**Appendix 10 – Use of Company Vehicles**

**EMPLOYEES UTILISING COMPANY VEHICLES**

All employees driving company vehicles must ensure that:

1. All interior surface areas of the vehicle are cleaned and sanitised at the commencement of his/her shift and /or before driving the said vehicle.
2. After driving the vehicle ensure that the steering wheel, indicators, radio controls and interior surface areas of the vehicle are cleaned and sanitised.

2.1       Driver must ensure that his / her hands are sanitised in accordance with regulations.

1. When transporting and / or driving with passengers, the driver must ensure that:

3.1       no more than \_\_\_\_\_\_\_\_\_\_\_ passengers are permitted in the vehicle;

3.2       all persons entering the vehicle have sanitised their hands in accordance with the regulations;

3.3       cloth face masks are worn by all occupants for the duration of the trip.

1. No passenger will be allowed to enter any vehicle without having been screened for COVID-19 symptoms by the relevant appointed representative. Any passenger displaying COVID-19 symptoms may not be allowed to enter the vehicle, unless precautionary measures have been taken and authorised by the Compliance Officer.