

Workshop - AARTO IMPLEMENTATION for Companies.

Workshop Content – General Overview

The fact is:- Your Driving Licence, Operator Licence and Vehicular Licence is a privilege granted to companies and individuals within the confines of the National Road Traffic Act. Those not complying will face the might of the law through the new AARTO Act which is due to be implemented nationally later this year.

AARTO is a clever system that is fair and well designed. Demerit points are allocated for poor driver behaviour and poor vehicular condition. The more severe the violation the more demerit points are applied. Exceed the demerit points and your vehicle or driving licence is suspended or revoked.

- The AARTO system will have overwhelming effects on non-compliant companies.
- Companies cannot afford to have their most important employees without a valid driver's licence.
- Companies cannot afford to have their vehicle licences suspended for a period of time due to roadworthy issues or non-payment of traffic Fines.
- The company vehicle PROXY now bears the responsibility of others errant actions.
- It reverses the culture of non-payment of traffic fines. The longer you take to pay the more the fine value rises.
- Take too long to pay and you cannot renew your driver's licence, vehicle licence, etc.
- It forces companies to improve vehicular condition to South African Roadworthy Standards.
- It encourages companies to educate all staff on the risks of non-compliance.
- Non-compliant individuals face the risk of having their driving licence suspended or revoked.
- Non-compliance to roadworthy issues can have the vehicles licence suspended.
- All companies must now realize that **PRIVATE TIME DRIVING BEHAVIOUR** can now also affect employees' terms and conditions of employment, **thus directly affecting business continuity.** It is therefore imperative that management take a pro-active response in instilling an understanding of the risks of not complying with AARTO on all staff.

2 DAY WORKSHOP

In order to take all these matters into account SASMANIA has developed this specialized workshop to assist companies to alleviate the AARTO risk. The Workshop will educate companies on:-

- Gaining an overall understanding of AARTO and Traffic Fines in general.
- Which Policies and Procedures need creation? (Samples discussed and provided)
- How to amend your HR terms and conditions. (Samples discussed and provided)
 - Changes to Terms and conditions of Employment.
 - Corrective (disciplinary) Action Guidelines. (Useful in changing mindsets of all who use company and private vehicles)
- **A complete training module (Train the Facilitator) whereby a nominated person within the company will educate all employees, using our intellectual property. (CD provided with all the training material)**
 - This training module is designed to comprehensively train all employees on AARTO risks.
 - In many instances companies have condoned errant driving behaviour by paying traffic fines on behalf of staff and allowing staff to drive unroadworthy vehicles etc. However with the immanent launch of AARTO on a national basis it would be unwise to carry on this process. Not changing past precedence can be used as a valid defence if staff is not made aware that they need to make change to their driving behaviour and monitoring vehicular condition.
 - With the advent of AARTO looming in the near future it is imperative that Companies come to realize that maintaining business continuity will require that all staff be trained effectively in order to mitigate the risk of employees having their driving licences removed/suspended or companies having their vehicle licences and operator cards suspended.
 - This training module will go a very long way to assist companies in achieving AARTO compliance.

This workshop is comprehensive and will provide you with all the necessary tools to manage and implement AARTO effectively within the company environment. Once you have implemented these guidelines and strategies as well as you have trained employees your business continuity will be protected.

Day 1 Workshop Outline – Developed for Management.

- General overview of Traffic Fines and AARTO in general.
- Differences between AARTO and the current traffic fine system.

- Management BUY IN, thought processes and the REASONS set forth for change.
 - In terms of legislative requirements
 - Various pieces of legislation, such as the National Road Traffic Act, Criminal Procedures Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, etc, will be discussed.
- Risks to business continuity.
 - In terms of employees.
 - In terms of vehicular condition.
- Risks to the Company Proxy
- The necessity for amending:
 - Terms and conditions of employment.
 - HR contracts of employment.
 - Corrective (Disciplinary action) procedures.
 - Ways to implement effective corrective action to drive positive change amongst employees.
- Creating meaningful Policies, Procedures and Codes of Good Conduct.
- Effective ways and means of driving change within the company environment as well as ways to encourage our business partners to do the same.
- Reasons set forth for effectively training all employees in order to protect business continuity.

DAY 2 Workshop Outline – This part of the workshop is for the company nominated person who will upskill all employees.

TRAIN THE FACILITATOR.

This is a full PowerPoint presentation provided on disc to your company. Using our intellectual property you are now able to up skill all company employees on AARTO and Traffic Fine related matters.

The 2nd day will be spent on training you to effectively use this presentation in training all company employees.

This workshop presentation consists of a number of valuable tools:

- Besides all the general information provided there are 10 inserts (Alerts) that all employees will be required to read and digest the information. They will then be required to sign an acceptance of each alert and return to Human resources. There is also a section attached for employees to take home to up skill their families. This is exceptionally important as employees must realize that errant family members using their personal vehicles could incur a loss of licence.
- These Alerts are designed to instil compliance on employees as well as it assists HR to take the necessary corrective actions on errant employees.
- There is a built in Certificate of Compliance that will be awarded to each employee who successfully completes the 10 Alerts. Your facilitator will have full printing rights and will award the certificates at completion.
- This workshop is highly beneficial to your company as you can train your staff in times that are more suited to the effective running of your business.
- It is also cost effective as you can train multiple employees using the same presentation and can be used as a refresher as and when needed.

SEMINAR/WORKSHOP Details

Cost: R 5650-00 Excluding VAT. Due on Invoice

Duration: Two days.

Who should attend? Directors, Management, HR, Company Facilitators, Proxies. Companies may split the days by sending different individuals. E.g. Management on day 1 and Facilitator on day 2.

Supplies: Course Materials. Disc with PowerPoint presentation for “Train the Facilitator”.

Venue: Midrand Johannesburg.

When: 25 and 26 February 2020.

PRESENTER: Doug Warren.