

Annexure 9 – Report requirements

Detailed below are the minimum report requirements for SANParks.

The method of report delivery is, in the order of preference, and includes the following:

- Access to Internet Website with details of fleet and expenditure
- Pushed e-mail reports delivered to nominated SANParks personnel
- Hard copy reports

Report requirements

1. Monthly billing reports per vehicle, per User Group and consolidated per region and SANParks
2. Monthly listings of all vehicles per User Group, Per Region and SANParks with closing and opening odometer readings.
3. Procurement reports detailing Orders received, undelivered vehicles and vehicles delivered during the month per User Group, Per Region and SANParks
4. Driver's register with valid driver's license, including renewal dates, PDP requirements by per User Group, Per Region and SANParks
5. Training undertaken and future requirements by Driver per User Group, Per Region and SANParks
6. Monthly reports of vehicles travelling less than 1000 kilometres per month or more than 2500 kilometres per month per User Group, Per Region and SANParks
7. Monthly and annual reports detailing usage of Replacement and Ad Hoc rentals per User Group, Per Region and SANParks.
8. Monthly reports from the call centre listing all calls received, the reasons for the calls, the dates and times of the calls, response times and a summary of the action taken by the Service Provider.
9. Monthly reports of vehicles due for maintenance during the next month, per User Group, Per Region and SANParks
10. Online -Detailed service records for all vehicles both FML and OPL, per User Group, Per Region and SANParks
11. Monthly reports of vehicles due for Re-licensing or COF during the next month, per User Group, Per Region and SANParks
12. Monthly and annual accident management reports with trend analysis and analytical comments, per User Group Per Region and SANParks,

13. Monthly report of traffic fines with analytical comments, per User Group, Per Region and SANParks
14. Monthly report analysing vehicle utilisation for each User Group, Region and SANParks, in terms of purpose of travel and kilometres travelled.
15. Monthly excessive Fuel report (greater than FCI)
16. Speed violation reports for each User Group, Region and SANParks