

**ADDENDUM TO:  
WAGE SETTLEMENT AGREEMENT FOR THE YEAR 1<sup>ST</sup> APRIL 2012 TO JUNE 2014**

**BETWEEN**  
**SOUTH AFRICAN BUS EMPLOYERS ASSOCIATION**  
**(SABEA)**  
**COMMUTER BUS EMPLOYERS ORGANISATION**  
**(COBEO)**

**AND**

**SOUTH AFRICAN TRANSPORT AND ALLIED WORKERS UNION**  
**(SATAWU)**  
**TRANSPORT AND OMNIBUS WORKERS UNION**  
**(TOWU)**

The parties to the Addendum to the Extended Main Collective Agreement are:  
The South African Bus Employers Association (Sabea) and Commuter Bus  
Employers Organisation (Cobeo), representing employers:  
and  
South African Transport and Allied Workers Union (Satawu) and Transport and  
Omnibus Workers union (Towu), representing employees.

The following adjustments have been concluded:

**1. PERIOD OF AGREEMENT**

This Agreement shall come into operation for the parties to this Agreement on 1 April 2013 and for non parties on such date as may be decided upon by the Minister of Labour in terms of section 32 of the Labour Relations Act, 1995 and shall remain in force until 30 June 2014 or until replaced subsequent agreement by and shall be applicable to all Eligible Employees.

## **2. ACROSS THE BOARD INCREASE**

An across-the-board increase of 9.5% on the base rate of pay as at 31 March 2013 will become due from the commencement date of this Agreement until 30 September 2013 with a further 0.5% on the base rate of pay as at 31 March 2013 from 1 October 2013 to 30 June 2014.

## **3. MINIMUM BASIC WAGE**

The minimum hourly wage for Employees will not be less than R22.05 per hour for the period 1 April 2013 to 30 September 2013 and R22.15 from 1 October 2013.

## **4. SUBSISTENCE & TRAVEL ALLOWANCE**

4.1 An Employee, who is away from his Employer's establishment on special hire/charter duties or on instructions from his Employer and is, as a consequence thereof and at the instruction of the Employer, required to sleep out, will be paid an allowance of R415.00 for each night that he is required to sleep out to cover the costs of meals and accommodation.

4.2 An Employee, who is away from his Employer's establishment, for more than 7.20 hours, on special hire/charter duties or on the instruction of the Employer, but is not required/instructed by the Employer to sleep out, will be paid a meal allowance of R6.00 per hour for each completed hour of such special hire/charter or absence.

4.3 The above allowances will not be paid where, in terms of the Employer procedures, the Employer or a third party provides accommodation and/or food, pays for such expenses directly or where accommodation and/or food are made available at no cost to the Employee.

## **5. NIGHT-SHIFT ALLOWANCE**

A night-shift allowance of R5.35 per hour will be payable to Employees for work performed between 20:00 and 03:00 (including meal breaks).

## **6. TOOL ALLOWANCE**

An allowance of R40.00 per week will apply to Employees who, as a requirement of the Employer, are in possession of the applicable tool-kit complying with the Employer's specifications. (further consideration for an increase of this benefit will only be considered again in 2016)

## **7. LEGAL ASSISTANCE**

When an Employee, acting in the course and scope of his employment, is involved in a motor vehicle accident in a company vehicle, and is subsequently charged with commission of a criminal offence arising out of the accident, the Employer will provide legal assistance by granting an interest free loan up to a maximum of R 6 500.00

## **8. STATUS QUO**

All substantive terms and conditions of employment and benefits that were applicable at an employer as at the effective date of this agreement and are not regulated by the agreement, shall remain in force and effect. Further any existing substantive terms and condition of employment and benefits that were applicable as at the effective date of this agreement at a level higher/better than regulated in the agreement, such higher/better terms and conditions of employment and benefits shall continue to apply.

Therefore no employer shall reduce such substantive conditions of employment and benefits to the level of what is contained in the Main Agreement.

## **9. LEVIES**

9.1 Employees for whom minimum basic wages are prescribed an amount of R 2.79 per week or R 12.10 per month of an Employee's normal basic wage shall be deducted by an Employer from the basic wage of every Employee.

9.2 Other employees in the bargaining unit for which minimum basic wages are not prescribed, but who qualify for the across the board increases as per clause 3.2, an amount of R 2.79 per week or R 12.10 per month of an Employee's normal

basic wage shall be deducted from the basic wage of every Employee, in his or its employ who works one or more days a week.

9.3 To the amounts deducted in terms of clause 39.1 and 39.2, the Employer shall add a like amount and pay the total by no later than the 7<sup>th</sup> of each month over to the council at First floor, Stonefontain House, 95 Klipfontein Road, Rondebosch, 7700, or into the councils bank account: SARPBAC, First National Bank, Account no. 62289781752, Branch Bode 202409.

**The following Clauses will be amended in the MCA:**

INSERT IN CLAUSE: 6

6.8 **Sunday** – Employees working on a Sunday will be compensated at a rate of 1.3 times their normal rate from 1 April 2013 to 31 March 2014 and 1.5 times their normal rate for each hour worked from 1 April 2014.

INSERT IN CLAUSE 12:

**CROSS BORDER EXPENSES**

When an employee is required by the employer to cross the South African National border into a foreign country, the employer will:

- 12.1 Reimburse the employee for the required expenses of obtaining a passport, visa, medical certificate and medication.
- 12.2 Pay the employee who is away from the employee's establishment on special hire/charter duties or on the instruction of the employer and is as a consequence thereof and at the instruction of the employer required to sleep out outside of South Africa, an allowance of R460-00 for each night that the employee is required to sleep out to cover the costs of meals and accommodation.
- 12.3 Pay an employee, who is away from his Employer's establishment, for more than 7 hours and 20 minutes on special hire/charter duties or on the instruction of the employer, but is not required/instructed by the employer to sleep out outside the border of South Africa, a meal allowance of R 6.95 per hour for each completed hour of such special hire/charter or absence.
- 12.4 The above allowance will not be paid where in terms of the employer's procedures, the employer or a third party provides accommodation or food or pays for the food directly and where food and accommodation are available at no cost to the employee.
- 12.5 Where this clause applies, then clause 9 does not apply.

INSERT CLAUSE: 40

**EXEMPTION FEE**

A fee will be applied on receipt of a exemption application as outlined:

**UNOPPOSED TARRIF**

ITEM	DESCRIPTION	TARIFF OF FEES
1.	Referral of Dispute	R175.00
2.	Unopposed Arbitration Fee	R400.00
3.	Unopposed Award Fee	R300.00

**OPPOSED TARIFF**

1.	Referral of Dispute	R175.00
2.	Arbitration Fee	R600.00
3.	Award Fee	R550.00

**ANNEXURE A**

**JOB TITLES, GRADES, MINIMUM HOURLY RATES**

<b>Job Title</b>	<b>Purpose Statement</b>	<b>Occupations Included</b>	<b>Range of Grades</b>	<b>Minimum Rate Per Hour</b>
Artisan	Qualified artisan who holds the relevant trade papers. Artisan could include Diesel Mechanic, Auto Electrician, Body Builder, Painter, Welder and Spray Painter. Typical work would include the service, repair, maintenance, upgrade of vehicles/components, inspections. Conducts road tests, recovers breakdowns, and identifies / diagnoses faults/defects. Artisans may supervise and assist in training unqualified staff.	Artisan, Artisan Auto Electrician, Artisan Body Builder, Auto Electrician, Body Builder, Mechanic, Diesel Mechanic, Painter, Spray Painter, Welder.	P13-P10	1/3/2013 to 30/9/2013 2013 - R 44.26  1/10/2013 - R 44.46
Bus Driver	Drives a bus to transport passengers on scheduled services over established routes. Controls lighting, heating and ventilation for the passengers. Observes prescribed speeds, traffic, travelling conditions and signals to ensure the safe arrival of passengers. Ensures passengers arrive at destinations on time. Holds the appropriate licence and a PrDP. This category is restricted to commercial contracts which are not subsidized by government.	Bus Driver	P15-P14	1/3/2013 to 30/9/2013 2013 - R 25.95  1/10/2013 - R26.07
Cabin Attendant	Provides assistance to passengers on a Luxury Coach. Tasks include serving of refreshments and ensuring passengers experience a comfortable journey.	Cabin Attendant	P14	1/3/2013 to 30/9/2013 2013 -R 39.05  1/10/2013 - R 39.23
Canteen Attendant	Maintains the cleanliness of the canteen and assists in the preparation and serving of food and beverages. Keeps the canteen	Canteen Assistant Meals, Canteen Assistant Tea, Canteen Attendant	P18-P17	1/3/2013 to 30/9/2013 2013

	clean and tidy.			- R 22.05  1/10/2013  - R 22.15
Cashier	Receives cash from drivers and/or ticket sellers and banks all cash received.	Cashier, Cashier - Ex DC.	P14-P12	1/3/2013 to 30/9/2013 2013  - R 29.93  1/10/2013  - R 30.06
Cleaner	Cleans and maintains office / yard / workshop / buses / vehicle parts / bellows, utilising the appropriate cleaning agents and cleaning tools.	Bellow Cleaner, Bus Cleaner, Bus Washer, Office Cleaner, Steam Cleaner, Steam Jenny Cleaner, Workshop Cleaner, Yard Cleaner.	P19-P18	1/3/2013 to 30/9/2013 2013  -R 22.05  1/10/2013  - R 22.15
Clerk	Performs administrative / clerical / stores / technical duties. Tasks may include filing, recording of data, copying, typing, handling petty cash, ordering of stationery/groceries, reporting, receiving and issuing of stock/parts or stock-taking. Additional duties may include attending to client queries/complaints, supervising and/or coordinating the workload of subordinates and/or operating on a senior administrative level.	Clerk, Assistant Contract Clerk, Receiving and Recon Clerk, Tyre Clerk, Taco Clerk, Operations Clerk, Planning Clerk, Terminal Clerk, Private Hire Clerk, Reservations Clerk, Scheduling Clerk, Technical Clerk, Waybill Clerk, Contract Clerk, Revenue Office Assistant, Special Hire Clerk, Stores Clerk, Engineering Clerk, Senior Clerk, Senior Store Clerk, Systems Clerk. Data Capturer.	P15 - P11	1/3/2013 to 30/9/2013 2013  - R 27.33  1/10/2013  - R 27.46

Cook	Prepares and serves meals to staff members. Compiles a weekly menu and assists in canteen administration. Supervises Canteen Attendants.	Chef	P15	1/3/2013 to 30/9/2013 2013 - R 31.23  1/10/2013 - R 31.37
Despatcher	Books and despatches drivers on allocated routes to ensure buses depart on schedule and executes administrative-related functions. Duties may include signing on/off shifts for Bus Drivers, reporting of any incidents and analysing the AM and PM operation.	Depot Despatcher, Despatcher, Sub Depot Despatcher.	P13 - P12	1/3/2013 to 30/9/2013 2013 - R 33.84  1/10/2013 R 33.99
Driver / Conductor	Drives a bus or luxury coach to transport passengers on the scheduled services over established routes. May issue tickets and collect fares. Controls lighting, heating and ventilation for the passengers. Observes prescribed speeds, traffic, travelling conditions and signals to ensure safe arrival of passengers. Ensures that passengers arrive at destinations on time. Holds the appropriate licence and a PrDP. Includes all BRT operations.	Driver / Conductor, Duty Bus Driver, Luxury Coach Driver, Coach Driver, OMO.	P14-P12	1/3/2013 to 30/9/2013 2013 - R 33.84  1/10/2013 - R 33.99
Driver Instructor	Provides training to drivers and conducts evaluations on drivers.	Driver Instructor, Driver Training Instructor.	P12 - P11	1/3/2013to 30/9/2013 2013 - R 39.05  1/10/2013 - R 39.23
ETM Technician	Services, repairs and maintains Electronic Ticket Machines.	ETM Repairer, ETM Technician, Wayfarer Mechanic, Setright Mechanic, Senior Setright Mechanic.	P14 - P10	1/3/2013 to 30/9/2013 2013 - R 28.65



				1/10/2013 - R 28.78
Forklift Driver	Operates a forklift to move equipment within the premises.	Forklift Driver	P18	1/3/2013 to 30/9/2013 2013 - R 28.65 1/10/2013 - R 28.78
Fuel Attendant	Refuels buses /company vehicles.	Fuel Attendant, Diesel/Fuel Attendant.	P17-P16	1/3/2013 to 30/9/2013 2013 -R 22.05 1/10/2013- R 22.15
Gardener	Maintains gardens, lawns, shrubs and trees. Loads and unloads goods and materials. May provide assistance in the washing of company cars and cleaning of windows.	Gardener, Garden Labourer, General Worker.	P18	1/3/2013 to 30/9/2013 2013 -R 22.05 1/10/2013 - R 22.15
Handyman	Performs general building maintenance and repair work for plumbing, electrical, building and paving activities.	Handyman, Handyman Building Maintenance, Handyman Electrical	P16-P11	1/3/2013 to 30/9/2013 2013 - R 29.93 1/10/2013 - R 30.06

Help Desk Administrator	Handles passenger complaints, issues refund-vouchers to passengers, issues trip vouchers, assists passengers with dead tags, records customer complaints, visits head office and provides feedback.	Help Desk Administrator	P14	1/3/2013 to 30/9/2013 2013 - R 37.88  1/10/2013 -R 38.05
Hospitality Representative	Meets and greets clients at airports and ensures that the correct vehicles are boarded.	Hospitality Representative	P13	1/3/2013 to 30/9/2013 2013 - R 27.22  1/10/2013 - R 27.35
Inspector	Executes and carries out inspection duties to investigate irregularities and ensure compliance to company policy - performs physical vehicle checks, evaluates driver compliance, monitors scheduled trips and audits the issuing of tickets and the collection of revenue.	Inspector	P13 - P11	1/3/2013 to 30/9/2013 2013 - R 33.95  1/10/2013 - R 34.10
Maintenance Assistant	Assists a qualified Artisan and has sufficient relevant experience to perform the work required.	Semi-skilled Body Builder, Semi-skilled Electrician, Semi-skilled Mechanic, Semi-skilled Shift Mechanic; Junior Body Builder, Junior Electrician, Junior Glazier, Junior Mechanic, Junior Body Builder, Junior Spray Painter, Operative B.	P14-P13	1/3/2013 to 30/9/2013 2013 - R 31.23  1/10/2013 - R 31.37
Maintenance Technician	Unqualified Artisan who is able to perform all technical duties not performed by an Artisan (auto electrician/body builder/diesel mechanic), but does not have the qualification (i.e. trade certificate).	B Artisan ( Auto Electrician, Body Builder, Diesel Mechanic), Workshop Operative, Honorary Artisan, Auto Elec Operative, Body Shop Operative, Operative A.	P13-P12	1/3/2013 to 30/9/2013 2013 - R 33.95  1/10/2013 - R 34.10

Messenger	Delivers and collects mail / documents and runs errands as required by the operation. May be required to drive a motorcycle or vehicle and hold the applicable license.	Messenger	P18-P15	1/3/2013 to 30/9/2013 2013 - R 22.12  1/10/2013 -R 22.22
Mobile Driver	Drives a light motor vehicle to transport personnel to and from the required location. Holds a code 08 (EB) license.	Mobile Driver	P18-P15	1/3/2013 to 30/9/2013 2013 - R 22.12  1/10/2013 - R 22.22
Porter	Loads and off loads luggage at major centres in an intercity environment.	Porter	P19	1/3/2013 to 30/9/2013 2013 - R 22.05  1/10/2013 - R 22.15
Receptionist	Performs front desk duties, operates the switchboard to attend to incoming calls, receives visitors to the organisation and responds to general enquiries. Performs clerical duties when required e.g. photocopying, handling mail, handling faxes.	Receptionist, Receptionist/Switchboard Operator, Switchboard Operator.	P14	1/3/2013 to 30/9/2013 2013 - R 28.65  1/10/2013 - R 28.78
Regulator	Records arrival and departure times of buses at terminal points to ensure buses keep to routes and schedules. Liaises with passengers	Regulator, Point Controller.	P14-P12	1/3/2013 to

	on the service provided.			30/9/2013 2013 - R 24.73  1/10/2013 - R 24.84
Route Controller	Ensures that specific routes are covered for passengers to arrive on time at destinations.	Route Controller	P12 - P11	1/3/2013 to 30/9/2013 2013 - R 62.46 1/10/2013 - R 62.74
Security Guard	Patrols and guards company assets and personnel and provides secure access control to the property.	Security Guard, Gatekeeper.	P17 - P16	1/3/2013 to 30/9/2013 2013 - R 23.44  1/10/2013 - R 23.55
Senior Cashier	Supervises Cashiers in the receipt and banking of cash received. Tasks include reconciling cash to ticket sales, liaising with customers, controlling safes, ensuring the smooth running of equipment at depots and conducting periodic depot spot checks.	Senior Cashier, Chief Cashier, Senior Cashier T/Seller	P13-P12	1/3/2013 to 30/9/2013 2013 - R 33.95  1/10/2013 - R 34.10
Senior Inspector	Supervisors a team of inspectors, works according to a pre-determined schedule and performs adhoc investigations. Liaises with passengers and driver conductors. Carries out a census.	Senior Inspector	P12-P11	1/3/2013 to 30/9/2013 2013 - R 39.05  1/10/2013 - R39.23

Senior Regulator	Supervises operational duties of Regulators, maintains an effective passenger information system and monitors passengers at platforms.	Senior Regulator, Senior Point Controller.	P12-P13	1/3/2013 to 30/9/2013 2013 - R 33.95  1/10/2013 - R 34.10
Shunter Driver	Moves buses on company premises and between sections for maintenance activities. Road test buses as and when required by Artisans and workshop supervisors. Parks buses in stipulated areas. Drives buses through bus wash machines. Drives vehicles onto and off pits. Requires the applicable license.	Shunter Driver, Shunter Driver- Maintenance.	P16-P15	1/3/2013 to 30/9/2013 2013 - R 23.44  1/10/2013 - R 23.55
Stores Driver	Performs driving duties for stores e.g. collection of parts and other store items. Requires the applicable license.	Stores Driver	P15	1/3/2013 to 30/9/2013 2013 - R 22.12  1/10/2013 -R 22.22
Storeman	Establishes and maintains minimum and maximum stock levels, controls and checks the delivery of stock, issuing of parts and spares, keeps stock cards up to date, receives and books out spares, performs stock take, conducts spot checks on stocks, etc.	Storeman, Storeman Buyer, Storeman / Counterhand.	P15 - P12	1/3/2013 to 30/9/2013 2013 - R 28.65  1/10/2013 - R 28.78

Stores Assistant	Assists the Storeman with the issuing and receiving of parts in the store, physically moves stock (packing, unpacking) and drives a forklift to load and unload spares from delivery vehicles. Requires the applicable licence.	Stores Assistant	P16-P14	1/3/2013 to 30/9/2013 2013 - R 27.45 1/10/2013 - R 27.58
Tea Person	Make tea and coffee and wash dishes	Tea Person	P18	1/3/2013 to 30/9/2013 2013 -R 22.05 1/10/2013 - R 22.15
Technical Driver	Performs driving duties for the Technical Department inclusive of shunting vehicles from the wash bay to check pits and to the workshop, fuelling of vehicles, taking vehicles for COF and towing busses in for repairs. Requires the applicable licence.	Technical Driver	P15	1/3/2013 to 30/9/2013 2013 - R 22.12 1/10/2013 -R 22.22
Terrain Controller	Supervises the dispensing of diesel, oil and water. Supervises, shunting, parking and despatching of buses. Supervises the cleaning and washing of the exterior and interior of buses. Supervises the cleaning of the yard, offices, buildings, equipment and premises.	Terrain Controller, Yard Supervisor.	P13 - P12	1/3/2013 to 30/9/2013 2013 - R 43.80 1/10/2013 - R 44.00

Ticket Admin Clerk	Performs cashier and ticket selling duties, inclusive of selling trips and tags to passengers and the maintenance of stock. Handles cash, cashes up drivers' modules, drivers' tickets and standby waybills, pays in at a Cashier, cashes up daily sales. Is responsible for the banking of money, assisting customers with complaints, checking that ETM's are working and reporting defaults, requesting stock, stationery and float, and rotating between depots.	Ticket Admin Clerk, Ticket Office Clerk, Admin Clerks (Tickets).	P14-P13	1/3/2013 to 30/9/2013 2013 - R 29.93  1/10/2013 - R 30.06
Ticket Seller	Sells tickets to passengers from a mobile vehicle or at a point identified by the company. May require the applicable license.	Ticket Seller, Pre Seller, Season Ticket Seller.	P14-P12	1/3/2013 to 30/9/2013 2013 - R 29.93  1/10/2013 - R 30.06
Transport Officer	Signs Bus Drivers/ Driver Conductors On & Off. Reports any incidents that have a negative effect on the smooth running of the operation in the occurrence book. Analyses the AM and PM Operation.	Transport Officer	P11	1/3/2013 to 30/9/2013 2013 - R 33.95  1/10/2013 - R 34.10
Typist	Types documents and performs clerical duties for a department, e.g. Operations.	Typist, Typist Clerk.	P15-P13	1/3/2013 to 30/9/2013 2013 - R 29.93  1/10/2013 - R 30.06

Tyre Attendant	Removes and replaces tyres on vehicles. Checks tyres for defects, damage and pressures. Removes and inspects rims for damage and replaces rims.	Tyre Attendant, Tyre Operator.	P17-P14	1/3/2013 to 30/9/2013 2013 -R 22.05  1/10/2013 - R 22.15
Tyre Controller	Supervises tyre attendants and ensures optimal work output.	Tyre Supervisor	P13	1/3/2013 to 30/9/2013 2013 - R 43.80  1/10/2013 - R 44.00
Workshop Assistant	Assists a qualified artisan in the trade (Body Builder, Auto Electrician, Vehicle Checker, Greaser, Diesel Mechanic and Spray Painter) through supplying the correct tools, cleaning of components, and assisting with the service, repair, maintenance and upgrade of vehicles/components. Performs general housekeeping in keeping the work area safe and clean. Not an apprentice. Reports into an Artisan.	Trade Worker P15 & P16. Trade Assistant: Auto Electrician, Trade Assistant Diesel Mechanic, Handyman Assistant, Mechanical Shop Assistant, Assistant Electrician, Assistant Glazier, Workshop Assistant, Workshop Operator Assistant, Builder Assistant, Assistant Mechanic, Assistant Spray Painter, Auto Electrical Assistant, Grade C and D Operatives, Electrical Shop Assistant, Body Shop Assistant, Artisan Assistant, Greaser, General Worker, Labourer, Tyre Shop Assistant, Upholstery Assistant, Vehicle Checker.	P19-P15	1/3/2013 to 30/9/2013 2013 -R 22.05  1/10/2013 - R 22.15



Signed on this 15<sup>TH</sup> day of May 2013.

Sabea:

Name:.....Signature:.....

Cobeo:

Name:.....Signature:.....

Satawu:

Name:.....Signature:.....

Towu:

Name:.....Signature;.....