

CHAUFFEUR-DRIVEN VEHICLE HIRE AGREEMENT

Payment To :
Capitec
J Nel
1752083782

Agreement Date: _____

Service Period: _____

Place of Execution: _____

1. PARTIES

Service Provider (Owner/Company):

Business Name: _____

Physical Address: _____

Contact Person: _____ Phone: _____

Email: _____ PDP Driver Employed: Yes Sub-contracted

Client (Hirer):

Private Individual OR **Company**

Name / Company Name: _____

ID / Company Reg. No: _____

Physical Address: _____

Contact Person (if company): _____

Phone: _____ Email: _____

2. VEHICLE & DRIVER DETAILS

Item	Details
Make & Model	_____
Year & Colour	_____ / _____
Registration No.	_____
VIN	_____
Odometer at Start	_____ km
Seating Capacity	_____
Fuel Type	
e-Toll Tag	

Dedicated Driver:

Name: _____ ID No: _____

PDP License No: _____ Expiry: _____

Phone: _____ Years' Experience: ____

Uniform: [] Suit & Tie [] Smart Casual [] Branded**Overtime Rate (after 10 hrs/day):** R _____ per hour**3. SERVICE & PRICING (ZAR – VAT inclusive)**

Item	Rate
Base Daily Rate (max 10 hrs & 300 km)	R _____.00 per day
Hourly Rate (short bookings < 1 day)	R _____.00 per hour (min 4 hrs)
Excess Kilometres	R _____ per km after 300 km/day
Waiting Time (after 15-min grace)	R 250.00 per hour
Night Surcharge (22:00 – 06:00)	+30% on base rate
Public Holiday Surcharge	+50% on base rate
Airport Transfer (one-way)	R _____.00 (JHB / CPT / DBN)
Total Estimated Cost	R _____.00
Deposit (refundable)	R _____.00 (EFT within 7 days post-service)

Inclusions: Fuel, driver's meals (up to R250/day), tolls, parking (reimbursed), basic insurance.**Exclusions:** Client meals, gratuities, accommodation (if overnight).**4. PICKUP & ITINERARY**

- **Pickup Location & Time:** _____ @ _____
- **Drop-off Location & Time:** _____ @ _____
- **Full Itinerary Attached:** [] Yes (see Schedule A) [] No (ad-hoc)
- **Objective :** _____

- **Destinations :** _____

5. CLIENT OBLIGATIONS

1. Client shall **not** instruct driver to break road laws (speeding, overloading, etc.).
2. **No alcohol** in vehicle. Driver may refuse service if Client is intoxicated.
3. Client is liable for **all passenger behaviour** (vandalism, soiling → R2,500 cleaning fee).

4. **Corporate bookings:** Client warrants authority to bind company.

6. DRIVER OBLIGATIONS & CODE OF CONDUCT

1. Driver holds valid **PDP (Public Driver's Permit)** and will drive safely.
2. Driver will be **punctual, courteous, and professionally attired.**
3. Driver will **not disclose** Client conversations (NDA available on request).
4. Driver rest: **Minimum 10-hour break** after 14 hours on duty (BCEA compliant).

7. INSURANCE & LIABILITY (ZAR)

Coverage	Details
Passenger Liability	R
Third-Party Liability	R
Vehicle Insurance	Comprehensive (excess R 25,000 – Client liable if at fault)
Driver Medical	Workmen's Compensation (COIDA)

Client must report **any incident** to SAPS and Provider **within 1 hour.**

- **Valuables:** Provider not liable for lost items (safe available in boot).

8. FEES & PENALTIES (ZAR – VAT incl.)

Fee	Amount
Cancellation < 24 hrs	50% of booking
Cancellation < 6 hrs	100% of booking
Soiling / Vomit	R 2,500
Damage by Client/Passenger	Actual repair + R 1,500 admin
Lost Key / Remote	R 5,000 – R 12,000
Traffic Fines	Actual Amount + R 350 adm

9. PAYMENT TERMS

- **50% deposit** on booking confirmation (non-refundable if cancelled < 48 hrs).
- **Balance due** 24 hrs before service or on invoice (7-day terms for corporates).
- **Payment:** EFT to:
Bank: Capitec: Acc Name: Mr J Nel Acc No: 1752083782 Branch: Kolonade

10. TERMINATION

- Provider may terminate immediately if Client breaches safety or payment terms.
- Client liable for **full booking cost** if terminated mid-service due to misconduct.

12. SIGNATURES

We confirm acceptance of all terms, itinerary, and vehicle condition.

Service Provider:

Signature: _____ Date: _____

Name : _____

Client:

Signature: _____ Date: _____

Name & Capacity (if company): _____

Driver (acknowledges duty):

Signature: _____ Date: _____

ATTACHMENTS

- Schedule A – Detailed Itinerary**
- Copy of Driver's PrDP & ID
- Copy of Client ID / Company Resolution
- Proof of Payment / Deposit Slip
- Vehicle Condition Photos (interior & exterior)
- Optional: **NDA** or **Corporate SLA**