



Hillsong Africa Foundation Vehicle Policy

This policy is to be read, understood and signed before any person drives a vehicle representing Hillsong Africa Foundation.

Requirements for HAF Vehicle Use:

- A signed Hillsong Africa Foundation Vehicle Policy (this document) + copy of a valid driver's license to be submitted via this form.
- The vehicle is to be returned back on time (according to calendar booking) with the key handed over to Mike Masaidze (HAF staff member).
- If you are running late for any reason, communicate with a phone call and messages to relevant people:
 - "Relevant people" meaning Area Oversight and Mike.
- Show respect on the roads as every driver is representing the Hillsong Africa Foundation.
- No food or drink to be consumed in any HAF vehicle under any circumstance, with water as the exception.
- Remove rubbish and personal items after every drive. If rubbish is left behind from a program team, a valet vehicle wash will be charged to that Community Area's budget.
- Do not remove vehicle property such as first aid kits, battery charger cables, etc.
- No driver should be under the influence of any substance that could impair their ability to operate the vehicle safely.
- Hillsong Africa Foundation reserves the right to facilitate an anonymous survey regarding driver's level of safe driving and following the law of the land.

Vehicle Calendar:

- *HAF Vehicles calendar* is visible and available to edit by all Community Development Oversight.
- *HAF Vehicles calendar* is maintained and regulated by the Operations Manager.
- Be sure to incorporate driving time in calendar requests:
 - Room for traffic
 - No speeding allowed, under any circumstances
 - Make sure that the return time is accurate and caters to traffic
- Vehicle services will be posted on both the HAF Vehicles + HAF Team calendar

www.hillsongafrica.com

info@hillsongafrica.com

087-137-NPO | PBO 930035078

Hillsong Africa Foundation, 1 Kinetic Way, Century City, 7441, Cape Town

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Booking Vehicles:

- All vehicle requests, whether internal or external, are to be pre-approved by the HAF Operations Manager.
- Vehicle request form is to be completed with each request.
Follow the form prompts and complete all information required.

Traffic Fines:

- You will be held responsible for paying traffic fines which you incur while driving our vehicles.
- You are required to EFT fines you owe to the following account or Snapscan:

Name: Hillsong Africa Foundation Trust
Account: 62420744486
Branch: 200409
Bank: FNB



- All fines are to be paid within 30 days of the first warning issued by the Traffic Department, without exception. Please send proof of payment to luzaack.julius@hillsong.co.za

Hillsong Guest Relations Vehicle Use:

- Operations Leader to input Guest Relations bookings in *HAF Vehicles calendar*
- Operations Leader to ensure valet is completed if necessary and top-up fuel upon request
 - To be paid from Guest Relations card
 - Slips to be given to Guest Relations Oversight
- Any traffic fines will be invoiced to Guest Relations for payment



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Driver Consent/Agreement:

I (Name & Surname) _____ (I.D. / Passport Number) _____
_____ hereby agree to be an eligible driver for the Hillsong Africa Foundation vehicles.

As a Hillsong Africa Foundation Driver I agree to fully comply with the following rules & regulations:

- I have a valid South Africa Driver's License or International Driver's License which has been in effect for 2 or more years.
- I have completed the HAF Vehicle Form, and included my driver's license.
- I agree to obey all the South African traffic laws, rules & regulations and I take full responsibility for any violations or fines incurred by me while driving any of the Hillsong Africa Foundation vehicles.
- Hillsong Africa Foundation will not be held responsible for any personal injuries sustained while driving or operating any of the Hillsong Africa Foundation vehicles. The driver will be held personally responsible.
- I agree to take full responsibility for my safety and the safety of any passengers while driving or operating a Hillsong Africa Foundation vehicle.
- I take full responsibility for myself, my driving behaviour and respect for other vehicles and pedestrians while driving the Hillsong Foundation vehicles.
- I agree to never consume or be under the influence of any alcohol, drugs or any other illegal substances while driving or operating a Hillsong Africa Foundation vehicle.
- I understand that Hillsong Africa Foundation management reserves the right to revoke vehicle use or eligibility as a Hillsong Africa Foundation Driver at any time.

Driver Name & Surname

Date

Driver Signature

Authorized HAF Management Name

Position

HAF Management Signature

Date

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