

WOMEN'S UNIVERSITY IN AFRICA



Addressing Gender Disparity and Fostering Equity In University Education

MOTOR VEHICLE POLICY (PROPOSED 2020 VERSION)

Women's University in Africa Vehicle Scheme.

Detailed hereunder are the rules which will regulate the scheme with effect from the date of approval.

SECTION A DESIGNATED EMPLOYEES

1. Eligibility

Employees graded designated posts will be eligible to participate in the scheme.

2. Rationale

The purpose of allocating vehicles to designated staff is to enhance their terms and conditions of service so that the University can attract and retain high caliber staff with the requisite managerial and technical skills. The continued success of the University is dependent upon its ability to attract and retain high caliber staff that are offered contract and performance related, performance management system.

3. Vehicle Allocation

Motor vehicles will be allocated on a grade basis and until advised otherwise, will be as detailed hereunder with eligible employees having a vehicle option within the particular grade subject always to changes that may be introduced from time to time.

The allocation is usually based on engine capacity i.e. 1500cc - 3500cc.

Level	Post	Description of Vehicle	Engine Capacity	Price Limit
1	Vice Chancellor	Saloon or 4x4 Vehicle	Up to 3.5 Litre	Up to USD70 000.00
2	Pro Vice Chancellor	Saloon or 4x4 Vehicle	Up to 3.0 Litre	Up to USD60 000.00
3	Registrar & Finance Director	Saloon or Twin Cab	Up to 2.5 Litre	Up to USD55 000.00

Approved by the Council/Mn. 5.10
16/12/20
Approved by Board
18/12/20
Mn 6.1.1.2

A list of the vehicles within the categories defined above will be made available separately to the qualifying employees. The said list will be updated from time to time in line with the changes within the vehicle market.

Designated officers are issued with University vehicles as part of their terms and conditions of service. The vehicles are both for business and private use. The vehicles belong to the University and are given to the employee as a taxable benefit and members do not receive a transport allowance.

4. Declaration of Taxable Benefit

Section 8 (i)(f) of the Income Tax, Chapter 23:06 of 1996 as amended requires that an amount equal to the value of an advantage or benefit in respect of employment shall be included in the gross income of an individual. These taxable benefit levels will be reviewed from time to time in line with changes in tax legislation.

5. Vehicle Maintenance Service and Repair

Maintenance and Running Expenses

Women's University in Africa will be responsible for routine maintenance and service of all university vehicles. No additions or alterations or other attachments may be made to the vehicle without the prior consent of the Vice Chancellor. These include such items as radio tape decks, alarm systems and tow hitches. When a member wishes to fit optional extras to the vehicle, a case has to be made and written permission from the Vice Chancellor should be obtained. The fitting of such extras will be done at the member's expense.

6. Conditions for Allocation of Personal Issue Vehicles

Registration, Safekeeping and Cleanliness

Possession of a valid driver's license
Fines for road traffic violations are the responsibility of the driver.

Vehicles should not be used for commercial purposes.

The vehicle will be registered in the name of Women's University in Africa and the ownership will vest in the University. In addition, the University will hold the registration book and insurance cover note, and will issue these to individual employees only whilst the vehicles are authorized to be out of the country. Approval by the Vice Chancellor is necessary should any proposed journey at any time be outside Zimbabwe. Responsibility for safe keeping, cleanliness and general condition of the vehicle will rest with the employee.

Handwritten mark

Every effort should be made to ensure that the vehicle is parked in a safe place, securely locked and that alarms and tracking devices (where applicable) are always in good working order.

Where the vehicle has been stolen and, in the sole opinion of the University, such loss is a result of the employee's negligence, the insurance policy excess shall be borne by the employee.

The employee will be responsible for ensuring that the necessary fluid levels, correct tyre pressures and operating instructions listed in the manufacturer's handbook will be maintained and strictly adhered to. In addition, the vehicle must not be used if it is in an un-roadworthy condition, or if it manifests any defect which, if not attended to, could result in damage.

7. Usage

A University vehicle is allocated for use by employees primarily on the business of the University and will be required to be used on all business trips and to be available during normal working hours. In this regard employees will be provided with monthly fuel allocations per the limits detailed below;

VC	-280L
PVC	-240L
FD & REG	-220L
DEANS	-200L

The vehicle may be used outside working hours, at weekends, on leave and on holidays. During these periods, the vehicle should be driven by the employee, but he/she may permit their spouse/child to drive. The employee will be expected to lodge the particulars, especially copies of the driver's licence of the authorized driver with the University.

No University vehicle may be taken out of the country without the express permission of the VC. In addition, the necessary police clearance will have to be obtained and arrangements should be made approximately two weeks in advance.

8. Accident Procedure, Insurance Claims and Payment of Expenses

It has to be noted, however, that in the event that the employee (or his/her spouse or authorized driver) is found to be at fault in causing the accident and, hence, damage to the vehicle, the

MSM

University entire and unfettered discretion.
 excess on the insurance policy will be for his/her account and can only be waived at the University reserves the right to withdraw a vehicle permanently or for a temporary period in the event of repeated accidents or in circumstances where the vehicle is written off as a result of an employee's negligence or that of the authorized driver.
 The University does not accept liability for traffic offences or civil claims arising from the use of the vehicle and the employee hereby indemnifies the University for all such liability in the event that the University is forced to pay part or the whole amount of any liability, including the cost of legal proceedings arising from the use of the vehicle by the employee.

<p>Documentation to be compiled by the DRIVER for submission to insurer</p>	<p>What should the DRIVER do in the event of an accident or loss?</p>
<p>Fully completed insurance claim form At least three repair or replacement quotations or estimates Certified copy of both sides of driver's license Police report if you require insurance to assist you to recover from a third party Note: In the absence of any of the first three documents the insurance company will be reluctant to start the claim settlement process.</p>	<p>Report to the university and call the police immediately. (The law requires you to report such incidents to the police within 24 hours) Ensure that you have taken necessary and reasonable steps to protect the vehicle from further damage or loss, i.e. this may include towing the vehicle to the nearest safe place, securing all valuables etc. Notify your insurance representative of the incident or loss immediately by phone, fax, e-mail or visit.</p>
<p>Do's and Don'ts</p>	<p>The claim settlement Process</p>
<p>Ensure that the insurance cover note, the vehicle registration book and your driving licence are always easily available as either the police or the insurance company may require seeing them. Do not admit liability or enter into settlement negotiations with third parties. This may give insurers an absolute right to avoid the claim.</p>	<p>Once all the documents are received: Insurers will appoint an assessor to inspect the damage to the vehicle. The assessor may authorise repairs on behalf of insurers if all is in order (sum insured is adequate, all documents are at hand, and your preferred repairer is on the insurance company's recommended list). You will be required to pay the excess amount direct to the</p>

WDM

WJRM

Where a personal issue vehicle has been allocated to an employee, the employee shall be given the first option to purchase the vehicle.
Purchase of Motor Vehicles by Users on Replacement Date

11. Disposal of Personal Issue Vehicle

The University might resort to second hand cars which will be disposed at 20% of purchase value after 3 years.
Brand new vehicles shall have a stipulated life span of at least five years as dictated by depreciation values.

10. Lifespan of the Vehicle

In additional the University will carry the normal repair and maintenance cost of the said personal vehicle.
Allowances in respect thereof shall be determined by the University from time to time taking cognizance of prevailing AA rates.
The use of private vehicles on University business is permitted with express authority from the Vice Chancellor.

9. Use of Private Vehicles on University Business:

<p>Do not authorise repairs without express authority from the insurance company.</p> <p>When seeking quotations ensure that you use your preferred repairers or panel beaters on (see the insurers recommended list . Invariably insurers will settle the claim on the basis of the lowest quotation.</p> <p>Do not delay in notifying the insurer of a claim. We encourage you to notify us within 48 hours. Late notification gives insurers an absolute right to repudiate a claim</p>	<p>repairer.</p> <p>A cash payment may be offered depending on the circumstances, i.e. if it is a total loss, or where there is under-insurance (in which case "average" would apply), or if your repairer is not acceptable to insurers who would not then want to be associated with a botched job.</p> <p>The onus is on you to ensure that repairs are done to your satisfaction as you are the one who knows the car best.</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The employee shall be entitled to purchase the vehicle they were using at the expiration of five years in the case of a brand new vehicle and three years in the case of a second hand vehicle. In this regard, the employee shall have the right of first refusal to purchase the said vehicle.

The disposal price of the vehicle will be calculated as follows: -

On date of disposal, the US dollar cost of the vehicle at the time of purchase would be depreciated by 20% for each year of use, for the first five years or at market value in the case of second hand vehicles.

Consideration for such a benefit will be dependent on the individual employee performance and the employee must have had the use of the vehicle for at least two years.

The entitlement and right of first refusal to purchase the vehicle stipulated above shall similarly apply in the event of termination of employment before the expiration of four/five years with respect to termination resulting from early or normal retirement, and re-employment provided that the purchase price shall be proportionately increased to reflect the unexpired period to the requisite five years.

c. Employees resigning from the service of the University before completing five years of service in the case of brand new vehicles and before completing three years in the case of second hand vehicles shall not be entitled to the right of first refusal to purchase the vehicle and any offer to purchase the vehicle to such an employee shall be at the University's entire and unfettered discretion.

D. The sale of a vehicle to an employee on termination of employment through dismissal for any misconduct shall be at the absolute discretion of the University and the dismissed employee shall not be vested with any right whatsoever with respect to the vehicle and its purchase.

e. Where an employee does not purchase a personal issue vehicle, then the disposal of such vehicle shall be by University auction (restricted to bona fide employees of the University who will have served the University for at least one year.

f. Any vehicle sold in terms of this section shall be disposed of "voetstoets" and any tax liability that may arise as a result of the sale shall be for employee's account. Currently that liability is calculated at 5% of market value, as estimated by ZIMRA.

g. Women's University in Africa reserves the right to amend, rescind or alter in any way it deems fit part or the whole of the foregoing vehicle policy.

SECTION B

POOL VEHICLES

1 USAGE

Only authorized university employees who hold a valid driver's license will be allowed to drive University vehicles.

The University administration shall maintain a register of such driver's licenses and any endorsements of licenses should be brought to the attention of the administration so that appropriate action could be taken.

Vehicles constitute the most single expensive item in the University budget therefore University personnel who drive University vehicles should do so with maximum care and caution.

In the case of pool vehicles fuel consumption per month should be consistent with mileage covered and copies of log books should reflect mileage covered.

The University Administration shall ensure that all vehicles are equipped with vehicle log books indicating mileage covered and a brief description of trips taken daily and account for the fuel used for each vehicle.

2. SAFETY AND VEHICLE PROTECTION

The employees to whom vehicles are issued should provide reasonable security.

In the event of any loss, theft or damage the onus is on the employee to prove he/she had provided reasonable security for the vehicle in use. The University will provide safety and vehicle protection devices.

3 CORPORATE LOGOS

The University's vehicles shall be labeled as such. The only exceptions are those personally issued.

4 REPORT OF ABUSE

All employees are encouraged to report any cases of abuse of vehicles to the administration.

5. DISPOSAL OF POOL VEHICLES

Vehicles may be written off through accident damage, obsolescence, or when they deteriorate in their condition or become surplus to requirement.

Vehicles will be disposed off through University Auction following management approval.