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POLICY DEVELOPMENT FRAMEWORK

INTERIM FLEET MANAGEMENT

STANDARD OPERATING PROCEDURES (SOP)

Procedure Number	**1.0**
Date of Approval	**September 2026**
Policy Sponsor	**Acting: Deputy Vice Chancellor: Operations**
Next Review Date	**May 2027**
Approver	**Vice-Chancellor (Interim / Fast-Track approval)**

1. Purpose

1.1. This Standard Operating Procedure (SOP) establishes the operational processes for the allocation, utilization, booking, administration, monitoring and control of University fleet vehicles. It gives effect to the Interim Fleet Management Policy and applies the University's requirements consistently across staff, authorized students and other approved users.

2. Scope

2.1. Institutional Scope

2.1.1. This Procedure applies to all staff and students who use University vehicles and services rendered by Transport Services within Protection and Risk Management.

2.2. Individual Scope

2.2.1. This Procedure applies to all employees/workers, students, authorized personnel, appointed service providers and consultants who are approved to use University fleet vehicles.

3. Procedure Principles

3.1 Roles and Responsibilities

3.1.1 Transport Services / Fleet Manager: administer fleet bookings, driver registration, vehicle allocation, records, monitoring, maintenance coordination, incidents, fines administration and reporting.

3.1.2. Fleet Officer: manage day-to-day vehicle issue and return, keys, logbooks, fuel/fleet cards, inspections and operational records.

3.1.3. Head of Department (HOD) / Delegated Approver: approve official use, confirm the legitimacy of requests, ensure appropriate users and budget availability, and notify Transport Services of changes to authorization.

3.1.4. Vehicle Rental Proxy Representative: act as the departmental booking/cost-centre representative for rental-pool transactions and safeguard assigned Vehicle Rental Card information.

3.1.5. Requester / User: submit complete and accurate requests, obtain required approvals, use the vehicle only for the approved purpose and comply with all fleet controls.

3.1.6. Driver: operate the vehicle lawfully and safely, complete required records and inspections, safeguard the vehicle and report incidents or defects promptly.

3.1.7. Relevant support functions: Finance, Procurement, Human Resources, CPS, Legal and other authorized functions provide support within their respective mandates.

4. Driver Registration and Authorization

4.1. Driver eligibility

4.1.1. A prospective driver must hold a valid driver's license appropriate to the vehicle and meet the applicable University eligibility requirements.

4.1.2. Authorized/registered student drivers may operate fleet vehicles were approved by the University and registered with Transport Services.

4.1.3. Appointed service providers and consultants may operate fleet vehicles where their contract and the relevant approval permit such use.

4.1.4. All users of pool, term-rental and departmental vehicles must be individually registered with Transport Services.

4.2. Foreign or international licenses

4.2.1. A person who is not a permanent resident of South Africa may use a valid foreign or international driver's license where it is recognized and meets the applicable requirements.

4.2.2. The license must contain a photograph and signature of the driver.

4.2.3. The license must be issued in an official language of South Africa or be accompanied by an appropriate translation and certificate of authenticity where issued in another language.

4.2.4. Where applicable, the driver must convert the license within the period required by law after applying for permanent residence or citizenship.

4.3. Annual registration and PrDP

4.3.1. Driver registration is valid for one calendar year or from the date of application until 31 December of that year and is renewable annually.

4.3.2. The HOD must notify the Manager: Fleet of any change in a driver's authorization.

4.3.3. Drivers operating vehicles designed to carry 12 or more persons including the driver must hold the appropriate PrDP where required by applicable legislation and must be registered for the relevant vehicle category at Transport Services.

4.3.4. Co-drivers must be authorized and recorded on the trip authorization Form before operating the vehicle.

5. Requesting, Booking, Collecting and Returning a Vehicle

5.1. Request and approval

5.1.1. The requester submits the prescribed vehicle request and trip authorization Form through the approved University booking channel.

5.1.2. The responsible HOD or delegated authority confirms the official purpose, user eligibility, passengers, route/destination, dates and other required information before approval.

5.1.3. Transport Services checks vehicle availability, driver registration, vehicle suitability and the completeness of the authorization.

5.1.4. A vehicle is allocated subject to availability and operational requirements. Where the requested vehicle is unavailable, Transport Services may propose an appropriate alternative.

5.1.5. For student activities not related to teaching, learning and research, arrangements for transport are coordinated through the Department of Student Affairs or the applicable authorized function.

5.2. Rental-pool booking and Vehicle Rental Card

5.2.1. Each HOD must appoint at least two Vehicle Rental Proxy Representatives and submit proof of appointment or renewal to Transport Services annually.

5.2.2. The HOD or Vehicle Rental Proxy applies to Transport Services for the department's unique Vehicle Rental Card number(s).

5.2.3. The Vehicle Rental Card number is an internal booking and Cost-Centre mechanism and is different from the fuel/fleet card.

5.2.4. A department may have more than one Vehicle Rental Card number where different Cost Centre require separate controls.

5.2.5. Vehicle Rental Card information has monetary value and must be safeguarded by the appointed representatives.

5.3. Collection and pre-trip inspection

5.3.1. A vehicle may only be collected at the authorized time. Where a trip commences outside normal office hours, keys may be collected in advance where approved.

5.3.2. Before the vehicle leaves the premises, the Fleet Officer and/or driver must complete the prescribed pre-trip inspection checklist.

5.3.3. The pre-trip inspection must record, as applicable, vehicle condition, tires, lights, fuel level, existing damage, equipment, odometer reading and required signatures.

5.3.4. The driver must verify the vehicle equipment issued, including the spare wheel, toolkit, jack, radio and other listed equipment.

5.3.5. Any material defect or damage must be recorded before departure and reported to the Fleet Officer.

5.4. Vehicle use and return

5.4.1. The driver must use the vehicle only for the approved purpose, route and passengers.

5.4.2. The trip logbook must be completed accurately for every trip.

5.4.3. On return, the vehicle must be parked at the authorized location and returned with the keys, logbook, fuel/fleet card and prescribed documentation.

5.4.4. A post-trip inspection must be completed and any new damage or defect recorded.

5.4.5. Liability for damage is determined with regard to cause, negligence or misconduct, insurance and applicable University process; liability is not presumed solely because damage is found after a trip.

5.4.6. A reserved vehicle that is not collected within two hours of the reservation time may be cancelled. Any applicable cancellation charge will be governed by the approved Fleet tariff schedule.

6. Use of Vehicles and Fuel/Fleet Cards

6.1. Permitted use and passengers

6.1.1. Vehicles may only be used with the permission of the responsible HOD or delegated authority and for the authorized University purpose.

6.1.2. Only authorized drivers may drive the vehicle. Only authorized passengers may be transported, and the vehicle's designed passenger capacity must not be exceeded.

6.1.3. Passengers who are not affiliated with CPUT require prior approval from the Manager: Fleet or another authorized official.

6.1.4. The use of a vehicle for private purposes, party-political purposes, industrial union activities, private commercial passenger transport or other prohibited use is not permitted unless specifically authorized by the Policy and applicable process.

6.1.5. Vehicles must be parked in a safe location on University premises or in lawful parking facilities. Alternative overnight parking requires appropriate authorization.

6.2. Tobacco, alcohol and illegal substances

6.2.1. Smoking and vaping are prohibited in University vehicles.

6.2.2. No person may operate or travel in a University vehicle while under the influence of alcohol or an illegal substance.

6.2.3. The approved vehicle user and driver must take reasonable steps to ensure compliance with these requirements.

6.3. Fuel/fleet cards

6.3.1. A fuel/fleet card must be treated as a controlled University financial instrument and may only be used for authorized vehicle-related expenditure.

6.3.2. The driver must retain and submit fuel receipts and any approved toll receipts in accordance with the prescribed reconciliation process.

6.3.3. Unauthorized transactions may be recovered from the responsible person in accordance with applicable University procedures.

6.3.4. A Vehicle Rental Card is not a fuel/fleet card and must not be used interchangeably.

7. Accidents, Breakdowns, Theft and Other Incidents

7.1. Immediate actions

7.1.1. In an accident or other emergency, the driver must first take reasonable steps to protect life and safety and obtain emergency assistance where required.

7.1.2. Where required by law or circumstances, the driver must report the incident to SAPS and obtain the applicable case or OB reference.

7.1.3. The driver must notify Transport Services/Fleet as soon as reasonably practicable of accidents, breakdowns, theft/hijacking, injury or other material incidents.

7.1.4. The driver must not admit liability or make commitments on behalf of CPUT outside the applicable University process.

7.2. Accident documentation

7.2.1. For collision-related damage, the driver must provide the required incident documentation to the Manager: Fleet within 48 hours of the damage occurring, unless a different statutory or University deadline applies.

7.2.2. The documentation includes an affidavit or accident report, SAPS case/OB reference where applicable, a drawing or description of how the accident occurred, a copy of the valid driver's license and the approved trip authorization Form.

7.2.3. Non-collision damage must be reported immediately upon return to Transport Services. Where the damage renders the vehicle unroadworthy, the Fleet Officer must arrange or approve appropriate alternative transport.

7.2.4. For non-collision damage, the driver must provide a written account/affidavit within 24 hours of returning from the trip, where required.

7.3. Breakdown, theft/hijacking and insurance notification

7.3.1. In a breakdown, the driver must secure the vehicle, contact the approved assistance channel and notify Transport Services.

7.3.2. In the event of theft or hijacking, the driver must prioritize personal safety, notify SAPS and Transport Services and provide the applicable reference information.

7.3.3. Transport Services will coordinate insurer notification and required documentation in accordance with the Risk Management and Insurance Policy.

7.3.4. Liability and recovery are determined after consideration of the circumstances, negligence or misconduct, insurance and applicable University process.

8. Traffic Fines and Non-Compliance

8.1. All traffic fines received by CPUT must be recorded and administered by Transport Services.

8.2. Transport Services identifies the driver from the booking register, trip authorization and/or trip logbook.

8.3. Where legally appropriate, Transport Services processes the nomination or transfer of the fine to the responsible driver in accordance with applicable legislation.

8.4. The driver and relevant HOD are notified of the fine and the required action or payment deadline.

8.5. The driver is responsible for the fine or penalty arising from the driver's traffic offence, subject to applicable law and lawful University processes.

8.6. Proof of payment, nomination/transfer or other required action must be submitted to Transport Services for recording.

8.7. Outstanding fines or repeated non-compliance are escalated to the relevant authority and may result in temporary restriction of fleet driving privileges and/or referral under the applicable disciplinary framework.

8.8. The matter is closed in the fines register once the required action and supporting proof have been verified.

9. Allocated and Departmental Vehicles

9.1. Rental-pool vehicles

9.1.1. Rental-pool vehicles are available for short-term or individual official trips by registered users, subject to availability.

9.1.2. Vehicle categories may include compact hatchbacks, medium sedans, luxury medium-class sedans, light delivery vehicles, double-cab bakkies, 4x4 double-cab bakkies and minibuses.

9.2. Term-rental vehicles

9.2.1. Term-rental vehicles are allocated to a specific department for an approved period and official purpose.

9.2.2. A motivated request must be submitted by the HOD and supported by the relevant Dean/Director.

9.2.3. The motivation must address the purpose of the vehicle, estimated distance, operational necessity and risk, project/research involvement where applicable, operational requirements, alternative transport options considered and the rationale for the requested allocation.

9.2.4. The motivation must be approved by the relevant Dean or Director before allocation.

9.2.5. Transport Services will assess the request, recommend the appropriate vehicle and advise on applicable costs.

9.2.6. Departments must budget for approved term-rental vehicles. Preference should be given to cost-effective rental-pool solutions where these meet the operational requirement.

9.2.7. Maintenance, service, repairs, insurance, licensing and tracking arrangements are managed in accordance with the approved fleet arrangement. Fuel and other excluded costs remain subject to the applicable tariff/arrangement.

9.2.8. Golf carts are managed within the applicable term-rental/departmental control framework. Users must be authorized to operate them, and they may not be used on public roads where not licensed for such use.

9.3. Departmental and non-fuel vehicles

9.3.1. Departmental vehicles procured from other sources or donor funding must be registered with Transport Services and are subject to the Fleet Management Policy and this Procedure.

9.3.2. Applicable departmental vehicle charges are based on the approved University rate or tariff and must not be replaced by illustrative or unofficial rates.

9.3.3. Non-fuel vehicles such as trailers and caravans must be appropriately registered, recorded in the University asset-management system and managed in accordance with applicable approval, licensing and asset processes.

9.3.4. The acquisition of a non-fuel vehicle remains subject to the approval and procurement requirements of the Interim Fleet Management Policy; this Procedure does not create an exemption.

10. Maintenance, Procurement and Disposal

10.1. Maintenance

10.1.1. Drivers report defects and maintenance requirements to Transport Services.

10.1.2. Transport Services records the requirement, assesses the vehicle and arranges approved maintenance or repair.

10.1.3. Where a vehicle is unavailable due to maintenance or mechanical repair, Transport Services may provide an appropriate relief vehicle subject to availability and the applicable fleet arrangement.

10.1.4. Maintenance and repair records must be retained as part of the vehicle history.

10.2. Procurement

10.2.1. A proposed acquisition must be supported by an operational needs assessment and the required budget.

10.2.2. Acquisition is subject to the University's procurement policy, approved delegations and applicable authorization requirements.

10.2.3. Vehicles may be funded through University budgets, research or departmental capital budgets, or acquired through approved loan, donation or sponsorship arrangements.

10.3. Disposal

10.3.1. Transport Services identifies vehicles that have reached the end of their economic or useful life and prepares the required assessment and motivation.

10.3.2. The proposed disposal is submitted for the required approvals and involves Asset Management, Supply Chain Management and other relevant functions as applicable.

10.3.3. The approved disposal method may include University auction or another method expressly approved under the University's applicable processes.

10.3.4. Before disposal, Transport Services coordinates the removal or cancellation of the fuel/fleet card, tracker, branding and other controlled items, and coordinates applicable licensing and insurance actions.

10.3.5. Disposal proceeds are processed in accordance with University financial and asset-management procedures.

10.3.6. The vehicle is removed from the relevant asset and fleet registers, and all disposal records are retained.

11. Records, Monitoring and Reporting

11.1. Trip logbooks

11.1.1. A trip logbook must be maintained for each applicable vehicle and completed accurately.

11.1.2. The department to which a vehicle is allocated safeguards the logbook and ensures that driver information can be identified.

11.1.3. Logbooks and fuel slips are submitted to Transport Services by the 24th of each month for reconciliation, unless another approved process applies.

11.1.4. Trips that do not correspond with the logbook or are not properly authorized are treated as non-compliant and are investigated.

11.2. Monitoring and reporting

11.2.1. Transport Services monitors fleet utilization, vehicle condition, maintenance, fuel/fleet expenditure, trip records, incidents, traffic fines and other fleet-control information.

11.2.2. Telematics or vehicle-tracking information may be used, where available and lawfully processed, to support monitoring, safety, asset protection and investigations.

11.2.3. Material deficiencies or non-compliance are recorded and escalated to the appropriate authority.

11.2.4. The Fleet Manager analyses fleet information and reports material trends, risks and corrective actions through the applicable management reporting process.

11.2.5. Records must be retained in accordance with applicable University records-management and legal requirements.

11.3. Cleaning and vehicle condition

11.3.1. Transport Services coordinates routine cleaning and washing of fleet vehicles in accordance with operational requirements and approved service arrangements.

11.3.2. Service-provider invoices are submitted and processed in accordance with CPUT financial procedures.

11.3.3. Transport Services reconciles service-provider invoices with supporting records and addresses discrepancies through the approved process.

12 Commonly Used Terms & Definitions

12.1 Unless otherwise intended in the context of this document, the following definitions of commonly used terms apply:

Table 1: Definitions Relevant to Policy Document

Term	Definition
12.1. The University	Cape Peninsula University of Technology (CPUT).
12.2. Director: Protection and Risk Management	The staff member responsible for Protection and Risk Management.
12.3. Manager: Fleet	The staff member responsible for the management of the Transport Services/Fleet function.

12.4. Transport Services	The subdivision of Protection and Risk Management responsible for fleet custodianship and operations.
12.5. Official Use	Use of a fleet vehicle for approved University business.
12.6. Official Vehicle	A vehicle owned, leased, hired or otherwise under CPUT control and designated for University use.
12.7. Driver	An authorized person registered to operate a University fleet vehicle.
12.8. PrDP	Professional Driving Permit applicable to the relevant vehicle or category where required by law.
12.9. Trip authorization Form	The prescribed University form or approved electronic authorization used to approve and record an official trip.
12.10. Vehicle Rental Card	An internal booking and Cost-Centre mechanism separate from the fuel/fleet card.

13 Responsibility

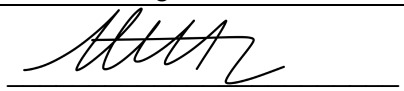
Table 2: Allocation of Responsibility

Accountability and Authority:	
1. Implementation:	Transport Department
2. Compliance:	All Students and Staff
3. Monitoring and Evaluation:	Director: PRS, Transport Department, CPS, Procurement, HR
4. Development/Review:	Transport Department
5. Approval Authority:	Vice-Chanceller

6. Interpretation and Advice:	Legal Department Finance Department Office of the Vice-Chancellor

Table 3: Procedure Development Framework

Procedure Type(s):	A: Institutional Governance Procedure B: Administrative Procedure C: Academic Procedure				
Policy Group(s): Delete categories that are not relevant	A: Governance and Administration				
Type: Tick document category	Policy		Guideline		Manual
	Procedure	√	Regulation		Plan
CPUT Statute and/or Regulation Reference no. and date:	• Cape Peninsula University of Technology Statute 2026				
Relevant Legislation and/or Policy, Codes of Practice, Professional Authorities:	• CPUT Statute 2026; • National Road Traffic Act 93 of 1996 and Regulations; • Administrative Adjudication of Road Traffic Offences Act 46 of • National Land Transport Act 5 of 2009; • Higher Education Act 101 of 1997; and • Protection of Personal Information Act 4 of 2013, where applicable.				

Relevant Institutional Policies/ Documents/Manuals/ Handbooks:	• Interim Fleet Management Policy; • CPUT Procurement Policy and applicable delegations; • Risk Management and Insurance Policy; • Travel and Subsistence Policy; • CPUT Ethics Framework; and • Applicable fleet forms, registers, checklists and tariff schedules.
Policy Reference and Version no.:	6/4/1PG
Consultation Process:	To be verified and signed off before approval
Policy Owner/Sponsor:	Acting Deputy Vice-Chancellor: Operations
Compliance Officers:	Director: Protection and Risk Services Fleet Manager
Certification of Due Process: To be verified and signed once approved by the relevant authority	 Vice Chancellor Date ---------- 15 September 2026

Approval Date		**Commencement Date**		**Review Date**	

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Version No.	**Approved/ Rescinded**	**Date**	**Approving Authority**	**Resolution Number/** (Minute number)	**Date for next review** (start date for review process)
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Procedure Group (Broad Policy field)	Governance and Administration
Subject (Policy sub-field)	Interim Fleet Management Procedure
Reference Number	6/4/1PG
Version Number	
Key Words	Accident, Incidents, Traffic Fines, Trip Authorization, Trip-Pre-Inspection, Trip-Post Inspection