



Southern African Bus Operators Association

The Pivot, Building B, 2nd Floor, Montecasino Boulevard, FOURWAYS, 2055 Postnet Suite 393, Private Bag X033, RIVONIA 2128

Tel: (011) 511 7641 Fax: (011) 511 0007 / (011) 511 1769 Email: saboa@saboa.co.za Website: <http://www.saboa.co.za>

SABOA

APPLICATION FOR PRINCIPAL MEMBERSHIP (SMME)

PLEASE NOTE:

1. The application form must be fully completed.
2. A signed copy of the SABOA Code of Conduct must accompany the application form.
3. Membership fees (if applicable) must be forwarded together with the application form and can be paid by cheque or postal order. Alternatively, the fees can be deposited directly into SABOA's account and proof thereof (copy of the deposit slip) must accompany the application form. Particulars of the SABOA account are as follows:

ABSA Bank
Ferndale Branch, Randburg
Account Number: 40-6872-5545
Branch Code: 632-005.

If the application for membership is not approved, the application fee will be refunded minus R50,00 administration fee.

PART A: PARTICULARS OF APPLICANT		
NAME OF APPLICANT (e.g. name of company, cc, etc.)		
TRADE NAME		
POSTAL ADDRESS OF BUSINESS		
	CODE:	
STREET ADDRESS OF BUSINESS		
	CODE:	
TELEPHONE & FAX NUMBERS	TELEPHONE NO. Code: No.:	
	FAX NO.: Code: No.:	
	CELLULAR NO:	
	E-MAIL ADDRESS	
DIRECTOR(S)/ OWNER(S) OF BUSINESS		

PART B: OPERATIONAL INFORMATION

<p>TYPE OF SERVICE RENDERED</p>	<table border="0"> <tr> <td align="center">Commuter</td> <td align="center"><input type="checkbox"/></td> <td align="center">Organised parties</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Learners</td> <td align="center"><input type="checkbox"/></td> <td align="center">Long distance</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Contract</td> <td align="center"><input type="checkbox"/></td> <td align="center">Tourism/Charter</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">Intercity</td> <td align="center"><input type="checkbox"/></td> <td></td> <td></td> </tr> </table> <p>If other, please specify:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	Commuter	<input type="checkbox"/>	Organised parties	<input type="checkbox"/>	Learners	<input type="checkbox"/>	Long distance	<input type="checkbox"/>	Contract	<input type="checkbox"/>	Tourism/Charter	<input type="checkbox"/>	Intercity	<input type="checkbox"/>		
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Intercity	<input type="checkbox"/>																
<p>TYPE OF VEHICLE(S) IN USE</p>	<table border="0"> <tr> <td align="center">BUS</td> <td align="center"><input type="checkbox"/></td> <td align="center">MIDI BUS</td> <td align="center"><input type="checkbox"/></td> </tr> <tr> <td align="center">COACH</td> <td align="center"><input type="checkbox"/></td> <td align="center">MINIBUS</td> <td align="center"><input type="checkbox"/></td> </tr> </table> <p>If MINIBUS, please specify the nature of the services rendered, e.g. taxi service:</p> <p>.....</p> <p>.....</p> <p>.....</p>	BUS	<input type="checkbox"/>	MIDI BUS	<input type="checkbox"/>	COACH	<input type="checkbox"/>	MINIBUS	<input type="checkbox"/>								
BUS	<input type="checkbox"/>	MIDI BUS	<input type="checkbox"/>														
COACH	<input type="checkbox"/>	MINIBUS	<input type="checkbox"/>														
<p>SIZE OF TOTAL BUS FLEET (including buses being hired, leased, etc.)</p>	<p>Number and seating capacity of vehicle(s)</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																
<p>GEOGRAPHICAL AREA(S) OF OPERATION</p>																	
<p>CONTACT PERSON FOR CORRESPONDENCE</p>																	

PART C: INSURANCE INFORMATION

IS YOUR VEHICLE(S) INSURED?	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%;"></td> </tr> </table>	YES		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">NO</td> <td style="width: 50%;"></td> </tr> </table>	NO		
YES							
NO							
DO YOU HAVE PASSENGER LIABILITY INSURANCE?	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%;"></td> </tr> </table>	YES		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">NO</td> <td style="width: 50%;"></td> </tr> </table>	NO		
YES							
NO							
IF YES, NAME OF INSURER AND POLICY NUMBER						
AMOUNT(S) VEHICLE(S) INSURED FOR						
PASSENGER LIABILITY INSURANCE COVER (AMOUNT)						

PART D: MEMBERSHIP FEE
(Only applicable if applicant is not on the SABOA Insurance Scheme)

Number of Vehicles	Annual Fee: 2017/2018 (Inclusive of 14% VAT)	Indicate Applicable Fee with an "X"
1	R 409.00	
2	R 818.00	
3	R1 227,00	
4	R1 636,00	
5	R2 045,00	
6	R2 454,00	
7	R2 863,00	
8	R3 272,00	
9	R3 681,00	
10	R4 090,00	

PART E: DECLARATION OF APPLICANT

I, the applicant, declare as follows:

- a) That I am duly authorised to sign this application form;
- b) That all the particulars furnished by me in this application form are true and correct;
- c) That the Association will be notified of any change of particulars e.g. change of address, contact number or contact person within 7 (seven) days of such changes taking place;
- d) That membership fees will be paid strictly within the prescribed period as specified in the SABOA constitution i.e. within the first 3 (three) months of the financial year (on or before May of each year)

SIGNATURE: DATE:

DESIGNATION:

PART F: PROVINCIAL LEVIES

In terms of the SABOA constitution, Branches of SABOA may introduce a provincial levy to fund their activities. Such levy has been introduced in the Western Cape Branch. Details thereof are obtainable from the Branch.

FOR OFFICE USE:	Date received:	Date approved:	Amount paid: R.....	MEMBERSHIP: NO.....
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SOUTHERN AFRICAN BUS OPERATORS ASSOCIATION (SABOA)

ROAD SAFETY CODE OF CONDUCT

All members of the Southern African Bus Operators Association shall abide by the *Road Safety Code of Conduct* set out hereunder:

1. AIMS

- 1.1 To ensure that customers receive a safe and reliable service from members.
- 1.2 To conduct the business in such a manner that the reputation of SABOA and its members shall in no way be brought into disrepute.
- 1.3 To adhere to common law and statutory laws of South Africa and to operate in the spirit of those laws.

2. VEHICLES

- 2.1 Members shall at all times endeavour to render services to customers using vehicles which are clean and presentable.
- 2.2 Members shall keep their vehicles in a roadworthy and mechanically sound condition.
- 2.3 Members shall ensure that all vehicles are sufficiently insured and that adequate passenger liability insurance is in place at all times.
- 2.4 Members shall ensure that all vehicles are properly licensed in accordance with Road Traffic Act and Regulations and other relevant legislation.
- 2.5 Members shall ensure that all vehicles display the operating company's name.

3. DRIVERS

- 3.1 Members shall only employ drivers who are properly licensed in terms of Road Traffic Act and Regulations and in possession of a valid PrDP at all times.
- 3.2 Members shall ensure that drivers employed to operate their vehicles receive the necessary training.
- 3.3 Members shall take all reasonable steps to ensure that all staff adheres to the Road Traffic Act, Act 93 of 1996 and any other relevant legislation that may be applicable, and that drivers are specifically informed of and undertake to adhere to those regulations relating to speed, overloading of vehicles, following distances and overtaking through sound management systems and discipline.
- 3.4 Member's drivers shall perform routine safety inspections on vehicles prior to operating the vehicle.

- 3.5 Member's drivers may not deviate from the authorised route save for an emergency.
- 3.6 Member's drivers should ensure that passengers are dropped off, and collected at designated points only.
- 3.7 Member's drivers should ensure that passengers alight on the side of the road only (i.e. bus stops & termini) and never on the road surface.
- 3.8 Member's drivers should ensure that all passengers are clear of the vehicle before moving off.
- 3.9 Drivers are prohibited from taking alcohol, illegal substances, drugs or smoking whilst on duty.
- 3.10 Drivers shall not be allowed to carry out, or attempt to carry out their duties whilst under the influence of alcohol, drugs or illegal substances.
- 3.11 Drivers are prohibited from speaking on a cell phone whilst operating a moving vehicle.
- 3.12 Member's drivers undertake to always drive safely, with due care and attention, at an appropriate speed for the road and prevailing conditions and within the terms of current traffic legislation.
- 3.13 Drivers must show dignity and respect towards their passengers and other road users.

4. GENERAL

- 4.1 Members are committed to promote road safety in their respective organisations.
- 4.2 Members are committed to continuously train drivers in terms of road safety and the importance thereof.
- 4.3 Members shall familiarise themselves and their staff with the provisions of this *Code of Conduct*.
- 4.4 Members shall observe not only the letter but also the spirit of this *Code of Conduct*, thus giving true significance to the aims and objectives of SABOA.
- 4.5 This Code of Conduct shall be interpreted and applied in terms of the constitution of SABOA.

I/We the undersigned agree to adhere to the above *Road Safety Code of Conduct*.

Signed:

Member:

Date:



SOUTHERN AFRICAN BUS OPERATORS ASSOCIATION (SABOA)

CODE OF CONDUCT

All members of the Southern African Bus Operators Association shall abide by the *Code of Conduct* set out hereunder:

1 AIMS

- 1.1 To ensure that customers receive an affordable, safe and reliable service from members.
- 1.2 To conduct the business in such a manner that the reputation of SABOA and its members shall in no way be brought into disrepute.
- 1.3 To adhere to common law and statutory laws of South Africa and to operate in the spirit of those laws.
- 1.4 To promote the growth and development of the bus industry in South Africa.
- 1.5 To promote, uphold and protect the interests of SABOA.

2 STANDARD OF SERVICE

- 2.1 Members shall keep their vehicles in roadworthy condition.
- 2.2 Members shall engage drivers who are licensed and trained for the relevant vehicles.
- 2.3 Members shall ensure that all staff adhere to the Road Traffic Act, Act 29 of 1989 or any other legislation that may repeal or replace this Act, and that drivers in particular adhere to those regulations relating to speed, overloading of vehicles, following distances and overtaking.
- 2.4 Members shall at all times render services to customers using vehicles which are clean and presentable.
- 2.5 Members shall honour their commitments to customers by applying sound business principles.
- 2.6 Members shall give accurate information to customers, whether through notices, advertisements, statements, documents or any other means.
- 2.7 Members shall take out adequate passenger liability insurance.

3 COMPLAINTS

- 3.1 Members shall deal with complaints promptly, efficiently and courteously.
- 3.2 Complaints by the public regarding illegal actions must be referred to the provincial offices of SABOA.

4 CONDUCT BETWEEN MEMBERS

- 4.1 Members shall deal fairly and honourably with one another and shall not damage the reputation of, nor disparage the business practices or services offered by fellow members.
- 4.2 Where applicable, members will endeavour to empower SMME's through financially viable subcontracting, joint ventures, alliances and other initiatives. Preference should be given to SABOA members.
- 4.3 In doing business, members shall endeavour to support and make use of the services offered by other members, including associate and affiliate members.

5 INFRINGEMENT AND ENFORCEMENT

- 5.1 Members shall advise SABOA Provincial offices of breaches of this Code of Conduct by a fellow member.
- 5.2 The relevant Provincial office of SABOA will investigate allegations of malpractice and will be empowered to call on the alleged offending member to provide the relevant information.
- 5.3 Matters that cannot be solved at Provincial level should be referred to the SABOA Head Office.
- 5.4 Disputes and appeals will be dealt with in terms of the procedure prescribed in the SABOA constitution.

6 GENERAL

- 6.1 Members shall familiarise themselves and their staff with the provisions of this *Code of Conduct*.
- 6.2 Members shall observe not only the letter but also the spirit of this *Code of Conduct*, thus giving true significance to the aims and objectives of SABOA.
- 6.3 This Code of Conduct shall be interpreted and applied in terms of the constitution of SABOA.

I/We the undersigned agree to adhere to the above *Code of Conduct*.

Signed:

Member:

Date: