENTERING

1. Check mirror(s) and blind spot to left.
2. Signal intention.
3. Select gear.
4. Obtain clutch control. (Manual transmission)
5. Observe.
6. Release parking brake.
7. Move off.
8. Check the blind spot to the right before the vehicle changes direction.
9. Steer into the demarcated area without touching any obstacle.
10. Stop vehicle within demarcated area.
11. Apply parking brake.
12. Select neutral. (Or "P" automatic transmission)
13. Cancel signal.

### LEAVING

14. Check mirror(s) and appropriate blind spot.
15. Signal intention.
16. Select gear.
17. Obtain clutch control. (Manual transmission)
18. Observe.
19. Release parking brake.
20. Steer out of demarcated area without touching any obstacle.
21. Cancel signal.

### Note A:

If this manoeuvre cannot be completed at the 1<sup>st</sup> attempt as described in item 10 the vehicle shall again be positioned in the original starting position where a 2<sup>nd</sup> (final) attempt may be made provided that no obstacle has been touched. (The stopwatch shall not be stopped)

### Note B:

Stopping and moving off in the same direction is not regarded as another movement. Stopping is permitted at any stage during a movement, however, an observation shall be done before moving off, if stationary for longer than 5 seconds.

### Note C:

The applicant shall not be penalised for encroaching upon or crossing the guide lines.

### Note D:

Should the signal cancel automatically whilst entering or leaving, the applicant shall not be penalised for not reactivating it.

**Note E:**

The final placement of the complete vehicle is of no importance as long as it is fully within the demarcated area. (Including attachments and mirrors in extended position)

**Note F:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

**Note G:**

It shall be expected of the applicant while reversing, to check the opposite blind spot before the vehicle changes direction.

**Note H:**

Regarding

(1) Count. St. ....

is meant that the applicant turns the steering wheel while the vehicle is stationary.

**Note I:**

Should the incorrect gear be selected when moving off from the starting point this shall not be regarded as an attempt.

**Note J:**

No forward movement will be permissible during entering of the demarcated area.

---

## Module 16:

# Alley Docking - to the right

---

- Position vehicle at starting point.
- Cancel signal, if applicable.
- Apply parking brake.
- Select neutral (or "P" automatic transmission), and wait for instructions.

### ENTERING

1. Check mirror(s) and blind spot to right.
2. Signal intention.
3. Select gear.
4. Obtain clutch control. (Manual transmission)
5. Observe.
6. Release parking brake.
7. Move off.
8. Check the blind spot to the left before the vehicle changes direction.
9. Steer into the demarcated area without touching any obstacle.
10. Stop vehicle within demarcated area.
11. Apply parking brake.
12. Select neutral. (Or "P" automatic transmission)
13. Cancel signal.

### LEAVING

14. Check mirror(s) and appropriate blind spot.
15. Signal intention.
16. Select gear.
17. Obtain clutch control. (Manual transmission)
18. Observe.
19. Release parking brake.
20. Steer out of demarcated area, without touching any obstacle.
21. Cancel signal.

### Note A:

If this manoeuvre cannot be completed at the 1<sup>st</sup> attempt as described in item 10 the vehicle shall again be positioned in the original starting position where a 2<sup>nd</sup> (final) attempt may be made, provided that no obstacle has been touched. (The stopwatch shall not be stopped)

### Note B:

Stopping and moving off in the same direction is not regarded as another movement. Stopping is permitted at any stage during a movement, however, an observation shall be done before moving off, if stationary for longer than 5 seconds.

### Note C:

The applicant shall not be penalised for encroaching upon or crossing the broken guide lines.

### Note D:

Should the signal cancel automatically whilst entering or leaving, the applicant shall not be penalised for not reactivating it.

**Note E:**

The final placement of the complete vehicle is of no importance as long as it is fully within the demarcated area. (Including attachments and mirrors in extended position)

**Note F:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

**Note G:**

It shall be expected of the applicant while reversing, to check the opposite blind spot before the vehicle changes direction.

**Note H:**

Regarding

(1) Count. St. ....

is meant that the applicant turns the steering wheel while the vehicle is stationary.

**Note I:**

Should the incorrect gear be selected when moving off from the starting point this shall not be regarded as an attempt.

**Note J:**

No forward movement will be permissible during entering of the demarcated area.

---

**Module 17:**

**Incline Start -  
manual transmission**

---

1. Stop where indicated without allowing the vehicle to move backwards.
2. Apply parking brake.
3. Select neutral.
4. Check rear-view mirror(s) and appropriate blind spot, if applicable.
5. Signal intention, if applicable.
6. Select gear.
7. Obtain clutch control.
8. Observe
9. Release parking brake.
10. Move off without rolling back.
11. Cancel signal, if applicable.

**Note A:**

If the vehicle is equipped with a foot operated parking brake, the sequence shall be to select neutral with the service brake depressed and then to apply the parking brake.

**Note B:**

Should the applicant spin the wheels when moving off, he/she shall be penalised for:

**INCLINE START**

- (1) Move .....

**Note C:**

Only one attempt shall be permitted.

**Note D:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

---

**Module 18:**

**Incline Start -  
automatic transmission**

---

1. Stop where indicated without allowing the vehicle to move backwards.
2. Apply parking brake.
3. Check rear-view mirror(s) and appropriate blind spot, if applicable.
4. Signal intention, if applicable.
5. Observe.
6. Release parking brake.
7. Move off without rolling back.
8. Cancel signal, if applicable.

**Note A:**

Should an applicant not select neutral, he/she shall not be penalised. It shall be expected of him/her to use the parking brake.

**Note B:**

Should the applicant spin the wheels when moving off he/she shall be penalised for:

**INCLINE START**

- (1) Move .....

**Note C:**

Only one attempt shall be permitted.

**Note D:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

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## Module 19:

# Turn in the Road

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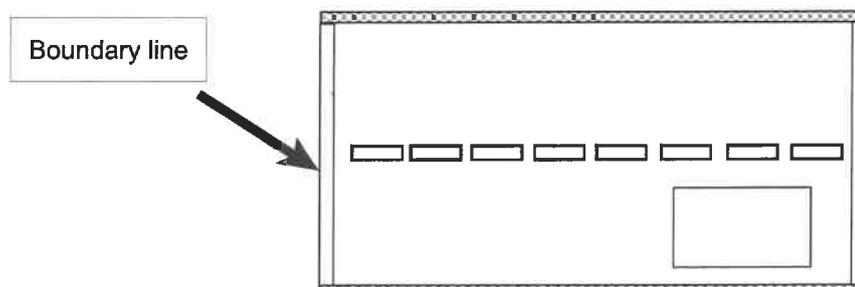
- Position vehicle at starting point.
  - Stop.
  - Apply parking brake, select neutral and wait for instructions.
1. Check rear-view mirror(s) and blind spot to the right.
  2. Signal intention.
  3. Select gear.
  4. Obtain clutch control. (Manual transmission)
  5. Observe.
  6. Release parking brake.
  7. Move off driving forwards and turn steering wheel as far as possible to the right.
  8. Counter steer.
  9. Stop.
  10. Apply parking brake, if applicable.
  11. Check rear-view mirror(s) and blind spot to the left.
  12. Signal intention.
  13. Select reverse gear.
  14. Obtain clutch control. (Manual transmission).
  15. Observe.
  16. Release parking brake, if applicable.
  17. Move off in a rearward direction and turn steering wheel to the left.
  18. Counter steer.
  19. Stop.
  20. Apply parking brake, if applicable.
  21. Check rear-view mirror(s) and blind spot to the right.
  22. Signal intention.
  23. Select gear.
  24. Obtain clutch control. (Manual transmission)
  25. Observe.
  26. Release parking brake, if applicable.
  27. Move off driving forward, and keep left.
  28. Cancel signal.

### Note A:

This manoeuvre shall be completed in three (3) movements, that is, two forward and one reverse.

### Note B:

The indicated boundary line shall not be touched with any wheel. Should the applicant touch the line, a circle shall be drawn around the black block "M.kerb/T.line" and the test shall be discontinued.



### **Note C:**

To complete this manoeuvre all wheels of the vehicle shall exit the demarcated area on the left hand side. (Left side of the broken centre line)

Should the applicant end on the right side of the roadway a circle shall be drawn around the black block "No mve".

### **Note D:**

Regarding

- (1) Count. St. ....  
is meant that
- the applicant turns the steering wheel while the vehicle is stationary and
  - that the applicant does not turn the steering wheel immediately prior to coming to a standstill so that the wheels are not at least straight. (See definition of "Counter steer")

### **Note E:**

Stopping and moving off in the same direction is not regarded as another movement. Stopping is permitted at any stage during a movement, however, an observation shall be done before moving off, if stationary for longer than 5 seconds.

### **Note F:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

### **Note G:**

Only one attempt shall be permitted.

### **Note H:**

Should the applicant decide not to use the parking brake during this manoeuvre he/she shall not be penalised.

### **Note I:**

Should the incorrect gear be selected when moving off from the starting point this shall not be regarded as an attempt.

---

## Module 20:

# Parallel Parking - to the left

---

- Position vehicle at starting point.
- Cancel signal, if applicable.
- Apply parking brake.
- Select neutral (or "P" automatic transmission), and wait for instructions.

### ENTERING

1. Check rear-view mirror(s) and blind spot to the left.
2. Signal intention.
3. Select gear.
4. Obtain clutch control. (Manual transmission)
5. Observe.
6. Release parking brake.
7. Move off.
8. Check the blind spot to the right before the vehicle changes direction.
9. Steer into the parking bay without touching any obstacles or mounting the kerb.
10. Counter steer if a 2<sup>nd</sup> movement forward is required.
11. Stop the vehicle within the demarcated area.
12. Apply parking brake.
13. Select neutral.
14. Cancel signal.

### LEAVING

15. Check rear-view mirror(s) and blind spot to the right.
16. Signal intention.
17. Select gear.
18. Obtain clutch control. (Manual transmission)
19. Observe.
20. Release parking brake.
21. Steer out of parking bay without touching any obstacle or mounting the kerb.
22. Cancel signal.

### Note A:

Only three movements shall be permissible - that is, a reverse movement into parking bay and two additional movements once the vehicle is at least partially within the parking bay, but without leaving the parking bay completely during these two movements.

### Note B:

If this manoeuvre cannot be completed at the 1<sup>st</sup> attempt as described in item 11, the vehicle shall again be positioned in the starting point from where a 2<sup>nd</sup> (final) attempt shall be made provided that no obstacle has been touched or kerb mounted. (The stopwatch shall not be stopped)

### Note C:

The number of movements to leave the parking bay shall be unlimited, however, an observation shall be done every time before moving off.

The vehicle shall be driven forward when leaving the parking bay.

The signal shall be on when leaving the parking bay.

### **Note D:**

Should the signal cancel automatically whilst entering or leaving, the applicant shall not be penalised for not reactivating it.

### **Note E:**

No signal shall be required for movements within the demarcated parking bay.

### **Note F:**

The final placement of the complete vehicle is of no importance as long as it is fully within the demarcated parking bay. (Including attachments and mirrors in extended position)

### **Note G:**

Regarding

- (1) Count. St. ....  
is meant that
- the applicant turns the steering wheel while the vehicle is stationary, and
  - that the applicant does not turn the steering wheel immediately prior to coming to a standstill so that the wheels are not a least straight, if a 2<sup>nd</sup> or 3<sup>rd</sup> movement is required. (See definition of "Counter steer")

### **Note H:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

### **Note I:**

Stopping and moving off in the same direction is not regarded as another movement. Stopping is permitted at any stage during a movement, however, an observation shall be done before moving off, if stationary for longer than 5 seconds.

### **Note J:**

Should the incorrect gear be selected when moving off from the starting point, this shall not be regarded as an attempt.

---

## Module 21:

# Parallel Parking - to the right

---

- Position vehicle at starting point.
- Cancel signal, if applicable.
- Apply parking brake.
- Select neutral (or "P" automatic transmission), and wait for instructions.

### ENTERING

1. Check rear-view mirror(s) and blind spot to the right.
2. Signal intention.
3. Select gear.
4. Obtain clutch control. (Manual transmission)
5. Observe.
6. Release parking brake.
7. Move off.
8. Check the blind spot to the left before the vehicle changes direction.
9. Steer into the parking bay without touching any obstacles or mounting the kerb.
10. Counter steer if a 2<sup>nd</sup> movement forward is required.
11. Stop the vehicle within the demarcated area.
12. Apply parking brake.
13. Select neutral.
14. Cancel signal.

### LEAVING

15. Check rear-view mirror(s) and blind spot to the left.
16. Signal intention.
17. Select gear.
18. Obtain clutch control. (Manual transmission)
19. Observe.
20. Release parking brake.
21. Steer out of parking bay without touching any obstacle or mounting the kerb.
22. Cancel signal.

### Note A:

Only three movements shall be permissible - that is, a reverse movement into parking bay and two additional movements once the vehicle is at least partially within the parking bay, but without leaving the parking bay completely during these two movements.

### Note B:

If this manoeuvre cannot be completed at the 1<sup>st</sup> attempt as described in item 11, the vehicle shall again be positioned in the starting point from where a 2<sup>nd</sup> (final) attempt shall be made provided that no obstacle has been touched or kerb mounted. (The stopwatch shall not be stopped)

### Note C:

The number of movements to leave the parking bay shall be unlimited, however, an observation shall be done every time before moving off.

The vehicle shall be driven forward when leaving the parking bay.

The signal shall be on when leaving the parking bay.

## **Note D:**

Should the signal cancel automatically whilst entering or leaving, the applicant shall not be penalised for not reactivating it.

## **Note E:**

No signal shall be required for movements within the demarcated parking bay.

## **Note F:**

The final placement of the complete vehicle is of no importance as long as it is fully within the demarcated parking bay. (Including attachments and mirrors in extended position)

## **Note G:**

Regarding

- (1) Count. St. ....  
is meant that
- the applicant turns the steering wheel while the vehicle is stationary and
  - that the applicant does not turn the steering wheel immediately prior to coming to a standstill so that the wheels are not a least straight, if a 2<sup>nd</sup> or 3<sup>rd</sup> movement is required. (See definition of "Counter steer")

## **Note H:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

## **Note I:**

Stopping and moving off in the same direction is not regarded as another movement. Stopping is permitted at any stage during a movement, however, an observation shall be done before moving off, if stationary for longer than 5 seconds.

## **Note J:**

Should the incorrect gear be selected when moving off from the starting point, this shall not be regarded as an attempt.

---

**Module 22:****Speed Control**

---

1. Check rear-view mirror(s).
2. Adjust speed (select appropriate gear) as required, in accordance with traffic pattern, gradient of the road, road surface, visibility and speed restriction.
3. Accelerate, if necessary.
4. Decelerate, if necessary.
5. Brake, if necessary.

**Note A:**

If the speed of the vehicle increases considerably without application of the accelerator and if continuous use of the service brake is necessary, brake to the appropriate speed before a lower gear is engaged in order to minimise an increase in speed.

Repeat this procedure as necessary.

Avoid selecting a lower gear to assist or replace braking, in order to reduce the speed of the vehicle.

**Note B:**

If during the road test, the applicant drives too slowly for the circumstances, he/she shall be penalised every 5 - 8 seconds for:

**SPEED CONTROL**

(5) Slow. ....

---

## Module 23:

# Gear Changing - up (manual transmission)

---

1. Maintain speed.
2. Place left foot on clutch pedal.
3. Start depressing clutch approximately to contact point.
4. Release accelerator pedal smoothly and completely whilst depressing clutch pedal completely.
5. Place right foot on accelerator pedal.
6. Select gear.
7. Replace hand to appropriate position on steering wheel.
8. Start releasing clutch pedal slowly and smoothly to contact point.
9. Depress accelerator pedal smoothly and progressively whilst releasing clutch pedal completely.
10. Remove foot completely from clutch pedal.

### Note A:

Gears should be changed, where possible, whilst travelling on a straight course.

### Note B:

Numbers 3, 4, 5 and 6 may be done in one flowing movement.

### Note C:

Numbers 8, 9 and 10 may be done in one flowing movement.

---

## Module 24:

# Gear Changing - down (manual transmission)

---

1. Check rear-view mirror(s).
2. Release accelerator pedal smoothly.
3. Brake if necessary to appropriate speed for circumstances. (Braking shall be completed before a lower gear may be selected)
4. Remove right foot completely from brake pedal.
5. Place right foot on accelerator pedal.
6. Depress clutch pedal completely.
7. Select gear.
8. Replace hand to appropriate position on steering wheel.
9. Start releasing clutch pedal slowly and smoothly to contact point.
10. Depress accelerator pedal smoothly and progressively whilst releasing clutch pedal completely.
11. Remove foot from clutch pedal.

### Note A:

If the speed of the vehicle increases considerably without application of the accelerator and if continuous use of the service brake is necessary, brake to the appropriate speed before a lower gear is engaged in order to minimise an increase in speed.

Repeat this procedure as necessary.

Avoid selecting a lower gear to assist or replace braking, in order to reduce the speed of the vehicle.

### Note B:

Gears should be changed, where possible, whilst travelling on a straight course.

### Note C:

If an ascending gradient is being negotiated where road speed reduces despite continuous application of the accelerator pedal, then the change down to a lower gear shall be carried out before the speed drops to a point where the use of the lower gear will not serve its purpose or the engine starts laboring.





# **Department of Transport**

## **K53**

### **Practical driving test for motor vehicle drivers**

#### **Volume 2**

#### **Heavy Motor Vehicles**

#### **Codes C1, C, EC1 & EC**

**August 2005**

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---

# 1. THE TEST

---

## 1.1 Purpose of the test

This is a practical test to determine the ability of heavy motor vehicle drivers. The full test consists of two separate parts, namely a yard test and a road test, jointly measuring the proficiency of a vehicle driver as regarding his/her handling of the vehicle, obedience to traffic rules, and coping with traffic problems in the practical driving situation. The test shall be used by driving licence testing centres to measure the proficiency level of drivers in order to obtain a driving licence. Only on the successful completion of test can a driving licence be authorised. Instructors possessing the necessary knowledge and skills can also make use of this test to determine training requirements.

## 1.2 Format of the test

The test is administered on prescribed manoeuvres and on the pre-established routes and is marked on the standard test report (See page 9) by an examiner for driving licences who is trained and registered as prescribed. Should the test be terminated for any reason at any stage, the full test will have to be repeated. (This includes the yard test and road test)

## 1.3 Item format

The items are classified under separate categories clearly indicated on the test report. During the test the examiner marks the incorrect responses in the appropriate category by placing a mark in the space opposite the appropriate item.

## 1.4 Method

Directly after the successful completion of the yard test, which is conducted under supervision of an examiner who is fully conversant with the contents of this document, can the road test be administered on public roads, and shall be done on the same day. Every test shall be completed in full before another test can be conducted by such examiner.

## 1.5 Type of vehicle

The test is designed for the testing of drivers of:

- (a) motor vehicles of which T(Tare)/ GVM (gross vehicle mass) exceeds 3500 kg,
- (b) articulated vehicle and combinations of vehicles of which GCM (gross combination mass) of the drawing vehicle exceeds 3500 kilograms and
- (c) combinations of vehicles of which the (GVM) of the trailer exceed 750kg.
- (d) Vehicles with a minimum total length of 6 metres.

## 1.6 Ethics

Use of cellular phones and smoking is not permissible. (Examiner and applicant, as well as Inspectorate / Provincial monitor if applicable)

---

## 2. TEST REQUIREMENTS

---

### 2.1 Material

The following are required in order to conduct this test:

- a roadworthy heavy motor vehicle or combination of motor vehicles with a seat next to the driver supplied by the applicant. (No load is required)
- a test report, (in triplicate and numbered in book form)
- a pen,
- a clipboard, and
- a stop watch.

### 2.2 Requirements for the yard test

This section of the test shall be administered in an area that is closed to other traffic and persons. The technical data for the manoeuvres is as prescribed. (See page 83)

No vehicle shall be marked either on the inside or outside in such a manner to aid a learner driver during the practical test.

The test shall commence with pre-trip inspections.

All of the following manoeuvres shall be done, however, can be done in any sequence.

- (a) Alley docking, (to the right)
- (b) Reverse in straight line,
- (c) Left turn, and
- (d) Incline start.

The technical data for the manoeuvres is as prescribed. (See page 83)

### 2.3 Requirements for road test

The road test can only commence on successful completion of the yard test.

Every driving licence testing centre shall have at least two pre-established routes.

The test shall be conducted on anyone of these routes.

The following features shall be included in every test route:

- (a) A road, with more than one lane in the same direction, containing at least two controlled intersections and clearly demarcated road markings where a lane change shall be done.
- (b) At least one intersection controlled by four-way stop signs.
- (c) At least four intersections controlled by stop signs or traffic lights.
- (d) At least two intersections controlled by yield sign(s) -
  - (i) where the applicant shall yield right of way at one of the intersections; and
  - (ii) where the applicant has right of way at one of the intersections.
- (e) None of the intersections forming part of a test route may be crossed more than twice from the same direction.
- (f) At least 65% of the test route shall consist of public roads in an urban area.
- (g) A right turn shall be made at least at two of the intersections mentioned in (c)
- (h) Crossing of two-way traffic shall be made at least at two intersections.
- (i) Flashing green arrow indicators for turning vehicles shall not form part of the crossings mentioned in (g) and (h).

---

## 3. IMPLEMENTATION OF THE TEST

---

Testing shall only be conducted during normal office hours on weekdays, from 07:00 to 17:00 and Saturdays from 07:00 to 13:00. No testing shall take place on Sundays and Public holidays.

The examiner for driving licences shall not comment on, mention, or discuss any error made by the applicant during the test, nor may he/she assist the applicant during the execution of any manoeuvre or action.

The examiner shall record all the relevant information required on the test report.

The examiner shall not pose any questions to test the applicant's theoretical knowledge during the practical test.

The examiner shall not allow anyone to hinder or anything to instruct or obstruct an applicant during a test and the applicant shall be under his/her direct supervision at all times.

Only the examiner, representatives of the Inspectorate / Provincial monitors or supervisor of examiners may accompany applicants during tests.

From the commencement of the yard test to the completion of the road test, the following items shall be marked throughout:

- Violation of traffic law,
- Uncontrolled / Dangerous action, and
- Collision / Mechanical failure.

Any travelling to be done in the vehicle being used for the test may only be done after completion of the pre-trip inspection and shall be driven by the applicant.

Should the applicant at any stage fail the test and in the opinion of the examiner, it would be unsafe for the applicant to continue driving, the examiner may drive such vehicle when returning to the driving licence testing centre.

On completion of the test the applicant shall sign the test report and a copy shall be handed to the applicant after it has been discussed with him/her

### 3.1 YARD TEST

Before the commencement of the yard test the examiner shall inform the applicant of the following:

- (a) that the yard test (the pre-trip inspections and manoeuvres) shall be completed within 20 minutes, (stopwatch time)
  - (b) stopping shall be permitted at any stage during certain manoeuvres,
  - (c) observation shall be done and signals given as though on a public road,
  - (d) wearing of a seatbelt shall not be necessary during the yard test,
  - (e) should the test be terminated at any stage, the full test shall have to be repeated,
  - (f) all road traffic signs, signals, rules and markings shall be obeyed,
  - (g) touching any obstacle or mounting of a kerb shall not be permissible,
  - (h) no uncontrolled or dangerous action shall be permitted,
  - (i) the push and pull method of steering is not required during the yard test, and
  - (j) questions may be asked pertaining the above.
- The examiner shall guide the applicant to the starting point of every yard test manoeuvre, and instruct him/her to apply the parking brake, select neutral and cancel signal. (If applicable)
  - All errors made during both the 1<sup>st</sup> and the 2<sup>nd</sup>, attempt shall be recorded. (entering and leaving)
  - The instructions and explanation to conduct a manoeuvre during the yard test shall only be given whilst the vehicle is stationary prior to the commencement of that specific manoeuvre.

### 3.1.1 Pre-trip inspection

A physical pre-trip inspection shall be executed irrespective of the weather conditions on instruction and under the supervision of the examiner for every test.

#### Interior (Module 1)

- (a) The examiner shall request the applicant to enter the vehicle and operate the lights, (dipped beam and main beam) direction indicators, brake lights, wipers and horn on request.
- (b) The examiner shall request the applicant to proceed with the pre-trip inspection.
- (c) The examiner may allow minor defects to be rectified, however, no extra time shall be allowed and the stop watch shall not be stopped.
- (d) Should any of the items indicated on the test report under the headings "Pre-trip inspection" be inoperative, the vehicle will be considered unroadworthy and the examiner shall circle the black block under the heading "ROADWORTHINESS" on the test report, make a cross in the "FAIL" block and immediately discontinue the test.

#### Exterior (Module 2)

- (a) The examiner shall accompany the applicant around his/her vehicle, where the applicant shall conduct a pre-trip exterior inspection, prior to entering the vehicle, whilst the engine is idling.
- (b) The examiner may allow minor defects to be rectified, however, no extra time shall be allowed and the stopwatch shall not be stopped.
- (c) Should any of the items indicated on the test report under the headings "Pre-trip inspection" be inoperative, the vehicle will be considered unroadworthy and the examiner shall circle the black block under the heading "ROADWORTHINESS" on the test report, make a cross in the "FAIL" block and immediately discontinue the test.

### 3.1.2 Alley docking (to the right) (Module 17)

#### Entering

The examiner shall inform the applicant of the following:

- (a) stopping is permissible at any stage, and
- (b) One forward movement may be permitted for each attempt. (Only for combinations of vehicles)
- (c) a 2<sup>nd</sup> (final) attempt may be made if the 1<sup>st</sup> attempt was unsuccessful, provided that no obstacle or boundary line has been touched.

The examiner shall instruct the applicant to:

- (a) stop to the right of the boundary line with the front end of the vehicle immediately above or over the 14m starting line and
- (b) reverse to the right into the demarcated area without touching any obstacle or boundary line and stop, where indicated. (The rear-end of the vehicle shall be passed the 3<sup>rd</sup> set of obstacles)

#### Leaving

The examiner shall instruct the applicant to steer out of the demarcated area without touching any obstacles and stop where indicated.

### 3.1.3 Reverse in a straight line (Module 16)

The examiner shall instruct the applicant to:

- (a) stop with the front-end of the vehicle immediately above or over the starting line,
- (b) reverse the vehicle within the demarcated area without stopping,
- (c) complete the manoeuvre in one attempt without touching any side boundary lines, and
- (d) stop with the rear wheels of the vehicle within or beyond the 5m stopping zone.

### 3.1.4 Left turn (Module 15)

The examiner shall instruct the applicant to:

- (a) steer the vehicle around the bend without stopping, mounting the kerb or touching any boundary lines, and
- (b) this manoeuvre is completed when the steering axle of the drawing vehicle, is on the left-hand side of the road, adjacent to the 45° line, where it meets the broken centre line.

### 3.1.5 Incline start (Module 18 and 19)

The examiner shall instruct the applicant:

- (a) to stop where indicated without allowing the vehicle to move backwards,
- (b) to move off without rolling back, and
- (c) that only one attempt shall be permissible

## 3.2 Road test

3.2.1 Prior to the commencement of the road test the applicable information and instructions shall be given to the applicant whilst the vehicle is stationary and the engine is switched off.

3.2.2 Following a pre-established test route, the examiner shall not give any instruction to carry out an illegal action, and shall instruct the applicant:

- (a) well in advance,
- (b) in a clear, concise and audible manner,
- (c) if necessary, repeat any instruction,
- (d) giving, as far as possible, one instruction at a time,
- (e) that, if he/she has a physical disability, he/she shall nevertheless attempt to check the appropriate blind spot,
- (f) that, should the test be terminated at any stage, the full test shall have to be repeated, (this includes the yard test and road test)
- (g) that the wearing of the seatbelt is now compulsory as well as the "push and pull" method of steering, and
- (h) all road traffic signs, signals, rules and markings shall be obeyed.

3.2.3 A lane change and at least one of the hand signals shall be executed irrespective of the weather conditions on instruction of the examiner during every test.

3.2.4 For the purpose of this test the following shall constitute a road test:

- (a) The duration of the road test shall exceed 20 minutes.
- (b) The pre-established test route which complies with minimum requirements shall be completed, and
- (c) when 45 minutes has elapsed, provided the minimum requirement have been met on such test route have been met.

## 3.3 Collision

3.3.1 Should the applicant cause a collision or be involved in a collision which is considered to have been avoidable, circle the black block under the heading "COLLISION/MECH.FAIL." on the test report and make a cross in the "FAIL" block and immediately discontinue the test.

3.3.2 Should the collision be considered to have been unavoidable a cross shall be indicated in the white block under the heading "COLLISION/MECH.FAIL.", and the applicant shall be given the option of completing the test if the vehicle is still roadworthy.

3.3.3 If the vehicle is unroadworthy and/or the applicant wishes to have the test deferred, a cross shall be made in the block marked "DEFERRED" and the test discontinued, provided that no black block was circled prior to the collision.

**3.4 Mechanical failure**

3.4.1 Should the test in progress be terminated due to mechanical failure of the vehicle, the test shall be deferred, and a cross shall be made in the "DEFERRED" block, provided that no black block was circled prior to the mechanical failure.

**3.5 Deferred test**

3.5.1 Should a test be deferred, the reason shall be recorded under "GENERAL REMARKS".

3.5.2 Should the test be deferred at any stage the applicant shall again be subjected to a full test.

**YARD TEST and ROAD TEST**

**ROADWORTHINESS**

Remarks.....

**VIOLATION OF TRAFFIC LAW**

Remarks.....

**UNCONTROLLED/DANGEROUS ACTION**

Remarks.....

**COLLISION/MECH. FAIL.**

Remarks.....

**COURTESY**

(1) Lack of .....

Remarks.....

**YARD TEST**

**PRE-TRIP INSPECTION (int)**

(1) Un.veh .....

(2) Drs .....

(1) P.br .....

(1) N/P .....

(1) Obstr .....

(1) Seat .....

(2) Adj.mir .....

(1) Op.lts .....

(1) Op.ind .....

(1) Op.wip .....

(1) Op.hom .....

Remarks.....

**PRE-TRIP INSPECTION (ext)**

(1) Wip .....

(1) Wheel .....

(1) Eng.c .....

(5) Coup .....

(1) Len/Ref .....

(1) F.cap .....

Remarks.....

**ALLEY DOCKING**

Roll .....

(2) P.br .....

(1) P.br.rat .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(1) Count.st .....

Obstacles .....

T. line .....

No.att .....

(4) Sig.can .....

Remarks.....

**LEFT TURN**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig can .....

(1) Mir.whilst cnr .....

M.kerb/T.line .....

No.att .....

Remarks.....

**REVERSE**

Roll .....

(2) P.br .....

(5) Obs .....

(1) Gear .....

(1) Move .....

(1) Stall .....

T.line .....

No.att .....

Remarks.....

**INCLINE START**

Roll .....

(5) P.br .....

(1) P.br.rat .....

(1) N/D .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(4) Sig.can .....

Remarks.....

**ROAD TEST**

**STARTING**

(2) P.br .....

(1) P.br.rat .....

(1) N/P .....

(1) Choke .....

(1) Str.eng .....

(1) Warn lts/gauges .....

(2) Br.press .....

Remarks.....

**MOVING OFF**

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) W.T.L. ....

(1) Move .....

(1) Stall .....

Roll .....

(4) Sig.can .....

Remarks.....

**STEERING**

(1) Method .....

(5) Obs .....

(4) Wide/Cut .....

(2) Wand .....

(2) Pos .....

(2) Strad .....

Remarks.....

**CLUTCH**

(1) Sm/co .....

(1) Slips .....

(1) Rides .....

(3) Coasts .....

(1) Dub.CLT .....

Remarks.....

**GEAR CHANGING**

(1) Gear .....

(1) Sm/co .....

(5) Eyes .....

(4) Whilst cnr .....

(1) Needless .....

Coasts .....

Remarks.....

**SIGNALLING**

(3) Mir .....

(5) Bl.sp .....

(3) Hand.R .....

(3) Hand.L .....

(3) Hand.S .....

(1) Horn .....

Remarks.....

TIME	YARD TEST	ROAD TEST
STOPWATCH		
ACTUAL TIME		
DURATION	..... Min	..... Min
PENALTY POINTS	20	

PASS	FAIL	DEFERRED
------	------	----------

**LANE CHANGING**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

Remarks.....

**OVERTAKING**      Left | Right

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

(5) Cl.sp .....

Remarks.....

**INTERSECTION / VEH.ENT**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(3) Ln.chng .....

(5) Ch.R/L .....

(4) Pos.turn .....

(3) Wheels .....

(4) Sig.can .....

Remarks.....

**SPEED CONTROL**

(3) Mir .....

(5) Fast .....

(5) Slow .....

(1) Acc .....

(1) Dec .....

(1) Exht.br .....

(2) Br .....

(5) Fol.dist .....

Remarks.....

**STOPPING**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(2) Br .....

(1) Exht.br .....

(1) Dis.cl .....

(5) Cl.sp .....

(2) P.br .....

(1) N/D/P .....

(4) Sig.can .....

(1) Needless .....

Remarks.....

**FREEWAYS**      Ent | Ex

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

(5) Cl.sp .....

Remarks.....

**GENERAL REMARKS**

.....

.....

.....

EXAMINER NAME (print) .....

EXAMINER INFRA No. ....

EXAMINER SIGNATURE .....

DATE OF TEST .....

COPY RECEIVED BY:

DRIVER SIGNATURE .....

# DEPARTMENT OF TRANSPORT

## HEAVY MOTOR VEHICLE

### TEST REPORT

### CODE EC1 & EC

Acc.	•	Acceleration	Move	•	Moving off
Adj.Mir.	•	Adjust mirrors	N.	•	Neutral
Aut.	•	Automatic transmission	Needless	•	Needless stopping / gear changing
B.kerb.	•	Bumps kerb	No.att.	•	Number of attempts
B.sp.	•	Blind spots	No.mve.	•	Number of movements
Br.	•	Braking	Obs.	•	Observation
Br. press	•	Brake pressure	Obstacles	•	Touche obstacle/s
Ch.R/L	•	Check right and left for cross traffic	Obstr.	•	Obstructions
Choke	•	Operation of choke	Op.hom	•	Operation of horn
Cl.sp.	•	Clear space	Op.ind.	•	Operation of indicator
Coasts	•	Coasting	Op.lts.	•	Operation of lights
Count.st	•	Counter steers	Op.wip.	•	Operation of wipers
Coup.	•	Couplings	P.	•	Park(automatic transmission)
D	•	"Drive"(automatic transmission)	P.br.	•	Application of parking brake
Dec.	•	Deceleration	P.br.rat	•	Application of parking brake without using release mechanism
Dis.cl.	•	Disengage clutch	Pos.	•	Positioning of vehicle
Drs.	•	Doors	Pos. turn	•	Position for turning
Dub. CLT	•	Double declutch	R.	•	Right
Eng.c.	•	Engine compartment	Rides	•	Riding the clutch
Ent.	•	Entering freeway	Roll	•	Rolling
Ex.	•	Exiting freeway	Seat.	•	Seat adjustment
Ext.	•	Exterior of vehicle	Sig.	•	Signal intention
Exhl.br	•	Exhaust brake	Sig.can.	•	Cancel signal
Eyes	•	Keep eyes on the road	Slips	•	Slipping the clutch
F.cap.	•	Fuel cap	Slow	•	Too slow for conditions
Fast	•	Too fast for conditions	Sm/co.	•	Smooth and co-ordinated
Fol.dist.	•	Following distance	Stall.	•	Stalls engine
Gear	•	Gear changing/selection	Stop	•	Stopping
Hand.L.	•	Hand signal to indicate intention to turn to the left	Str.eng	•	Starts engine
Hand.R.	•	Hand signal to indicate intention to turn to the right	Strad.	•	Straddles
Hand.S.	•	Hand signal to indicate intention to stop or reduce speed suddenly	T. line	•	Touch line / road marking
Horn	•	Use of horn	Tyr.	•	Tyres
Int.	•	Interior of vehicle	Un.veh.	•	Observe under vehicle for obstructions
L.	•	Left	Veh.ent.	•	Vehicle entrances and driveways
Len./Ref.	•	Lenses and reflectors	W.T.L.	•	Waits too long the road
Ln.Chng.	•	Lane changing in an intersection	Wand.	•	Wanders
M.kerb	•	Mounts kerb	Warn lts/gauges	•	Warning lights and gauges
Man.	•	Manual transmission	Wheel	•	Rim, Tyre and wheel-nuts etc
Mech.Fail.	•	Mechanical failure	Wheels	•	Wheels straight for turning
Method	•	Steering method	Whilst cnr.	•	Whilst cornering
Mir.	•	Mirrors	Wide/Cut	•	Steering too wide/cutting
Mir. whilst cnr.	•	Mirrors whilst cornering	Wip	•	Windscreen/wipers

**YARD TEST and ROAD TEST**

**ROADWORTHINESS**

Remarks.....

**VIOLATION OF TRAFFIC LAW**

Remarks.....

**UNCONTROLLED/DANGEROUS ACTION**

Remarks.....

**COLLISION/MECH. FAIL.**

Remarks.....

**COURTESY**

(1) Lack of .....

Remarks.....

**YARD TEST**

**PRE-TRIP INSPECTION (Int)**

(1) Un.veh .....

(2) Drs .....

(1) P.br .....

(1) N/P .....

(1) Obstr .....

(1) Seat .....

(2) Adj.mir .....

(1) Op.lts .....

(1) Op.ind .....

(1) Op.wip .....

(1) Op.horn .....

Remarks.....

**PRE-TRIP INSPECTION (ext)**

(1) Wip .....

(1) Wheel .....

(1) Eng.c .....

(5) Coup .....

(1) Len/Ref .....

(1) F.cap .....

Remarks.....

**ALLEY DOCKING**

Roll .....

(2) P.br .....

(1) P.br.rat .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(1) Count.st .....

Obstacles .....

T. line .....

No.att .....

(4) Sig.can .....

Remarks.....

**LEFT TURN**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig can .....

(1) Mir.whilst cnr .....

M.kerb/T.line .....

No.att .....

Remarks.....

**REVERSE**

Roll .....

(2) P.br .....

(5) Obs .....

(1) Gear .....

(1) Move .....

(1) Stall .....

T.line .....

No.att .....

Remarks.....

**INCLINE START**

Roll .....

(5) P.br .....

(1) N/D .....

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) Move .....

(1) Stall .....

(4) Sig.can .....

Remarks.....

**ROAD TEST**

**STARTING**

(2) P.br .....

(1) N/P .....

(1) Choke .....

(1) Str.eng .....

(1) Warn lts/gauges .....

(2) Br.press .....

Remarks.....

**MOVING OFF**

(5) Obs .....

(5) Sig .....

(1) Gear .....

(1) W.T.L. ....

(1) Move .....

(1) Stall .....

Roll .....

(4) Sig.can .....

Remarks.....

**STEERING**

(1) Method .....

(5) Obs .....

(4) Wide/Cut .....

(2) Wand .....

(2) Pos .....

(2) Strad .....

Remarks.....

**CLUTCH**

(1) Sm/co .....

(1) Slips .....

(1) Rides .....

(3) Coasts .....

(1) Dub.CLT .....

Remarks.....

**GEAR CHANGING**

(1) Gear .....

(1) Sm/co .....

(5) Eyes .....

(4) Whilst cnr .....

(1) Needless .....

Coasts .....

Remarks.....

**SIGNALLING**

(3) Mir .....

(5) Bl.sp .....

(3) Hand.R .....

(3) Hand.L .....

(3) Hand.S .....

(1) Horn .....

Remarks.....

TIME	YARD TEST	ROAD TEST
STOPWATCH		
ACTUAL TIME		
DURATION	.....Min	.....Min
PENALTY POINTS	20	

PASS	FAIL	DEFERRED
------	------	----------

**LANE CHANGING**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

Remarks.....

**OVERTAKING**      Left | Right

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

(5) Cl.sp .....

Remarks.....

**INTERSECTION / VEH.ENT**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(3) Ln.chng .....

(5) Ch.R/L .....

(4) Pos.turn .....

(3) Wheels .....

(4) Sig.can .....

Remarks.....

**SPEED CONTROL**

(3) Mir .....

(5) Fast .....

(5) Slow .....

(1) Acc .....

(1) Dec .....

(1) Exht.br .....

(2) Br .....

(5) Fol.dist .....

Remarks.....

**STOPPING**

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(2) Br .....

(1) Exht.br .....

(1) Dis.cl .....

(5) Cl.sp .....

(2) P.br .....

(1) N/D/P .....

(4) Sig.can .....

(1) Needless .....

Remarks.....

**FREEWAYS**      Ent | Ex

(3) Mir .....

(5) Bl.sp .....

(5) Sig .....

(4) Sig.can .....

(5) Cl.sp .....

Remarks.....

**GENERAL REMARKS**

.....

.....

.....

EXAMINER NAME (print) .....

EXAMINER INFRA No. ....

EXAMINER SIGNATURE .....

DATE OF TEST .....

COPY RECEIVED BY: .....

DRIVER SIGNATURE .....



5.7 Indicate the result of the test by means of a cross in the appropriate block "PASS", "FAIL" or "DEFERRED".

Example

PASS	FAIL	DEFERRED
X		

5.8 In any section of the test report under "Remarks" the examiner may enter any comments which may assist the applicant.

Example

(2) Wand .....	
(2) Pos .....	6
(2) Strad .....	
Remarks: ...Keeps too far left	6

5.8.1 Should a circle be drawn around any black block, a remark regarding the error shall be made in that section under "Remarks".

5.9 Time limits and cut-off points

5.9.1 Yard Test

- The duration of the yard test shall not exceed 20 minutes for codes EC1 and EC.
- The duration of the yard test shall not exceed 20 minutes for code C1 and C.
- The "DURATION" of the test shall always be reported in full minutes and should therefore be rounded off to the previous full minute.

Example - codes EC and EC1:

20 minutes 1 second shall count as 20 minutes.  
 20 minutes 59 seconds shall also count as 20 minutes.  
 21 minutes or more shall mean that the applicant fails.

Example - codes C1 and C:

20 minutes 1 second shall count as 20 minutes  
 20 minutes 59 sec seconds shall also count as 20 minutes  
 21 minutes or more shall mean that the applicant fails.

- An applicant fails the yard test and the test shall be discontinued if:
  - (a) he/she has been allocated more than the 20 penalty points for codes EC1 and EC or in the case of code C1 and C, when more than the 20 penalty points has been allocated,
  - (b) he/she exceeds the time limit of 20 minutes, (pre-trip inspections and yard test manoeuvres for codes EC1 and EC)
  - (c) he/she exceeds the time limit of 20 minutes, (pre-trip inspections and yard test manoeuvres for code C1 and C) or
  - (d) a circle was drawn around any black block.

5.9.2 Road Test

- The road test shall commence only when the applicant has passed the yard test and the necessary instructions for the road test have been given whilst the vehicle was stationary and the engine switched off.

- The duration of the road test shall exceed 20 minutes and not be longer than 45 minutes. If for any reason beyond control, the duration of the test is more than 45 minutes, no more penalty points shall be recorded, however, all errors that normally lead to immediate failure shall be recorded. (Violation of traffic law, uncontrolled / dangerous action and collision / mechanical failure)
- The duration of the test shall always be reported in full minutes and should therefore be rounded off to the next minute. The road test shall not be less than 20 minutes and therefore 19 minutes and 59 seconds or less is not permissible.

Example            20 min 1 sec shall become 21 minutes.  
                          40 min 59 sec shall become 41 minutes.  
                          19 minutes and 59 seconds or less is not permissible.

- The stopwatch shall be stopped after the applicant has stopped the vehicle after completing the pre-established test route, however, marking shall continue until the applicant has closed his/her door from the outside where the test shall end.
- The permissible maximum penalty points allowed in order to pass the road test shall be calculated as follows: "DURATION" in minutes x 5.
- It can be determined whether an applicant has passed or failed with the aid of the table on page 13.
- An applicant fails the road test if:
  - he/she has exceeded the permissible maximum penalty points allowed, or
  - a circle was drawn around any black block.
- Should the test be terminated, the shortest route shall be taken when returning to the driving licence testing centre.

### 5.9.3 Recording of time

The stopwatch shall be started after completion of instructions for:

- the pre-trip inspections,
- every yard test manoeuvre, or
- the road test,

and stopped at the completion of:

- the pre-trip inspections,
- every yard test manoeuvre, or
- the road test.

"ACTUAL TIME"            -            See definition in Glossary.

"STOPWATCH"            -            See definition in Glossary.

"DURATION"              -            See definition in Glossary.

Example:

TIME	YARD TEST	ROAD TEST
STOPWATCH	14:54	21:48
ACTUAL TIME	08H06	08H24
DURATION	14 min	22 min

<b>Duration of road test in minutes</b>	<b>X 5 =</b>	<b>Maximum penalty points allowed</b>
21 .....		105
22 .....		110
23 .....		115
24 .....		120
25 .....		125
26 .....		130
27 .....		135
28 .....		140
29 .....		145
30 .....		150
31 .....		155
32 .....		160
33 .....		165
34 .....		170
35 .....		175
36 .....		180
37 .....		185
38 .....		190
39 .....		195
40 .....		200
41 .....		205
42 .....		210
43 .....		215
44 .....		220
45 .....		225
<b>Maximum penalty points allowed for yard test</b> .....		20 (Code C1 and C)
<b>Maximum penalty points allowed for yard test</b> .....		20 (Codes EC1 and EC)

---

## **6. THE MODULES**

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The various sections of the test report are covered by a number of Modules which describe the ideal execution of each section of the test.

---

## Module 2:

# Pre-trip inspection - exterior

---

1. Check under vehicle on approach for obvious leaks, obstructions, etc.
2. Unlock all doors
3. Inspect vehicle for possible damage, preferably from top to bottom, left to right in an anti-clockwise direction.
4. Check right-hand rearview mirror for damage, cleanliness and stability.
5. Check right-hand portion of the windscreen for damage and cleanliness.
6. Check right-hand wiper blades for wear, stability and cleanliness and leave in extended position.
7. Check right-hand front wheel: tyre tread for wear and damage, sidewall damage, inflation, valve cap, oil, grease leaks and wheel nuts.
8. Check right front side lenses and reflectors for damage, cleanliness and stability.
9. Check front of vehicle for damage and security of bonnet, grill and bumper.
10. Mention that oil, water, brake fluid and fanbelt should be checked.
11. Check front registration plate for damage, cleanliness, stability and validity.
12. Check left front lenses and reflector as described in item 8.
13. Check left front wheel as described in item 7.
14. Check left-hand portion of windscreen as described in item 5.
15. Check left wiper blades as per item 6.
16. Check Certificate of Clearance/Roadworthiness disc and Operator Certificate (if applicable) for validity.
17. Check left-hand exterior mirror as described in item 4.
18. Check left-hand door(s) for operation of door(s) and window winder(s). (If manually operative)
19. Check seat belts for stability and damage.
20. Check information plate for damage, cleanliness, stability and validity. (If applicable)
21. Check left rear wheel as described in item 7
22. Check left rear of cab and windows (if applicable) for damage, cleanliness and stability.
23. Check tilt cab locking device if applicable.
24. In case of an articulated vehicle check the service lines and couplings for damage and stability.
25. Check for air leaks.
26. Check batteries and holder for damage and stability.
27. Check air tanks for damage and stability and test for water in tanks (if applicable)
28. In the case of an articulated vehicle check the trailer for clearance certificate and registration plate for validity.
29. In the case of a trailer check the left front reflector for damage, cleanliness and stability.
30. In the case of a truck-tractor check the left rear wheels. Tread for wear or damage, side walls, tyre pressure, dust cap, oil and grease leaks, wheelnuts and objects between double wheels.
31. Mention that spare wheel, jack and wheel spanner should be checked.
32. In the case of a truck-tractor, check the left rear lenses and reflectors and per item 8.
33. In the case of a truck-tractor check the chevron for damage, cleanliness, stability and validity.
34. Check left door, drop sides and or windows for damage, cleanliness and stability.
35. Check the left reflectors as per item 8.
36. In the case of a trailer check the left support leg for stability.
37. In the case of a trailer check the information plate as per item 20.
38. Check spare wheels in respect of tread wear and damage, sidewalls, pressure, dust cap and stability.
39. Ensure that the trailer park brake is off. (If applicable)
40. Check left rear wheels as per items 7.
41. Check left rear lenses and reflectors as per item 8.
42. Check rear doors, dropsides or windows as per item 34.
43. Check rear chevron as per item 33.
44. Check rear registration plate and light as per item 11.
45. Check rear bumper for damage and stability.
46. Check rear right-hand lenses and reflectors as per item 8.
47. Check right-hand rear wheels as per item 7.
48. In the case of a semi-trailer check the right-hand support leg as per item 36.

49. Check right-hand doors, dropsides or windows as per item 34.
50. In the case of a truck-tractor check the rear registration plate and light as per item 11.
51. In the case of a truck tractor, check the rear right-hand lenses and reflectors as per item 8.
52. In the case of an articulated unit, check the fifth wheel coupling plus safety lockpin.
53. In the case of a truck tractor check the right-hand rear wheels as per item 7.
54. Check the rear of the vehicle and exhaust for damage and stability.
55. Check fuel tank and cap for stability.
56. Check right-hand rear of cab and windows as per item 5.
57. Check right-hand door(s) as per item 18.
58. Check right-hand front wheel as per item 7.

### **Note A:**

On approach to the vehicle the examiner shall request the applicant to conduct a pre-trip exterior inspection whilst the engine is idling to ascertain amongst others if there are any leaks in the braking system.

### **Note B:**

The examiner may allow minor defects to be rectified, however, no extra time will be allowed.(The stop watch shall not be stopped)

### **Note C:**

The applicant shall not be penalised for the following:

- should he/she fail to execute the pre-trip inspection in an anti-clockwise direction,
- should he/she fail to raise the windscreen wipers from the windscreen,
- when he/she checks one wheel and later only refers to the other wheels,
- when he/she fails to check both sidewalls of a tyre for damage, and
- when checking those parts of the vehicle which he/she has to check it is not expected of him/her to make mention of all the properties of that particular part.

For example, when the wheels are checked, it is not expected of him/her to check the tyre tread for wear and for damage to the sidewall, and tyre pressure and the valve-cap etc.

When it is clear to the examiner that the applicant has paid attention to the specific parts (Whether mentioned or not) he/she shall be credited.

Note C applies only to Module 2.

---

## Module 3:

# Starting procedure - manual transmission

---

1. Ensure that parking brake is applied.
2. Ensure that gear-lever is in neutral position.
3. Ensure that all instruments are in non-function position.
4. Turn ignition key to "on" position without starting engine.
5. Check dashboard instruments for malfunction.
6. Apply choke if necessary or ensure choke is cancelled.
7. Select engine control switch to "on" (Diesel vehicles only).
8. Use pre-heater if required (Diesel vehicles only).
9. Turn ignition key to start engine.
10. Release hold on key as soon as engine starts.
11. Check dashboard instruments for systems malfunction.
12. Build up air pressure by letting engine idle until appropriate instruments indicate that air pressure is correct.
13. Cancel operation of choke, where applicable.

---

## Module 4:

# Starting procedure - automatic transmission

---

1. Ensure that parking brake is applied.
2. Ensure that gear selector is in "P" or "N" position.
3. Check that all gauges and warning lights are in non-function position.
4. Turn ignition key to "on" position without starting engine.
5. Check dashboard warning lights and gauges for malfunction.
6. Apply choke if necessary or ensure choke is cancelled.
7. Select engine control switch to "on" (Diesel vehicles only).
8. Use pre-heater is required (Diesel vehicles only).
9. Turn ignition key further to start engine.
10. Release hold on key as soon as engine starts.
11. Check dashboard warning lights and gauges for systems malfunction.
12. Build-up air pressure by letting engine idle until appropriate instruments indicate that air pressure is correct.
13. Cancel operation of choke, where applicable.

---

**Module 5:****Mirrors - use of**

---

1. Adjust rear view mirrors for maximum rear view vision only whilst vehicle is stationary. (Articulated vehicles shall be straight).
2. Check rear view mirrors on approach to any hazard.
3. Check rear view mirrors approximately every 5- 8 seconds.
4. Checking of rear-view mirrors should be of sufficient duration to determine traffic situations to the rear.
5. Check mirror in the direction of turn to ensure the vehicle follows the correct course.

**Note A:**

Care should be taken not to look in mirrors for too long a period.

**Note B:**

In the case of an enclosed cabin both exterior rear-view mirrors shall be checked.

**Note C:**

When it is clear that the applicant has only made a minor adjustment to the rear-view mirror he/she shall not be penalised, otherwise he/she shall be penalised for:

**STEERING**

(1) Method .....

**Note D:**

In the case of the applicant making an adjustment to any rear-view mirror whilst the vehicle is stationary, he/she shall not be penalised.

**Note E:**

When the applicant looks for too long in the rear-view mirrors he/she shall be penalised for:

**STEERING**

(5) Obs .....

It is not expected of the applicant to use exterior mirrors for observation to the rear. In the test allowance is made for the use of exterior mirrors in the case where:

- the vehicle is not fitted with an interior rear-view mirror, and/or
- the interior rear-view mirror for some reason does not provide enough vision.

---

## Module 6:

# Signalling

---

1. Check rear view mirrors and appropriate blind spot.
2. Signal in good time and for sufficient duration.
3. Replace hand to appropriate position on steering wheel, as necessary.
4. Ensure that signal is cancelled after completing manoeuvre or that presence has been established, for example, when using the horn.

### Note A:

Care should be taken not to signal too early or where it could create confusion to other road users.

### Note B:

Use of direction indicators or hand signals within an intersection should be avoided unless necessary.

### Note C:

Brake lights are a signal that can be kept on (especially at night) and it is not necessary to cancel these after the vehicle has been brought to a complete standstill.

### Note D:

The checking of blind spots is not necessary when the brake lights, headlights or horn are used as a signal.

### Note E:

When a signal is cancelled too soon, the applicant shall not be penalised for:

(4) Sig can .....  
but for

(5) Sig .....

due to the fact that the signal's duration was insufficient.

### Note F:

Brake lights are considered a signal. The rearview mirrors shall be checked before braking commences. No blind spots should be checked before braking.

---

## Module 9:

# Signalling - hand signals (stop or sudden reduction of speed)

---

1. Check rear view mirrors and blind spot to the right.
2. Extend right arm sideward from shoulder with forearm vertical and upward and with palm of hand to the front.
3. Retract arm in good time.
4. Replace hand to appropriate position on steering wheel before braking, gear selection or steering.

### Note A:

This signal should be given in good time and for sufficient duration prior to braking or sudden reduction of speed.

### Note B:

Brake lights are a signal that can be kept on (especially at night) and it is not necessary to cancel this after the vehicle has been brought to a complete standstill.

### Note C:

The applicant should not be requested to repeat this signal if carried out satisfactorily the first time.

If not carried out satisfactorily the first time, the applicant shall be requested to attempt to execute this signal once more. Only two attempts shall be permissible.

Only two attempts shall be permissible, however if not successful at the 2<sup>st</sup> attempt, penalty points shall again be allocated and the test continued.

---

**Module 10:****Signalling - horn**

---

1. Check rear view mirrors.
2. Signal only when necessary, in good time and only for sufficient duration.
3. Replace hand to appropriate position on steering wheel.

**Note A:**

Air horn should preferably not be used in built-up areas.

---

**Module 11:**

**Clutch - use of**

---

1. Depress clutch pedal.
2. Obtain clutch control.
3. Avoid unjustified "Slipping" of clutch.
4. Avoid unjustified "Riding" of clutch.
5. Avoid unjustified "Coasting".
6. Remove foot completely from clutch pedal except for purpose of gear changing, stopping, justified, "Slipping", "Riding" or "Coasting".
7. Disengage clutch completely just before vehicle is brought to a complete standstill, without laboring or stalling the engine.
8. Double de-clutch, if necessary.

**Note A:**

When coming to a stop, the brake pedal shall be depressed before disengaging the clutch, in order to prevent coasting. This is not a requirement in stop-start traffic or when stopping on an incline.

**Note B:**

The foot may not rest on the clutch pedal whilst the vehicle's engine is running except in stop-start traffic.

**Note C:**

If the applicant continuously "Rides" the clutch during the road test, he/she shall be penalised every 5-8 seconds for:

**CLUTCH**

(1) Rides .....

The applicant shall remove his/her foot completely from the clutch pedal after stopping and selecting neutral. Should the applicant not do so he/she shall be penalised for every 5-8 seconds for:

**CLUTCH**

(1) Rides .....

---

## Module 12:

# Moving off / proceed (manual transmission)

---

1. Obey all traffic signs, signals, rules and markings.
2. Check rear view mirrors and appropriate blind spot, if applicable.
3. Signal intention, if applicable.
4. Ensure there is clear space beyond intersection before entering.
5. Ensure intersection is clear before entering.
6. Maintain clear space behind vehicle ahead before moving off. (Approximately 4 - 5 metres).
7. Select gear.
8. Obtain clutch control.
9. Observe.
10. Release parking brake, if applicable.
11. Move off.
12. Accelerate as necessary.
13. Cancel signal, if applicable.

### Note A:

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

### Note B:

Observation and gear selection can be simultaneously.

### Note C:

Numbers 7, 8 and 9 may be done in one flowing movement.

### Note D:

Observation shall be done before moving off, including during stop-start traffic.

### Note E:

During moving off, the applicant shall not cause the wheels of the vehicle to spin. Should the applicant do so he/she shall be penalised for:

#### MOVING OFF

- (1) Move .....

---

**Module 13:**

**Moving off / proceed  
(automatic transmission)**

---

1. Obey all traffic signs, signals, rules and markings.
2. Check rear view mirrors and appropriate blind spot.
3. Signal intention, if applicable.
4. Ensure there is clear space beyond intersection before entering.
5. Ensure intersection is clear before entering.
6. Maintain clear space behind vehicle ahead before moving off.
7. Select gear if necessary.
8. Observe.
9. Release parking brake.
10. Move off.
11. Accelerate as necessary.
12. Cancel signal, if applicable

**Note A:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

**Note B:**

Observation shall be done before moving off, including during stop-start traffic.

**Note C:**

During any moving off action the applicant shall not cause the wheels of the vehicle to spin. Should the applicant do so he/she is penalised for:

**MOVING OFF**

- (1) Move .....

---

**Module 14:****Steering**

---

1. Position hands on steering wheel in a ten-to-two or quarter-to-three position with palms of hands and thumbs on circumference of steering wheel.
2. Keep both hands on steering wheel except for the purpose of gear changing, signalling or operating controls or devices.
3. Steer in a controlled manner to avoid cutting or negotiating corners or bends too wide.
4. Steer to turn to the left or right by using the pull-and-push method.
5. Steer smoothly.
6. If possible do not wander or straddle lane markings.
7. Adjust positioning with due regard to moving or stationary hazards.
8. Keep at least one hand on the steering wheel at all time
9. Do not turn steering wheel whilst vehicle is stationary.
10. Counter steer when necessary.

**Note A:**

The push-and-pull method of steering is not required during the yard test.

**Note B:**

If, the applicant continuously make a steering method fault such as, for example, resting his/her hand on the gear-lever knob, he/she shall be penalised every 5 - 8 seconds for:

**STEERING**

(1) Method .....

---

## Module 15:

# Left turn

---

1. Check rear-view mirrors and blind spot to the left.
2. Signal intention.
3. Check blind spot to the left.
4. Steer to and position vehicle in appropriate lane.
5. Check rear-view mirrors.
6. Decelerate.
7. Select correct gear.
8. Check blind spot to the left.
9. Steer into appropriate lane.
10. Check rear-view mirrors whilst turning to ensure safe follow through of vehicle round the bend.
11. Accelerate smoothly.
12. Cancel signal.
13. Check rear-view mirrors.

### Note A:

Only one attempt will be allowed.

### Note B:

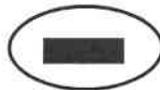
This manoeuvre only commences once the vehicle is in motion, therefore should the vehicle stop after having moved off for any reason before the manoeuvre is completed a circle shall be drawn around a black block "no att." and the test discontinued.

### Note C:

Vehicles C1, shall not touch the centre line and shall keep left of such line.  
If C1 vehicle touch the boundary lines or centre line, they shall be marked as follows:

#### LEFT TURN

Mount kerb/T. line .....



the test will be discontinued

### Note D:

Vehicles C, EC and EC1 may not touch the outer boundary lines of this manoeuvre.  
If C, EC and EC1 vehicles touch the boundary lines, they shall be marked as follows:

#### LEFT TURN

Mount kerb/T .line .....



the test will be discontinued.

### Note E:

This manoeuvre is completed when the steering axle of the drawing vehicle, is on the left-hand side of the road, adjacent to the 45° line, where it meets the broken center line.

---

## **Mod 16**

# **Reverse in straight line**

---

- Position the vehicle at the starting point.
  - Apply parking brake.
  - Select neutral. (or "P" for automatic transmission)
1. Select reverse gear.
  2. Obtain clutch control.
  3. Observe.
  4. Release park brake.
  5. Move off.
  6. Keep vehicle in straight line as indicated, without touching the side boundary lines.
  7. Stop where indicated.
  8. Apply parking brake.
  9. Select neutral, (or "P" for automatic transmission)
  10. Release clutch pedal if manual transmission.

### **Note A:**

Only one attempt will be allowed.

### **Note B**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

### **Note C:**

Should the vehicle stop for any reason after having moved off before the manoeuvre is completed a circle shall be drawn around a black block "No.att". and the test discontinued.

### **Note D:**

Stop with the rear wheels of the vehicle within the 5 m stopping zone or beyond.

### **Note E:**

Should the incorrect gear be selected when moving off from the starting point, this shall not be regarded as an attempt.

### **Note F:**

Should the vehicle coast during this manoeuvre, it shall be regarded as an "Uncontrolled action" and a circle shall be drawn around a black block and the test discontinued.

---

## Module 17:

# Alley docking - to the right

---

- Position vehicle at starting point
- Cancel signal if applicable.
- Apply parking brake.
- Select neutral (or "P" for automatic transmission) wait for instructions

### ENTERING

1. Check rear view mirrors and blind spot to right.
2. Signal intention.
3. Select gear.
4. Obtain clutch control (Manual transmission).
5. Observe.
6. Release parking brake.
7. Move off.
8. Check the blind spot to the left before the vehicle changes direction.
9. Steer into demarcated area, without touching any obstacle.
10. Stop vehicle within demarcated area.
11. Apply parking brake.
12. Select neutral (or "P" for automatic transmission).
13. Cancel signal.

### LEAVING

14. Check rear-view mirrors and appropriate blind spot.
15. Signal intention.
16. Select gear.
17. Obtain clutch control (Manual transmission).
18. Observe.
19. Release parking brake.
20. Steer out of demarcated area, without touching any obstacles.
21. Cancel signal.

### Note A:

If this manoeuvre cannot be completed at the 1<sup>st</sup> attempt as described in item 10, the vehicle shall again be positioned in the original starting point from where a 2<sup>nd</sup> (final) attempt may be made, provided that no obstacle or boundary line has been touched (stop-watch shall not be stopped)

### Note B:

Stopping at any stage is permissible but no forward movement for a rigid vehicle shall be permissible during a single attempt.

### Note C:

In the case of an articulated vehicle only one forward movement shall be allowed during each attempt.

**Note D:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

**Note E:**

Stopping and moving off in the same direction is not regarded as another movement. Stopping is permitted at any stage during a movement, however, an observation shall be done before moving off if stationary for longer than 5 seconds.

**Note F:**

It is expected of the applicant while reversing, to check the opposite blind spot before the vehicle changes direction.

**Note G:**

Regarding

(1) Count st .....

is meant that the applicant turns the steering while the vehicle is stationary.

**Note H:**

Should the signal cancel automatically, whilst entering or leaving, the applicant shall not be penalised for not reactivating it again.

**Note I:**

In all cases the rear end of the vehicle shall be at least passed the 3<sup>rd</sup> set of obstacles.

**Note J:**

Should the incorrect gear be selected when moving off from the starting point, this shall not be regarded as an attempt.

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**Module 18:**

**Incline start (manual transmission)**

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1. Stop where indicated without allowing the vehicle to move backwards.
2. Apply parking brake.
3. Select neutral.
4. Check rear view mirrors and appropriate blind spot if applicable.
5. Signal intention, if applicable.
6. Select gear.
7. Obtain clutch control.
8. Observe.
9. Release parking brake.
10. Move off without rolling back.
11. Cancel signal, if applicable.

**Note A:**

If the vehicle is equipped with a foot operated parking brake the sequence shall be to select neutral with the service brake depressed and then to apply the parking brake.

**Note B:**

Should the applicant spin the wheels when moving off, he/she shall be penalised for:

**INCLINE START**

(1) Move .....

**Note C:**

Only one attempt shall be permitted.

**Note D:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

---

**Module 19:**

**Incline start  
(automatic transmission)**

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1. Stop where indicated without allowing the vehicle to move backwards.
2. Apply parking brake.
3. Check rear view mirrors and appropriate blind spot if applicable.
4. Signal intention, if applicable.
5. Observe.
6. Release parking brake.
7. Move off without rolling back.
8. Cancel signal, if applicable.

**Note A:**

Should an applicant not change into neutral, he/she shall not be penalised. It is, however, expected of him/her to use the parking brake.

**Note B:**

Should the applicant spin the wheels when moving off he/she shall be penalised for:

**INCLINE START**

(1) Move .....

**Note C:**

Only one attempt shall be permitted.

**Note D:**

Should the vehicle roll, a circle shall be drawn around the black block "Roll" and the test shall be discontinued.

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**Module 20:****Speed control**

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1. Check rear view mirrors.
2. Adjust speed (select appropriate gear) as required, in accordance with traffic pattern, gradient of road, surface, visibility and speed restriction.
3. Accelerate, if necessary.
4. Decelerate, if necessary.
5. Make use of the engine or exhaust brake if necessary.
6. Brake, if applicable.

**Note A:**

If the speed of the vehicle increases considerably without application of the accelerator and if continuous use of the service brake is necessary, brake to the appropriate speed before a lower gear is engaged in order to minimise an increase in speed.

Repeat this procedure as necessary.

Avoid selecting a lower gear to assist or replace braking, in order to reduce the speed of a vehicle.

**Note B:**

If during the road test, the applicant drives too slowly for the circumstances, he/she shall be penalised every 5 - 8 seconds for:

**SPEED CONTROL**

(5) Slow .....

**Note C:**

Make use of the engine exhaust brake in accordance with traffic pattern or gradient of the road.

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## **Module 21:**

# **Gear changing - up (manual transmission)**

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1. Maintain speed.
2. Place left foot clutch pedal.
3. Start depressing clutch approximately to contact point.
4. Release accelerator pedal smoothly and completely whilst depressing clutch pedal completely.
5. Place right on accelerator pedal.
6. Select gear.
7. Replace hand to appropriate position on steering wheel.
8. Start releasing clutch pedal slowly and smoothly approximately to contact point.
9. Depress accelerator pedal smoothly and progressively whilst releasing clutch pedal completely.
10. Remove foot completely from clutch pedal.

### **Note A:**

Gears should be changed, where possible, whilst travelling on a straight course.

### **Note B:**

Numbers 3, 4, 5 and 6 may be done in one flowing movement.

### **Note C:**

Numbers 8, 9 and 10 may be done in one flowing movement.

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## Module 22:

# Gear changing - down (manual transmission)

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1. Check rear view mirrors.
2. Release accelerator pedal smoothly.
3. Brake if necessary to appropriate speed for circumstances (braking shall be completed before lower gear may be selected).
4. Remove right foot completely from brake pedal.
5. Place right foot on accelerator pedal.
6. Depress clutch pedal fully.
7. Select gear.
8. Replace hand to appropriate position on steering wheel.
9. Release clutch pedal to contact point.
10. Depress accelerator pedal smoothly and progressively whilst releasing clutch pedal completely.
11. Remove foot completely from clutch pedal.

### Note A:

If the speed of the vehicle increases considerably without application of the accelerator and if continuous use of the service brake is necessary, brake to the appropriate speed before a lower gear is engaged in order to minimise an increase in speed.

Should an applicant fail to select a lower gear with a 2<sup>st</sup> attempt, it shall be regarded as coasting.

Avoid selecting a lower gear to assist or replace braking to reduce the speed.

### Note B:

Gears should be changed, where possible, whilst travelling on a straight course.

### Note C:

An appropriate gear shall be selected before descending a steep gradient.

### Note D:

If an ascending gradient is being negotiated where road speed reduces despite continuous application of the accelerator pedal, then the change down to a lower gear shall be carried out before the speed drops to a point where the use of the lower gear will not serve its purpose or the engine starts labouring.

### Note E:

Make use of the engine/exhaust brake in accordance with traffic pattern or gradient of the road.

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**Module 23:**

## **Gear changing - up (automatic transmission)(manual selection)**

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1. Maintain speed.
2. Select gear.
3. Replace hand to appropriate position on steering wheel.
4. Accelerate.

**Note A:**

Manual selection should only be necessary if a lower gear is required, in order to negotiate a steep decline.

**Note B:**

Gears should be changed, where possible, whilst traveling on a straight course.

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## **Module 24:**

# **Gear changing - down (automatic transmission) (manual selection)**

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1. Check rearview mirrors
2. Release accelerator pedal smoothly.
3. Brake if necessary to appropriate speed for circumstances (braking shall be completed before changing down)
4. Select gear.
5. Replace hand to appropriate position on the steering wheel

### **Note A:**

If the speed of the vehicle increases considerably without application of the accelerator and if continuous use of the service brake is necessary, brake to the appropriate speed before a lower gear is engaged in order to minimise an increase in speed.

Repeat this procedure, as necessary.

Avoid selecting a lower gear to assist or replace braking, in order to reduce the speed of the vehicle.

### **Note B:**

Gears should be changed, where possible, whilst travelling on a straight course.

### **Note C:**

An appropriate gear shall be selected before descending a steep gradient.

### **Note D:**

Make use of the engine/exhaust brake in accordance with traffic pattern or gradient of the road.