

26 March 2015

CIRCULAR TO THE INDUSTRY

DEVELOPMENT OF A DRIVER FUNCTIONAL GUIDELINE

1. As you may be aware Council appointed PE Corporate Services SA (Pty) Ltd Management Consultants to develop a formal driver guideline and to recommend on appropriate application of the guideline to promote compliance.
2. The investigation conducted by Mr Maarten du Plessis of PE Corporate Services has now reached its final stages and the purpose of this circular is to request employers in the Industry to provide additional input before the definitions are finalised.
3. The attached excel workbook contains five spreadsheets with a draft definition for the following drivers:
 - Light motor vehicle
 - Medium motor vehicle
 - Heavy motor vehicle
 - Extra heavy motor vehicle
 - Ultra heavy motor vehicle

The draft driver's definition is divided into three areas of work as follows:

- Core Activities – these are activities that purely focus on driving.
 - Associated activities – performing basic maintenance, administrative duties, taking safety measures during the loading and off-loading process.
 - Ancillary activities – physical loading and off-loading of vehicle by hand or using equipment like a High-up Crane.
4. You are kindly requested to work through the documents to indicate which activities your drivers perform and to add/change items where required. Obtaining this information will enable the consultant to finalise the driver definitions for the driver

categories and for the specific industry sectors. The following is the procedure to edit the spreadsheet. ***This information should not be completed by the employee responsible for the Payroll, but an Operations Manager or relevant position in the organization.***

Procedure to edit the workbook and verify the information:

- Confirm the driver categories in your organisation as per the above classification.
 - Open the workbook, it will automatically open in the spreadsheet light vehicle driver. Look at the bottom line of the spreadsheet and you will see the worksheet of the different drivers.
 - Select the type of driver and to the right of the spreadsheet the transport category, Courier, General Freight, etc.
 - Refer to the activities to the left and indicate with an x whether the activity is performed and a blank if not.
 - Add additional activities where necessary and highlight it in yellow to ensure that it is visible to the consultant.
 - If you have, for example, heavy and extra heavy vehicles, you are kindly requested to complete both spreadsheets in the workbook. If the activities are exactly the same this should be indicated accordingly in your communication to the consultant.
 - Save the changes, by changing the documents name to; "Drivers Definition – *add your company name*".
5. The completed excel documents should be emailed to Mr Maarten du Plessis by not later than close of business on 10 April 2015, at pecsphal@global.co.za. Should you need any clarification you may contact him on the following number 082 457 5905. Please note, Mr du Plessis is not an employee of the Council and if he is not available, kindly leave a clear message with your contact details.
6. Your co-operation will be highly appreciated.

Yours sincerely

Musa Ndlovu

National Secretary