



FLIGHT TRAINING AGREEMENT

1. FLIGHT TRAINING SERVICES AND TUITION

1.1. VULCAN shall, at the Student's specific instance and request, provide to the Student the following described flight training services at Lanseria International Airport, Johannesburg, South Africa and/or at VULCAN's approved satellite base(s), to obtain their:

1.1.1. Private Pilot License;

1.1.2. Commercial Pilot License;

1.1.3. Instrument Rating;

1.1.4. Flight Instructor Rating;

1.1.5. Multi-Engine Rating; and

1.1.6. Additional courses/modules as indicated on the VULCAN'S ATO's ops spec certificate

(collectively the "**Training**")

1.2. The minimum required hours of flight and ground instructions/briefings shall be governed by South African Civil Aviation Authority ("hereinafter **SACAA**") Regulations, and any amendments thereto.

1.3. Aircrafts certified by SACAA will be provided for the Training which will be:

1.3.1. owned and/or operated by VULCAN ; and

1.3.2. equipped with instrumentation and equipment appropriate for the course of instruction.

1.4. VULCAN shall at all material times ensure that its flight instructors hold the appropriate type and class ratings for the Training. The quality of instruction standards shall meet or exceed those specified in SACAA Regulations and any amendments thereto.

1.5. VULCAN shall provide a chief flight instructor to record and monitor all instructors and instruction to ensure the quality and standardization of the Training.



2. DURATION OF TRAINING AND TRAINING COSTS

- 2.1. The Training shall commence once the student arrives at VULCAN and after obtaining a South African Student visa, where applicable. The duration of the Training is dependent on various factors including but not limited to weather, Student performance, external factors beyond the control of VULCAN.
- 2.2. Where required, the Student shall at his/her cost, make application for a South African Student visa prior to entering the Republic of South Africa. VULCAN or its agents/representatives may provide reasonable assistance in relation to the Student in securing a visa. VULCAN shall not be responsible for visa processing fee or any visa related charges incurred by the Student.
- 2.3. The Student shall be required to attend an aviation security half a day course as arranged by VULCAN to obtain a permit to access VULCAN's premises at Lanseria international Airport prior to commencement of Training.
- 2.4. The Training costs are as per the Estimate chosen by and provided to the student via electronic means (email/Whatsapp/telephonically etc.) or a physical copy. Estimates are published on Vulcan's website www.flyvulcan.co.za and are subject to change without notice at any stage during the training based on various factors.
- 2.5. Costs are based on minimum flight time requirements set by SACAA.
- 2.6. The tuition fee includes the supply of headset, as this is a compulsory policy adapted to avoid the spread of Covid 19 infections.
- 2.7. Any additional flight training required over and beyond costs mentioned in the estimate will be calculated at the hourly rate at the time of flying and is payable by the student in advance.
- 2.8. Check rides/Dual checks and written exams will be charged at the examiner's discretion and shall be payable by the student in advance.
- 2.9. Prices are subject to change without notice due to factors such as price of AVGAS/Fuel, forex fluctuations affecting aircraft maintenance costs, operational costs, etc. which are beyond the control of VULCAN.
- 2.10. Flight training fee includes landing fees at Lanseria International Airport only and any navigation, approach or away landing fees will be charged for separately.
- 2.11. Prices indicated are in South African Rand and include 15% VAT where applicable.

3. ACCOMODATION & TRANSPORT COSTS

- 3.1. Where applicable or requested by the Student, VULCAN shall, for the duration of the Student's Training, arrange accommodation and transportation for the Student to and from Lanseria International Airport, the rental costs for accommodation and costs of transportation of which shall be borne by the Student.
- 3.2. The minimum compulsory period of accommodation and transport to be utilized by the student is three months for PPL students only and six months for the CPL students (hereinafter referred to as " the compulsory period").
- 3.3. Should a student elect to withdraw from using Vulcan's accommodation and transport, the student is required to give Vulcan one calender month's written notice.
- 3.4. Should the notice be given during the compulsory period, the balance of charges for accommodation and transport of the remaining compulsory period will be forfeited to Vulcan.



- 3.5. Prior to the Student commencing Training the Student shall be provided with a copy of the rental agreements for accommodation together with the Landlord's or renter's terms and conditions, which the Student shall acknowledge, sign, familiarise and abide by at all material times.
- 3.6. Further, an admission deposit shall be payable for Accommodation. A maximum of 70% of the deposit is refundable upon good cause shown and at VULCAN'S discretion. Should Vulcan management elect to allow this refund, the 70% will be refunded to the student, minus any applicable forfeiture/charges/fines/penalties, upon leaving the accommodation.
- 3.7. In the event that the accommodation cleaning bill is more than the monthly fixed cost, the additional charges are payable by the Student immediately upon presentation of an invoice.
- 3.8. Costs for services such as pest control, plumbing, handyman, electrician etc requested in the accommodation will be borne by the student.
- 3.9. A monthly allowance will be given to the accommodation unit for electricity if applicable and detergents. This amount is subject to change without notice based on a variety of factors and circumstances. Further details contained in **Annexure A**.
- 3.10. The Student shall at all material times comply with the Accommodation Rules and Procedures as set out in **Annexure A**.
- 3.11. The Student shall at all material times comply with the Transport Rules and Procedures as set out in **Annexure B**.

4. PAYMENT TERMS

- 4.1. The flight training costs, together with all accommodation and transportation to and from VULCAN, are payable in installments as referred to in the training Estimate:
- 4.2. All payments provided for in this agreement will be payable by wire transfer into the Bank Account designated by VULCAN for such purpose, namely :

Bank:	First National Bank (FNB)
SWIFT Code:	FIRNZAJJ
Beneficiary Name:	VULCAN AVIATION
Beneficiary Address:	3 RD Floor, Hangar 10, Lanseria International Airport, South Africa 1748.
Branch code:	250 655
Account Number:	62871590793
Reference:	"Student Name and Surname/ Passport or ID Number"
- 4.3. VULCAN does not accept or negotiate payment arrangements.
- 4.4. If any one or more of the payments cannot be made in full, travel arrangements and commencement of the intended training will be delayed until payment has been made in full. VULCAN will condone a period of one-month indulgence for non-payment of the second and third instalment, thereafter the Student will be required to vacate the accommodation.
- 4.5. Should the Student require additional hours of training or flying time for purposes of completing the examinations or in order to build up hours or such further training requirement was recommended by Vulcan's Instructor to meet the SACAA standards, the Student shall give VULCAN five business days written notice of such fact, in which instance VULCAN shall



invoice the Student for such further hours of training and/or flying time. This invoice shall be paid immediately upon receipt by the Student and prior to VULCAN rendering such additional training and/or providing additional flying time.

- 4.6. Minimum Credit: For all international Students the minimum credit to be maintained will always be ZAR 30 000 in their account. For all local students the minimum credit to be maintained will be ZAR 10 000 in their account. All forms of training will cease if the minimum credit balance is below the abovementioned amount. Training will recommence once sufficient funds are available in the Student's account. The minimum credit amount will be utilised towards the end of the Students Training contract.
- 4.7. Once any payment has been made to Vulcan there will be **STRICTLY NO REFUNDS** unless upon individual circumstances a maximum of 70% refund may be entertained upon good cause shown and at the discretion of Vulcan Management.

5. CANCELLATION

- 5.1. VULCAN shall refund a maximum of 70% of the paid admission deposit/ tuition fees/ training fees upon good cause shown and at VULCAN'S discretion if VULCAN is notified in writing by no later than 30 calendar days prior to the Student's intended arrival in Johannesburg and commencement of Training.
- 5.2. VULCAN maintains a policy of refunding up to a maximum of 70% of the unused portion of tuition/ training fees excluding any other charges in the event that the eligible Student fails to enter the course, withdraws, or discontinues his or her training any time prior to completion of the chosen training program. With reference to paragraph 4.7 above the above is solely within the discretion of Vulcan Management and Vulcan may opt not to refund any payments already made to Vulcan.
- 5.3. VULCAN reserves the right to terminate this contract/agreement upon serving a written notice of termination thirty (30) calendar days prior to the Student in instances where the Student breaches any one or more of the terms and conditions of this Agreement and further:
- 5.3.1 fails to rectify same and/or fails to desist from continuously breaching the terms and conditions after being called upon to do so; or
- 5.3.2 immediately if the Students' and/or VULCAN's safety is, in the opinion of VULCAN, endangered as a result of the Student's behaviour;
- 5.3.3 the Student's refusal and/or failure to abide by the instructor's or VULCAN's instructions, or for any other reason whatsoever which may be justified in the circumstances.
- 5.3.4** These provisions apply to the accommodation, motor vehicle rented by VULCAN for and on behalf of the Student, the landlord of VULCAN premises and the accommodation so rented and the rental company of the motor vehicle. Please refer to **Annexure A and B**.
- 5.4. Accommodation is provided by VULCAN to the student which is part of the training estimate and the agreement which is subject to change without notice at any stage due to a variety of factors, circumstances and increases. Should the student NOT require the accommodation, VULCAN shall be notified prior to the payment of the admission deposit. A three month for PPL students only and six months for CPL students compulsory accommodation agreement/ lease shall remain in place between the student and VULCAN . If the student wishes to vacate VULCAN'S accommodation during the compulsory period the balance of the accommodation charges will be forfeited to VULCAN alternatively charged to the student.



- 5.5. Should a Student wish to vacate the accommodation procured by VULCAN, the Student is required to give written notice to VULCAN by no later than 30 calendar days prior to the Student's departure. VULCAN will refund 70% of the accommodation deposit upon good cause shown and at VULCAN'S management discretion after deducting fees for forfeiture/breakage/damage/ charges/ fines or penalties for lost or stolen items after the accommodation's final inspection. Furthermore, the student is obliged to sign a separate indemnification form for VULCAN prior to vacating the accommodation.

6. STUDENT UNDERTAKING & OBLIGATIONS

The Student agrees and undertakes to at all material times be bound by and to the following terms and conditions while receiving ground and/or flight instruction at VULCAN:

- 6.1. Prior to commencement of the Training :
- 6.1.1. the Student warrants that he/she is medically fit and in possession of a valid and current medical certificate as required by SACAA.
 - 6.1.2. The Student warrants that he/she has read and understood the VULCAN Flight Training Safety Procedures and Course Catalogue and agrees to comply fully with its contents.
- 6.2. During the Training the Student shall :
- 6.2.1. Comply with all local, state, and other applicable regulations and airplane flight manual requirements.
 - 6.2.2. Operate the aircraft under conditions consistent with the Student pilot's certificate/licence and ratings.
 - 6.2.3. Obtain a current weather report and forecast.
 - 6.2.4. File a flight plan for all non-local flights.
 - 6.2.5. Be in possession of a check list for the aircraft type to be flown.
 - 6.2.6. Perform all checks based on the appropriate pre-flight checklist, before take-off and before landing.
 - 6.2.7. Inspect and make a ground check of the aircraft before take-off and ensure that the aircraft to be flown is in an airworthy condition. During the pre-flight inspection, any unusual damage must be reported immediately before the intended flight, failing which the Student will be held responsible. If any damage is noted during taxiing or take-off the Student must return to the school immediately, failing which the Student will be held responsible.
 - 6.2.8. Maintain the aircraft's oil level according to recommended guidelines.
 - 6.2.9. Use the brakes only when needed and avoiding riding the brakes when taxiing.
 - 6.2.10. At all times maintain a minimum of one-hour fuel reserve, per tank. If fuel is purchased away from the home base, then fuel will be reimbursed at the current "fuel reimbursement rate at Lanseria International Airport" on a per litre basis, which is posted at VULCAN's front desk.



- 6.2.11. Care for VULCAN's aircraft as if it were his or her own so that the next pilot cannot tell that the aircraft was flown before. At all times adhere to VULCAN's red-tag and TPM.
- 6.2.12. Return the aircraft at the agreed upon time, weather permitting. The Student understands that late fees may apply, with the exception of unforeseen weather conditions or mechanical delays.
- 6.3. At the end of each flight the Student shall :
 - 6.3.1 Return and park the aircraft on the VULCAN ramp and place the propeller in a horizontal position (if applicable) while following all safety protocols whilst performing such an action, return the aircraft to the designated hangar if it's the last flight of the day with the help of desk staff;
 - 6.3.2. Lock and latch all doors. The Student understands that if he or she fails to lock and latch all doors and to secure the aircraft properly, and any theft or damage occurs, he or she will then be responsible for all losses resulting therefrom;
 - 6.3.3. Secure all seatbelts.
 - 6.3.4. Use applicable flight control locks to secure the flight controls;
 - 6.3.5. Ensure the aircraft is correctly chocked;
 - 6.3.6. Ensure that the master switch is turned off before leaving the aircraft;
 - 6.3.7. Cover the aircraft if applicable.
- 6.4. The Student also agrees to operate the aircraft in accordance with the following terms and conditions:
 - 6.4.1. Weight and balance must be calculated prior to each flight and filed with VULCAN prior to each departure; and
 - 6.4.2. Only the named pilot is authorized to fly the aircraft as PILOT IN COMMAND., who shall fly the aircraft from the left seat.
- 6.5. Landing will only be on hard-surface runways at airports listed in the airport facility directory and listed in VULCAN's approved safety procedures and practices. Written permission is required from VULCAN's Head of Training for operation on non-hard-surface runways or unlicensed/private airports/runways/airstrips.
- 6.6. All empty oil containers should be immediately placed in the plastic buckets in the luggage compartment or stored in designated area provided by VULCAN.
- 6.7. Smoking, eating and drinking is prohibited on the ramp and in the aircraft. The only exception to this rule is water. Students are encouraged to carry a bottle of drinking water with them on all flights in order to prevent dehydration.
- 6.8. Passengers are not permitted on any dual instruction training flight unless approved by VULCAN's Head of Training and in compliance with SACAA's Regulations.
- 6.9. The aircraft may not be used or operated:
 - 6.9.1. For any illegal purposes;
 - 6.9.2. In any race, speed test or contest;



- 6.9.3. In a formation flight;
- 6.9.4. Beyond the borders of the Republic of South Africa;
- 6.9.5. To carry passengers or property for monetary compensation or hire;
- 6.9.6. If the student has used intoxicating liquids or substances, or sleep-inducing drugs within twenty-four hours prior to the commencement of a flight. The student agrees to undergo random breathalizer tests which will be conducted prior to scheduled flights at Vulcan's discretion. Should the test be positive, the student will not be permitted to continue the flight and a "No-show fee" will be charged to the student for the missed slot.
- 6.9.7. For aerobatic manoeuvres, unless instructed to do so by an instructor authorized to conduct aerobatic training.
- 6.10. In the event of undue delay, deviation or any other circumstance, the Student must contact VULCAN immediately. Additionally, the Student must call for instructions and assistance in the event that the aircraft should require maintenance or repair work.
- 6.11. The Student agrees to ensure that the Hobbs and/or Tacho meter readings are accurate at the beginning of each flight. For these purposes the Student must check the meter before turning on the master switch. The Student understands that he or she will be billed for all time accumulated while the master switch is turned on, and that the master switch must not ever be turned off during a flight. If there is a discrepancy, the Student shall call it to the attention of VULCAN. Further, the Student must record the higher number when the meter closes between two numbers.
- 6.12. The Student also understands that he or she is at all material times responsible for logging his or her own time and caring for all timekeeping records equipment, including, but not limited to:
 - 6.12.1. Logging all flights and simulator times in the appropriate book.
 - 6.12.2. Returning equipment bags with clipboards, **KEYS** and the book to the desk personnel of VULCAN.
- 6.13. The Student further understands that if he or she is a student pilot and has not flown at VULCAN for a period of two weeks, then he or she will be required to fly with an instructor prior to any solo flight. As a certificated pilot, if he or she has not flown VULCAN for a period of thirty days, he or she must then fly with an instructor prior to any solo flight.
- 6.14. The Student understands that he or she is not permitted to carry passengers unless he or she receives prior written authorization from VULCAN's Head of Training. The Student for these purposes acknowledges that passengers are generally permitted under the following guidelines, but that all decisions regarding passengers will be at VULCAN management's discretion:
 - 6.14.1. Student must hold a current private pilot's certificate with a minimum of 30 hours Pilot-In-Command, and must have flown within the last thirty days with a VULCAN Training instructor;
 - 6.14.2. Passengers under sixteen years of age are not permitted to fly in VULCAN aircraft, and are not permitted on the VULCAN Training ramp without adult supervision.
- 6.15. The Student also agree to the following Administrative Policies:



- 6.15.1. He or she will be charged a “No Show Fee” for cancellation of each slot reserved with an instructor and/or aircraft without 24 hour prior notice of cancellation with a valid reason. “No Show Fee” charges are listed in the Red-Tag of VULCAN.
- 6.15.2. Additionally, students will be subject to spot drug(s) and or alcohol test(s) if deemed necessary by VULCAN, the results of such tests, if found to be above the stipulated limits of SACAA, the student will be grounded by all training activities. The reports will be sent to SACAA and VULCAN shall respect and follow the recommended outcome effected by SACAA.
- 6.15.3. All scheduling must be approved by VULCAN Training desk personnel. Students are advised to check the schedule after each flight to confirm the date and time of their next lesson. VULCAN will however at all material times endeavour to provide aircraft and instructors to meet customer requirements. However, due to the nature of the pilot training business (i.e.: weather, mechanicals, check rides...), VULCAN may, without notice, cancel or re-schedule a lesson due to unforeseen contingencies.
- 6.15.4. The Student must wear a headset when receiving flight instruction.
- 6.15.5. In the event that any policy of insurance, other than those held by VULCAN, entitles the Student to coverage following any aircraft loss, the Student’s coverage shall be primary and those of VULCAN will be secondary. Any payments received under such a policy of insurance will be payable to VULCAN to the full extent necessary to repair or replace any property damaged in the claimed event.
- 6.15.6. The Student understands and agrees that he or she shall be personally liable for the following:
 - 6.15.6.1. For deductible hull coverage for any accident, incident, or loss involving pilot error and/or non-observance of any instructions, and/or
 - 6.15.6.2. Violation of SACAA Regulations;
 - 6.15.6.3. For the full costs of all damages or loss resulting from breach of any of the terms and/or provisions of this agreement, from operations contrary to the SACAA Regulations or the Airplane Flight Manual, or from any action which would invalidate or reduce the insurance coverage of VULCAN;
 - 6.15.6.4. For the full costs of all damage or losses occasioned to VULCAN premises and/or Execujet Africa property;
 - 6.15.6.5. For the full costs of all damage or losses occasioned to the accommodation premises and/or the motor vehicle rented by VULCAN for and on behalf of the Student whilst the Student undergoes flight training at VULCAN;
 - 6.15.6.6. Money, damages, costs, and attorney fees incurred by VULCAN in the event that VULCAN is obliged to institute legal action to recover possession of or to enforce any of the terms, covenants, and conditions of this agreement.

7. LIABILITY & INDEMNITY

- 7.1. The Student acknowledges that the nature of the Training may expose him/her to hazards or risks, including personal injury, illness, disability, death, or damage to property, which may occur from known or unknown causes. The Student understands, assumes, and accepts all such hazards and risks and agrees for himself/herself, their estate, heirs, personal representatives, administrators, and assigns, to release and discharge, covenant not to sue, indemnify and hold harmless VULCAN and their members, officers, agents, employees, successors and assigns, and any other persons or entities acting on their behalf (“the



Releasees”) from and against any and all claims, demands, causes of action, damages, losses, costs or expenses, arising from or relating in any way to the execution of this Agreement and participation in the Training, whether caused by negligence of the Releasees or otherwise.

- 7.2. The Student further agrees to defend, indemnify and hold harmless the Releasees from liability for the injury or death of any person(s) and/or damage to property that may result from his/her negligent or intentional act or omission in connection with their participation in the Training.
- 7.3. The Student undertakes that he/she has carefully read this Agreement and this clause 7 and fully understand its contents. The Student is aware that this is a release of liability, a waiver of claims, an agreement not to sue, an indemnity and a contract between himself/herself and VULCAN ,and for the benefit of others described herein.
- 7.4. The provisions of this clause 7 shall survive the termination of this Agreement.

8. **CONFIDENTIALITY**

- 8.1. The Students acknowledges that during the operation of, and after the expiration, termination or cancellation of this Agreement for any reason, he/she will have access to information that is restricted, secret, proprietary or any similar designation, in whatever format and whether recorded or not (and if recorded, whether recorded in writing, on any electronic medium or otherwise), which by its nature or content is identifiable as confidential and/or proprietary to VULCAN (“Confidential Information”).
- 8.2. The Student acknowledges that :
 - 8.2.1. the Confidential Information is a valuable, special and unique asset of VULCAN; and
 - 8.2.2. VULCAN may suffer irreparable harm or substantial economic and other loss in the event of such Confidential Information being disclosed or used by the Student other than in the performance of his/her obligations in terms of this Agreement.
- 8.3. The Student irrevocably and unconditionally agrees and undertakes –
 - 8.3.1. not to use the Confidential Information, whether directly or indirectly for the Student’s benefit or for the benefit of any person other than VULCAN;
 - 8.3.2. to treat and safeguard the Confidential Information as strictly private and confidential;
 - 8.3.3. not to use, disclose or divulge, directly or indirectly, the Confidential Information in any manner to any third party for any reason or purpose whatsoever without the prior written consent of VULCAN , which consent may be granted or withheld in the sole and absolute discretion of VULCAN;
 - 8.3.4. not to decompile, disassemble or reverse engineer or otherwise modify, adapt, alter or vary the whole or any part of the Confidential Information; and
 - 8.3.5. to take all such steps as may be reasonably necessary to prevent Confidential Information from falling into the hands of unauthorised third parties.

9. **MEDIA CONSENT**

The Student hereby grants VULCAN the absolute right and permission to use his/her photographic images, pictures, digital images or in which he/she may be included in whole or part, or reproductions

thereof in color or otherwise for any lawful purpose whatsoever, including but not limited to use in any VULCAN publication or on the VULCAN websites and/or on any social media sites, without payment or any other consideration.

10. DATA PROCESSING CONSENT

In order to fulfil its obligations in terms of this Agreement, VULCAN will require to process the Student's personal information for the purposes of the Training and the Student hereby provides the consent required by VULCAN for processing purposes. VULCAN is committed to protecting the Student's privacy and recognises that it needs to comply with statutory requirements in collecting, processing and distributing of personal information.

ANNEXURE A – ACCOMODATION RULES & PROCEDURES

The Student agrees and undertakes to at all material times be bound by and the following rules and procedures while residing at Accommodation procured by VULCAN :

- 1.1. Accommodation is known for its tranquil and peaceful environment. Loud music, yelling or shouting, or any other loud noise in public areas is not allowed.
- 1.2. Music played inside rooms should be of such volume that no other students/guests/residents will be disturbed.
- 1.3. Should Vulcan receive a noise complaint and/or fine from the accommodation, the students of the unit and any other student present in the apartment at the time of the complaint will be fined in proportion for each instance at an amount subject to the sole discretion of Vulcan Management.
- 1.4. Alcohol and Substance abuse is **strictly prohibited** and VULCAN has a zero tolerance rule, any such suspicious activities found will be dealt with serious consequences. Failing to reform from such activities will result in a possible fine, a formal report to SACAA and or relevant authorities. All training will be stopped until an outcome is reached in VULCAN'S disciplinary code and procedure as listed in the TPM.
- 1.5. The use of alcohol is strictly forbidden in public areas like the pool and the garden surrounding the pool.
- 1.6. Should the student invite guests from outside, it first has to be cleared by the Accommodation management. We cannot guarantee that guests from outside will be allowed as this will depend on the occupancy rate of the property at the given time. We will most definitely allow for that if it is possible, however, **no guests from outside can sleep over.**
- 1.7. If the student breaks or damages anything in the accommodation unit, please bring it to VULCAN's appointed accommodation's manager's attention immediately. The student will be held responsible to replace the item, alternatively the students in the unit will be charged proportionately for replacing the said item.
- 1.8. All of the accommodation units are non-smoking. You are welcome to smoke in the designated smoking areas. This includes e-cigarettes and all other smoking devices. Please do not throw your cigarette buds in the garden but place them in the ash trays provided (where applicable).
- 1.9. A cleaner will be provided at least once a week for cleaning services. It is the responsibility of the students of the accommodation unit to allow entry to the cleaner to carry out their duties, failing which the accommodation unit will simply not be cleaned and the cleaner will only return when scheduled to clean the accommodation unit on the next date. Laundry will be done as arranged at various accommodations held by VULCAN.



- 1.10. Kindly treat all staff members with respect and kindness.
- 1.11. Vulcan undertakes to provide each unit with R500 as a contribution towards electricity if applicable and R500 as a contribution towards detergents and cleaning materials per month. It is the responsibility of students to nominate a person in each unit to collect the abovementioned allowance from the front office of Vulcan at the beginning of each month and to sign to acknowledge that the allowance has been received on the allowance register.
- 1.12. Should the students in each unit run out of electricity and/or the cleaner requires additional detergents and/or cleaning materials in the month where the allowance has already been given, the responsibility is on the students of each unit to purchase what is required and split the cost amongst the occupants of the unit proportionately.
- 1.13. It is the responsibility of the students of each unit to ensure that there is sufficient electricity and detergents and/or cleaning materials available to the cleaner timeously to carry out their duties, failing which the accommodation unit will simply not be cleaned and the cleaner will only return when scheduled to clean the accommodation unit on the next date.
- 1.14. Please ensure that all gas/ electric stoves are switched off after use.
- 1.15. We do not allow electric heaters to be used in the units as this will put unnecessary pressure on the electricity usage and might cause outages.
- 1.16. If your room has an aircon, please be mindful and turn it off when you are not in the room. Use it sparingly as it also puts pressure on the electricity supply.
- 1.17. All lights should be turned off when you leave a room or your unit, also outside lights should be turned off first thing in the morning.
- 1.18. Unnecessary use of Lights/Electrical Equipment/Appliances is discouraged. Each unit has a set amount of electricity usage/credit allocated monthly. Exceeding this credit/usage will be payable by the student.
- 1.19. Each student is responsible to keep their units clean and tidy, spot inspections will be conducted from time to time. If poor hygiene and cleanliness is observed, the students of the unit will be charged a fine starting from ZAR 2000 each. Furthermore the cleaner may elect to not clean the apartment if the unit is unreasonably dirty due to the neglect of the students and the cleaner may only return on the next scheduled day for cleaning.
- 1.20. Under no circumstances are furniture and fittings allowed to be removed from the units.
- 1.21. Students can face termination of their training and / or accommodation contract with VULCAN and/or liability to pay a fine for failing to comply with the above terms and condition/ rules / policies.
- 1.22. The above is not an exhaustive list and all new terms and condition/ rules / policies will be communicated to the students to make them aware of same.

ANNEXURE B – TRANSPORT RULES & PROCEDURES

VULCAN AVIATION STUDENTS ARE HEREBY NOTIFIED TO STRICTLY ADHERE TO THE POLICY CONSIDERATIONS OF SCHOOL TRANSPORT BELOW.

THE POLICY CONSIDERATIONS BELOW ARE NOT AN EXHAUSTIVE LIST AND NEW POLICIES MAY BE ADOPTED FROM TIME TO TIME AND NOTIFIED TO STUDENTS ACCORDINGLY.

SHOULD A STUDENT/ REPRESENTATIVE OF VULCAN AVIATION CONTRAVENE THE POLICIES, TRANSPORT MAY BE TERMINATED FOR INDIVIDUALS.

DRIVERS – RULES & EXPECTATIONS:

- 1.** Drivers must adhere to the speed limits of the roads in use at all relevant times throughout the duration of this contract.
- 2.** Drivers will wait for a maximum of 5 (five) minutes after arrival at the designated pick-up and drop-off locations for students, namely in front of the security gate of the accommodation on a safe side of the road to prevent crossing incidents or accidents.
- 3.** Students are to notify drivers timeously via whatsapp if they are delayed for a valid reason and the driver shall elect to wait for the student or proceed to the next destination on their route should the delay cause any inconvenience or delay to the rest of the days routes.
- 4.** Drivers must ensure that students enter through the gates safely.
- 5.** Drivers must ensure that students are not left unattended in the vehicle at any time, for any reason. There must always be a driver present in the vehicle.
- 6.** Drivers will not make any unscheduled stops with students present.
- 7.** Drivers will not pick up any additional fares while driving students.
- 8.** Drivers will not talk on their cell phone when driving students to and from school.
- 9.** Drivers will not offer students any food, drinks, gum, gifts, etc; or allow them to eat or drink on the bus/van.
- 10.** If students are acting out in an aggressive or unsafe manner (verbally or physically), the driver will pull the vehicle over, where appropriate, until students once again act in a safe, responsible manner.
- 11.** If the unsafe behavior continues, the driver will contact their base/dispatch and call for police assistance.
- 12.** Drivers will immediately report all misbehavior and accidents/ incidents to the Transport Company staff telephonically by pulling over if necessary and will follow-up by writing a formal bus report to be forwarded to the Transport Company within 24 hours of the incident via zprithipaul11@gmail.com.
- 13.** Drivers will not “hold” any personal property of any kind of the students.



STUDENTS – RULES & EXPECTATIONS

Pick – up and drop off

1. Be ready and waiting at the designated pick-up points outside the security gates of the accommodation at least 5 minutes before the bus/van is scheduled to arrive and come out of your home and get on the vehicle as soon as it arrives.
2. If you are running late for a valid reason notify the transport group immediately and timeously and the driver will notify you if they can wait or if they have to proceed to their next stop and the responsibility relies on the student to get to their desired destination at their own cost.
3. Wait for the bus in a place that is clear of traffic, and as far back from the road as possible.
4. If in a group of waiting students, maintain appropriate boundaries and behavior and avoid horseplay.
5. Wait to cross the street and/or approach the vehicle or disembark from the vehicle only after it has stopped.
6. Only get on and off your transportation at your own stop.

On the Bus/Van:

1. Go directly to an available seat.
2. Remain seated during the ride, wear your seat belt and face forward.
3. Keep hands, heads, arms and legs inside the vehicle.
4. Never throw or pass around any object(s).
5. Only carry on items that can easily be held in your lap.
6. **Strictly no eating or drinking on the bus/van.**
7. Do not accept any items from the driver – food, drinks, gum, gifts, etc.
8. Interact positively with peers; and use appropriate voice tone, volume and language.
9. No vandalism of the vehicle or anyone's property.
10. Respect everyone's (driver and students) personal space, and their right to a peaceful ride to school – no arguing, profanity, obscene gestures, bullying, antagonizing, horseplay, or fighting.
11. No weapons of any kind.
12. No hazardous materials or nuisance items (laser lights, etc.).
13. No tobacco products, drugs, alcohol or any other controlled substance.

DISCIPLINE POLICY

Any student who does not follow the above policy will be subject to the following disciplinary procedure. This protocol will start simply – between the driver and the student – but continued issues will lead to a progression in reporting and consequences.

1. The driver will speak with the student about the inappropriate behavior.
2. The driver may instruct the student to sit quietly throughout the ride.
3. The driver may assign the student to a specific seat or may restrict the student from sitting in a specific area of the vehicle.