



TIMESLICE CINEMATOGRAPHY (PTY) LTD

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Dear All Timeslice Cinematography Crew Members

Company Vehicles:

It has been noted with great concern that there has been an increased tendency in reckless and negligent operation of company vehicle/s. This is very disappointing as these vehicles were purchased and or hired to enable all crew members to benefit from and earn a living.

As such occurrences have taken place and more than R22 000 worth of speeding fines have been accumulated, the company is forced to institute the below rules and regulations to curb this reckless and negligent behaviour.

1. The vehicle may not be driven if you do not have a valid driver's license on your person when driving the vehicle.
2. The log book (kept in the driver's sun visor) shall be filled in and completed whenever a new driver starts driving and shall be signed out when that driver is finished. The times, date and millage shall be noted.
3. Failure to note down who is driving the vehicle at any given time shall result in any speeding fines or insurance excesses being split among all the drivers on the given journey. It is everyone's responsibility to ensure the relevant paper work is completed.
4. All vehicles are non-smoking. No smoking inside the vehicle at any time, for any reason. No smoking out the window while the vehicle is driving. Any person smoking in the vehicle shall be liable for valet and or air conditioning filter charges.
5. Accidents and incidents shall be recorded in the log book at the time of the of such occurrence. Drivers of the car at the time of such an accident or incident shall be responsible for any and all insurance excesses. Should the driver be found to have been negligent and or driving recklessly at the time of such an accident or incident, the driver will also be liable for any cross hire fees for another vehicle while the company vehicle is being repaired.
6. The consumption of alcohol beyond the legal limit and driving the company vehicle is explicitly prohibited. Driving privileges shall be removed from any person found driving over the legal limit.
7. Safety belts are to be worn at all times while the vehicle is driving.
8. Vehicles may not be driven for personal use.

Acknowledgement:

I, _____ (full name), hereby acknowledge and understand the above terms and conditions when driving a company owned or hire vehicle. I agreed to abide by the terms and conditions as set out in this document.

Signature: _____

Date: _____