

A Selection of what's included in the eProxy Handbook.

CHAPTER 1

- 1. What is a PROXY?**
 - a. Definition.**
- 2. Who can be a PROXY?**
- 3. Is it necessary to have an appointed PROXY?**
- 4. Why is there a PROXY and a Representative?**
- 5. What does Legislation say about a PROXY?**
- 6. What is a PROXY responsible for?**
- 7. What are the responsibilities of a PROXY?**
- 8. What are the challenges that face a PROXY?**
- 9. COMPANY RESPONSIBILITIES IN APPOINTING A PROXY.**
- 10. PROXY MUST DO's (Tips)**

CHAPTER 2

- 1. Which pieces of legislation affect the PROXY?**
- 2. What does legislation say about the appointment of a PROXY.**
- 3. Criminal Procedures Act**
- 4. Occupational Health and Safety Act**
- 5. POPI Act**
- 6. Basic Conditions of Employment Act**
- 7. National Road Traffic Act.**

CHAPTER 3

- 1. Appointing a PROXY**
 - a. What needs to be taken into account?**
- 2. How must a PROXY be appointed.**
- 3. PROXY recourse for an incorrect appointment.**
- 4. Managements role in appointing a PROXY.**
- 5. Additional points to be aware of when appointing a proxy**
- 6. Benefits of a correctly appointed PROXY.**

CHAPTER 4

- 1. Policies and procedures**
- 2. Transport Code of Conduct.**
- 3. Target Zero traffic Fines.**
- 4. Human Resources amendments.**
- 5. PROXY policy**

CHAPTER 5

- 1. Traffic Fines**
- 2. Types**
- 3. Difference between AARTO and 270+ jurisdictions.**
 - a. AARTO**
 - b. 270+ Jurisdictions**



CHAPTER 6

1. SHIFT THE BLAME.
2. EXAMPLES

CHAPTER 7

1. Dealing with traffic fines.
2. Camera Fines.
 - a. AARTO
 - b. NON-AARTO
3. Making Representation.
 - a. AARTO
 - b. NON-AARTO

CHAPTER 8

1. Disciplinary or Corrective Guidelines

CHAPTER 9

1. What if scenarios - PROXY
 - a. I resign – what action must I take?
 - b. I do not transfer fines?
 - c. When does the PROXY responsibility end?

Chapter 10

1. TIPS

USEFUL eLegislation AND LINKS

eLegislation (click on the Links to access Legislation and other useful information)

- National Road Traffic Act. (80 Pages)
- Cape Town City Bylaw. (35 Pages)
- AARTO Draft Regulations (495 Pages)
- Occupational Health and Safety Act. (43 Pages)
- Protection of Personal Information Act. (POPI Act) (73 Pages)
- Basic Conditions of Employment Act. (68 Pages)
- CCMA GUIDELINES (27 Pages)

USEFUL CONTACTS

- PROVINCIAL AND LOCAL GOVERNMENT CONTACTS
- MAGISTRATE COURTS LINK
- NATIS CONTACTS
- CAPE TOWN TRAFFIC DEPARTMENTS
- WESTERN CAPE TRAFFIC DEPARTMENTS

COMPANIES WHERE FINES CAN BE CHECKED.

Etc.



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