

UNIVERSITY OF PRETORIA
Department Security Services

APPLICATION/RENEWAL APPLICATION FOR CHAUFFEUR CARD 2023

Information of staff member:

SURNAME		INITIALS		TITLE	
EMPL ID		FACULTY & DEPARTMENT			
TEL		EMAIL			

Information of card holder (chauffeur): **(Please attach a copy of the ID document to the application)**

SURNAME		NAME		TITLE	
ID NUMBER					
CURRENT CARD NO					

Motivation for application: (full details are requested and compulsory to provide)

CONDITIONS APPLICABLE TO THE ISSUING OF THE CARD:

1. The issuing of a chauffeur card is subject to the guidelines as set out in the Traffic and Parking Management Rules Rt36/18 and the Access Control Policy Rt205/22.
2. I undertake to use this card only for the purpose of being chauffeured to and from work and that only one vehicle will be on campus at any point in time. I take note that the application needs to be renewed annually. The chauffeur card approval will be limited to the campus on which the personnel member works.
3. I take full responsibility for the use of this card and undertake to inform Security Services should my employment term terminate.
4. This card will under no circumstances be used to obtain parking on campus.
5. An amount as determined by the Student Service Centre is payable per card.
6. Misuse of this card can result in disciplinary action and benefits relating to parking on campus for personnel re-evaluated.

APPLICANT

DATE

For office use only:

This application has been approved / declined.

DIRECTOR: SECURITY SERVICES

DATE